



PERFORMANCE CONTRACT

BETWEEN

THE GOVERNMENT OF THE REPUBLIC OF KENYA

THROUGH THE MINISTRY OF EAST AFRICAN COMMUNITY,

LABOUR AND SOCIAL PROTECTION

AND

THE BOARD OF DIRECTORS OF THE NATIONAL COUNCIL FOR

CHILDREN'S SERVICES (NCCS)

FOR

THE PERIOD 1st JULY 2016 – 30th JUNE 2017



This Performance Contract (hereinafter referred to as “Contract”) is entered into between the Government of the Republic Kenya (hereinafter referred to as “GoK”) through its Ministry of East African Community, Labour and Social Protection of P.O. Box 40326 – 00100, Nairobi (together with its assignees and successors) of the one part, and the Board of Directors/Council of The National Council for Children’s Services(hereinafter referred to as the “the Board” / “The Council”, a State Corporation having its registered office at Social Security House (together with its assignees and successors) of P.O. Box 6446 – 00100, Nairobi of the other part.

WHEREAS; The GoK is committed to clearly defining the working relationship between itself and the State Corporations;

The parties recognize the need for adequate and reasonable managerial and operational autonomy to facilitate achievement by the Board/Council and Management of The National Council for Children’s Servicesof the agreed and freely negotiated performance targets set out in this Contract;

The parties are desirous of enhancing transparency in the management of public resources and accountability for results in line with the Constitution;

The purpose of this performance contract is to establish clarity and consensus about priorities for the Corporation’s management in order to ensure;

1. That systems are established for equality for all users of public services;
2. Impartiality and fairness in the process of delivery of public services;
- 3 Promotion of National Cohesion and National Values;
- 4 continuity of public services under all circumstances;
5. systems enable innovativeness and adaptability of public services to the needs of users;
6. professionalism and ethics in Public Service is achieved and maintained;
7. systems ensure promotion and protection of rights of users of public services and public servants as enshrined in the Bill of Rights;
8. a culture of accountability, integrity, transparency and promotion of values and principles of public service;
9. a corruption free public service;
10. effective, efficient and responsible use of public resources, and
11. responsiveness by public servants in delivery of public services.

The Board/Council has indicated its capacity and competence to perform the duties and undertake the functions specified under this Contract; and

From this contract, should flow the program and management priorities of the State Corporation.

NOW THEREFORE, the parties hereto agree as follows:

Part I

Vision, Mission and Strategic Objectives of the Council

a) Vision:

A vibrant agency in the realization and protection of the rights and welfare of children for national prosperity.

b) Mission:

To formulate policies, plan, monitor, coordinate and mobilize resources for the implementation, realization and safeguarding of the rights and welfare of the child.

(c) Strategic Objectives:To;

1. develop and review, legislation, policies and programmes for care and protection of children.
2. advocate for child rights and welfare.
3. establish and operationalize coordination mechanism on service delivery to children.
4. mobilize resources for delivery of child rights and welfare services.
5. enhance research, monitoring and evaluation on children issues and create conducive environment for sharing findings.
6. enhance utilization of information communication and technology in service delivery.

Part II

Commitments and Responsibilities of the Board

- Ensure that public services are delivered in accordance with the constitution,
- Ensure modernization of the public service by introduction of modern technologies and innovative service delivery systems to improve service delivery;
- Ensure that public officers demonstrate professionalism, transparency and accountability in performing their duties and that they show courtesy,

Part III

Commitments and Obligations of the Government

Approval of Council's Actions/ Requests

- i) Ensuring resources are available for the achievement of agreed performance targets.
- ii) Ensuring that public officers suspected of corrupt practices step down to allow room for investigations.

Part IV

Reporting Requirement

The Council shall submit their quarterly performance reports to the Inspectorate of State Corporations and copy to Performance Management and Coordination Office for the purpose of monitoring progress of performance, and for annual evaluation of performance.

Part V

Duration of the Performance Contract

This Performance Contract will run for one financial year from 1st July 2016 to 30th June 2017.

Signatories:

Signature..... Date.....

**MRS. JOYCE NGUGI
COUNCIL CHAIRPERSON
THE NATIONAL COUNCIL FOR CHILDREN’S SERVICES**

Signature..... Date.....

**BOARD MEMBER/INDEPENDENT DIRECTOR
THE NATIONAL COUNCIL FOR CHILDREN’S SERVICES**

Government:

Signature..... Date.....

**MRS. PHYLLIS J. KANDIE, EGH.
CABINET SECRETARY
MINISTRY OF EAST AFRICAN COMMUNITY, LABOUR AND SOCIAL
PROTECTION**

Counter-signed:

Signature..... Date.....

**MR. HENRY K. ROTICH,EGH.
CABINET SECRETARY
THE NATIONAL TREASURY**

The National Council For Children Services

Implementation Matrix

	PERFORMANCE CRITERIA CATEGORY	UNIT OF MEASURE	WT	PREVIOUS FY (2015/16)	TARGET FY.2016/17
A	FINANCE & STEWARDSHIP				
1	Absorption of Allocated Funds	%	4	100	100
2	Absorption of externally mobilized resources	%	4	N/A	100
3	A-in-A	Kshs.	1	10,250	10,750/=
4	Pending Bills	%	2	N/A	<1%
5	Compliance with PFM Act and Treasury Circulars	%	4	N/A	100
	Weight Sub – Total		15		
B	CORE MANDATE				
	Vision 2030 Flagship Projects/Programmes				
1	Develop a Draft Children Bill, 2017 and submit it to the Parent Ministry	%	10	N/A	100
2	Report on implementation of the International & Regional legal instruments on children rights	No.	10	0	1
3	MDAs priority projects/Programmes (Outcomes aligned to SDGs and Sector Performance Standards (SPS))	%	10	N/A	100
4	Projection Completion Rate	%	2	50	100
5	Compliance with Charitable Children Institutions Regulations & Area Advisory Council Guidelines	%	5	100	100
6	Empower County & Sub-County officers	%	5	N/A	100
7	Report on implementation of the National Plan of Action {NPA} on children 2015-2022	%	4	27	100
8	Coordinate the International Celebrations on Child Rights Events	%	4	100	100
9	Develop a National Monitoring and Evaluation framework for children	%	5	0	100
10	Undertake research in the children sub-sector	No.	5	N/A	1
	Weight Sub total		60		
C	Implementation of Presidential Directives, Circulars and Executive Orders				
	Implementation of Presidential Directives, Circulars and Executive Orders	%	N/A	N/A	N/A

D	Minimum 30% of all procurement budget dedicated to Youth, Women and Persons With Disabilities (AGPO)				
	Allocate 30% of tenders to Youth, Women and Persons With Disabilities		5	N/A	6,804,516/=
E	Minimum 40% of all procurement budget dedicated to locally produced goods and services (Buy Kenya Build Kenya)				
	Ensure 40% of all purchases is on local products		5	N/A	9,072,688/=
F	CROSS – CUTTING				
1	Customer Satisfaction	%	1	30	100
2	Service Delivery Innovations	No.	0.5	1	1
3	Resolution of Public Complaints	%	0.5	75	100
4	ISO Certification/Accreditation	%	0.5	96	100
5	Automation	%	0.5	81.45	100
6	Asset Management	%	0.5	100	100
7	Youth, Internship and Industrial Attachment	No.	1	12	15
8	Compliance with the Constitution and other Statutory obligations	%	0.5	100	100
9	Competency Development	%	1	80	100
10	Knowledge Management	%	1	80	100
11	Work Environment	%	0.5	85	100
12	Prevention of Alcohol and Drug Abuse	%	0.5	100	100
13	Prevention of HIV/AIDS Infections	%	0.5	25	100
14	Safety and Security Measures	%	0.5	80	100
15	Management of Pension	%	1	N/A	100
16	Corruption Eradication	%	3	5	100
17	Mwongozo code of conduct	%	1	10	100
18	Implement measures to promote the realization of national values and national cohesion	%	0.5	41	100
19	Implement commitments in the President's Annual Report on National Values and Principles of Governance	%	0.5	36	100
	Weight Sub Total		15		
	Overall Total Weight		100		

EXPLANATORY NOTES

A. FINANCIAL AND STEWARDSHIP

1. Absorption of Allocated Funds on Programmed Activities – (100%)

- i) The Council will ensure that funds allocated amounting to **Kshs. 128,610,000/=** in 2016/17 Financial Year under recurrent budget are applied to programs, projects and activities for which they were appropriated and planned to achieve 100% level in utilization.

2. Absorption of externally mobilized resources

The Council will ensure that resources allocated from Development Partners amounting to **Kshs.58,610,000/=** are applied on timely basis to programmes, projects and activities for which the funds were appropriated and planned for to achieve 100% absorption.

3. A-I-A

- i) The Council will raise ten thousand seven hundred and fifty shillings (**ksh.10,750/-**) as its A-I-A, through the sale of the identified disposable office equipment.

4. Pending Bills

- i) The Council intends to clear the pending bill incurred in the last FY.2015/16 amounting to seven million, six hundred & seventy one thousand and one hundred shillings only (**Kshs.7,671,100 /=-**) and ensure this Financial Year the outstanding Bill is less than 1%of the Council's annual budget.

5. Compliance with PFM Act and Treasury Circulars

The Council will adhere 100% to the Public Finance Management Act and related regulations and Treasury Circulars issued from time to time. Under the PFM Act, the Council is committed to prepare and submit the following reports as per the time frames:

- i. Financial Programme Performance Report to Controller of Budget every quarter by the 15th day of the subsequent month. – 20%
- ii. Annual Year account of 2015/16 by 30th September, 2016; - 20%
- iii. Annual Procurement Plan by 30th July, 2016; - 20%
- iv. Draft budget estimates by 30th April, 2017; - 20%
- v. Annual work plan and Cash Flow projections by 30th July, 2016.- 20%

B. CORE MANDATE

Vision 2030 Flagship Projects/Programmes

The Council will;

1. Develop a Draft Children Bill, 2016 and submit it to the Parent Ministry

- a) Identify the gaps in the Children Act, 2001 to align it to the Constitution, 2010;- 20%
- b) Develop a Lay Draft; - 30%
- c) Post the Lay Draft Bill in the Ministry website for public awareness and participation;- 20%
- d) Hold one retreat to Incorporate input from stakeholders into the Lay Draft Bill; -20%
- e) Establish a National Steering Committee and terms of Reference;- 3%
- f) Hold Consultative forums with stakeholders in 10 regions;- 2%
- g) Hold 2 retreats to incorporate inputs from regional forums;-2%
- h) Hold one national validation workshop;- 2%
- i) Submit the draft bill to the Parent Ministry;- 1%.

2. Report on implementation of the International & Regional legal instruments on the rights of children

During the contract period the Council will undertake the following activities and prepare a status report on the State's implementation of the African Charter on the Rights & Welfare of the Child {ACRWC} for submission to the African Union.

- a) Constitute a technical working group;
- b) Hold 4 consultative meetings with stakeholders;
- c) Hold 8 regional forums;
- d) Hold one national validation workshop;
- e) Submit the status report to the Parent Ministry for submission to the Africa Union Secretariat.

3. Sustainable Development Goals (SDGs) & Programmes

The Council will;

- i) Promote the protection and welfare of children by implementing the National Children's Policy, 2010 and coordinating implementation of the National Plan of Action 2015 -2022 in order to integrate the relevant SDGs in respective policies and development plans ;-80%
- ii) Submit quarterly reports to the Ministry of Devolution and Planning.-20%

4. Ease of Doing Business – N/A

Project completion rate

- i) Completion rate;
- ii) Cost effectiveness.

5. Compliance with Charitable Children Institutions Regulations, 2006 & Area Advisory Council Guidelines

During the Contract period, the Council will ensure implementation of the recommendations of the report on the monitoring and evaluation of Charitable Children's Institutions {CCIs} and Area Advisory Councils {AACs} undertaken during the previous year FY.2015/16.

6. Empower County Coordinators & Sub-County Officers

The Council;

- i) Hold one workshop to Capacity Build Forty seven County Coordinators Children Services;-60%
- ii) Facilitate 191 sub-county AACs and 47 County AACs every quarter.-40%

7. Report on implementation of the National Plan of Action {NPA} on children 2015-2022

The Council will;

- i. hold quarterly meetings with the stakeholders and County Coordinators Children Services officers; - 40%
- ii. Prepare a Status Report on Implementation of NPA at the end of 30th June, 2017.-60%

8. Coordinate the International Celebrations on Child Rights Events

The Council will;

- i. Establish and operationalize a National Steering Committee on DAC;-25%
- ii. Launch the Day of the African Child celebrations in 47 counties;-25%
- iii. Hold one National celebration on the DAC in one county;-25%
- iv. Submit one report to the Africa Union on the DAC.-25%

9. Develop a National Monitoring & Evaluation Framework

- i. Hold 4 consultative meetings towards developing the National Monitoring & Evaluation Framework;-40%
- ii. Develop a National Monitoring and Evaluation framework for children by 30th June, 2017.-20%
- iii. Hold one validation workshop;-20%
- iv. Launch the National Monitoring & Evaluation Framework.-20%

10. Undertake research in the children sub-sector

During the Contract period the Council will;

- i. Hold 2 consultative meetings with stakeholders; -20%
- ii. Undertake research on child to child abuse to identify the magnitude and propose the interventions to be implemented;-50%
- iii. Hold one validation workshop;- 10%
- iv. Launch the research findings.-20%

C. IMPLEMENTATION OF PRESIDENTIAL DIRECTIVES, CIRCULARS AND EXECUTIVE ORDERS – N/A

The Council has not been issued with any Presidential Directives, Circulars and Executive Orders this Financial Year.

D. MINIMUM 30% OF ALL PROCUREMENT BUDGET DEDICATED TO YOUTH, WOMEN AND PERSONS WITH DISABILITIES (AGPO)

The Council will;

- i. award 30% per cent (**KShs.6, 804,516 /=-**) out of the total value of (**KShs. 22,681,720/=-**) procurement budget to the youth, women and Persons with Disabilities where they apply and satisfy the Procurement and Disposal Act. Out of this, 2% of the Council's procurement budget will go to PWDs. – 60%
- ii. sensitize Youth, Women and Persons with Disabilities on government procurement procedures, requirements for accessing government procurement opportunities. – 40%

E. MINIMUM 40% OF ALL PROCUREMENT BUDGET DEDICATED TO LOCALLY PRODUCED GOODS AND SERVICES (BUY KENYA BUILD KENYA)

The Council will reserve a minimum of 40% of the procurement budget for local products and services. (Kshs.9,072,688/=-) out of the total value of (Kshs. 22,680,720/=-) procurement budget.

F. CROSS- CUTTING

1. Customer Satisfaction

The Council will carry out the following activities;

- i) Implement the remaining recommendations in the survey report for the contracting period 2013/2014.
 1. Improve service delivery timeliness for registration of Charitable Children Institutions to one month. – 10%;
 2. Train the 15 employees' on customer relations – 10%;
 3. Enhance handling and managing complaints procedures put in-place – 20%;
- ii) Identify the needs and wants of the customers through complaints mechanisms, customer care desks and Council's website and progressively address them – 30%;
- iii) Prepare a report indicating the intervention measures put in place to address customer complaints in the fourth quarter – 30%.

2. Service Delivery Innovations

- i) Develop one (1) service delivery innovation in an effort of enhancing efficiency, timeliness, quality, flexibility, accessibility, affordability and convenience to service delivery.
 - ✓ Online tracking of Charitable Children Institutions {CCIs} applications for registration status.
 - Procure the ICT equipment;
 - Test the ICT equipment;
 - Launch the online tracking of CCIs;
 - Implement the Service Delivery Innovation.

3. Resolution of Public Complaints

The Council will:-

- i) Develop a complaints handling mechanism – 10%;
- ii) Promptly address and resolve public complaints referred to it directly or channeled through the Commission on Administrative Justice (CAJ) – 30%;
- iii) Create awareness among staff on the existing complaints handling mechanism – 10%;
- iv) Implementation of service delivery charters – 15%;
- v) Capacity building of 15 staff on handling public complaints – 15%;
- vi) Submit quarterly reports to Commission on Administrative Justice (CAJ) – 20%;

In addition, the Council will seek certification detailing the extent of resolution of public

4. ISO Certification/Accreditation -25%

The Council will implement the following activities in the contract period towards ISO 9001:2015 Certification

A.

- i) Bring an expert on board – 2.5%
- ii) Define the scope – 2.5%
- iii) Appoint a Management Representative {MR} – 2.5%
- iv) Appoint ISO team – 2.5%

B.

- i) Train Middle Management – 5%
- ii) Brief Top Management – 5%
- iii) Carryout awareness training for all employees – 5%

5. Automation

During the contract period, the Council will increase automation levels from the current level of **81.45%** to **100%**. The specific activities will entail the following:

These activities amount to 100% for the year.

Automation Stages	Sub-indicators	Target Level of the Council's Automation (FY 2016/17)
Council Strategy and vision	Number and qualifications of ICT staff (0.5%)	1.5%
	Establish the percentage of the Council budget devoted to ICTs - (0.5%)	
	Improve staff to computer ratio - (0.5%)	
Connectivity and technology infrastructure	Internet bandwidth made available at department headquarters offices - (0.5%)	3%
	Office automation (turn-around time for business processes) - (0.5%)	
	Establish the number of enterprise wide systems in operation- (1.5%)	
	Enforce ICT security measures - use of Anti-Virus updates and data back-up - (0.5%)	
Consumer and business adoption	Maintain a Council Website adhering to the web design standards in terms of accessibility, usability, interoperability, graphical look and feel, related standards and policies - (0.5%)	1%
	Automation of core public services (e-services) for citizens - (0.25%)	
	Service delivery channels utilized - (0.25%)	
ICT Capacity Building	Establish the percentage of staff who have undertaken ICT training - (0.25%)	0.5%
	Identify the number of ICT staff trained in the financial year- (0.25%)	
Social and cultural environment	Establish the number of service delivery options for clients with No. of staff with disabilities who have access to ICT services -	0.5%

Automation Stages	Sub-indicators	Target Level of the Council's Automation (FY 2016/17)
Legal environment	Implement guidelines for e-services, Internet and e-mail use -	0.5%
ICT Standards	Adopt and comply with ICT and e-government standards –	1%
Total Cumulative		8%

6. Asset management

The Council will undertake the following activities:-

- i) **Inventory Management** – Keep and update a catalogue of the Council's assets and property – 20%;
- ii) **Maintenance** – prepare a maintenance schedule and adhere to it – 20%;
- iii) **Repairs** – restore equipment, tools and assets to useable conditions after damage, wear and tear – 20%; and
- iv) **Disposal of idle assets** – Prepare an inventory of (unserviceable, obsolete and surplus assets) and dispose appropriately in accordance with the Public Procurement and Disposal Act 2005 and its Regulations 2006 – 40%.

7. Youth, Internship and Industrial Attachment.

The Council will provide attachment opportunities to fifteen (15) youth during the contract period.

8. Compliance with the Constitution and other statutory obligations

The Council will;

- i) Coordinate the implementation of Article 53 of the Constitution on the rights and welfare of Children which includes the following rights: - (25%);
 - to a name and nationality from birth – 3%;
 - to free and compulsory basic education – 4%

- to basic nutrition, shelter and health care – 5%;
- to be protected from abuse, neglect, harmful cultural practices, all forms of violence, inhuman treatment and punishment and hazardous or exploitative labour. -3%;
- to parental care and protection – 2%;
- not to be detained except as a measure of last resort and when detained to be held for the shortest appropriate period of time and separate from adults – 5%;
- a child’s best interest are of paramount importance in every matter concerning the child – 3%;

ii) Undertake an audit to establish the extent of compliance and enforcement of the relevant Articles of the Constitution related to the Council’s mandate- (25%);

To ensure Compliance with Statutory Obligations the Council will undertake the following during the Contract period:

	Target	Activities
a	Compliance with public procurement regulations and rules – 20%	i) Develop and adhere to the Council’s Procurement Plan 2016/17 – 5%; ii) Submit a copy of the procurement plan to PPOA by 31 st August,2016 in the format provided – 10%; and iii) Submit quarterly procurement plan implementation reports to the PPOA in the prescribed format – 5%.
b	Environmental sustainability- 20%	Coordination Act (EMCA). The specific interventions include: i) Undertake and submit Environmental Sustainability Audit by 30 th September, 2016 – 10%; ii) Develop & Submit the Council’s Annual Work Plan based on the 2015/16 Audit report 30 th September, 2016 - 5%; iii) Establish/ operationalize environmental sustainability committee – 5%; iv) Submit quarterly reports on implementation of the recommendations of the audit report to the Director General, NEMA in the prescribed format by the 14 th day after the end of each quarter – 80%; and v) Obtain a certificate of compliance from NEMA.

	Target	Activities
c	Disability mainstreaming – 20%	<ul style="list-style-type: none"> i) Ensure at least 5% of newly recruited employees of the Council are Persons with Disabilities – N/A ii) Develop and disaggregate data of PWDs by age, gender and forms of disability – 2%; iii) Ensure physical improvements of public facilities for accessibility- N/A iv) Ensure accessibility of information to PWDs – 2%; v) Sensitize the staff on issues of disability mainstreaming –8%; vi) Carry out an accessibility audit for PWDs – 2%; vii) Submit quarterly report to the National Council of Persons with Disability using the prescribed format – 4%; and viii) Obtain certification of compliance from NCPWD – 2%.
d	Gender mainstreaming- 30%	<ul style="list-style-type: none"> i) Conduct gender training and sensitization of the Council’s staff on gender mainstreaming and carry out awareness creation on the provisions of Gender based Violence (GBV) Policy and Gender Work Place Policy – 8%; ii) Monitor compliance with 1/3rd affirmative action policy on appointments, promotion and employment – 7%; iii) Monitor and report on the number of women led enterprises accessing 30% procurement tender opportunities to PPOA - 7%; iv) Analyze sex and age disaggregation on the Ministry’s activities and programmes – 4%; v) Submit quarterly progress reports to National Gender and Equality Commission and Directorate of Gender in the Ministry of Devolution and Planning – 4%; vi) Obtain certification of compliance from NGECC.

9. Competency Development

The Council will undertake the following activities:-

	Target	Activities
1.	Skills/competence needs assessment and intervention programs - 50%	i) Undertake skills/competence needs assessment (TNA) – 10%; and ii) Develop and implement intervention programmes to address the TNA recommendations – 40%.
2.	Performance Appraisal- 50%	iii) Undertake performance appraisal of the Council staff– 20%; iv) Undertake sensitization of staff on Performance Appraisal System – 20%; and v) Implement the performance incentives and sanctions – 10%

10. Knowledge Management

The Council will;

- (i) Develop a mechanism for sharing experiences and lessons learnt through:
- Generating reports -25%;
 - Organize forums to sensitize staff on the experience, and -25%
 - Circulate reports (soft or hard) - 25%;
- (ii) Document and store knowledge through uploading to the electronic platform - 25%.

11. Work Environment

The Council will;

- i) Carry out an internal work environment survey in the 3rd quarter – 50%;
- ii) Prioritize and implement the recommendations of the survey in fourth quarter - 35%;
- iii) Prepare a report on the progress made during the Financial Year – 15%.

12. Prevention of Alcohol and Drug Abuse

Towards prevention of Alcohol and Drug Abuse, the Council will carry out the following;

- (i) **Baseline/ Follow up survey:** carry out an internal follow-up survey to assess the progress made as well as challenges with a view to set up future direction; - 20%.
- (ii) **Employee Assistance Programme (EAP):** identify individual workers with ADA related problems, assessment, counselling, and refer for treatment and rehabilitation services; 20%.
- (iii) **Implement ADA work place policy:** to address issues of preventive education, referral for treatment and rehabilitation, psycho-social support, acquisition and dissemination of behaviour change materials to address denial and stigma associated with alcohol and drug dependence. Customize targets for prevention and control of alcohol and drug abuse to a specific area of the organization's operations and risk levels; - 20%.
- (iv) **ADA sensitization amongst staff/staff family members:** Hold one-day workshop to get real-life experiences from staff and family members affected in order to effectively increase staff awareness on ADA prevention for themselves and their families; - 20%.
- (v) **Monitoring of the programme** –Submit annual work plan and quarterly performance reports for prevention of ADA program to NACADA. The work plan should have at least three activities addressing alcohol and drug abuse in the work place in the first quarter. One of the activities selected must be establishment of employee assistance programme where this has not been implemented. The work plan and performance reports should be submitted in their respective standard reporting formats. The report should be received at NACADA within Fifteen (15) days following the end every quarter. The quarterly reports to be accompanied by a minute of ADA prevention coordinating units/committee meetings indicating that the quarter implementation and performance were discussed; - 20%.

13. Prevention of HIV/AIDS Infections

The Council will undertake the following intervention programmes:-

- i. Identify number of staff reached with HIV information and services as outlined in the reporting tool - 40%;
- ii. Allocate a budget for the HIV activities/programmes - 20%;
- iii. Reconstitute and operationalize AIDS Control Committee – 10%;

- iv. Conduct a baseline survey on staff knowledge level on HIV and AIDS – 10%;
- v. Develop/review work place policy on HIV and AIDS - 10%;
- vi. Submit quarterly reports to NACC using MAISHA1 reporting template; - 10%;

14. Safety and Security Measures

The Council will implement the security management system through the following activities:

- i) Appoint Information Security Management System (ISMS) leader – 5%;
- ii) Appoint and train ISMS champions – 5%;
- iii) Define ISMS scope – 15%
- iv) Brief top management on ISMS – 15%;
- v) Train implementers – (process owners) – 15%;
- vi) Conduct awareness training for all employees – 15%;
- vii) Create ISMS Risk Management (Risk Registers and Risk Management Action Plan – 15%;
- viii) Finalize documentation of ISMS i.e. policy procedures and launch the ISMS based on the standard (ISO/IEC) – 15%.

15. Management of Pension – 100%

The Council will ensure potential retirees among its staff are trained on post retirement.

16. Corruption Eradication

The Council commits to implement the following:-

- i) Carry out corruption risk assessment and mitigation; –25%
- ii) Enhance integrity in Public Procurement; – 10%
- iii) Promote high standards of ethical culture; – 30%
- iv) Build capacity on corruption prevention ethics & integrity; -20%
- v) Implement Internal mechanisms that encourage and protect whistle blowing on corruption and unethical conduct – 10%;

- vi) Submit quarterly reports to EACC in the prescribed format provided in the EACC website www.eacc.go.ke – 5%.

See appendix I

17. Mwongozo code of conduct

The Council will:-

- i) Sign and Comply with Mwongozo Code of Governance -10%;
- ii) Report on critical governance issues identified in the institutions {governance audits, legal audits, board self-evaluation, corporate risk} -40%;
- iii) Develop mitigation plans and implement the same-25%;
- iv) Carryout Performance evaluation of the Board and top management – 25%.

18. Implement measures to promote the realization of national values and national cohesion

The Council will undertake the following activities:-

- i) Identify and recognize national values champions using the prescribed criteria- (20%);
- ii) Implement actions to hold public officers to account for violating national values and principles of governance - (10%);
- iii) Enhance staff and stakeholders awareness of national values and principles of governance through development of two relevant IEC materials - (10%);
- iv) Strengthen the national values committee through training and capacity building to monitor, evaluate and report on national values and principles of governance - (10%);
- v) Identify and implement five national values core to the institution's mandate - (40%);
- vi) Submit in the prescribed format quarterly reports on measures taken and progress achieved in the realization of national cohesion and values to the Directorate of National Cohesion and Values via e-mail: **nationalvalues@kenya.go.ke**. Quarterly Reporting template can be obtained from the Directorate's website-: **www.cohesionandvalues.go.ke** - (10%).

19. Implement commitments in the President's Annual Report on National Values and Principles of Governance

The Council will implement the following commitments:-

- i) **Enhance public participation and access to information.** The Council will implement measures that will enhance public participation in project identification, implementation, monitoring and evaluation. The Council will also implement measures that will lead to provision of reliable and updated information to public on priorities, plans, budget and expenditures and also establish relevant feedback mechanisms for the citizens; - 12%;
- ii) **Bridging the technological gap to keep up with the frequent changes and advancement that affect service delivery:** The Council will implement strategies to facilitate capacity building of their staff and organizations to enhance uptake of appropriate technology for sustainable development, including upgrading of the existing ICT systems and equipment;-12%;
- iii) **Addressing existing and emerging security challenges:**The Council will initiate and implement measures that will enhance partnership and collaboration among and between stakeholders in addressing emerging security challenges -12%;
- iv) **Enforcing legal mechanisms for the fight against corruption and unethical practices:** The Council will adhere and implement the provisions of the Executive Order No. 6 of March, 2015 on Ethics and Integrity in the Public Service;-12%;
- v) **Continuous civic education, enactment and enforcement of laws, policies and regulations relating to the Bill of Rights:** The Council will implement measures that will enhance public awareness on the Bill of Rights. In addition, they are expected to enforce existing policy and legal frameworks on the Bill of Rights to facilitate their protection and enjoyment; -12%;
- vi) Submit in the prescribed format the Annual Report on measures taken and progress achieved in the realization of National Values and Principles of Governance to the Directorate of National Cohesion and Values by **15th January, 2017** – 40%.

Appendix I

The 2016/17 FY sub-indicators are in line with the Ethics and Anti-Corruption Commission Act No. 22 of 2011 and the Leadership and Integrity Act of 2012 Which mandates the Commission to combat and prevent corruption and unethical practices and promote the standards and best practices in ethics; integrity and anti-corruption.

During the FY 2016/17 NCCS will commit to implement the corruption eradication indicator target outputs. The Secretary to the Council commits to address corruption in their respective institutions by undertaking the following corruption prevention measures and submitting to the EACC documents as outlined in the notes provided below.

Key indicator	sub indicators	Weight	Total Weight
Carry out corruption Risk Assessment and Mitigation	CRA report	5%	25%
	Risk Mitigation plan.	5%	
	CRA Quarterly Implementation report. <i>(see notes)</i>	15%	
Enhance integrity in public procurement	Submit Approved Annual Procurement Plan to EACC	2%	10%
	Submit Quarterly reports on all tenders and contracts above KES 500,000 awarded.	8%	
Promote high standard of ethical culture	Gift registers opened and operationalized: <ul style="list-style-type: none"> • Gift given • Gift received 	5%	30%
	Conflict of interest register opened and operationalised	5%	
	Development and implementation of Code of Conduct and Ethics in line with LIA, 2012	20%	
Build capacity on corruption prevention, ethics and integrity	Training of Integrity Assurance Officers (IAOs).	5%	20%
	Sensitization of staff by IAO's	5%	
	Train and operationalize Integrity / Corruption Prevention Committee.	5%	
	Sensitization on Leadership and Integrity Act (LIA)	5%	

Key indicator	sub indicators	Weight	Total Weight
Implement internal mechanisms that encourage and protect whistle blowing on corruption and unethical conduct	See notes	10%	10%
Submit quarterly reports to EACC in the prescribed format provided in the EACC website:www.eacc.go.ke	See notes	5%	5%
Total			100%

INSTRUCTIONAL NOTES

- All MDA's will forward a copy of the CRA and the Mitigation Plan in the first quarter of the financial year. The risk identification (CRA) and the risk mitigation should include all functions of the MDA both support related and core functions
- Institutions which have conducted CRAs before, should forward them to EACC. However, CRAs and corruption mitigation plans older than 2 years should be reviewed and forwarded to EACC in the first quarter of the financial year.
- The implementation report will be evaluated only on the basis of concrete actions taken and changes identified. EACC will conduct sampled spot checks to ascertain the reports.
- All MDAs are required to submit the quarterly reports, information on all tenders and contracts awarded which are above the threshold of Ksh.500, 000.00.
- Public institutions with State Officers (Refer to article 260 of the Constitution of Kenya) should develop a Specific Leadership Code (Refer to Section 37 of and part II of the Leadership and Integrity Act, 2012) for the state officers in that entity and submit to EACC for review and approval.
- Public Institutions which have of Conduct and ethics should review their Codes and align them to the provisions of the General Leadership and Integrity Code under Part 11 of the Leadership and Integrity Act 2012.

- Public institutions that have not developed Codes, should develop and align the Codes to the General Leadership and Integrity Code under Part 11 of the Leadership and Integrity Act, 2012.
- Codes of Conduct and Ethics for staff (Public officers other than state officers) aligned with part II of LIA should be forwarded to the Commission upon completion.
- Public institutions should open Conflict of interest and gift registers and submit returns on conflict of interest and declaration on gifts to their RESPECTIVE RESPONSIBLE COMMISSIONS by 30th July of each year.
- All Trained Integrity Assurance Officers are expected to meet at least once every quarter to deliberate on anti-corruption related issues. The meeting should be chaired by the Secretary to the Integrity Committee/CPC who should also be a trained IAO.
- Staff sensitization should be carried out by trained IAOs but institutions are free to request for support from EACC where the capacity of IAOs is not fully developed.
- Integrity Committees should meet at least once every quarter.
- Reports to EACC will be in the formats which will be posted in the EACC website. Reports not in conformity with the format will be rejected. The following reporting formats are posted on the EACC website:
 - i). Reporting format on the implementation of corruption risk mitigation plan.
 - ii). Report format on all the tenders above the threshold of ksh. 500,000.00
 - iii). Reporting format and instruction for submission of returns for gift registers and conflict of interest.
 - iv). Reporting format on institutional capacity building
 - v). Templates for submitting returns on gifts and conflict of interest
 - vi). Template for submission of conflict interest and gift registers.