



REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY

PERFORMANCE CONTRACT

BETWEEN

**H.E THE GOVERNOR
GOVERNMENT OF MAKUENI COUNTY**

AND

**THE CHAIRPERSON
MAKUENI COUNTY PUBLIC SERVICE BOARD**

FOR THE PERIOD

1ST JULY, 2025 TO 30TH JUNE, 2026

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PREAMBLE

This Performance Contract (hereinafter referred to as “Contract”) is entered into between the County Government of Makueni (hereinafter referred to as (“CG”) represented by H.E. the Governor of P.O. Box 78-90300 MAKUENI (together with his assignees and successors) of the one part, and the Chairman - Makueni County Public Service Board (hereinafter referred to as the “the Chairman”) (together with his assignees and successors) of P.O. BOX 49 – 90300 MAKUENI of the other part..

WHEREAS;

The County Government is committed to ensuring that public offices are well managed and they are cost-effective in delivering quality service to the public in line with provisions of the Constitution of Kenya.

The County Government recognizes that Boards are key in the implementation of County priority programmes and projects, national priorities including The Bottom Up Economic Transformation Agenda in order to make the County competitive and improve the quality of lives of the people of Makueni County;

The purpose of this Performance Contract is to establish the basis for ensuring that efficient and effective services are delivered to the people of Makueni County in line with the provisions of the Constitution and by requiring Departments to adopt systems that enable innovativeness and adaptability of public services to the needs of users;

This Performance Contract therefore represents a basis for continuous performance improvement that meets the needs and expectations of the county residents.

Therefore, the parties hereto agree as follows:



Part I: Statement of Responsibility by the Chairman

The Mandate of the Board is as derived from Section 59 of the County Government Act No. 17 of 2012 as acting on behalf of the County in respect to;

- i) Establishing and abolishing offices in the County Public Service;
- ii) Appointing persons to hold or act in offices of the County Public Service including in the Boards of cities and urban areas within the county and to confirm appointments;
- iii) Exercising disciplinary control over, and removing, persons holding or acting in those offices as provided for under this Part;
- iv) Preparing regular reports for submission to the County Assembly on the execution of the functions of the Board;
- v) Promoting the National and Public Service Values and Principles referred to in Articles 10 and 232 of the Constitution of Kenya 2010 in the County;
- vi) Evaluating and reporting to the County Assembly on the extent to which the Values and Principles referred to in Articles 10 and 232 are complied with in the County public service;
- vii) Facilitating the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the County;
- viii) Advising the County Government on human resource management and development;
- ix) Advising the County Government on implementation and monitoring of the national performance management system in the County and
- x) Making recommendations to the Salaries and Remuneration Commission, on behalf of the County Government, on the remuneration, pensions and gratuities for County public service employees.

It is my responsibility to provide the required leadership in designing suitable plans and strategies that will contribute to high and sustainable socio- economic development. It is my undertaking to ensure that the Board has a credible strategic plan and performance contract that will deliver the desired goals.

I undertake to perform my responsibilities diligently and to the best of my abilities to support the achievement of the agreed performance targets.

Part II: Vision Statement, Mission Statement and Strategic Objectives

Vision Statement

A Thriving Public Service

Mission Statement

To attract, retain and inspire a responsive County Public Service

Strategic Objectives



- i) To enhance integrated Human Resource Planning and budgeting
- ii) To empower and equip Public Service to deliver timely affordable and quality services to Makueni citizenry;
- iii) To leverage ICT in Human Resource Management.
- iv) To enhance Boards internal organizational Capacity

Part III: Statement of Strategic Intent by the Chairman

In carrying out my duties, I intend to put all my efforts towards contributing effectively and efficiently to the achievements of the County Development Agenda as espoused in the Kenya Vision 2030, and the County Integrated Development Plan (CIDP III) 2023-2027, keeping in mind the specific priorities of the Board.

Bearing in mind the imperative of inclusivity, I will implement the following strategic intentions during the Financial Year:

- i) Strengthen oversight of administration and delivery of services in the County Public Service;
- ii) Ensure efficiency and equity in delivery of public services;
- iii) Provide advisories on Human Resource Management and Development to the County Executive on need basis; and
- iv) Ensure timely submission of reports to the County Assembly.

Part IV: Commitments and Obligations of the County Government

- i) Acknowledgement of receipt of correspondences and approval of requests are made within the timelines stipulated in the Citizens' Service Delivery Charter.
- ii) Release of budgetary allocation within three (3) days after exchequer release.

Part V: Reporting Requirements

The Chairman commits to submit Quarterly and Annual performance reports in the prescribed format to the designated agency of the County Government as specified in Section 2.9.3 of the County Governments Performance Contracting Guidelines for the purpose of monitoring progress and annual performance evaluation.

Part VII: Duration of the Performance Contract

The Performance Contract will run for one financial year, from 1st July, 2025 to 30th June 2026.



Part VII: Signatories to the Performance Contract

For and on behalf of the County Public Service Board

Signature:.....



Date:

11TH AUGUST 2025

**Dr. Nicodemus M. Muteti
Chairman,
Makueni County Public Service Board.**

For and on behalf of the Government of Makueni County

Signature:.....



Date:

11/8/25

**H.E Mutula Kilonzo Junior, CBS.,
Governor,
Government of Makueni County.**



ANNEX I: PERFORMANCE CONTRACT MATRIX

No.	Performance Criteria	Unit of Measure	Weight (%)	Current Status FY 2024/25	Target for FY 2025/26
A	Financial Stewardship				
A1	Absorption of Allocated Funds (GoK)	%	6	98	100
A2	Absorption of Externally Mobilized Resources	N/A	N/A	N/A	N/A
A3	Absorption of Development Funds	N/A	N/A	N/A	N/A
A4	A-in-A	N/A	N/A	N/A	N/A
A5	Pending Bills Ratio	%	4	≤1	≤1
	Weight Sub Total		10		
B	Service Delivery				
B1	Implementation of Citizens' Service Delivery Charter	%	3	100	100
B2	Digitization of Government processes	%	3	100	100
B3	Resolution of Public Complaints	%	2	100	100
	Weight Sub Total		8		
C	INSTITUTIONAL TRANSFORMATION				
C1	Development of County Planning Framework	%	3	100	100
C2	Competence Development	%	3	100	100
C3	Knowledge Management	%	2	100	100
C4	Cascading of Performance Contracts	%	2	100	100
	Weight Sub Total		10		
D	Core Mandate				
D1	Recruitment, Confirmation of Appointments and Promotions Undertaken	%	7	100	100
D2	Disciplinary Cases Handled	%	6	100	100
D3	Annual Report on Activities of the Board Submitted	%	8	100	100
D4	Promotion of National Values and Principles of Governance Undertaken	%	6	100	100
D5	Efficient Human Resource Management Undertaken	%	8	100	100
D6	Performance Management Supported	%	7	100	50
D7	Quality Management Systems Enhanced	%	5	80%	100
D8	Promotion of Mental Wellness Undertaken	%	2	N/A	100%
D9	Revenue Collection	N/A	N/A	N/A	N/A
D10	Ease of Doing Business	N/A	N/A	N/A	N/A
D11	Disaster Management	%	2	100	100

D12	Customer Satisfaction	N/A	2	100	100
D13	Youth Empowerment Initiatives	N/A	2	100	100
D14	Development Index	N/A	N/A	N/A	N/A
D15	Project Completion Rate	%	2	-	100%
D16	Productivity Mainstreaming	%	3	100	100
	Weight Sub Total		60		
E	Governor's Directives				
E1	Governor's Directives Implemented	%	2	100	100
	Weight Sub Total		2		
F	Affirmative Action in Government Procurement				
F1	Access to Government Procurement Opportunities (AGPO)	Kshs.	2	5,061,896.40	4,077,251.10
F2	Promotion of Local Content in Procurement	Kshs.	2	6,749,195.20	5,436,334.80
	Weight Sub Total		4		
G	Cross-Cutting Issues				
G1	Youth Internships/ Industrial Attachments/Apprenticeships	No.	1.5	2	3
G2	Work Environment	%	1.5	100	100
G3	Compliance with Statutory Obligations	%	1	100	100
G4	Asset Management	%	2	100	100
	Weight Sub Total		6		
	OVERALL TOTAL WEIGHT		100		

ANNEX II: PERFORMANCE CONTRACT EXPLANATORY NOTES

S/ No.	Performance Indicator	Performance Sub-indicators
A	Financial Stewardship and Discipline	
A1	Absorption of Allocated Funds (GoK)	The Chairperson commits to absorb the annual approved budget allocation totaling Kshs. 73,751,184.00 all recurrent, by applying to the planned activities, projects and programs.
A2	Absorption of Externally Mobilized Resources	N/A
A3	Absorption of Development Funds	N/A
A4	A in A	N/A
A5	Pending Bills Ratio	The Chairperson commits not to incur any accrued expenses and if any does not exceed 1% (737,511.84) of the total approved budget.
B	Service Delivery	
B1	Implementation of Citizens' Service Delivery Charter	The Chairperson commits to: i) Display the Citizens' Service Charter at the point of entry in both English and Kiswahili; (10%) ii) Sensitize the following on the contents of the service delivery charter: a) New Board members (5%) b) Newly recruited staff (10%) c) Board staff (5%) iii) Customize the Citizens' Service Delivery Charter to unique needs and convenient access of the customers by providing mechanisms for sign language, providing audio recordings and uploading it on the Board's website (20%); iv) Ensure conformity with commitments and standards in the Citizens' Service Delivery Charter by establishing compliance to the commitments stipulated in the Charter through undertaking quarterly monitoring, analyzing and compiling compliance quarterly reports. (50%)
B2	Digitization of Government processes	The Chairperson commits by 30th June, 2026 to: i) Identify and prioritize customer-facing and back-office services for Business Process Re-engineering (BPR) (10%); ii) Re-engineer at least 25% of the prioritized services in recruitment and customer queries (45%); iii) Digitize at least 25% of the re-engineered services (25%);

S/ No.	Performance Indicator	Performance Sub-indicators
		iv) On-board other digitalized customer facing services onto county online platforms where applicable (20%).
B3	Resolution of Public Complaints	The Chairperson commits to: i) Resolve all complaints received (60%); ii) Process requests on access to information received (20%); iii) Submit reports on resolution of public complaints and access to information to the CAJ on case basis (20%)
C	Institutional Transformation	
C1	Development of County Planning Framework	The Chairperson commits to: i) Participate in the preparation of ADP coordinated by Department of Finance, Budget, Planning and Revenue(20%) ii) Participate in the preparation CFSP coordinated by Department of Finance, Budget, Planning and Revenue (20%) iii) Develop Boards Procurement Plan by 31st August, 2025; (30%) iv) Develop Board's annual work plan FY2026/27 by 30th June, 2026. (30%)
C2	Competence Development	The Chairperson commits to: i) Implement interventions to address the gaps contained in the Institutional Skills Gaps Analysis report as per the implementation plan by 30 th June, 2026. (20%) ii) Undertake Training Needs Assessment for the Board staff by 30 th August, 2025 (20%) iii) Implement interventions to address the identified needs as per the recommendations and action plan by 30 th June, 2026; (20%) iv) Implement Employee Performance Management: a. Set individual employees annual targets and complete the Staff Performance Appraisal using the prescribed format by 31st July, 2025; (10%). b. Undertake Staff Performance Appraisal and compile the appraisal report for the previous year by 31st August, 2025; and (15%). c. Develop an action plan of the recommendations emanating from the staff appraisal reports implemented. (15%).
C3	Knowledge Management	The Chairperson commits to; i) Sensitize new Board members and Board staff on Knowledge Management (50%). ii) Establish and Digitize HR advisories Register (50%)

S/ No.	Performance Indicator	Performance Sub-indicators
C4	Cascading of Performance Contracts	The Chairperson commits to cascade the PC as follows: i) Chairperson and the CEO by 5th August, 2025 (50%); ii) CEO and Heads of Unit by 15th August, 2025; and (50%).
D	Core Mandate	
D1	Recruitment, Confirmation of Appointments and Promotion Undertaken	The Chairperson commits to act on the following requests from the departments/SAGAs by 30 th June, 2026; i) Recruitment – (20%); ii) Promotions – (20%); iii) Admission to PnP establishment – (20%); iv) Correct placements and Re designations – (20%); and v) Renew employment contracts for eligible staff – (20%).
D2	Disciplinary Cases Handled	The Chairperson commits to: i) Exercise disciplinary control across the public service by handling disciplinary cases forwarded to the Board in compliance to the Discipline Manual by 30th June, 2026 ; and (60%) ii) Sensitize newly recruited staff on discipline handling procedure on quarterly basis; (40%)
D3	Annual Report on Activities of the Board Submitted	The Chairperson commits to: i) Submit a report on her annual activities to the County Assembly by 30th June, 2026. (40%) ii) Submit an exit report for the second County Public Service Board to H.E The Governor by 8th January, 2026 (60%)
D4	Promotion of National Values and Principles of Governance Undertaken	The Chairperson commits to: i) Sensitize the Departments and Agencies Champions on National values and Public Officers Ethics Act (40%); ii) Submit a report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the county public service (60%).
D5	Efficient Human Resource Management Undertaken	The Chairperson commits to: i) Issue four (4) Human Resource Management advisories to the Executive by 30 th June, 2026; (20%) ii) Conduct in-house induction of newly recruited County staff on basic human resource procedures on quarterly basis; (30%) iii) Publish the County Human Resource Policies and Procedures Manual by December, 2025 (30%) iv) Launch the County Human Resource Policies and Procedures Manual by December, 2025; (20%)

S/ No.	Performance Indicator	Performance Sub-indicators
D6	Performance Management Supported	The Chairperson commits to: i) Publish Makueni County Public Service guidelines on Rewards and Sanctions on performance. (40%) ii) Pilot implementation of the Rewards and Sanctions guidelines based on FY2024/25 contracting cycle for County staff (60%)
D7	Quality Management Systems Enhanced	The Chairperson commits to: i) Develop two (2) SOPs for Promotion and Disciplinary handling by 31st December 2026 (40%) ii) Conduct one internal service delivery review to assess turnaround time, customer satisfaction, and bottlenecks emanating from implementing the existing two SOPs- Recruitment and Promotion procedures (60%)
D8	Promotion of Mental Wellness undertaken	The Chairperson Commits to; i) Sensitize the Board staff on mental wellness (30%); ii) Implement 'Happy Hour Programme' at the Board (40%); iii) Sensitize the Board staff on Flexible Working Hours Arrangement (30%).
D9	Revenue Collection	N/A
D10	Ease of Doing Business	N/A
D11	Disaster Management	The Chairperson commits to: i) Undertake a disaster risk assessment of the new Board Offices in collaboration with the lead department for Disaster management by September 2025 (50%) ii) Update the Board risk profile registers by November 2025 (10%) iii) Draw risk intervention plans for the highest risks recorded in the Board risk profile by June 2026 (40%)
D12	Customer Satisfaction	The Chairperson Commits to implement recommendations of the customer satisfaction survey as per the action plan by 30 th June, 2026. (100%)
D13	Youth Empowerment Initiatives	The Chairperson commits to; i) Sensitize 100 youths in learning institutions within the County(Secondary/CTTIs) on Public Service career paths by 30th June, 2026. (50%) ii) Sensitize atleast 3 Boards of CTTI institutions within the County on Boards governance (50%)
D14	Development Index	N/A
D15	Project Completion Rate	The Chairperson commits to ensure 100% project completion rate by 30 th June, 2026.



S/ No.	Performance Indicator	Performance Sub-indicators
D16	Productivity Mainstreaming	The Chairperson commits to build capacity of the Board and Secretariat on Productivity mainstreaming by nominating at least two (2) for a productivity mainstreaming sensitization forum organized by the office of the County Secretary by 30 th December, 2026; (100%)
E	Governor's Directives	
E1	Governor's Directives Implemented	The Chairperson commits to; i) Implement H.E the Governors directives as communicated by the Office of the County Secretary by 30th May 2026 (70%) ii) Provide feed-back on status of implementation as per the prescribed template by 30th June 2026 (30%)
F	Affirmative Action in Government Procurement	
F1	Access to Government Procurement Opportunities (AGPO)	The Chairperson commits to reserve and award at least 30% (Kshs 4,077,251.10) of the total procurement budget to People with Disabilities, the youth and women by 30 th June, 2026
F2	Promotion of Local Content in Procurement	The Chairperson commits to reserve and award at least 40% (Ks.5,436,334.80) of the procurement budget towards locally produced goods and services by 30 th June, 2026
E	Cross-Cutting Issues	
G1	Youth Internships/ Industrial Attachments/ Apprenticeships	The Chairperson commits to engage two (2) interns and two (2) attachés by 30 th June, 2026. (100%)
G2	Work Environment	The Chairperson commits to implement action plan for year one activities from the Internal Work Environment Survey report by 30 th June, 2026. (100%)
G3	Compliance with Statutory Obligations	The Chairperson commits to conform and comply with the PPDA Act 2015.
G4	Asset Management	The Chairperson commits to manage assets by: i) Updating and maintaining an inventory of Boards assets including their status in terms of the working condition by 30th June, 2026 (30%); ii) Acquiring Assets ownership documents (30%); iii) Submitting a list of idle assets to the Department of Finance for disposal (40%)

FY2025/26 DEVELOPMENT PROJECTS

Ward	Expenditure item	FY 2025/26 Budget Estimates
HQ	Installation of Shelves for CPSB registry	480,000.00