

COUNTY GOVERNMENT OF KIRINYAGA



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When replying please quote;

Ref: CGK/CS/ADM/KDSP/053/Vol.2/25

22nd May, 2024

John Mbugua

**County Program Coordinator
KDSP II**

**RE: APPOINTMENT OF MR. JOHN MBUGUA TO KIRINYAGA COUNTY KDSP
II IMPLEMENTATION UNIT AS THE COUNTY PROGRAM COORDINATOR**

Reference is made to the Second Kenya Devolution Support program (KDSP II), Program operations manual March 2024.

Pursuant to section 42(a-g) of the Operations manual, you are hereby appointed as a member of the County Implementation Unit as the Program Coordinator, effective from the date of this letter.

Your duties and responsibilities are enshrined in the program operations manual section 43(a-p) and specifically Annex 7(D), terms of reference of the CPC which shall be:

- a. Provide effective leadership to the CPIU.
- b. Act as a liaison between the County Government, the National Government and other national-level project executing agencies on matters related to implementation of the project within the county.
- c. With the National Project Coordinator, coordinate and facilitate the Technical Assistance and capacity building program to be delivered by the National Technical Implementation Partner Teams (NTIPTs) to counties for the achievement of relevant Disbursement Linked Indicators (DLIs) and implement the Program Action Plan (PAP).
- d. Coordinate and facilitate the Technical Assistance and capacity building program to be delivered by the County Program Technical Committee (CPTC) Lead the preparation of county-level project Annual Work Plan and Budgets (AWPBs) and associated procurement plans for timely submission to the NPCU for consolidation.

- e. Ensure the effective utilization of project funds and other resources within the county according to the approved AWPB and Procurement Plan through supervision and monitoring. This will include supervision of staff of the CPIU, including conducting annual performance reviews.
- f. Coordinate timely preparation and submission of county progress, financial and other reports to the NPCU.
- g. Ensure compliance of the project within the county to all laid down World Bank/GoK guidelines including fiduciary (procurement and financial management), environmental and social safeguards (environmental assessment, natural habitat, pest management, resettlement policy, and indigenous peoples).
- h. Ensure the timely dissemination of project experience and results to relevant stakeholders within the learning community within the county.
- i. Ensure adequate liaison, synergies and networking with other agencies either working in the project area or potentially concerned with project activities within the county. This will include synergy with relevant departments in the county, NGOs, donors, and other relevant stakeholders as well as other World Bank-funded projects.
- j. Ensure that an effective communication channel with the National Government, other participating counties (where such coordination/collaboration is applicable), county stakeholders and participating beneficiary communities is established.
- k. Represent the Program at relevant functions and meetings within the county.
- l. Act as Secretary to the CPSC.
- m. Implement the decisions of the CPSC within the county.
- n. Undertake project completion and financing closing activities within the county when due.
- o. Perform any other duties relevant to the project as may be assigned by the CPSC.

During the implementation of the program, you will be required to dedicate your time as the Unit will be required to accomplish its mandate with strict disbursement linked indicators.


H.A. Kimathi

**COUNTY SECRETARY &
HEAD OF COUNTY PUBLIC SERVICE**