

COUNTY GOVERNMENT OF KIRINYAGA



OFFICE OF THE COUNTY SECRETARY

Telephone: 0202582237

Email: countysecretary.kirinyaga@gmail.com

County Headquarters,
P.O. Box 260 -10304

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.



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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/32

22nd May, 2024

Naomi Mumbi

KDSP II Grievance Redress Mechanism Officer

RE: APPOINTMENT MS.NAOMI MUMBI TO KIRINYAGA COUNTY KDSP II IMPLEMENTATION UNIT AS THE GRIEVANCE REDRESS MECHANISM OFFICER.

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 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(B)(b) which shall be:

- a. Coordinate the development of the work plan, budget, and PPs;
- b. Consolidate and submit work plans, budget, and PPs to CPSC for approval;
- c. Ensure that county resources are budgeted for;
- d. Coordinate the provision of capacity-building programs at the county;
- e. Lead M&E and reporting activities at the county;
- f. Coordinate the APA process at the county;
- g. Prepare accounting and financial reports for the Program for submission to the NPCU, including facilitating timely audit of Program county accounts;
- h. Report on Program performance to the CPSC and NPCU;
- i. Coordinate and facilitate Program communications and outreach activities at the county including to the public (This includes developing and implementing a county Program communication action plan.);
- j. Ensure adherence to and implementation of environmental, social, health, and safety standards;

- k. Provide the secretariat to the CPSC and CPTC;
- l. Oversee procurement for the program at the county level;
- m. Mediate on disputes between implementing departments, not involving the CPIU and inform the NPCU of such disputes (where the dispute involves CPIU, the CPSC will mediate);
- n. Manage the complaints handling mechanism for the Program at the county level;
- o. Coordinate the CTIPTs toward program implementation and achieving results; and
- p. Perform any other role 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.



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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/35

22nd May, 2024

John Kabachia
KDSP II County Procurement Officer,

RE: APPOINTMENT OF JOHN KABACHIA TO KIRINYAGA COUNTY KDSP II IMPLEMENTATION UNIT AS THE COUNTY PROCUREMENT OFFICER

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 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(F), terms of reference of the **County procurement Officer** which shall be:

- a. Preparation of annual county project procurement plans in collaboration with other members of the CPIU and other partners within the county in accordance with the Project Procurement Manual.
- b. Support in guidance and capacity building of partner institutions within the county on procurement policies and procedures of the project.
- c. Procurement of project works goods and services at county level
- d. Preparation and advertisement of TORs, tender and contract documents for county specific procurements according to GOK and World Bank guidelines.
- e. Participation in relevant county tender committee meetings and assisting with the preparation of committee reports.
- f. Maintenance of high-quality county procurement files and contract registers for review by supervision missions and auditors.
- g. Preparation of regular county procurement progress and contracts management reports.
- h. Undertake any other duties assigned by the County Project Coordinator or the National Procurement Specialist.

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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/34

22nd May, 2024

Lawrence Karuoya Muchira,
KDSP II Accountant/ Financial Management Specialist

**RE: APPOINTMENT OF MR.LAWRENCE KARUOYA TO KIRINYAGA COUNTY
KDSP II IMPLEMENTATION UNIT AS AN ACCOUNTANT**

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 as an Accountant, 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(E), terms of reference of the **County program accountant/ Financial Management Specialist** which shall be.

- a. In close liaison with the National Financial Management Specialist and County Finance Departments, develop and put into operation the project financial and procurement system within the county.
- b. Contribute to the planning and preparation of county annual budget and work plans as well as monitoring of the budgeted expenses.
- c. Process accurately and promptly all county accounting transactions including project payments for planned activities, operating expenses, travel, consultant /vendor payments and other office running expenses.
- d. Prepare timely periodic county statements of expenditure (SOE) reports and fund replenishment requests, carefully checking and inspecting all supporting documents.
- e. Prepare, implement, and review county funding of budgeted and actual annual cash flows and ensure adequate follow up on matters needing clarification.
- f. Prepare quarterly and annual county financial reports in agreed formats in line with the Program Operations Manual, Financial Management Manual or any other guidelines

- g. Maintain county accounts reconciled at any given point in the Project period and avail them including supporting documentation for auditing.
- h. Facilitate external financial audits of the project in the county e.g., OAG or the World Bank.
- i. Ensure internal control procedures are adhered to in management of the project in the county.
- j. Perform other duties as may be assigned by the County Project Coordinator

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.



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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/33

22nd May, 2024

Joseph Karebe Muriu
KDSP II M&E Officer

RE: APPOINTMENT OF MR.JOSEPH KAREBE MURIU TO KIRINYAGA COUNTY KDSP II IMPLEMENTATION UNIT AS THE MONITORING & EVALUATION OFFICER

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 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(G), terms of reference of the **County Monitoring & Evaluation** which shall be.

- a. Coordinate establishment and operation of an effective M&E system in the county, including training and capacity building of relevant county project staff and other stakeholders on the use of the project M&E system.
- b. Organize and supervise baseline, impact and other surveys at county level as set out in the project M&E framework.
- c. Coordinate the preparation of the county AWPB.
- d. Coordinate the inclusion of KDSP II project activities in the County Integrated Development Plans and annual/bi-annual development plans.
- e. Ensure that all related records on their activities and feed this information into the project M&E system.
- f. Prepare regular county reports on implementation progress, performance and impact of operations

- g. Undertake any other duties assigned by the County Project Coordinator or the National Planning, Monitoring and Evaluation Lead

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.



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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/31

22nd May, 2024

Christine Wangechi
KDSP II Gender Officer,

**RE: APPOINTMENT MS.CHRISTINE WANGECHI TO KIRINYAGA COUNTY
KDSP II IMPLEMENTATION UNIT AS THE GENDER OFFICER**

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 effective from the date of this
letter.

Your duties and responsibilities are enshrined in the program operations manual
section 43(a-p) specifically Annex 7(B)(b) which shall be:

- a. Coordinate the development of the work plan, budget, and PPs;
- b. Consolidate and submit work plans, budget, and PPs to CPSC for approval;
- c. Ensure that county resources are budgeted for;
- d. Coordinate the provision of capacity-building programs at the county;
- e. Lead M&E and reporting activities at the county;
- f. Coordinate the APA process at the county;
- g. Prepare accounting and financial reports for the Program for submission to the NPCU, including facilitating timely audit of Program county accounts;
- h. Report on Program performance to the CPSC and NPCU;
- i. Coordinate and facilitate Program communications and outreach activities at the county including to the public (This includes developing and implementing a county Program communication action plan.);
- j. Ensure adherence to and implementation of environmental, social, health, and safety standards;
- k. Provide the secretariat to the CPSC and CPTC;
- l. Oversee procurement for the program at the county level;

- m. Mediate on disputes between implementing departments, not involving the CPIU and inform the NPCU of such disputes (where the dispute involves CPIU, the CPSC will mediate);
- n. Manage the complaints handling mechanism for the Program at the county level;
- o. Coordinate the CTIPTs toward program implementation and achieving results; and
- p. Perform any other role 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.


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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/30

22nd May, 2024

George Macharia Kamau

KDSP II County Social Safeguards Officer,

RE: APPOINTMENT OF MR. GEORGE MACHARIA TO KIRINYAGA COUNTY KDSP II IMPLEMENTATION UNIT AS THE SOCIAL SAFEGUARD OFFICER

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 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(H), terms of reference of the Social Safeguard Officer which shall be:

- a. Ensure quality and timely implementation of KDSP II program safeguard plans, and ensure compliance to environmental and social safeguards standards at all times.
- b. In collaboration with the National Social Safeguards Specialist, supervise and monitor implementation of safeguards at KDSP II operational sites in their county.
- c. Follow up and resolve safeguard incidents at the county, and report the same to the National Social Safeguards Specialist.
- d. Implement the Program's strategy and process for community consultations, community mobilization, ensuring inclusion and transparency and that elite capture is mitigated.
- e. Lead the setup of a functional social risk management system that is appropriate for their individual county, bearing in mind the county's structures, departments, resources, and manpower.

- f. With the guidance of the National Social Safeguards Specialist, develop a stakeholder engagement plan for the Program that includes all the vulnerable groups as well as the Vulnerable and Marginalized Groups and that is adequately financed.
- g. With the guidance of the National Social Safeguards Specialist, develop systems and procedures for development of Resettlement Action Plans to manage the risks and impacts associated with land acquisition and resettlement.
- h. Prepare and submit quarterly and annual reports on environmental and social safeguards to the National Social Safeguards Specialist.
- i. Undertake any other duties assigned by the County Program Coordinator

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.



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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/29

22nd May, 2024

Francis Kaara Muriithi,
KDSP II County Environmental Safeguards officer

RE: APPOINTMENT OF FRANCIS KAARA TO KIRINYAGA COUNTY KDSP II IMPLEMENTATION UNIT AS THE ENVIRONMENTAL SAFEGUARDS OFFICER

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 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(I), terms of reference of the County Environmental Safeguards Officer which shall be:

- a. Under the guidance of the National Environmental Safeguards Specialist, put in place effective and fit for purpose environmental and social management systems and fully integrate environmental and social (E&S) risk assessment, management, and mitigation measures into the technical preparation of KDSP II activities and projects in line with relevant Kenyan laws, regulations and World Bank's safeguards policies.
- b. Coordinate environmental impact assessments at the county level and make appropriate recommendations.
- c. Prepare Quarterly and Annual Environment reports that highlight challenges concerning compliance with the applicable national laws, regulations, and World Banks social and environmental standards.
- d. Implement recommendations, advice, and guidance from the National Environmental Safeguards Specialist on measures to enhance the effectiveness of the program's implementation and achievement of the objectives of the program.

- e. Undertake any other duties assigned by the County Program Coordinator.

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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/28

22nd May, 2024

Martin Gacheru

KDSP II KRA 3 Focal Person

RE: APPOINTMENT OF MARTIN GACHERU TO KIRINYAGA COUNTY KDSP II IMPLEMENTATION UNIT AS A FOCAL PERSON FOR KRA 3

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 representing the key result area on **Oversight, participation and accountability**, 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(B)(b) which shall be:

- a. Coordinate the development of the work plan, budget, and PPs;
- b. Consolidate and submit work plans, budget, and PPs to CPSC for approval;
- c. Ensure that county resources are budgeted for;
- d. Coordinate the provision of capacity-building programs at the county;
- e. Lead M&E and reporting activities at the county;
- f. Coordinate the APA process at the county;
- g. Prepare accounting and financial reports for the Program for submission to the NPCU, including facilitating timely audit of Program county accounts;
- h. Report on Program performance to the CPSC and NPCU;
- i. Coordinate and facilitate Program communications and outreach activities at the county including to the public (This includes developing and implementing a county Program communication action plan.);
- j. Ensure adherence to and implementation of environmental, social, health, and safety standards;
- k. Provide the secretariat to the CPSC and CPTC;

- l. Oversee procurement for the program at the county level;
- m. Mediate on disputes between implementing departments, not involving the CPIU and inform the NPCU of such disputes (where the dispute involves CPIU, the CPSC will mediate);
- n. Manage the complaints handling mechanism for the Program at the county level;
- o. Coordinate the CTIPTs toward program implementation and achieving results; and
- p. Perform any other role 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

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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/27

22nd May, 2024

Tom Nyatika
KDSP II KRA 2 Focal Person



RE: APPOINTMENT OF MR. TOM NYATIKA TO KIRINYAGA COUNTY KDSP II IMPLEMENTATION UNIT AS A FOCAL PERSON FOR KRA 2

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 representing Key result area on **Intergovernmental Coordination, Institutional Performance, and Human Resource Management** 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(B)(b) which shall be:

- a. Coordinate the development of the work plan, budget, and PPs;
- b. Consolidate and submit work plans, budget, and PPs to CPSC for approval;
- c. Ensure that county resources are budgeted for;
- d. Coordinate the provision of capacity-building programs at the county;
- e. Lead M&E and reporting activities at the county;
- f. Coordinate the APA process at the county;
- g. Prepare accounting and financial reports for the Program for submission to the NPCU, including facilitating timely audit of Program county accounts;
- h. Report on Program performance to the CPSC and NPCU;
- i. Coordinate and facilitate Program communications and outreach activities at the county including to the public (This includes developing and implementing a county Program communication action plan.);
- j. Ensure adherence to and implementation of environmental, social, health, and safety standards;
- k. Provide the secretariat to the CPSC and CPTC;
- l. Oversee procurement for the program at the county level;

- m. Mediate on disputes between implementing departments, not involving the CPIU and inform the NPCU of such disputes (where the dispute involves CPIU, the CPSC will mediate);
- n. Manage the complaints handling mechanism for the Program at the county level;
- o. Coordinate the CTIPTs toward program implementation and achieving results; and
- p. Perform any other role 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

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Ref No: CGK/CS/ADM/KDSP/053/Vol.2/26

22nd May, 2024

Emmanuel Mburu,
KDSP II KRA 1 Focal Person

**RE: APPOINTMENT OF MR. EMMANUEL MBURU TO KIRINYAGA COUNTY
KDSP II IMPLEMENTATION UNIT AS A FOCAL PERSON FOR KRA 1**

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 representing key result area on **Sustainable financial and expenditure management**, 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(B)(b) which shall be:

- a. Coordinate the development of the work plan, budget, and PPs;
- b. Consolidate and submit work plans, budget, and PPs to CPSC for approval;
- c. Ensure that county resources are budgeted for;
- d. Coordinate the provision of capacity-building programs at the county;
- e. Lead M&E and reporting activities at the county;
- f. Coordinate the APA process at the county;
- g. Prepare accounting and financial reports for the Program for submission to the NPCU, including facilitating timely audit of Program county accounts;
- h. Report on Program performance to the CPSC and NPCU;
- i. Coordinate and facilitate Program communications and outreach activities at the county including to the public (This includes developing and implementing a county Program communication action plan.);
- j. Ensure adherence to and implementation of environmental, social, health, and safety standards;
- k. Provide the secretariat to the CPSC and CPTC;
- l. Oversee procurement for the program at the county level;

- m. Mediate on disputes between implementing departments, not involving the CPIU and inform the NPCU of such disputes (where the dispute involves CPIU, the CPSC will mediate);
- n. Manage the complaints handling mechanism for the Program at the county level;
- o. Coordinate the CTIPTs toward program implementation and achieving results; and
- p. Perform any other role 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.



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