



COUNTY GOVERNMENT OF SIAYA

DEPARTMENT OF GOVERNANCE, ADMINISTRATION & ICT

COUNTY: Siaya

QUARTER: Four/Annual

M & E PROGRESS REPORT FOR APPROVED WORKPLAN FY 2024/25

A. BACKGROUND

The Government of Kenya has received an International Development Association (IDA) Credit in the amount of EUR140.7 million (US\$150 million equivalent) from the World Bank for implementing the Second Kenya Devolution Support Program (KDSP II) (Credit Number IDA-7447-KE) over a four-year period, starting December 7th, 2023. KDSP II is supporting a sub-set of reforms envisaged under the Government's Devolution Sector Plan.

The Program, whose development objective (DO) is to “strengthen county performance in the financing, management, coordination, and accountability for resources”, supports a series of key interventions (at the input and output levels) that contribute to intermediate outcomes and, in turn, contribute to outcomes. To achieve the DO, the Program is expected to significantly improve outcomes in the participating counties under three key result areas (KRAs) outlined below:

KRA 1: Sustainable Financing and Expenditure Management: This KRA supports efforts towards enhancing financing to and expenditure management by counties.

KRA 2: Intergovernmental Coordination, Institutional Performance, and Human Resource Management. This KRA supports national and county government initiatives towards strengthening intergovernmental coordination, institutional performance, and Human Resource Management (HRM).

KRA 3: Oversight, Participation, and Accountability. KRA 3 will support improvements in oversight, participation, and accountability. The IPF component will support the development of guidelines on project stocktaking, community-led project management committees, and climate change risk screening and preparedness (including assessment of the climate resilience of existing infrastructure assets).

Implementation status for fourth quarter of FY 2024/25

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
DLI 2: KDSP II Program Management/ Coordination						
KDSP Administration and Support Systems	CPIU Technical meetings	12	3	1	9	The CPIU was not able to hold the monthly meetings as targeted due to budgetary constraints.
	CPTC meetings	4	1	0	3	Delay in disbursement of funds impacted on implementation of the work plan
	CPSC Meetings	4	1	0	2	Delay in disbursement of funds impacted on

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						implementation of the work plan
	KDSP II Capacity Building	1	1	0	0	Capacity building of the technical team is yet to be done due to lack of funds. But to note,
Minimum assess conditions met	Establishment of program management structure	Formation of CPSC, CPTC, CPIU Uploaded work plan and cash flow plan uploaded budget Progress report Participation agreement signed and uploaded. SPA opened at the Central Bank of Kenya	Not targeted for the quarter	N/A	CPSC, CPTC, CPIU formed Participation agreement signed and up loaded onto the County's Website. County KDSP II Budget prepared and up loaded onto the county website. Work plan and cash flow plan prepared approved and uploaded on to the county's website. The Special Purpose Account for the program was opened	

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
	Development and approval of annual work plans and budget 2025/2026					Delays in release of funds has affected preparation of this work plan. CPIU is in the process of preparing the two work plans.
KDSP II Monitoring and Evaluation System	Development and implementation of KDSP II M&E Framework	Development and implementation of KDSP II M&E Framework	Not targeted for the quarter	N/A	KDSP II M&E Framework and forwarded to the SDD for comments	
	Preparation and dissemination of quarterly progress reports	4 reports	1 report	1	4	
Quarterly KDSP II Internal Audit Report	Quarterly program internal audit and countywide compliance update	4 Quarterly reports	1 report	0	0	None undertaken, pending receipt of funds
DLI 3: Participating counties that have increased their Own Source Revenue (OSR) by at least 5% annually, over and above the rate of inflation.						
Own source revenue increased by 5%	Conduct the training/sensitization on own source revenue mobilization and automated revenue collection and management system	1	0	0	0	None undertaken, pending receipt of funds

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
	Sponsor officers for training on mapping out of new own source revenue streams, locations, reporting and revenue forecasting (Phased training for 10 people per year)	1	0	0	0	None undertaken, pending receipt of funds
	Publicising the automated revenue platform at every entry point in Siaya county and creating awareness through the local radio stations	1	0	0	0	None undertaken, pending receipt of funds
	Publishing and Publicising County Revenue performance report on the County Website	1	0	0	0	To be done by 15/07/2025
Revenue Register Developed	Development of Revenue Register	1	0	0	1	Ongoing
	Development of Revenue collection policy for BodaBoda riders	1	0	0	0	Pending receipt of funding
Audit Report	Hire capacity building consultancy and Training	1	0	0	1	Accrual training Undertaken for all accountants in Q3

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
	Publishing and Publicising County Audit reports on the County Website	1	0	0	0	pending audit report from OAG, to be published/publicized upon receipt
DLI 4: Participating counties that have prepared and are implementing action plans to reduce their stock of pending bills and maintain it at minimal.						
Pending bills Verification and action plan Developed	Conduct County Pending Bills Audit	1	0	0	1	Pending bills Audit done in Q1
	Pending Bills report and Action Plan	1	0	0	1	Pending Bills report and action Plan completed and shared in Q1
	Publishing and Publicising the stock of County Pending bills and action plan on the County Website	1	0	0	1	Pending Bills action plan shared on the county website by Q1
DLI 5: Human Resource Planning and Management						
Capacity building on HR Skills Audit conducted	No. of officers capacity built/ Sensitized.	Capacity building of 12 CPSB, HR & selected Administrative Officers.	Not targeted for the quarter	N/A	14 officers' capacity build on HR Skills Audit in Q2	44 Officers trained against a target of 32.
	No. of Training reports/minutes	Sensitizing 20 nominated departmental/ Agency point persons of HR Skills Audit	Not targeted for the quarter	N/A	30 officers sensitized on HR Skills Audit in Q3	

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Conducted HR Skills Audit	- No. of Officers audited. - No. of HR Skills Audit Report - HR skills Audit Action Plan • HR Skills Implementation status	Conduct HR Skills Audit for 3500 County Executive staff (excl. casual work force and state officers).	Conduct HR Skills Audit for 3500 County Executive staff (excl. casual work force and state officers).	HR Skills Audit done for 3489 County work force.	HR Skills Audit conducted for 3489 officers and report/action plan scheduled for implementation in FY 2025/2026.	3489 staff audited against a target of 3500.
Capacity building on HR audit (functions)	- Number of officers trained. - Number of reports	Training 12 HR officers on HR Audit	Not targeted for the quarter	N/A	10 Officers sensitized i.e. HR, Records and Payroll in Q2.	The two officers were engaged in other activities
Conducted HR Audit	No. of HR related (functions) audits conducted	Conduct at least 6 HR Audits in Q 3 & 4	Conduct 3 HR Audits	Only 2 HR Audits conducted	2 HR Audits Conducted	Staff promotion was going and officers to conduct the audits were engaged in executing staffs' promotions
DLI 6: Institute Performance Management System						

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
Capacity building of staff establishment and organograms	- No. of Officers trained - Training report.	Capacity building of 12 CPSB, HR & selected Administrative Officers.	Not targeted for the quarter	N/A	14 officers' capacity build on HR Skills Audit in Q2	Achieved
Developed/Reviewed Staff establishment/staffing list	Approved/Authorized staff establishment	Review the CPSB July, 2022 establishment	Review the CPSB staff establishment	In progress	Review of the July, 2022 Approved staff establishment and organograms initiated. Scheduled for 2025/2026	In progress
Capacity building on HR Records/EDMS	- No. of Officers trained. - Training report	Training of 20 RMOs across departments and Agencies	Training of 20 RMOs across departments and Agencies	In progress	Initiated with 6 RMOs receiving admission to KARMA. To be trained in 2025/2026	In progress
HR Records inventory and Appraisal	Inventory Report	Conduct 1 in-depth inventory of Employee records	Conduct 1 in-depth inventory of Employee records	In progress	Initiated in May, 2025	Initiated in May, 2025 but halted due to implementation of staff promotion/re-designation

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
Capacity building on PM, PC, SPAS...	- No. of Officers trained - Training reports	Train top leadership	Train 45 PC Champions/secretariat	45 officers trained	- Train 25 top Departmental/ Agency leadership in Q2 - A total of 70 officers trained	Achieved
Implemented PC and SPAS	PC activities conducted. No. of PCs signed. No. of PCs Evaluated.	Programs, projects and activities from ADP for FY 2024/25 Mapped out Targets negotiation across departments and agencies PC target setting Vetting and negotiation of PCs Signing of PCs for level 1-3 Cascading of PCs to individual staff performance appraisal system Annual PC	Programs, projects and activities from ADP for FY 2024/25 Mapped out Targets negotiation across departments and agencies PC target setting Vetting and negotiation of PCs Signing of PCs for level 1-3 Cascading of PCs to individual staff performance appraisal system Annual PC EVALUATION PC evaluation report release and publication	- Conducted negotiations, target setting, vetting, signing, quarterly progress monitoring and feedback. 13No. 2024/2025 PCs signed at level 1	Achieved except Annual Evaluation (in progress)	Annual PC Evaluation for 2024/2025 scheduled for 21st to 31st July, 2025. Reminder memo to all staff to finalize SPAS and submit reports done.

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
		evaluation PC evaluation report release and publication				
DLI 7: Strengthen County M&E for evidence-based decision making						
Improved civic engagement and public participation mechanisms for citizens	• Communicate on formation of multidisciplinary technical working group on pp policy • Copies of appointment letters of TWG members. • Report on desk review on county's public participation framework • Attendance list of TWG members during review. • Copy of a draft policy	• Undertake desk review on public participation framework • Prepare draft public participation policy framework • Undertake stakeholders engagement • Develop final PP Policy • Validate and	• Develop final PP Policy • Validate and approve Public Participation Policy framework	• Formation of a multidisciplinary technical working group. • Desk review on the county's public participation framework • Pilot public participation on public participation policy.	• Formation and appointment of TWG.s • Development of Tor's • Induction of TWG • Development of a framework on desk review on Siaya county public participation policy. • Desk review on PP policy • Reports on workshops on PP done. • Siaya county citizen	• Policy drafting workshop postponed due to budgetary constraints • Citizen engagement on the policy at the sub-counties postponed due to budgetary constraints • Report writing workshop on final PP policy postponed due to none availability of funds

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
		approve Public Participation Policy framework				
Strengthen County M&E for evidence-based decision making	- No. of M&E skills Capacity building sessions conducted. - No. of CIMES & M&E sensitization workshop - No. of M&E working tools/ equipment procured - County projects stocktaking report	M&E Skills development: - Identify institution to provide training and venue for training - Invite target trainees - Conduct training M&E Institutional development: - Procure two laptops, one printer	Sensitization on CIMES and M&E Policy Undertake stocktaking for all the county projects	Not done	On M&E skills development, Kenya School of Government identified as the institution to conduct the capacity building. Terms of Reference developed and forwarded to KSG and approved in Q1. Targeted trainees identified but they did not go for training due to lack of KDSP II funds to support training costs. On procurement: Procurement request prepared and forwarded to program accountant	Funds under CIMES sensitization to be used on M&E skills capacity building On stocktaking letters written to departments on formation of stocktaking committees. Actual stocktaking to be done in FY 2025/2026 because of late roll out of the guideline by SDD.

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		- Sensitization on CIMES and M&E Policy - Undertake stocktaking for all the county projects				
Dashboard development	Investment dashboard with citizen feedback	1 dashboard	Adoption of specifications provided by the national government	Not done	Preparation of concept paper on development of the dashboard done.	The county is waiting for the funds to be disbursed to proceed. Dashboard specifications yet to be provided by the national government.
Staff sensitization on climate change assessment and mitigation	Improved understanding and appreciation on climate change mitigation plans amongst staff	TOR for sensitization on climate change Sensitization on climate change mitigation measures Establish and train County Environmental, social, Health	TOR for sensitization on climate change Sensitization on climate change mitigation measures Establish and train County Environmental, social, Health and	ToR developed	ToR developed	Sensitization and training not done due to lack of funds

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
		and Safety Committee	Safety Committee			
Gender officers trained	Sensitized staff on matters gender mainstreaming	ToR for gender mainstreaming training Conduct gender mainstreaming training	Conduct gender mainstreaming training	Not done	ToR, program and budget developed	Training not done due to delay in disbursement of funds
Integrated county grievance redress handling established	Harmonize county grievance redress management	Assess county GRM approaches and GRM Guidelines Draft county GRM guidelines Validation and approval of GRM guidelines Publish and publicize the GRM on county website	Assess county GRM approaches and GRM Guidelines Draft county GRM guidelines Validation and approval of GRM guidelines Publish and publicize the GRM on county website	- Assessment of all existing county GRM approaches and guidelines - Stakeholders' engagement on the draft GRM policy. - Drafting of the county GRM policy. - Citizen forums and	- Assessment of the Siaya county GRM approaches. - Placement of public notice and questionnaire on assessment of the Siaya county redress mechanism - Sharing of Siaya county complaint handling	Sensitization meeting for CECM and CO's on GRM by CAJ postponed due to financial constraints

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
				Validation of GRM.	policy with CAJ for input • Review and validation of the draft county complaints handling policy. • Placement of county notice on citizen participation on GRM policy. • Development of concept paper on the sensitization of CECM, CO's by CAJ.	
County projects screening and feasibility guidelines developed	Develop county public investments guidelines	• Prepare county project investments feasibility	• Prepare county project investments feasibility guidelines	Not done	The county had received projects screening guidelines from the national	

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
		guidelines Sensitization and capacity building for departments responsible for screening of projects	Sensitization and capacity building for departments responsible for screening of projects		government. Cascading of the guidelines to the departments is yet to be done.	
Feasibility report on investment projects	Screening of proposed infrastructure investment	- Profile investment projects in CIDP/ ADP/ CFSP for feasibility investment projects identification and prepare a report - Profiled projects report dissemination and recommendations to CPIU/CPSC	- Profile investment projects in CIDP/ ADP/ CFSP for feasibility investment projects identification and prepare a report - Profiled projects report dissemination and recommendations to CPIU/CPSC	In progress	The process of identification of projects is on going	The county is in the process of identifying investment projects to be funded under KDSP II.
Disaster management officers trained	disaster management training	Training of disaster management officers	ToR for training development	Not done		KDSP funds yet to released
	Procure disaster	Two computers	Two computers	Procurement		

Output	Indicator	Annual Target FY 2024/25	Quarter (Q 4) Target FY 2024/25	Quarter (Q 4) Achievement FY 2024/25	Cumulative Achievement FY 2024/25	Remarks on variance
	management tools and equipment		bought.	request done awaiting funds		
Siaya County Disaster Management Policy Developed	Disaster policy developed	- Assess the existing disaster response mechanisms - Procure disaster management working tools and equipment - Develop county disaster and response policy	- Assess the existing disaster response mechanisms - Develop county disaster and response policy	Initiated the assessment process Disaster risk profile done	ToR for the policy preparation done Procurement for consultancy initiated	Policy not yet done due to lack of funds

Description of the Results

- i. Under Sustainable Financing and Expenditure Management (KRA 1), the County had intended on carrying out several activities in quarter four of the financial year, mostly through KDSP II funds. Some of the activities under this KRA were not done and will be captured in the FY 2025/26. Under own source revenue increase, most of the

activities were not due to lack of funds and under audit, only Accrual training was done to all accountants. On the Management of County pending bills, all the activities were done and pending bills report and an action plan on reduction have been uploaded on the county's website.

- ii. Under Intergovernmental Coordination, Institutional Performance, and Human Resource Management (KRA2), the county performed as discussed: conducted capacity building and sensitization on HR Skills Audit, HR Audit, Staff establishment/staffing list and organizational structures to over 40 officers; engaged the services of an HR Consultant to support HR Skills Audit as per ToR resulting to achievement of the target though final report in progress; HR Audit committee formally appointed, sensitized, drew workplan and ToR and has so far conducted 2 HR Audits. Preparation of implementation action points in progress; the County has initiated the process of reviewing the 2022 approved staff establishment and high level as well as departmental organizational structures; conducted capacity building for County Payroll Officers on UHRIS-KE modules resulting to implementation of the migration directive from IPPD to the new system; An in-depth external (OAG) payroll Audit was conducted, a report submitted, implementation action plan prepared and is currently acted upon in phases; all other activities in the Annual Workplan; namely; review of staff establishment, training on HR Electronic Records Management/EDMS, formal domestication of key HR and IPMG related guidelines and training of Internal Auditors have been initiated. Under DLI 6, Capacity building on Integrated Performance Management System (PC AND SPAS) conducted for top county leadership, PC Champions/Desk Officers and PC Steering Committee and Secretariat and Departmental PM Committees; and fully implemented Integrated Performance Management System through Performance Contracting and Staff Performance Appraisal Systems for 2024/2025 and have initiated the same for 2025/2026.
- iii. Under Oversight, Participation, and Accountability (KRA 3), the county intended on implementing the following outputs: Strengthen County M&E for evidence-based decision making; Dashboard development; Staff sensitization on climate change assessment and mitigation; Gender officers trained; Disaster management officers trained; and Integrated county grievance redress handling established. Most of the activities under this KRA have not implemented to conclusion due to lack of funds. On public participation policy almost 80 % of public participation policy draft attained; on GRM, the policy is at 90% completion. On M&E, ToR for capacity building had been developed but the exercise could not take place due to lack of funds and this has affected other activities under this output. On gender training and disaster management, The activities under the remaining outputs have not been done due to lack of KDSP funds.

Implementation challenges

The following challenges were reported during the implementation of Quarters 1 to 4 targets:

- i. Poorly prepared Annual Work-plan with either under planning or over planning that resulted to inconsistencies, overlapping targets, unrealistic timelines, etc. These anomalies may have been caused by lack of human resource capacity during initial phases of KDSP when developing the work-plans, cash flows and budgets.
- ii. Lack of adequate Human Resource capacity to undertake KRA 2 activities as the targets required prerequisite in-depth training particularly of HR skills Audit, HR Audit and IPM aspects.
- iii. Officers nominated/appointment to undertake KDSP activities are still engaged in their normal duties resulting to slow implementation of KDSP activities. This is further catalyzed by lack of additional motivation in form of extra duty or added responsibility allowance.
- iv. Financial constraints that slowed down/negatively impacted on timely implementation of targets in line with Annual Work plan. Some targets have therefore been rolled over to FY 2025/2026.
- v. Failure by the County Government to appropriate adequate budget as a co-funding requirement.
- vi. Apathy or low cooperation from activities/targets implementer due to protracted uncertainty on sustainability of KDSP programs citing budget cuts by the main KDSP2 funding partner that affected a number of programs worldwide.

Recommendations

- i. Immediate Capacity building of KDSP Committee members, KRA Focal persons and Implementation teams on KDSP 2 foundational planning documents (work planning, procurement plan, budgeting), operations, Minimum Access Conditions and Management.
- ii. In-depth capacity building of KDSP 2 Implementation teams on specific activities in the work plans. This should be conducted on yearly basis.
- iii. County Governments to be instructed (as part of Minimum Access Condition) to allocate a minimum budget of Ksh. 30 million as co-funding and the same be deposited into SPA Account within the first quarter of the financial year.
- iv. KDSP2 to design specific guidelines on extra duty, added responsibility allowances or any other allowances for Officers engaged in KDSP 2 activities.
- v. KDSP/WW should consider issuing commendation letters to outstanding performers corporately and individually.

Prepared by:

Secretary; County M&E Officer

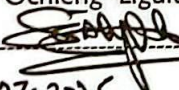
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Signature: 

Date: 15.07.2025