PERFORMANCE CONTRACT

BETWEEN

THE GOVERNMENT OF THE REPUBLIC OF KENYA

THROUGH

THE MINISTRY OF EDUCATION

AND

THE KISII UNIVERSITY COUNCIL

FOR THE PERIOD

1ST JULY, 2016 TO 30TH JUNE, 2017

T his Performance Contract (hereinafter referred to as "Contract") is entered into between the Government of the Republic of Kenya (hereinafter referred to as "GoK") through its Ministry of Education of P. O. Box 30040 – 00100, Nairobi (together with its assignees and successors) of the one part, and the Kisii University Council (hereinafter referred to as "The Council"), a State Corporation having its registered office at Kisii Town (together with its assignees and successors) of P.O. Box 408-40200, Kisii of the other part.

W HEREAS

The GoK is committed to clearly defining the working relationship between itself and Kisii University;

The Parties recognize the need for adequate and reasonable managerial and operational autonomy to facilitate achievement by the Council and Management of Kisii University of 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:

1. Ensure that systems are established for equality for all users of public services;
2. Ensure impartiality and fairness in the process of delivery of public services;
3. Ensure promotion of National Cohesion and National Values;
4. Ensure continuity of public services under all circumstances;
5. Establish systems to enable innovativeness and adaptability of public services to the needs of users;
6. Ensure professionalism and ethics in Public Service is achieved and maintained;
7. Establish systems to ensure promotion and protection of rights of users of public services and public servants as enshrined in the Bill of Rights;
8. Institutionalize a culture of accountability, integrity, transparency and promote values and principles of the Public Service;
9. Ensure a corruption free public service;

10. Ensure effective, efficient and responsible use of public resources, and
11. Ensure responsiveness by public servants in delivery of public services.

The 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 programme and management priorities of Kisii University.

N OW THEREFORE, the Parties hereto agree as follows:

PART I

Vision, Mission and Strategic Objectives

Vision

A World Class University in the advancement of academic excellence, research and social welfare.

Mission

To train human resource that meets the development needs of the country and international labour market, sustain production of quality and relevant research, disseminate knowledge, skills, values and competencies for the advancement of humanity.

Strategic Objectives

1. To produce well educated, skilled and competent manpower.
2. To generate and disseminate knowledge, skills and competencies.
3. To provide technological solutions to the community and industry.
4. To establish, network and strengthen partnerships with strategic institutions.
5. To establish and maintain infrastructure and services.
6. To improve the financial viability of the University.

PART II

Commitments and Responsibilities of the Council

1. Ensure that public services are delivered in accordance with the Constitution.
2. Ensure modernization of the public service by introduction of modern technologies and innovative service delivery systems to improve service delivery.
3. Ensure that public officers demonstrate professionalism, transparency and accountability in performing their duties and that they show courtesy, integrity and neutrality in provision of service.

PART III

Commitments and Obligations of the Government of Kenya

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

PART IV

Reporting Requirements

The Council will submit quarterly performance reports to the Inspectorate of State Corporations and copied to the Performance Management and Coordination Office and Ministry of Education for the purpose of monitoring progress of performance, and for annual evaluation of performance.

PART V

Duration of the Performance Contract

This Contract will run for a period of 12 months from 1st July, 2016 to 30th June, 2017.

PART VI

Signatories

Kisii University:

………………………………………… Date …………………………………………..

DR. ENG. SEBASTIAN MWARANIA, PhD
CHAIRMAN,
KISII UNIVERSITY COUNCIL

………………………………………… Date …………………………………………..

JOSEPH NDUBI KESA, HSC
INDEPENDENT MEMBER,
KISII UNIVERSITY COUNCIL

Government:

………………………………………… Date …………………………………………..

DR. FRED MATIANG'I, PhD, EGH
CABINET SECRETARY,
MINISTRY OF EDUCATION

Counter-signed:

………………………………………… Date …………………………………………..

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

ANNEX 1

PERFORMANCE CRITERIA, WEIGHTS AND TARGETS

	PERFORMANCE CRITERIA CATEGORY	UNIT OF MEASURE	WT	Status Previous Year (FY 2015/16)	Target (FY 2016/17)
A	**FINANCIAL STEWARDSHIP & FISCAL DISCIPLINE**				
	1. Absorption of Allocated Funds	%	5	100	100[i]
	2. Absorption of externally mobilized resources	%	0	N/A	Nil[ii]
	3. A-in-A	Kshs.	2	854,840,595	1,799,601,000[iii]
	4. Pending Bills	%	3	N/A	<1[iv]
	5. Compliance with PFM Act and Treasury Circulars	%	5	N/A	100[v]
	Weight Sub Total		**15**		
B	**CORE MANDATE**				
	Vision 2030 Flagship Projects/Programmes				
	1. Lecture Halls Complex	%	2	72	85[vi]
	2. Number of research training workshops organized	No.	2	4	4[vii]
	3. Number of Industry and institutional linkages increased	No.	3	4	3[viii]
	Priority Projects/Programmes (Outcomes aligned to SDGs and Sector Performance Standards (SPS))				
	4. Construction of the university pavilion	%	4	5	80[ix]
	5. Number of new academic staff recruited	No.	4	26	30[x]
	6. Number of undergraduate students enrolled	No.	6	5,313	4,000[xi]
	7. Number of Masters students enrolled	No.	4	461	300[xii]
	8. Number of PhD students enrolled	No.	3	186	70[xiii]
	9. Number of diploma students enrolled	No.	6	2,158	800[xiv]
	10. Procurement of library books	Kshs.	4	4,207,911	3,200,000[xv]

	PERFORMANCE CRITERIA CATEGORY	UNIT OF MEASURE	WT	Status Previous Year (FY 2015/16)	Target (FY 2016/17)
	11. Subscription to electronic library resources	Kshs.	1	1,470,000	1,500,000[xvi]
	12. Number of academic public lectures held	No.	3	14	10[xvii]
	13. Number of academic publications increased	No.	2	48	50[xviii]
	14. Number of research conferences held	No.	1	0	1[xix]
	15. Number of proposals seeking for external funding submitted	No.	3	N/A	3[xx]
	16. Number of community outreach and extension services increased	No.	5	4	5[xxi]
	17. Project Completion Rate	%	2	31.13	100[xxii]
	Weight Sub Total		**55**		
C	**Implementation of Presidential Directives, Circulars and Executive Orders**	%	5	N/A	100[xxiii]
D	**Minimum 30% of all procurement budget dedicated to youth, women and people with Disabilities (AGPO)**	Kshs.	5	62.86M	112,765,620[xxiv]
E	**Minimum 40% of all procurement budget dedicated to locally produced goods and services (Buy Kenya Build Kenya)**	Kshs.	5	N/A	150,354,160[xxv]
F	**CROSS CUTTING**				
	1. Customer Satisfaction	%	1	94	100[xxvi]
	2. Service Delivery Innovations and Application	%	1	100%	100[xxvii]
	3. Resolution of Public Complaints	%	1	81	100[xxviii]
	4. ISO Certification	%	0.5	100	90[xxix]
	5. Automation	%	0.5	54.7	62[xxx]
	6. Asset Management	%	0.5	100	100[xxxi]
	7. Youth Internships/ Industrial Attachment	No.	1	85	90[xxxii]

PERFORMANCE CRITERIA CATEGORY	UNIT OF MEASURE	WT	Status Previous Year (FY 2015/16)	Target (FY 2016/17)
8. Compliance with the Constitution and other Statutory Obligations	%	0.5	80	100[xxxiii]
9. Competency Development	%	0.5	70	100[xxxiv]
10. Knowledge Management	%	0.5	100	100%[xxxv]
11. Work Environment	%	0.5	90	100[xxxvi]
12. Prevention of Alcohol and Drug Abuse	%	0.5	100	100[xxxvii]
13. Prevention of HIV/AIDS Infections	%	0.5	100	100[xxxviii]
14. Safety and Security Measures	%	0.5	70	60[xxxix]
15. Management of Pension	%	1	90	100[xl]
16. Corruption Eradication	%	3	100	100[xli]
17. Mwongozo Code of Conduct	%	1	40	100[xlii]
18. Implement measures to promote the realization of national values and national cohesion	%	0.5	96	100[xliii]
19. Implement commitments in the President's Annual Report on National Values and Principles of Governance	%	0.5	94	100[xliv]
Weight Sub Total		**15**		
Overall Total Weight		**100**		

ANNEX II
NOTES ON PERFORMANCE TARGETS

A) FINANCIAL STEWARDSHIP & FISCAL DISCIPLINE

1[i] Absorption of Allocated Funds

During the FY 2016/17, the Council commits to absorb 100% of the allocated funds.

Development Budget	-Government Allocation	- Kshs. 329,846,149
	-Internal Allocation	- Kshs. 69,947,000
Recurrent Budget	-Government Allocation	- Kshs. 924,496,500
	-Internal Allocation	- Kshs. 1,729,654,000
Total Budget		**- Kshs. 3,053,943,649**

2[ii] Absorption of externally mobilized resources

In the FY 2016/17, the Council does not anticipate to mobilize any external resources.

3[iii] A-in-A

In the FY 2016/17, the Council commits to realize A-in-A of Kshs. 1,799,601,000 from the following sources:

i)	Fees payment by JAB students	Kshs. 207,181,845
ii)	Fees payment by SSP students	Kshs. 1,159,197,000
iii)	Fees payment by Masters students	Kshs. 152,177,155
iv)	Fees payment PhD students	Kshs. 126,150,000
v)	Fees payment by Diploma students	Kshs. 150,010,000
vi)	Sale of farm products	Kshs. 1,840,000
vii)	Sale of meals (staff and students mess)	Kshs. 3,045,000
	Total	*Ksh. 1,799,601,000*

4[iv] Pending Bills

In the FY 2016/17, the University commits to clear its financial obligations so that debts or pending bills outstanding by the end of the financial year are less than 1% of the total budget allocation of Kshs. 3,053,943,649.

5[v] Compliance with PFM Act and Treasury Circular

In FY 2016/17, the Council commits to adhere 100% with the Public Finance Management Act as well as Treasury Circulars issued from time to time. The Council commits to prepare and submit reports as per the required timelines:

i) Quarterly Financial Programme Performance report to Controller of Budget by 15th of the subsequent month after the end of the quarter.
ii) Annual financial statements by 30th September 2016.
iii) Draft budget estimates by 20th March 2017.
iv) Annual Procurement Plan by 30th July 2016.
v) Annual work plan and cash flow projections by 30th July 2016.
vi) Compliance with National Treasury circulars issued from time to time.

B) CORE MANDATE

Vision 2030 Flagship Project

1[vi] Lecture Halls Complex

The Council commits to undertake construction of the Lecture Halls Complex (Wing B) up from 72% to 85% completion level as per annex III.

2[vii] Number of research training workshops organized

The Council commits to organize 4 research training workshops to equip and enhance upcoming researchers with the necessary knowledge and skills to produce high quality research. The target is similar to previous year since one workshop is held per quarter.

3[viii] Number of Industry and Institutional Linkages Increased

The Council commits to establish three (3) additional collaborative industry and institutional linkages to enhance research and development. This will be achieved by:

i)   Visiting proposed institutions to seek for collaboration;
ii) Hosting researchers from the proposed institutions; and
iii) Signing of Memorandum of Understanding.

Priority Projects/programmes (Outcomes Aligned to SDGs and Sector Performance Standards)

4[ix] Construction of the University pavilion

The Council commits to undertake construction of a modern sports pavilion at the Main Campus up to 80% completion level as per annex III.

5[x] Number of new academic staff recruited

The Council commits to recruit 30 new academic staff towards progressively improving the capacity of teaching and research.

6[xi] Number of undergraduate students enrolled

The Council commits to enroll 4,000   new undergraduate students as an effort to increasing access to university education. However, the University expects to admit fewer SSP students compared to last year since the 2016 KCSE performance was low comparatively and all students who scored C+ and above will automatically be absorbed under Government sponsorship; hence the reduction in target.

7[xii] Number of masters students enrolled

The Council commits to enroll 300 new masters students as an effort towards increasing access to university education and enhancing research. The limited number of expertise to supervise Masters students, and the need to comply with CUE requirements on student-lecturer ratio, has necessitated the reduction in target.

8[xiii] Number of PhD Students Enrolled

The Council commits to enroll 70 new PhD students as an effort towards increasing access to university education and enhancing research. The limited number of expertise to supervise PhD students, and the need to comply with CUE requirements on student-lecturer ratio, has necessitated the reduction in target.

9[xiv] Number of diploma students enrolled

The Council commits to enroll 800 new diploma students. Similar to undergraduate students above, this year's enrollment is expected to drop substantially due to the low 2016 KCSE performance. Besides, absorption of all C+ into degree programmes will further reduce diploma enrollment.

10[xv] Procurement of library books

The Council commits to procure library books worth Kshs. 3,200,000 to add to the existing stock of library reading resources as per the needs identified in the current financial year.

11[xvi] Subscription to electronic library resources

The Council commits to subscribe to online library resources at the cost of Ksh. 1,500,000 to enhance access to academic information.

12^{xvii} Number of academic public lectures held

The Council commits to organize 10 academic public lectures as a strategy for disseminating information to staff and students. This expected reduction relative to previous year is as a result of financial constraints.

13^{xviii} Number of academic publications increased

The Council commits to achieve 50 academic publications.

14^{xix} Number of research conferences held

The Council commits to hold one (1) interdisciplinary international conference.

15^{xx} Number of proposals seeking for external funding submitted

The Council commits to develop and submit 3 proposals to seek external funding from various research and development support organizations. However, the external funds may not be realized within the current financial year.

16^{xxi} Number of Community Outreach and Extension Services

The Council commits to engage in the following five (5) community extension services during the FY 2016/17:

i) **Agriculture**: Organize one 1 training on Orange Flesh Sweet Potato (OFSP) to women farmer groups in Kisii and Nyamira Counties by fourth quarter.
ii) Carry out continuous artificial insemination (AI) services to local dairy farmers.
iii) **Rock art**: Conduct 1 soapstone empowerment training to carvers in Kisii County by third quarter.
iv) **Welfare**: Conduct a forum/*baraza* in conjunction with the local administration to sensitize the local community on HIV/AIDS, alcohol and drug abuse prevention by third quarter.
v) **Health**: Hold 1 free medical camp to offer community health services in second quarter.

17^{xxii} Project Completion Rate

The Council commits to complete all its project annual targets 100% as per the project implementation plan for each project.

C) [xxiii] Implementation of Presidential Directives, Circulars and Executive Orders

In FY 2016/17 the University commits to implement the following:

i) Ensuring stiff punishment for examination irregularities (100%).
ii) Integrating lessons on living positively with H.I.V in the education curriculum (100%)
iii) Prudent utilization of public resources by ensuring no wastage (100%).

D) [xxiv] Minimum 30% of all procurement budget dedicated to youth, women and people with Disabilities (AGPO)

The Council commits to award Kshs. 112,765,620 of tenders to YWPD. This represents 30% of the total procurement budget of Kshs. 375,885,400. 2% of the allocated amount translating to Kshs. 2,255,312 will be reserved for PWD's.

To achieve this, the University will implement the following activities:

i) Pre-qualify the three groups as an affirmative action,
ii) Build capacity by organizing 1 seminar to sensitize the target group on the available opportunities and requirements to increase their uptake.
iii) Assist them to secure LPOs/LSOs financing from financial institutions by issuing recommendation letters on request.
iv) Facilitate quick processing of payments to the three groups.
v) The University will also submit to PPRA a summary of the procurements allocated to the YPWD in the format provided by the Authority.

E) [xxv] Minimum 40% of all procurement budget dedicated to locally produced goods and services (Buy Kenya Build kenya)

The Council commits to reserve a minimum of 40% (Kshs. 150,354,160) of the total procurement budget of Kshs. 375,885,400 for locally produced goods and services. The University will develop guidelines to facilitate implementation of this target.

F) CROSS CUTTING

1[xxvi] Customer Satisfaction

The Council commits to improve customer satisfaction levels by:

i) Implementing the following, but not limited to, recommendations as contained in the 2012/2013 customer satisfaction baseline survey report:

a) Acquire 20 additional computers for the computer labs to improve the student to computer ratio (16%).
b) Ensure lecturers attend classes as per the timetable through effective monitoring using class attendance registers (16%).
c) Increasing internet bandwidth at the Kisumu Campus from 6mbps to 12 mbps (16%).
d) Procuring two additional saloon cars and one single cab pick-up to enhance efficiency in transportation and logistics (16%).
e) Ensuring timely release of teaching and examination timetables as per the Examinations General Operating Procedures (16%).

ii) Preparing a report on the implementation of the above recommendations (20%).

2[xxvii] Service Delivery Innovations and Application

The Council commits to introduce and apply the following two (2) service delivery innovations:

i) <u>Online Leave Application by staff</u>: This is aimed at ensuring efficiency in service delivery to staff members. It will provide an alternative application option that eliminates the time consuming process of manual leave applications often characterized by delays in processing (50%).
ii) <u>Online issuance of provisional academic transcripts to students</u>: This is aimed at making students' performance communication more convenient. It will eliminate the tedious and time consuming process of printing transcripts from the faculties often characterized by long queues (50%).

3[xxviii] Resolution of Public Complaints

The Council commits to:

i) Implement the Citizen Service Delivery Charters (10%).
ii) Promptly address and resolve all public complaints received as per the University complaints handling procedure (50%).
iii) In liaison with the CAJ, build capacity for complaints handling officers and staff through a training workshop (10).
iv) Submit Quarterly progress reports using the prescribed format to CAJ. (20%)
v) Obtain a certificate of compliance at the end of the year from CAJ indicating the level of compliance (10%).

4^{xxix} ISO Certification

The University is in the third year of ISO 9001:2008 certification; which expires in October 2016. During the FY 2016/17, the Council commits to transition to the new ISO 9001:2015 standard by undertaking the following towards certification:

A 10%
- Engage a consultant to guide in the transition process
- Define Scope of certification

B 25%
- Train Middle Management - (process owners)
- Brief Top Management
- Conduct awareness training for employees

C 35%
- Conduct gap analysis
- Complete documentation
- Launch the Quality Management System (QMS) based on the standard

D 20%
- Conduct Internal Quality Auditor (IQA) training
- Conduct trial audits under guidance from the consultant
- Conduct internal audit (s)
- Conduct 1 management review meeting

Note: Step E on certification will be undertaken during FY 2017/2018.

5^{xxx} Automation

The Council commits to improve the level of automation from 54.7% to 62% by implementing the following:

Automation Stages	Sub-indicators
(i) Institutional Strategy and Vision	-Implementing institutional ICT strategy (0.5%).
(ii) Connectivity and technology infrastructure	-Installing additional 2 wireless access points at main campus (0.5%). -Use of biometric security system within the ERP to capture students' biometrics during registration (1%).

Automation Stages	Sub-indicators
(ii) Connectivity and technology infrastructure	-Ensuring up-to-date antivirus protection of all servers (0.5%). -Ensuring the ERP system has a remote back up at all times (0.5%). -Increasing internet bandwidth at the Kisumu Campus from 6mbps to 12 mbps (0.5%). - Acquire 20 additional computers for the computer labs (0.5%). -Implementing Procurement and Accommodation modules within the ERP (0.5%).
(iii) Consumer and business adoption	-Regular update of the university website with current university news and information (0.3%). -Developing of Leave application and online Transcript systems (1%).
(iv)ICT Capacity Building	-Assess the percentage level of staff ICT literacy within the University (0.5%).
(v) Social and cultural Environment	-Ensure staff with disabilities have equal access to ICT facilities (0.5%).
(vi) Legal environment	-Develop an E-Waste Management Policy for the University (0.25%).
(vii)ICT Standards	-Adoption and Compliance to ICT and e-Government standards available at http://standards.icta.go.ke/ (0.25%)
Total	**7.3%**

6[xxxi] Asset Management

The Council commits to:

i) **Inventory Management (25%)**
   Update and maintain the existing catalogue of the University assets and property.

ii) **Maintenance (25%)**
   Maintenance Schedules for items to be maintained will be prepared and maintenance carried out as per the Manufacturer's schedules, where applicable.

iii) **Repairs (25%)**

Repairs will be carried out 100% as reported and a repairs schedule maintained. All repairs will be carried out as per the ICT, Transport and Maintenance General Operating Procedures.

iv) **Disposal of idle assets (25%)**

Identify unserviceable, obsolete and surplus assets and dispose off 100% of the identified items as per the Public Procurement and Asset Disposal Act, 2015 and Regulations 2006, 2013.

7[xxxii] Youth Internships/ Industrial Attachment

The Council commits to provide industrial attachment opportunities to 90 youths.

8[xxxiii] Compliance with the Constitution and other Statutory Obligations

The University commits to comply, and undertake annual audit to establish extent of compliance, with the following Constitution and other statutory obligations:

i) Compliance with Constitution (15%)

The Council commits to comply with the Constitution by holding one (1) training workshop for Members of County Assembly (MCA's) of Kisii, Nyamira, Migori and Homa Bay Counties on county heritage and enacting heritage legislation.

ii) *Public Procurement and Asset Disposal Act, Regulations and Rules (20%)*

i) Develop and submit a copy of the Procurement Plan to PPRA by 31st August, 2016 in the prescribed format.
ii) Adhere to the procurement plan.
iii) Submit Quarterly procurement plan implementation reports to PPRA in the prescribed format 14 days after the elapse of each Quarter.

iii) *Remittance of Statutory Deductions (10%)*

i) Remit statutory deductions to KRA, NSSF, NHIF, HELB and Pension Contributions within the stipulated time period.
ii) Obtain a certificate of compliance from KRA, NHIF, NSSF and HELB.

iv) *Environmental Sustainability (15%)*

i) Operationalizing the Environmental Sustainability Committee.
ii) Developing an E-waste Policy in compliance with the Environmental Management and Coordination Act (EMCA) of 1999.

iii) Undertake 2016/2017 Environmental Sustainability Audit Report on compliance with EMCA, 1999.

iv) Submitting an Annual Work Plan based on the Audit Report by 30th Sept, 2016 by 30th Sept, 2016.

v) Submitting quarterly reports in the prescribed format to NEMA by the 30th day after the end of each quarter.

vi) Obtaining a certificate of compliance from NEMA.

v) Adherence to the Unclaimed Financial Assets Act, 2011 (UFAA) (10%)

i) Identifying any qualifying unclaimed assets from the University records and remitting the same to the Unclaimed Assets Trust Fund.

ii) Providing the Unclaimed Financial Assets Authority with a report indicating any available details of the beneficiaries of the assets.

iii) Complying with provisions of the UFAA, 2011.

vi) Disability Mainstreaming (15%)

i) Progressively ensuring that at least five percent (5%) of employees are persons with disabilities (PWD's).

ii) Develop and disaggregate data on PWD's by age, gender, and forms of disability.

iii) Implement recommendations of the accessibility audit for PWD's carried out in the University in FY 2015/16 by the National Council for Persons with Disabilities (NCPD).

iv) Submit Quarterly progress reports in the prescribed format to the National Council for Persons with Disabilities (NCPD) within 30 days after the elapse of each Quarter.

v) Obtain a certificate of compliance from NCPD.

vii) Gender Mainstreaming (15%)

i) Comply with the one third gender rule on appointments, promotions and employment in the public service. (2%).

ii) Sensitize 50 members of staff and students on gender mainstreaming (3%).

iii) Submit Quarterly progress reports in the prescribed format to the National Gender and Equality Commission (NGEC) 14 days after the elapse of each Quarter (5%).

iv) Obtain a certificate of compliance from NGEC (5%).

9^{xxxiv} Competency Development

The Council commits to implement the following activities:

i) **Training Needs Assessment (TNA) and Intervention Programmes:**
   a) Developing a programme for intervention measures within the first quarter based on the recommendations of the TNA carried out in FY 2015/16.
   b) Implementing at least 30% of the recommendations of the report.
   c) Preparing an annual report on the implementation of the recommendations.

ii) **Performance Appraisal:**
   a) Carrying out Annual Staff Performance Appraisals in all administrative divisions of the University.
   b) Holding 1 Management Board meeting on staff appraisal.

10[xxxv] Knowledge Management

The Council commits to implement the following activities:

i) Regularly posting relevant University information and news on the website as a way of communicating, storing and sharing experiences and lessons learnt for integration and continuous improvement.
ii) Updating the University digital repository to disseminate research undertaken by staff and students to enhance transfer of knowledge.

11[xxxvi] Work Environment

The Council commits to:

i) Carry out an internal work environment survey in the first quarter (40%).
ii) Implement at least 40% of the survey recommendations in the subsequent quarters (40%).
iii) Prepare a report at the end of the 4th quarter providing evidence of implementation of the recommendations made in the survey report (20%).

12[xxxvii] Prevention of Alcohol and Drug Abuse (ADA)

The Council commits to:

i) Operationalize University ADA Control Unit (10%).
ii) Carry out an internal follow-up survey to assess the progress made on ADA prevention as well as challenges with a view to set up future direction (20%).
iii) Employee Assistance Programme (EAP): identify individual workers with ADA related problems, assessment, counseling, and refer for treatment and rehabilitation services (10%).
iv) Hold a one day workshop to sensitize staff and students on prevention of ADA. (20%)
v) Submit annual work plan to NACADA (10%).

vi) Implement the proposed activities in annual work plan (10%).
vii) Submit Quarterly progress reports to NACADA in the prescribed format, with minutes of ADA Committee attached, 14 days after the end of each quarter (10%).
viii)   Apply for certificate of compliance from NACADA (10%).

13[xxxviii] Prevention of HIV/ AIDS Infections

Kisii University successfully implemented MAISHA 1 activities. This year, the Council therefore commits to undertake implementation of the following MAISHA 2 activities towards mitigating against HIV and AIDS infections:

i)   Implement the following two (2) indicators from the public sector HIV plan:
   a) Incorporate the HIV and AIDS module in the training curricula (10%).
   b) Sensitization and awareness on HIV and AIDS including stigma and discrimination, violence prevention and human rights (10%).
ii) Allocate a budget of Kshs. 2,822,500 for HIV/AIDS activities/programmes (15%).
iii) Continue implementation of MAISHA 1 activities including:
   a) Identifying number of staff reached with HIV and AIDS related information and services through:
- <u>Condom use promotion</u>: Distribute at least 8,000 condoms to students, staff and family members as well as sensitize them on condom usage and disposal using IEC materials (10%).
- <u>Counseling and testing</u>: Undertake counseling and testing for 700 staff, students and family members (10%).
- <u>HIV and AIDS Knowledge</u>: Reach out to 3,500 staff, students and family members with comprehensive information on HIV and AIDS prevention (10%).
- <u>Stigma and Discrimination Sensitization</u>: Sensitize 3,500 staff, students and family members on reducing stigma and discrimination towards PLWHIV (10%).

   b) Conduct ACU quarterly meetings (5%).
   c) Implement the following two (2) recommendations from the baseline survey conducted in MAISHA 1:
- Conduct campaigns to increase knowledge on HIV and AIDS targeting at least 3,500 staff, students and family members (10%).
- Sensitize 3,500 staff, students and family members against stigma and discrimination towards key populations (10%).

The University will submit the annual work plan and quarterly progress reports to NACC in the prescribed format; and at the end of the financial year apply for a certificate of compliance from NACADA.

14^{xxxix} Safety and Security Measures

The Council commits to implement the following activities:

A 15%
a) Appoint an Information Security Management System (ISMS) leader (5%).
b) Appoint and train 5 ISMS champions (5%).
c) Define the scope of ISMS implementation in the University (5%).

B 45%
a) Brief top management on ISMS – 15%
b) Train implementers – (process owners) – 15%
c) Conduct awareness training for all employees – 15%.

In addition, the Council commits to implement the following towards enhancing safety and security at the University:

i)   Service all existing fire extinguishers.
ii) Install antivirus in university servers and computers.
iii) Regular backup of the servers to protect the integrity and safety of data and information.
iv) Insure all University vehicles and staff (GPA & WIB) as a risk mitigation effort.

15^{xl} Management of Pension

The Council commits to:

i)   Prepare list of potential retirees within the year (15%).
ii)   Issue GP-24 and confirmation in appointment letter if not available in the file (10%).
iii) Issue notice to retirees 9 months to due date (15%).
iv)   Prepare and submit retirement documents to the Pensions Fund 3 months to due date (20%).
v)   Submit Clearance Certificates to facilitate payment within 30 days of retirement (20%).
vi)   Automate the pension process (5%).
vii) Carry out pre-retirement training (10%).
viii) Develop a post-retirement medical policy (5%).

16^{xli} Corruption Eradication

The Council commits to implement the following activities:

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 and 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%).

Note: See annex IV.

17[xlii] Mwongozo Code of Conduct

The Council commits to:

i) Sign and comply with the Mwongozo Code of Governance (60%)
ii) Prepare and submit an annual report to the oversight agency (SCAC) on critical governance issues including; governance audits, legal audits, board self-evaluation and corporate risk at the end of the financial year (40%).

18[xliii] Implement measures to promote the realization of national values and national cohesion

The Council commits to:

1. Identify and recognize national values champions using the prescribed criteria (20%)
2. Implement actions to hold public officers to account for violating national values and principles of governance (10%)
3. Develop and distribute brochures and posters to enhance staff and stakeholders awareness of national values and principles of governance (10%)
4. Strengthen the national values committee through training and capacity building to monitor, evaluate and report on national values and principles of governance (10%)
5. Identify and implement five (5) national values core to the institution's mandate (40%)

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 (10%) via e-mail: nationalvalues@kenya.go.ke.

19[xliv] **Implement commitments in the President's Annual Report on National Values and Principles of Governance**

The Council commits to implement the following five (5) commitments in the Annual President's Report:

1. <u>Prioritizing resource allocation for continual promotion of National Values and Principles of Governance:</u> Set aside funds to support implementation of the following initiatives that promote national values and principles of governance;
   - Gender Mainstreaming
   - Disability Mainstreaming
   - Corruption Prevention
   - University Work-study programme
2. <u>Strengthening professional and technical capacity of County Governments:</u> Hold one (1) training workshop for Members of County Assembly (MCA's) of Kisii, Nyamira, Migori and Homa Bay Counties on county heritage and enacting heritage legislation.
3. <u>Continuous civic education, enactment and enforcement of laws, policies and regulations relating to the Bill of Rights:</u> Conduct one (1) sensitisation workshop for staff and students on the Bill of Rights;
4. <u>Enforcing laws and policies to address retrogressive practices:</u> Implement the University Gender Based Violence Policy and conduct one sensitization workshop for staff and students on progressive practices which promote the Bill of Rights;
5. <u>Bridging the technological gap to keep up with frequent changes & advancements that affect service delivery:</u> Sensitisation of staff on the new service delivery innovations to enhance uptake of the same for sustainable development.

The Council commits to submit in the prescribed format an Annual Progress Report on the implementation of the commitments to the Directorate of National Cohesion and National Values (60%).
The Council also commits to 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 to form part of the President's Annual Report 2016 on Measures Taken and Progress Achieved in the Realization of National Values and Principles of Governance by hard copy OR through the email: nationalvalues@kenya.go.ke (40%).

**SUMMARY OF PROJECTS FOR IMPLEMENTATION
DURING THE FY 2016/2017**

	Name of Project	Scheduled activities/ works for FY 2016/2017	Budget for FY2016/2017 (Ksh)	Projected Completion level By 30th June, 2017 (%)
1.	Lecture Halls Complex	(Wing B) • Doors and windows/glazing • Stair case finishes • Roof finishes and ceiling finishes • Floor finishes • External works • Paint works • Mechanical installations • Electrical installations	78,962,503	85%
2.	Construction of the University pavilion	• Casting of floor columns and floor slabs • Floor columns and walling • Roofing • Plastering • Exterior and interior finishes and installations	34,000,000	80%

ANNEX IV

CORRUPTION ERADICATION TARGETS

Key Indicators	Sub indicators	Weight	Total Weight
1. Carry out corruption risk assessment and mitigation	CRA report	5%	25%
	Risk mitigation plan	5%	
	CRA Quarterly Implementation report (See notes)	15%	
2. Enhance integrity in public procurement	Submit approved Annual Procurement Plan to EACC	2%	10%
	Submit Quarterly reports on all tenders and contracts above Ksh. 500,000 awarded	8%	
3. Promote high standards of Ethical Culture	Gift Registers opened and operationalized for: • Gifts given • Gifts received	5%	30%
	Conflict of interest registers opened and operationalized	5%	
	Implementation of Code of Conduct and Ethics in line with LIA, 2012	20%	
4. Build capacity on corruption prevention, ethics and integrity	Training of Integrity Assurance Officers (IAO's)	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%	
5. Implement internal mechanisms that encourage and protect whistle blowing on corruption and unethical conduct	(See notes)	10%	10%
6. Submit Quarterly reports to EACC in the prescribed format provided in the EACC website (www.eacc.go.ke)	(See notes)	5%	5%
Total			100%

INSTRUCTION NOTES ON CORRUPTION ERADICATION

- All MDAs 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 take and changes identified. EACC will conduct sampled spot checks to ascertain the accuracy of 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
- Public institutions with State Officers (refer to Article 260 of the Constitution of Kenya) should develop a Specific Leadership Code (refer to Section 37 and Part II of the Leadership and Integrity Act, 2012) for State Officers in that entity and submit to the EACC for review and approval
- Public institutions which have Codes of Conduct and Ethics should review their Codes and align them to the provisions of the General Leadership and Integrity Code under Part II 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 II of the Leadership and Integrity Act, 2012
- Code 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 Gift to their RESPECTIVE RESPONSIBLE COMMISSIONS by 31st 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 the institutions are free to request support from EACC where capacity of the IAOs is not fully developed.
- Integrity Committees should meet at least once per quarter.
- Reports to EACC will be in the formats which will be in the formats which will be posted in 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) Reporting format on all tenders and contracts above the threshold of KES. 500,000.
  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 of interest and gift registers.