



REPUBLIC OF KENYA

PERFORMANCE CONTRACT

BETWEEN

H.E. THE GOVERNOR

COUNTY GOVERNMENT OF KILIFI

AND

THE COUNTY EXECUTIVE COMMITTEE MEMBER

FINANCE AND ECONOMIC PLANNING

FOR THE PERIOD

1ST JULY 2019 TO 30TH JUNE 2020

Preamble

This Performance Contract (hereinafter referred to as "Contract") is entered into between the County Government of Kilifi (hereinafter referred to as ("CG") represented by H. E. the Governor of P.O. Box – 519-80108 Kilifi(together with its assignees and successors) of the one part, and the County Executive Committee Member for Finance and Economic Planning (hereinafter referred to as "CECM"), (together with its assignees and successors) of P.O. Box – **519-80108 Kilifi** of the other part.

Whereas;

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

The County Government recognizes that the Departments hold a vital key in the implementation of County priority programmes and projects; other national priorities including the "Big Four" Initiatives in order to improve the quality of life of the people of Kilifi County and make the County competitive;

The purpose of this performance contract is to establish the basis for ensuring that efficient and effective services are delivered to the people of Kilifi County in line with the provisions of the Constitution and by requiring Departments to adapt systems that enable innovativeness and adaptability of public services to the needs of users.

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

Therefore, the parties hereto agree as follows:

PART I: Statement of Responsibility by the CECM

The Mandate of the Department is to:

- i. Mobilize financial resources
- ii. Manage County public finances and other Assets
- iii. Coordinate County development planning and economic policy management
- iv. Provide advisory services on public financial management

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

It is also my undertaking that I will perform my responsibilities diligently and to the best of my abilities to support the achievement of the agreed performance targets.

PART II: VISION STATEMENT, MISSION STATEMENT AND STRATEGIC OBJECTIVES

(a) Vision:

Excellence in financial management and economic planning.

(b) Mission:

Provide effective coordination and implementation of sound financial and economic planning policies for sustainable development of the county

(c) Strategic Objectives

The Strategic objectives for the Department are: -

- i. To enhance resource mobilization
- ii. To strengthen the Management of public resources
- iii. To improve the coordination and management of economic planning and budgeting
- iv. To coordinate and track implementation of development plans

Part III: Statement of Strategic Intent by the CECM

In carrying out my duties, I intend to put all my efforts towards contributing effectively and efficiently to the achievement of the County development agenda as espoused in the Kenya Vision 2030 and CIDP, keeping in mind the specific priorities of the Department.

Bearing in mind the Imperative of inclusivity, I will implement the following strategic intentions during the financial year.

- i. Enhance resource mobilization
- ii. Strengthen the Management of public resources
- iii. Improve the coordination and management of economic planning and budgeting
- iv. Coordinate and track implementation of development plans

Part IV: Commitments and Obligations of the County Government

- i. Acknowledgement of receipt of correspondences and approval of requests are made within the timelines stipulated in the Citizens' Service Delivery Charter.
- ii. Release of budgetary allocation within seven (7) Days after approval of ex-chequer release by the Controller of budget. This is aimed at ensuring that the department disburses funds within seven (7) working days for operations and projects.

Part V: Reporting Requirements

The Departments shall submit Quarterly and Annual performance reports in the prescribed format to the Department of Devolution, Public Service and Disaster Management and other lead departments as specified in section 16 of the performance Contracting Guidelines for the purpose of monitoring progress and annual performance evaluation.

Part VI: Duration of the Performance Contract

The Performance Contract will run for one financial year, from 1st July 2019 to 30th June 2020.

Part VII:

Signatories to the Performance contract

For and on behalf the County Department

Signature: Date:

HON. SAMUEL KOMBE NZAI,
COUNTY EXECUTIVE COMMITTEE MEMBER,
FINANCE AND ECONOMIC PLANNING.

For and on behalf of the County Government

Signature: Date:

H.E. AMASON JEFFA KINGI, EGH
GOVERNOR,
COUNTY GOVERNMENT OF KILIFI

ANNEX 1: PERFORMANCE CONTRACT MATRIX

	PERFORMANCE CRITERIA CATEGORY	UNIT OF MEASURE	WEIGHT	CURRENT STATUS FY 2018/2019	TARGET FY 2019/20 20
A	Finance, Stewardship and Discipline:				
A1	Absorption of Allocated Funds	%	4	67	100
A2	Development Index	%	2	3	N/A
A3	A-in-A	Kshs.	N/A	N/A	N/A
A4	Asset Management	%	2	-	100
A5	Pending bills	%	2	3.1	<1
	Weight Sub Total		10		
B	Service Delivery:				

B1	Implementation of Citizens' Service Delivery Charter	%	2	-	100
B2	Customer Satisfaction	Report	2	-	1
B3	Application of service delivery Innovations	%	2	N/A	100
B4	Resolution of Public Complaints	%	2	N/A	100
B5	Automation (ICT)	Report	2	N/A	1
	Weight Sub Total		10		
C	INSTITUTIONAL TRANSFORMATION				
C1	Development of County Planning Framework	%	3	N/A	100
C2	Youth Internships/ Industrial Attachments/Apprenticeships	No.	1	63	80
C3	Access to Government Procurement Opportunities	Kshs.	2	73	90
C4	Promotion of Local Content in Procurement	%	1.5	N/A	100
C5	Competence Development	%	2	N/A	100
C6	Knowledge Management	%	2	N/A	100
C7	Work Environment	%	1	N/A	100
C8	Safety and Security Measures	%	1	N/A	100
C9	Cascading of Performance Contracts	%	1.5	N/A	100
	Weight Sub Total		15		
D	CORE MANDATE:				
D1	Prepare and Publish County Budget	No.	5	1	1

	Review and Outlook Paper (CBROP)				
D2	Prepare and Publish SWGs Report	No.	1	1	1
D3	Training of SWGs on PBB	No.	1	N/A	50
D4	Prepare and Publish CFSP	No.	3	1	1
D5	Prepare and publish PBB Estimates	No.	5	1	1
D6	Prepare and publish the Finance Bill	No.	2	1	1
D7	Prepare departmental audit reports	No.	1	12	12
D8	Follow-up reports on implementation of audit recommendations	No.	1	N/A	4
D9	Procure and operationize use of audit management system	No.	1	N/A	1
D10	Ensure external assessment of the audit committee	No.	2	0	1
D11	Hold Quarterly Audit Committee meetings	No.	1	4	4
D12	Prepare quarterly Audit Committee reports	No.	1	4	4
D13	Prepare monthly bank reconciliation statements	No.	1	36	36
D14	Prepare and submit quarterly financial reports to statutory institutions	No.	1	4	4
D15	Prepare and submit annual financial statements to statutory institutions	No.	5	1	1
D16	Prepare and submit response for the	No.	4	1	1

	2018/2019 financial Statement's Auditor General report				
D17	Prepare pre-qualification list of suppliers	No.	2	1	1
D18	Prepare county procurement plan	No.	1	1	1
D19	Carry out comprehensive Market Survey	No.	1	1	1
D20	Prepare Annual Progress report on implementation of CIDP	No.	2	1	1
D21	Annual Consultative Forum with the Economic Planning Committee of the County Assembly	Reports	1	1	1
D22	Prepare/Document the County Socio-Economic & Financial Status	Reports	0.5	1	1
D23	Annual County Statistical Abstract	No.	0.5	-	1
D24	County Statistical Dashboard	No.	1	1	1
D25	Prepare Annual Progress report on project implementation of CADP	No.	0.5	1	1
D26	Prepare Departmental quarterly Project Monitoring and Evaluation reports/Progress Reports	No.	1	1	1
D27	Annual service delivery/Scorecard summit	No.	1	-	1
D28	County Projects and Services Dashboard	No.	1	1	1
D29	Establish a departmental safety and health committee	No.	0.5	-	1
D30	Revenue Collection	Kshs(B)	4	0.79	1.0

D31	Digital mapping of the business premises for revenue monitoring	No.	2	N/A	1
D32	Operationalize the revenue collection e-portal for public querying	No.	2	N/A	1
D33	Integrate hospital Afya 11 revenue collection system with County-pro	No.	2	-	1
D34	Ease of Doing Business	%	-	N/A	N/A
D35	Compliance with statutory obligations	%	2	-	100
D36	Project Completion Rate	%	0	N/A	N/A
	Weight Sub Total		60		
	CROSS –CUTTING ISSUES:				
E1	Prevention of Alcohol and Drug Abuse	%	0.5	N/A	100
E2	Prevention of HIV/AIDS Infections	%	0.5	N/A	100
E3	Environmental sustainability	%	1	N/A	100
E4	Disability Mainstreaming	%	0.5	N/A	100
E5	Gender Mainstreaming	%	0.5	N/A	100
E6	Corruption prevention	%	1	N/A	100
E7	National cohesion and values	%	1	N/A	100
	Weight Sub Total		5		
	OVERALL TOTAL WEIGHT		100		

ANNEX II: EXPLANATORY NOTES FOR PERFORMANCE TARGET

A. FINANCIAL AND STEWARDSHIP:

A1.Absorption of Allocated Funds

During the financial year 2018/19 the departments absorbed 67% of its total budget of Kshs. 626,008,164

During the financial year 2019/2020 the department shall utilize 100% of its budget and distribute conditional grants in the development expenditure to respective departments as shown in the table below:

S/ NO	Recurrent Expenditure 2019/20	FY	Development Expenditure 2019/20	FY	Total
	Ksh. 527,885,301		Ksh. 1,500,516,666		Ksh. 2,028.401967

A2. Development Index

During the financial year 2018/2019 the department spent Kshs 17,125,447 on development expenditure which translates to the following development index;

$$\frac{17,125,447}{626,008,164} * 100 = 3\%$$

During the Financial Year 2019/2020 the department does not have development expenditure.

A3. A-in-A

During the Financial Year 2019/2020 the department does not have Appropriation-in- Aid.

A4. Asset Management

During the financial year 2019/20, the Department will do the following: -

i) **Inventory management**

Establish and maintain an asset register. (60%)

ii) **Repairs**

Restoring assets, equipment, tools, to usable condition after damage, tear or wear and carry out actual repairs as and when need arises (25%)

iii) **Disposals of idle assets**

The department will submit a list of unserviceable/obsolete items to the county assets and disposal committee for disposal (15%)

A5 Pending bills

During the financial year 2018/2019 the department had certified pending bills amounting to Ksh 19,265,918

$$\frac{19,265,918}{626,008,164} * 100 = 3.1 \%$$

626,008,164

The department intends to lower the pending bills to less than 1%. However the department may have to cope with historical bills.

B. SERVICE DELIVERY

B1. CITIZENS SERVICE DELIVERY CHARTER

During the financial year 2019/20 the department will:

- i. Translate the English version of the citizen service delivery charter to Kiswahili (20%)
- ii. Display at prominent point of entry/service delivery points in both English and Kiswahili (10%);
- iii. Sensitizing employees on the Citizens Service Delivery Charter and cascading to all levels (30%)
- iv. Ensuring conformity with the commitments and standards in the charter by maintaining records in the service delivery charter (40%)

B2. Customer Satisfaction

During the financial year 2019/20 the department will carry out a baseline survey at the end of the year on customer satisfaction to ensure conformity with the commitments and standards of the charter (100%)

B3. Application of service delivery Innovations

During the financial year 2019/20 the department will;

- i. Make internet access available to all staff, (20%)
- ii. Use social media for official communication e.g Whats App.(20%)
- iii. Enhance bulky short text messages for faster communication e.g public participation forums and e-portal. (30%)

- iv. Develop and operationalize a mobile money transfer platform for payment of revenue. (30%)

B4. Resolution of Public Complaints

During the financial year 2019/20 the Department will undertake the following activities to enhance resolution of public complaints:

- i. Establishment of complaints register at the Treasury entry. (30%)
- ii. Establishment of complaints desk at the Treasury Reception (40%)
- iii. Preparing reports using the prescribed format of public complaint and action taken to the County Performance Management Committee. (20%)
- iv. Establishment of feedback mechanism to address and inform complainants of decisions made through letters, emails, WhatsApp and short message services (SMS) (10%)

B5. Automation (ICT)

The department will participate in the automation baseline survey to be spearheaded by the Department of ICT, Trade and Industrialization using the standard assessment tool provided by ICTA in order to establish the automation index for the Department as per the common criterion provided in the Performance Contracting Guidelines. The following parameters will form a common criterion for the automation survey;

- i. Policy and legal framework
- ii. ICT Strategy/roadmap
- iii. Connectivity and technology infrastructure

- iv. e-delivery of business processes
- v. ICT capacity building
- vi. Adoption and compliance to ICT standards
- vii. Social and cultural environment

C INSTITUTIONAL TRANSFORMATION

C1. Development of County Planning Framework

During the financial year 2019/20 the Department will:

- i) Develop departmental Annual Work Plans (50%)
- ii) Develop the County Annual Development Plan (50%)
- iii) Prepare quarterly progress reports
- iv) Prepare Departmental Annual work plans
- v) Prepare departmental strategic plans
- vi) Annual Review and update Departmental Strategic
- vii) Annual departmental training on review and development of the Annual Development Plan
- viii) Annual County Statistical Digests
- ix) Scoping studies
- x) Surveys

C2. Youth Internships/Industrial Attachment/ Apprenticeships

During the financial year 2019/20 the Department targets forty (40) youth for attachment to Accounts, Budget and Economic Planning and Procurement sections.

C3. Access to Government Procurement Opportunities (AGPO)

During the financial year 2019/20 the departmental procurement budget Kshs 144,923,997 out of which Ksh. 43,760,000 representing 30% of the procurement budget is reserved for youth, women, and PLWDs.

To utilize the 30% of the budget reserved for youth, women and PLWDs the department will:

- i) Build the capacity in liaison with the lead department and guide groups by conducting three (3) training sessions/fora on AGPO in Kilifi, Malindi and Mariakani Offices.(25%)
- ii) Ensure that the groups access the Government procurement opportunities through the Government E-Procurement portal.(25%)
- iii) Comply by offering minority groups, youth, women and PWD contracts as per law (25%)
- iv) Shall submit a summary of the procurement opportunities allocated to PLWDs to the County secretary for onward submission to NCPWD, via dmd@ncpwd.go.ke (25%)

C4. PROMOTION OF LOCAL CONTENT

During the financial year 2019/2020, the department will:

Allocate and award at least Ksh, 57,969,599 this being 40% of the total value of the procurement budget for goods and services produced locally.

C5. Competency Development

During the financial year 2019/20 the Department will:

- i. Undertake Departmental Skills Gap Analysis by conducting a baseline survey (30%)
- ii. Participate in carrying out Staff Training Needs Assessment by the Department of Devolution, Public Service and Disaster Management. (20%)
- iii. Implementation interventions to address the identified skills gaps and training needs (Recruitment, Promotions or outsourcing and Training) 30%
- iv. Conduct Staff Performance Appraisal as negotiated and agreed on performance contract targets drawn from Departmental work plan (20%)

C6. Knowledge Management.

During the financial year 2019/20 the Department will undertake the following to improve on knowledge management:

- i. Identify and document data needs and gaps for Departmental projects (30%).
- ii. Capture, organise and process data and information on Departmental projects in a consistent manner (20%).
- iii. Establish patterns, trends and attributes of the processed Departmental project data and information. (10%).
- iv. Draw insights from the data and knowledge intelligence in addressing critical problems to inform policy formulation and resource allocation (15%).
- v. Preserve and share knowledge and lessons learnt (25%).

C7. Work Environment

During the financial year 2019/20 the department in establishing a good working environment will:

- i) Participate in carrying out an internal work environment survey conducted by DPSDM (50%)
- ii) Prepare a work plan for implementation of the survey recommendations by end of second quarter (50%)

C8. Safety and Security Measures

During the financial year 2019/20 the department will:

- a) Mitigate against technological hazards, terrorism, fire and natural disasters by:
 - i) Identifying fire assemble points and mark exit doors and ladders, (10%)
 - ii) Purchase and installation of anti-viruses to computers. (10%)

- b) Implement the Information Security Management System (ISMS) with ICT department by:
 - i) Appointing ISMS leader –10%
 - ii) Appoint and train ISMS Champions –15%
 - iii) Define scope –15%

- c) Establish information assets/inventory for payment

vouchers and tender bid documents and secure them through use of fire proof cabinets and containerisation. (40%)

C9. Cascading of Performance Contracts

During the financial year 2019/20 the department will cascade the performance contract as follows:

- i) CECM with the chief officer (20%)
- ii) Chief Officer with Director/Head of Sections (40%)
- iii) Director/Head of Sections to sign Staff Performance Appraisal System (SPAS) forms with all other staff (40%)

D. CORE MANDATE

During the financial year 2019/20 the Department will:

D1: Prepare and Publish County Budget Review and Outlook Paper (CBROP) by September 30, 2019

D2: Prepare and Publish SWGs Report by November 30, 2019

D3: Training of SWGs on PBB (50 No. of staff to be trained)

D4: Prepare and Publish CFSP by February 28, 2020

D5: Prepare and publish PBB Estimates, by April 30, 2020

D6: Prepare and publish the Finance Bill by September 30, 2019

D7: Prepare departmental audit reports

D8: Follow-up reports on implementation of audit recommendations

D9: Procure and operationalize use of audit management system.

D10: Request and ensure External assessment of the Audit Committee

- D11: Hold Quarterly Audit Committee meetings
- D12: Prepare quarterly Audit Committee reports
- D13: Prepare monthly bank reconciliation statements for the CRF, Recurrent and development accounts held at Central bank
- D14: Prepare and submit quarterly financial reports to statutory institutions (County Assembly, National Treasury and Controller of budget)
- D15: Prepare and submit annual financial statement to statutory institutions (Auditor General, National Treasury, Controller of budget and Commission on Revenue Allocation)
- D16: Prepare and submit response for the 2018/19 and financial statement's Auditor General report.
- D17: Prepare pre-qualification list of suppliers
- D18: Prepare county procurement plan
- D19: Carry out comprehensive Market Survey
- D20: Prepare Annual Progress report on implementation of CIDP
- D21: Annual Consultative Forum with the Economic Planning Committee of the County Assembly
- D22: Prepare/Document the County Socio-Economic & Financial Status
- D23: Prepare Annual County Statistical Abstracts
- D24 Prepare County Statistical Dashboard
- D25: Prepare Annual Progress report on project implementation of CADP
- D26: Prepare Departmental quarterly Project Monitoring and Evaluation reports/Progress Reports
- D27: Annual service delivery/Scorecard summit
- D28: County Projects and Services Dashboard

D29: Establish a departmental safety and health committee

D30: Revenue Collection-

In the previous F/Y 2018/2019, the department collected a total of Ksh. 787,686,000 in the F/Y 2019/2020 the Department targets to collect revenue amounting to Ksh.1 Billion.

D31: Digital mapping of the business premises for revenue monitoring

D32: Operationalize the revenue collection e-portal for public querying

D33 Integrate hospital Afya 11 revenue collection system with County-pro

D34 Ease of Doing Business-The department does not have a target on ease of doing business

D35 Compliance with statutory obligations

- i) Adhere to the Public Procurement and Disposal Act 2012 and the Public Procurement Regulations 2015 and other relevant rules by ensuring that 30% of the allocated procurement budget goes Youth, Women and PWDs and 40% to goods and services produced locally (20%)-50%
- ii) Timely remit of statutory deductions to relevant institutions (KRA-payee, Gratuity, NHIF, NSSF, LAPFUND, LAPTRUST, HELB, SACCOs)-50%

D36: Project Completion Rate The Department does not have any project during FY 2019/20

CROSS-CUTTING ISSUES

E1 Prevention of Alcohol and Substance Abuse

(a) The department will implement relevant recommendations arising from the County Baseline Survey on Alcohol and Substance Abuse (ASA) to be undertaken by the Department Devolution, Public Service and Disaster Management (30%)

(b) The Department will undertake the following interventions towards prevention of alcohol and substance abuse:

i) Domesticate and implement the workplace policy on Alcohol and Substance Abuse (ASA) developed by the Department of Devolution, Public Service and Disaster Management (15%).

ii) Nominate staff to be an ASA committee (5%)

iii) Carry out staff sensitization on prevention of ASA (15%).

(i) Provide support mechanisms for any staff member (s) suffering from Substance Use Disorders (counselling and refer.) (15%).

(c) Monitor the impact of the above interventions towards prevention of ASA and submit quarterly and annual reports in the prescribed format to the Department of Devolution, Administration and Public Service Management within fifteen days (15) after the end of each quarter and thirty (30) days after the end of the year. (10%)

E2 Prevention of HIV Infections

The Department in collaboration with the Department of Devolution, Public Service and Disaster Management undertake the following:

i. Develop annual work plan by 31st July, 2019 using the MAISHA I Work plan Format

- ii. Operationalize Monitoring and Evaluation based on the County AIDS Strategic Plan (CASPs) as outlined in the reporting tool - 15%
- (b) Allocate resources for the HIV workplace programs to be implemented - 20%
- (c) Prioritize and implement the following four activities identified within the County's CASP -;
 - (i) Promotion of condom use- 15%
 - (ii) Stigma and discrimination sensitization- 15%
 - (iii) Creation of HIV and AIDS knowledge- 15%
 - (iv) Undertake counseling-15%
- (d) Submit quarterly reports to Department of Devolution, Administration and Public Service Management MAISHA I reporting tool - 5%

E3 Disability Mainstreaming

In collaboration with the Department of Gender, Culture & Social Services, the Department will implement the policy on affirmative action for Persons with Disabilities by undertaking the following:

- (a) Maintain disaggregated data by number, age, gender, placement and forms of disability for staff and individuals reached by the department's programmes (10%)
- (b) Ensure that at least 5% of the new interns and attachés in the Department are persons with disabilities as categorized below:

- (ii) Interns and attachés (%);

(c) Ensure improvements for ease of access in Department's offices and to information by undertaking the following:

(i) Access to communication for the deaf and hard of hearing through provision of a sign language interpreter by entering into a service contract (50%)

(d) The Department shall submit through the Department of , Culture & Social Services, and the quarterly performance reports on the above sub-indicators using the prescribed format to NCPWD (10%).

E4 Gender Mainstreaming

The Department will undertake the following:

(i) Implement the recommendations arising from the County Baseline Survey undertaken to determine the level of gender mainstreaming by the Department of Education, Culture, Youth Affairs, Sports and Social Services - (30%);

(ii) Domestic and implement gender policy to guide gender-mainstreaming activities (25%);

(iii) Undertake sensitization of employees on Gender mainstreaming (10%);

(iv) Collect and analyze gender disaggregated data to guide in planning and programming in the Department (10%);

(v) Implement progressive compliance with one-third gender representation policy on appointments, promotions, employment and attachments, as per the Constitution (10%);

(vi) Domestic and implement work place policy on Gender-Based Violence (GBV). (15%);

In addition, the Department will submit quarterly and annual reports in the prescribed format to the Department of Education, Culture, Youth Affairs, Sports and Social Services within fifteen days after the close of a quarter and thirty days for the annual report.

E5 Environmental Sustainability

The Department will undertake the following in collaboration with Department of Water, Environment and Natural Resources,

- a) Domesticate the Environmental Policy at the workplace, including preparing relevant environmental and social impact assessment reports - 30%
- b) Participate in developing and implementing environmental awareness creation programmes - 20%
- c) Undertake Waste management that includes reducing, reusing and recycling of waste. - 30%
- d) Implement mechanisms for proper disposal of e-waste, e.g. computers, among other electronic devices - 20%

E6 Corruption Prevention

The Department will undertake the following in collaboration with Department of Devolution, Administration and Public Service Management:-

- a) Carry out a departmental Corruption Risk Assessment and develop a Corruption Risk Mitigation Plan by 31st December, 2019 – 40%
- b) Implement priority sub-indicators (based on level of risk) emanating from the Corruption Risk Mitigation Plan by 30th June, 2020. - 50%
- c) Submit quarterly performance reports on the above to the Department of Devolution, Public Service and Disaster Management using the prescribed reporting format – 10%

E7 National Cohesion and Values

To promote national cohesion, national values and principles of governance, the Department in collaboration with the Department of Devolution, Administration and Public Service Management will implement commitments and way forward captured in the 2019 Annual President's Report on National Values and Principles of Governance.

To achieve this, the Department will implement the following five (5) commitments relevant to its mandate. (60%)

- I. Align policies and implement programs, projects and activities to the realization of the Big 4 agenda by 1st September 2019;
- II. Continual fight against corruption, enhance judicial processes and capacity building to facilitate dispensation of justice and adherence to the rule of law ;

- III. Continual public awareness creation, capacity building, enforcement and monitoring of national values and principles of governance;
- IV. Continual preparedness, collaborative ways to enhance public safety and security and the fight against terrorism.;
- V. Enhance collaboration between the two levels of government to entrench sharing and devolution of power

Submit the Annual Report on measures taken and progress achieved in the realization of National Values and Principles of Governance to Department of Devolution, Administration and Public Service Management by **30th November, 2019** (40%).