

# 1<sup>ST</sup> HALF YEARLY PROGRESS REPORTS UIG



## **Half yearly progress report on use of the Urban Institutional Grant (Period from 1<sup>st</sup> July, 2018 to 31<sup>st</sup> December 2018)**

### **1. Introduction**

Vihiga Municipal board was inaugurated in November 2018 in a colorful ceremony held at the County headquarters. The members of the board were sworn in by the principal magistrate of Vihiga magistrate Court and after being sworn in each board member was issued with a map of the municipality showing the boundary of the municipality and a letter of appointment.

On the same day of the inauguration the board held its first meeting in which the chairman and the vice chairman of the board were elected. After the election, the board presented the results of the elections to the Governor who presented the municipal board chairman with the Municipal charter after signing it and putting a seal on it.

The board has since held a total of 11 meetings addressing several issues while at the same time trying to appreciate the prevailing circumstances the municipality was working under. To start with the board did not have its own offices and the process of leasing office space for the board is still on going. The board has been holding its meetings in the department of lands boardroom and occasionally in the Governors boardroom. His Excellency the Governor found time to shortly grace the second meeting of the board and pledged to give the board full support in its operation.

Highlight one or two main achievements to-date

The achievement of the board so far has been holding a consultative citizen forum to select projects to be implemented under Urban Development Grant (UDG).

Preparation of strategic plan for the board which is at draft level is also a milestone that the board has achieved within a very short time.

## **2. Overview of activities undertaken**

The board has been inducted in a workshop organized in Naivasha.

The board has prepared a strategic plan which is at draft stage and is expected to be completed within the next 2 months.

The board has held a total 11 full board meetings so far where several matters have been transacted and this has been necessitated largely by not having a secretariat as departments have taken long to second requested staff to the secretariat of the program.

The board has also established about 5 sub committees to enable them to conduct business of the board smoothly.

The County Executive Committee member in charge of physical planning lands and housing under whose KUSP project falls came up with a memorandum to guide the operations of the board and this was very helpful as it set a limit to the number of meetings that a subcommittee can hold in a quarter.

The board has been able to organize a citizen forum in which stakeholders were briefed about KUSP and citizens were came up with projects to be implemented under the program though the same projects had also been taken through public participation process during preparation of County Integrated Development Plan (CIDP).

The KUSP program has a County Program Coordination Team (CPCT) which coordinates implementation of the projects identified by stakeholders and ratified by the municipal board.

## **CHALLENGES AND RECOMMENDATIONS**

Payment of allowances to the board members has been a major challenge as board members want to hold many meetings against what is provided in law. The coming up with a circular from salaries and remuneration committee through tedious efforts by Council of Governors has solved the problem of the amount of allowance to be paid to the board members.

Lack of staff has been a major problem and the board made a request through the chief officer in charge of physical planning, lands and housing for other departments to second officers identified to the secretariat of the board but the departments have been very slow to respond to the request maybe due to the facts that the number of technical officers in the County is limited. 6 officers have since been seconded and a decision has been taken that openings that cannot be filled internally will be filled externally.

Lack of office space within the county to house the board has also been a major challenge. Department of Physical Planning Lands and Housing has initiated a process of leasing a building to house the municipal board offices and a building has already been identified and rent valuation has been undertaken by the valuation officer in the department and its expected in the next few days the board will be having offices but equipping the offices will depend bit on release of Urban Institutional Grant (UIG) which is yet to get to the Counties.

## **OUTCOME**

The board members were made to understand their mandates in the management of the affairs of the municipality during the induction workshop.

The strategic plan is the road map of the municipality and the board has a draft copy of the road map with the final copy expected within the next 60days.

The board has come up with a draft structure which was key in determining the staffing needs of the municipality. The structure arrived at has guided budgeting process.

The citizen fora identified projects that will be implemented by the municipality the projects were then ratified by the board. The projects have been advertised and evaluation has been done and are being awarded.

### **3. Overall assessment of progress and Outlook for next 6 months**

The implementation of UIG is slightly behind schedule considering these funds were supposed to assist in capacity building and setting up urban institutions and the municipality board has been established and started operation without the funds.

The plans are ready and are only awaiting for funds to be implemented. Once funds are available the implementations of the plans will be fast-tracked.

Describe the priorities for IUG implementation over the next 6 months

Training of board members as well as staff of the municipality will be a top priority. Members of the CPCT will also be funded to go for benchmarking tours to learn from Counties that are doing better in certain areas.

Furnishing of the municipal offices is another area that will be given due attention.

Capacity building of town committees and market committees is also another area that will be prioritized since those respective areas require better management to contain challenges that the urban areas are facing.

#### **4. Support from UDD requested / required (if any)**

The municipality would appreciate if Urban Development Department (UDD) can assist in preparation of urban integrated development plan (IDeP)

#### **5. Concluding remarks**

The County appreciates getting the grants to capacity build the municipal board and town management committees as well as market management committees. When the program was starting the Urban Areas and Cities Act (UACA) had not been amended to include market centres as part of classified urban areas whose management would require resources from this grant and because the county has very many market centres, it would have been good if the grants were reviewed upwards so as to enable proper management of hitherto forgotten market centres.

[Although counties are free to elaborate more, the total length of the half yearly UIG report is not expected to exceed 3-4 pages maximum]

Kenya Urban Support Programme (KUSP)

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**Annexes to the half yearly UIG report:****Annex 1: Summary UIG physical progress, Vihiga County, as per 1<sup>st</sup> July, 2018 to 31<sup>st</sup> December 2018**

<b>s/no</b>	<b>Activity (as per plan/budget)</b>	<b>Planned timings from – to/ months</b>	<b>Assessment of progress(delayed, on schedule or ahead of schedule)</b>	<b>Estimated % completion rate</b>	<b>Comments</b>
1.	Induction of the board	July 2018-December 2018	Ahead of schedule		Training conducted
2.	Preparation of the strategic plan for the board	July 2018-December 2018	On schedule		Draft strategic plan ready
3.	Preparation of IDeP	July 2018-January 2019	Delayed		Lack of funds
4.	Benchmarking tours	July 2018-January 2019	Delayed		Lack of funds
5.	Preparation of Municipal staff structure	July 2018-January 2019	On schedule		Structure done
6.	Attending short courses in KSG	July 2018-May 2019	Delayed		Lack of funds
7.	Recruitment of officers	July 2018-April 2019	Delayed		Not done
8.	Secondment of officers to the board	July 2018-January 2019	Delayed		6 officers have been seconded

**Annex 2: UIG budget expenditure overview, Vihiga County as per 1<sup>st</sup> July, 2018 to 31<sup>st</sup> December 2018**

s/no	Activity	Budget execution			comments
		Budget (in KES)	Expenditure by end of 6 months period	% budget execution	
1.	Induction of the board				Finds have not been released to the Counties
2.	Preparation of the strategic plan for the board				
3.	Preparation of IDeP				
4.	Benchmarking tours				
5.	Preparation of Municipal staff structure				
6.	Attending short courses in KSG				
7.	Recruitment of officers				
8.	Secondment of officers to the board				
Total for the FY by reporting date					

**Note:** Data in the first three columns of both Annex 1 and Annex 2 above, to be taken straight from the annual UIG and IDG plans, respectively  
(See POM Annexes 4 and 5)