

# VIHIGA MUNICIPALITY



## ACTION PLAN 2019-2020

### **Introduction.**

Vihiga Municipality is one of the Municipalities in Kenya and is located within Vihiga County. Vihiga Municipality is located within Vihiga and Sabatia sub-counties in Vihiga County and is approximately 25km from Kisumu City to the south and 32km to the north from Kakamega town. Mbale town is about 381km from Nairobi City. The Municipality has area coverage of 78km<sup>2</sup>. Geographically it lies between 0o 03' and 0o 15' North, 34o 41' and 34o 48' East. Vihiga Municipality was one of the three local authorities found within the former Vihiga District. Urban Areas and Cities Act, 2012 recommends that a township with a population of more than 50,000 and less than 250,000 people qualifies to be classified as a municipality.

Drawing on the skills and deliberations at Ciala Resort, we need to pursue options which facilitate the pursuit of sustainable urbanization in Vihiga Municipality. Therefore, achieving an endogenous growth trajectory which is environmentally sustainable, socially just and economically inclusive will require active commitment on the part of the County government, the County Assembly, the Municipal Boards & its Administration, the urban residents, stakeholders and other institutional role-players which parallel and support urban citizens to engage more effectively in a process of jointly finding solutions to the challenges of urban growth and development.

- Coping with the rapidity of both change and growth is and will increasingly prove to be a significant challenge for Vihiga Municipality, its urban areas and their residents
- Within this context citizen participation, sound urban governance and accountability, the pursuit of environmental and resource sustainability and inclusive economic development and employment creation are critical if we are to ensure a just and sustainable urban future for Vihiga Municipality.
- At a broader level 2020 is a crucial year in terms of implementation of County Urban Institutional Development Strategy (CUIDS) as it will witness the transformation and classification of urban areas into markets, towns and municipalities.
- As part of the on-going Board induction and bonding, our collective urban future, continual dialogue and debate is essential to help ensure the sound evaluation of evidence, the interrogation of new interventions and the derivation of the most appropriate policy support from the County Government and the County Assembly.
- In this regard,

Sustainable urban development in Vihiga Municipality will require a conceptual framework which simultaneously considers the:

- Macro urban development framework,
- The review of Vihiga urban context (CUIDS),
- Urban service delivery and investment,
- Urban social& Environmental needs and challenges.
- Urban economic opportunities and challenges
- Urban institutional architecture and urban policy
- Urban decentralization and legislative reform.

## WAYFORWARD

NO.	ISSUES / ACTIVITY	ACTION	TIMELINE	ACTOR/CHAMPION	OBJECTIVELY VERIFIABLE INDICATORS
1	Reconstitution of the Board in line with UACA amendments	Ensure the 9 members meet requirements of UACA (amended)	Before March 2020	CO	
2	<ul style="list-style-type: none"> <li>• Recruitment/Appointment of MM,</li> <li>• Appointment of MM as Accounting Officer and</li> <li>• Appointment of MM as Signatory to UDG</li> </ul>	<ul style="list-style-type: none"> <li>• Letter of appointing MM as AO</li> <li>• Letter appointing MM as a signatory to UDG</li> </ul>	Before end of March 2020	CEC, CO CPSB CEC Finance	Letters of appointment
3	Review of the Vihiga Urban Institutional Development Strategy (CUIDS)	Review of the CUIDS in line with UACA & NUA, NUDP	End of May 2020	CEC/CO/MM	CUIDS report.
4	Preparation/Review of Vihiga Municipal Charter approved by CA.	Preparation of Vihiga Municipal Charter	End of February 2020	Municipal Manager	Gazetted Charter
5	Vihiga Municipal Integrated Development Plan (IDeP)	Preparation of IDeP	End of March 2020	Municipal manager	Approved IDeP
6	Vihiga Municipal (Spatial) Plan.	Preparation of Vihiga Municipal spatial plan.	By September 2020	Municipal Manager	Approved Municipal spatial plan
7	Annual Work plan & Budget, submission of statements of expenditure (SOE)	Preparation of the Annual Work plan & Budget, submission of statements of expenditure (SOE)	End of Feb 2020	MM	Completed workplan, submitted SOE
8	Urban Investment Plan	Board approval of urban investment plan	End of Feb 2020	MM	Approved urban investment plan.
9	Handover of functions & Resources to MM and Board	1. Identify all Vihiga Municipality	By June 2020	Board Chairperson	1. Operationalization of the Municipality

		<p>functions and staff from the County Departments.</p> <p>2. Request executive order from the Governor to all departments to relinquish staff and budgets respectively</p>		<p>Municipal manager, HR Committee, Technical committee &amp; Finance Committee,</p>	<p>functions.</p> <p>2. Governors executive order issued.</p> <p>3. Resources and functions transferred.</p>
10	Municipal Structure/Organogram, Municipal Administration	<p>Identify Municipal functions from the Charter</p> <p>Identify number of departments</p> <p>Prepare Municipal Organogram</p> <p>Approval by the Board</p>	End of February 2020	Board, Human resource & CPSB Municipal manager	Approved Municipal organogram
11	Municipal Vote	Creation of Municipal Vote	End of February 2020	MM	Vote in place
12	Municipal Bank account (PFMA 179)	Opening Municipal Bank account (PFMA 179)	End of Feb 2020	MM	Opened account
13	Municipal Budget	Review of Municipal Budget	Mid-April 2020	MM	Municipal budget in place
14	Board/Political will	Ownership of the Board/Political will	ongoing	CEC	Sustainable operations
15	Sub - committees	Formation of Sub - committees	Done	Board	Committees in place
16	Compliance with APA Issues by 31 <sup>st</sup> Dec.	Review of APA template	End of March 2020	MM	Verifiable documentations
17	Secondment of staff	ongoing	ongoing	MM	Staff in place
18	Approved 2019/2020 KUSP projects, feasibility studies	approval	End of Feb 2020	Board	KUSP projects in place
19	Environmental Social Safeguard Assessment (ESSA)	Preparation and submission of ESSA	Status Report per Project	MM/committee	Submitted status report & EIA licenses.

20	Audit Process	Review of Audit templates	Quarterly reporting	Audit Committee	Quarter reports
21	Supply chain	Initiation of procurement process	Quarterly	MM/ Committee	Report of Procured projects

**PREPARED BY: VIHIGA MUNICIPALITY SECRETARIAT**

**APPROVED BY: VIHIGA MUNICIPALITY BOARD**

**DATE: 28<sup>TH</sup> JANUARY 2020**