



**PERFORMANCE CONTRACT**

**BETWEEN**

**THE GOVERNMENT OF THE REPUBLIC OF KENYA THROUGH THE  
OFFICE OF ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE**

**AND**

**GOVERNING COUNCIL OF THE NATIONAL CRIME RESEARCH  
CENTRE  
FOR THE PERIOD**

**1<sup>ST</sup> JULY, 2016**

**TO**

**30<sup>TH</sup> JUNE, 2017**

## PERFORMANCE CONTRACT

This Performance Contract (hereinafter referred to as "Contract") is entered into between the Government of the Republic Kenya (hereinafter referred to as "GoK") through its Office of the Attorney General and Department of Justice (OAG&DOJ) of P.O. BOX 40112-00100 Nairobi (together with its assignees and successors) of the one part, and the Governing Council of the National Crime Research Centre (hereinafter referred to as the "the Council"), a State Corporation having its registered office at ACK Garden Annex, Ground floor (together with its assignees and successors) of P.O. BOX 21180-00100, Nairobi of the other part.

### **WHEREAS**

**The GoK is committed to clearly defining the working relationship between itself and the State Corporations;**

The parties recognize the need for adequate and reasonable managerial and operational autonomy to facilitate achievement by the Council and Management of National Crime Research Centre 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 NCRC'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 promotion of values and principles of 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 Governing 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 program and management priorities of the National Crime Research Centre.

**NOW THEREFORE**, the parties hereto agree as follows:

## **PART 1**

### **a) Vision**

To be a World Class Crime Research Institution

### **(b) Mission**

To provide quality and authentic research into causes of crime, its prevention with a view to achieving a crime-free society.

### **(c) The Strategic Objectives are to:**

- Carry out research into the causes of crime and its prevention;
- Enhance information flow and communication in the Criminal Justice system;
- Enhance collaboration and linkages in the Criminal Justice System;
- Build adequate capacity to enhance service provision and delivery; and
- Enhance human resource capacity.

## **PART II**

### **Commitments and Responsibilities of the Governing Council and Management of National Crime Research Centre:**

- Ensure that public services are delivered in accordance with the constitution;
- Ensure modernization of the Public Service by introduction of modern technologies and innovative service delivery systems to improve service delivery; and
- 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**

- Ensuring resources are available for the achievement of agreed performance targets;
- Ensuring that public officers suspected of corrupt practices step down to allow room for investigations; and
- The State Law Office & Department of Justice will release funds to the NCRC within 2 working days upon receipt from the National Treasury.

## **PART IV**

### **Reporting Requirement**

The Director/CEO of National Crime Research Centre will submit quarterly performance reports to the Inspectorate of State Corporations and copy to Performance Management and Coordination Office and State Law Office & Department of Justice for the purpose of monitoring progress of performance and for annual evaluation of performance.

## **PART V**

### **Duration of the Performance Contract**

This Performance Contract will run for 12 months from 1<sup>st</sup> July 2016 to 30<sup>th</sup> June 2017.

**PART VI**

**SIGNATORIES:**

**NATIONAL CRIME RESEARCH CENTRE:**

**Gerard E. Wandera** ..... Date .....  
**DIRECTOR/CEO**

.....  
**INDEPENDENT COUNCIL MEMBER** Date .....

**Government:**

**Prof. Githu Muigai, EGH, SC**..... Date .....  
**Attorney General**

**Counter-Signed:**

**Mr. Henry Rotich** ..... Date .....  
**Cabinet Secretary,**  
**National Treasury**

**PERFORMANCE TARGETS 2016/17**

	<b>PERFORMANCE CRITERIA CATEGORY</b>	<b>UNIT MEASURE</b>	<b>OF WT</b>	<b>Status Previous year (FY 2015/20 16 )</b>	<b>Targets FY 2016/20 17</b>
<b>A.</b>	<b>FINANCIAL STEWARDSHIP &amp; FISCAL DISCIPLINE</b>				
	Absorption of Allocated Funds	%	5		100
	Appropriations-in-Aid	Kshs.	2	N/A	100,000
	Pending Bills	%	3	N/A	1
	Compliance with PFM Act and Treasury Circulars	%	5	N/A	100
	<b>Weight Sub-Total</b>			<b>15</b>	
	<b>CORE MANDATE</b>				
	<b>Vision 2030 flagship projects/programmes:</b>				
	<b><i>Strategic Objective: To carry out research into causes of crime and its prevention</i></b>				
	1. Study on Corruption in Public Service	%	12	N/A	100
	<b><i>Strategic Objective: To enhance information and communication flow in the Criminal Justice System</i></b>				
	2. Increased access to crime research information	%	10	100	100
	<b>MDA's priority projects/programmes (outcomes aligned to SDGs and Sector Performance Standards</b>				

	PERFORMANCE CRITERIA CATEGORY	UNIT OF MEASURE	WT	Status Previous year (FY 2015/2016 )	Targets FY 2016/2017
	(SPS)				
<b>Strategic Objective: To carry out research into causes of crime and its prevention</b>					
	<b>Undertake studies on:</b>				
	i. Capital Punishment in Kenya	%	13	N/A	100
	ii. Burning of Secondary Schools in Kenya	%	9	N/A	100
	<b>1. Establish Crime Data Repository</b> ( by conducting National Crime Mapping in 28 Counties)	%	9	100	100
	Project Completion rate	%	2		100
	Weight Sub Total		<b>55</b>		
<b>C</b>	<b>Implementation of Presidential Directives, Circulars and Executive Orders</b>	%	<b>5</b>	N/A	100
<b>D</b>	<b>Minimum 30% of all procurement budget dedicated to youth, women and People with Disabilities (AGPO)</b>	Kshs.	<b>5</b>	1,900,495	6,287,436
<b>E</b>	<b>Minimum 40% of all procurement budget dedicated to locally produced goods and</b>	Kshs.	<b>5</b>	N/A	8,383,248

	PERFORMANCE CRITERIA CATEGORY	UNIT OF MEASURE	WT	Status Previous year (FY 2015/2016 )	Targets FY 2016/2017
	services (Buy Kenya Build Kenya)				
<b>F</b>	<b>CROSS-CUTTING</b>				
1.	Customer Satisfaction	%	1	100	100
2.	Service Delivery Innovations	No	1	1	1
3.	Resolution of Public Complaints	%	1	88	100
4.	ISO Certification/Accreditation	%	0.5	27	100
5.	Automation	%	0.5	47.13	49.13
6.	Asset Management	%	0.5	100	100
7.	Youth internships/Industrial Attachments/Apprenticeships	No	1	18	12
8.	Compliance with the Constitution and other Statutory obligations	%	0.5	100	100
9.	Competency Development	%	0.5	100	100
10.	Knowledge Management	%	0.5	100	100
11.	Work Environment	%	0.5	100	100
12.	Prevention of Alcohol and Drug Abuse	%	0.5	100	100
13.	Prevention of HIV/AIDS Infections	%	0.5	100	100
14.	Safety and Security Measures	%	0.5	100	100
15.	Management of Pension	%	1	100	100
16.	Corruption Eradication	%	3	100	100
17.	Mwongozo code of conduct	%	1	100	100
18.	Implement measures to promote the realization of national values and national	%	0.5	100	100

	PERFORMANCE CRITERIA CATEGORY	UNIT MEASURE	OF WT	Status Previous year (FY 2015/20 16 )	Targets FY 2016/20 17
	cohesion				
19.	Implement commitments in the 2015 Annual President's Report on National Values and Principles of Governance	%	0.5	100	100
	Weight Sub Total		<b>15</b>		
	Overall Total Weight		<b>100</b>		

## EXPLANATORY NOTES

### A. FINANCIAL STEWARDSHIP & FISCAL DISCIPLINE

#### 1. Absorption of Allocated Funds

During the FY 2016/17, NCRC will ensure 100% absorption of allocated funds totaling to Kshs. 160,000,000.

- i. Net Recurrent- **Kshs. 139,230,000**
- ii. Net Development Estimates - **Kshs.20,770,000**

Variance analysis will be carried out to all budget items/lines to establish conformity and absorption capacity.

#### 2. A - in - A

During the FY 2016/17, the Centre anticipates to raise A-I-A estimated at Kshs. 100, 000 from selling of an un-serviceable Motor Vehicle.

#### 3. Pending Bills

During the FY 2016/17, the Centre anticipates to reduce Pending Bills to less than 1% of the total budget estimated at Kshs. 1,600,000.

#### 4. Compliance with PFM Act and Treasury Circulars

During the FY 2016/17, NCRC will ensure 100% compliance with the Public Financial Management Act and Treasury Circulars issued from time to time.

In addition, the Centre will prepare and submit the following reports:

- i. Financial Programme Performance Reports to Controller of Budget every quarter by 15<sup>th</sup> day of the subsequent month (20%).
- ii. Annual Accounts by 30<sup>th</sup> September, 2016 (20%).
- iii. Annual Procurement Plan by 31<sup>st</sup> July, 2016 (20%)
- iv. Annual Work plan and Cash Flow Projections by 31<sup>st</sup> July, 2016 (20%)
- v. Comply with provisions of all Treasury Circulars issued from time to time.

### B. CORE MANDATE

#### Vision 2030 Flagship Projects/Programmes

The NCRC will contribute to Vision 2030 in the Conflict Prevention, Management and Resolution Programme of the Vision through its crime research projects as per the strategic objectives below.

**(a) Strategic Objective: To carry out research into causes of crime and its prevention**

1. Research Study on Corruption in Public Service **(100%)** by:
  - i. Preparing research concepts/proposals by 28<sup>th</sup> February, 2017; 20%
  - ii. Collect data by 30<sup>th</sup> April, 2017; (40%)
  - iii. Data analysis by 30<sup>th</sup> June, 2017; (40%)

**(b) Strategic Objective: To enhance information and communication flow in the Criminal Justice System**

2. Increased access to crime research information; **(100%)** by:
  - i. Review and completion of community based sentences orders and probation orders in Kenya by 30<sup>th</sup> April, 2017. (30%)
  - ii. Disseminate community based sentences orders and probation orders in Kenya report by 30<sup>th</sup> May, 2017. (10%)
  - iii. Launch research report on Election Crimes and Offences by 30<sup>th</sup> November, 2016. (20%)
  - iv. Disseminate research report on Human Trafficking in Kenya by 30<sup>th</sup> April, 2017; and (20%)
  - v. Launch research report on Kidnappings in Kenya by 31<sup>st</sup> March, 2017. (20%)

**MDA Priority Projects/Programmes (Outcomes aligned to SDGs and Sector Performance Standards (SPS))**

In FY 2016/17, NCRC will undertake the following two (2) broad MDA Priority Projects/Programmes in the strategic objective indicated below.

**Strategic Objective: To carry out research into causes of crime and its prevention**

1. **Undertake Two (2) studies on: Capital Punishment; and Burning of Secondary Schools (100%).**

- i. Preparing research concepts/proposals by 30<sup>th</sup> August, 2016; 30%
- ii. Collect data by 30<sup>th</sup> November, 2016; (40%)
- iii. Data analysis by 28<sup>th</sup> February, 2017; (10%)
- iv. Report by 30<sup>th</sup> April, 2017; (20%)

## **2. Establish Crime Data Repository; (100%)**

In FY 2016/17, NCRC will undertake National Crime Mapping in 28 counties

- i. Collect data by 30<sup>th</sup> November, 2016; (40%)
- ii. Data analysis 28<sup>th</sup> February, 2017; (40%)
- iii. Report by 30<sup>th</sup> May, 2017; (20%)

During the contract Period, the NCRC has planned to undertake one project on phase two of National Crime Mapping for a Crime Data Repository.

No.	Name of Project	Budget	Timeframe
1	Phase two of National Crime Mapping	Kshs. 9 Million	From August, 2016 to June, 2017

- 3. Project Completion Rate** - Project completion rate refers to the proportion of planned project (s) for the contract year which is completed during that year. This rate is obtained by averaging the total completion rates for all completed projects. **100%**

### **C. Implementation of Presidential Directives, Circulars and Executive Orders**

During the FY 2016/17, NCRC will implement all Presidential Directives, Circulars and Executive Orders relevant to the Centre that will be issued from time to time.

### **D. Minimum 30% of all procurement budget dedicated to youth, women and People with Disabilities (AGPO)- 100%**

During the FY 2016/17, NCRC will:

- i. Allocate Kshs. 6,287,436 to Youth and Women and People with Disabilities (PWDs) which is 30% of the total procurement budget of Ksh. 20,958,120. In addition, at least 2% of Kshs. 6,287,436 which translates to Kshs. 125,749 will be reserved for PWDs. - 40%

- ii. Pre-qualify the registered groups under this category and ensure that the groups are given opportunities for quotations. - 30%
- iii. Submit to PPOA in the prescribed format summary of the procurement opportunities allocated to the target groups. - 30%

**E. Minimum 40% of all procurement budget dedicated to locally produced goods and services (Buy Kenya Build Kenya) - 100%**

During the FY 2016/17, NCRC will dedicate Kshs. 8,383,248 to locally produced goods and services (Buy Kenya Build Kenya) which is 40% of the total procurement budget of Ksh. 20,958,120.

**F. CROSS-CUTTING**

**1. Customer Satisfaction**

During the financial year 2016/17, the Centre will:

- i. Conduct a Customer Satisfaction Survey during the first Quarter to determine the level of customer satisfaction; (30%)
- ii. Implement 50% of the prioritized recommendations in the survey report during the 2<sup>nd</sup> to 4<sup>th</sup> Quarter; (40%)
- iii. Prepare a report of the extent of implementation of the recommendations. (30%)

**2. Service delivery innovations and Application**

During the FY 2016/17, NCRC will adopt a Mobile Phone Research Management Innovation dubbed '**NCRC Mobile Phone Crime Reporting Application**' during the 2<sup>nd</sup> Quarter and implement the same during the 3<sup>rd</sup> and 4<sup>th</sup> quarter. The purpose of this innovation will be to:

- i. Enhance collection of crime research data from reported crime incidents using a smart mobile phone platform.
- ii. Afford members of the public the opportunity to participate in provision of crime information which will then be analyzed for purposes of informing prevention initiatives.

**3. Resolution of Public complaints (100%)**

During the FY 2016/17, NCRC will undertake the following activities in order to promptly address and resolve public complaints:

- i. NCRC will implement a complaints handling and management mechanism and procedures and submit information on the same to

- the Commission on Administrative Justice (CAJ) in the prescribed format in the 2<sup>nd</sup> Quarter (15%).
- ii. Resolve all complaints received (15%).
  - iii. The Centre will use the website as one way of handling complaints (15%).
  - iv. Conduct capacity building for 6 complaints-handling officers and staff (10%).
  - v. Create awareness on the complaints handling mechanisms and procedures at NCRC (10%);
  - vi. Implement the Citizen Service delivery charter (10%);
  - vii. Submit Quarterly reports to CAJ on the number, nature and action taken using the prescribed format (15%);
  - viii. Obtain a certificate from CAJ indicating the level of resolution of the complaints (10%).

#### **4. ISO Certification/Accreditation**

During the FY 2016/17, NCRC will carry out the following steps in preparation for certification/accreditation:

##### **A. 10%**

- i. Expand appointment of ISO Accreditation Team (5%)
- ii. Bring ISO Expert on board; (5%)

##### **B. 25%**

Sensitize staff on ISO 9001:2015

##### **C. 35%**

- i. Review ISO 9001:2008 documentation in line with ISO 9001:2015; (20%)
- ii. Launch the quality management system (QMS) based on the standard; (15%)

##### **D. 20%**

- i. Conduct trial audits under expert auditor guidance; (10%)
- ii. Conduct internal audits; (5%)
- iii. Conduct management review meetings; (5%)

##### **E. 10%**

Select certification body (CB)/Accreditation Body.

## 5. Automation

During the FY 2016/17, NCRC will implement the following activities to raise automation level from 27.41% to 40.00%:

Automation Stages	Sub Indicators	Level of Automation	Current level of Automation for NCRC	Target automation level for FY 2016/2017
Institutional strategy and vision	2 qualified ICT staff deployed as per organizational approved structure	20%	11.5	15.0
	Percentage of Institutional Budget devoted to ICTs (industry standard is			
	Staff to computer ratio ( ranges from 1:1 for technical staff to 1:10 for support staff)			

Automation Stages	Sub Indicators	Level of Automation	Current level of Automation for NCRC	Target automation level for FY 2016/2017
Connectivity and technology infrastructure	<ul style="list-style-type: none"> <li>• ICT infrastructure (the NCRC Mobile Phone Crime Reporting Application) incorporating:               <ul style="list-style-type: none"> <li>- Data Centre</li> <li>- Cloud services</li> </ul> </li> <li>• Office automation</li> <li>• Accounts and HR software</li> <li>• ICT Security measures in force: Ant-virus updates, data back-up and Firewall</li> <li>• % of staff who have broadband access in the workplace.</li> </ul>	25%	7.65	9.0
Consumer and business adoption	<ul style="list-style-type: none"> <li>• Institutional website adhering to the web design standards in terms of:               <ul style="list-style-type: none"> <li>- Accessibility</li> <li>- Usability</li> <li>- Interoperability</li> <li>- Graphical</li> </ul> </li> </ul>	30%	3.25	7.5

Automation Stages	Sub Indicators	Level of Automation	Current level of Automation for NCRC	Target automation level for FY 2016/2017
	<p>look and feel</p> <ul style="list-style-type: none"> <li>On-line annual customer service rating of services (e-services) to ascertain feedback from recipients of service.</li> </ul>			
ICT Capacity Building	<ul style="list-style-type: none"> <li>% of staff who are ICT - literate or have undertaken ICT training</li> <li>ICT training programs implemented as per ICT strategy</li> </ul>	5%	-	2.5%
Social and cultural environment	No. of service delivery options for clients with disabilities.	5%	-	-
Legal environment	<ul style="list-style-type: none"> <li>Policy guidelines in place for e-services, internet and e-mail use</li> <li>Institutional ICT policy developed and implemented</li> <li>Institutional arrangements for protection and privacy of citizen data in force</li> </ul>	10%	5.01	6.0

Automation Stages	Sub Indicators	Level of Automation	Current level of Automation for NCRC	Target automation level for FY 2016/2017
	<ul style="list-style-type: none"> <li>% of staff who have signed an institutional ICT security compliance agreement.</li> </ul>			
ICT Standards	<ul style="list-style-type: none"> <li>Adoption and Compliance to ICT and e-Government standards (the standards are available at <a href="http://standards.icta.go.ke/">http://standards.icta.go.ke/</a>)</li> </ul>	5%	-	-
			27.41%	40.00%

## 6. Asset Management

During the FY 2016/17, NCRC will undertake the following activities:

- i. **Inventory management**- Establish and keep a catalogue of its assets and property; (25%)
- ii. **Maintenance** - undertake measures to preserve assets, equipments, tools in good working condition in order to avoid breakdown. (25%)
- iii. **Repairs** -undertake measures towards restoring assets; equipment, tools to usable condition after damage, tear or wear. (25%)
- iv. **Disposal of Idle Assets** - ensure clearance of unserviceable, obsolete and surplus assets by way of sale, transfer to other public institutions destruction, and donation to other authorized methods of disposal, and in all cases in full conformity to existing legal requirement. (25%)

## 7. Youth Internships/Industrial Attachments/ Apprenticeships; (100%)

During the FY 2016/17, NCRC will provide internships/industrial attachments/Apprenticeships to 12 applicants.

**8. Compliance with the constitution and other statutory obligations - 100%**

During the FY 2016/17, NCRC will:

**(a) Comply with the Public Procurement Regulations and Rules (Procurement and Disposal Act); (20%) by:**

- i. Developing and adhering to the 2016/17 procurement plan; (7%)
- ii. Submitting a copy of the NCRC's Procurement Plan to the Public Procurement Oversight Authority (PPOA) by 31<sup>st</sup> August in the prescribed format; (7%)
- iii. Submitting Quarterly implementation reports to PPOA in the prescribed format. (6%)

**(b) Undertake remittance of statutory deductions; - (20%)**

- i. National Hospital Insurance Fund (NHIF); (2%)
- ii. Higher Education Loans Board dues; (2%)
- iii. National Social Security Fund (NSSF); (2%)
- iv. Cooperative dues; (2%)
- v. Value Added Tax; (2%)
- vi. Income Tax; and (3%)
- vii. Pay as You Earn; (P.A.Y.E); (3%)
- viii. Pensions; (2%)
- ix. Apply for certificates of compliance from the relevant authorities. (2%)

**(c) Ensure Environmental Sustainability (20%)**

- i. Operationalize NCRC Environmental Sustainability Committee (7%);
- ii. Develop and implement an Annual Environmental Sustainability Work plan (7%).
- iii. Submit quarterly reports on the implementation of the Work plan (6%) by 30<sup>th</sup> day after the end of each quarter.

**(d) Disability Mainstreaming: (20%)**

- i. Ensure progressive attainment of the affirmative action on 5% requirement for PWD; (2.5%)
- ii. Collect and disaggregating data of persons with disabilities by age, gender and forms of disability; (2.5%)
- iii. Carry out an Internal Accessibility Audit, making recommendations to the management and writing a report; (2.5%)

- iv. Ensure physical improvements for accessibility of public facilities (2.5%)
- v. Conduct sensitization for staff on disability mainstreaming in collaboration with the National Council for persons with Disabilities; (2.5%)
- vi. Ensure that every job advertisement will include a clause encouraging Persons with Disabilities to apply; (2.5%)
- vii. Submitting bi-annual reports to the National Council for Persons with Disabilities; (2.5%)
- viii. Obtain a Compliance certificate from the NCPDs. (2.5%)

**(e) Gender Mainstreaming (20%)**

- i. Comply with the constitutional one third rule on appointments, promotions and employment in the Public Service; (5%)
- ii. Carry out training and sensitization of employees on gender mainstreaming; (5%)
- iii. Submit bi-annual reports to the National Gender and Equality Commission (NGEC); and (5%)
- iv. Obtain Compliance Certificate from NGEC. (5%)

**9. Competency development (100%)**

During the FY 2016/17, the NCRC will undertake the following:

**a. Skills/Competence needs assessment (50%)**

Implement intervention programs as per the Skills/Competence needs assessment report of the FY 2015/16. (20%)

**b. Performance Appraisal (50%)**

- i. Establish a Performance Management Committee (12.5%)
- ii. Sensitize all staff on conducting performance appraisal; and (12.5%)
- iii. Conduct Performance Appraisal for all staff. (12.5%)
- iv. Prepare minutes of the Performance Management Committee (12.5%)

**10. Knowledge Management (20%)**

To realize this target, NCRC will:

- i. Develop mechanisms (including meetings, internal memos, central depository of information) intended for sharing experiences and lessons learnt for integration and continuous improvement (10%);
- ii. Undertake documentation of knowledge through website links, email storage, email transfer and proper filing of hard copy for future reference (10%);

**11. Work Environment (100%)**

- i. Carry out internal work environment survey in the 1<sup>st</sup> quarter; (40%)
- ii. Implement 50% of the prioritized recommendations of the survey; and (30%)
- iii. Prepare a report on the progress made during the contract period. (30%)

**12. Prevention of Alcohol and Drug Abuse (100%)**

**During 2016/17 NCRC will undertake:**

- i. A Baseline/follow-up Survey; (20%)
- ii. Development of an Employee Assistance Programme - (20%)  
Provide support mechanism for persons with substance use disorders (counseling, treatment and rehabilitation/referral)
- iii. Development of an ADA Workplace Policy; (20%)
  - a. Reconstitute ADA Committee; (10%)
  - b. Implement the Workplace Policy on ADA (10%)
- iv. Sensitization of staff on alcohol and drug abuse; (20%)  
Train ADA Committee members and Staff on alcohol and drug abuse;
- v. Monitoring the impact of the programme (20%)
  - a. Submit annual work plan to NACADA; and (10%)
  - b. Implement the proposed activities and submit a quarterly report to NACADA fourteen days after the end of each quarter; (10%)

**13. Prevention of HIV/AIDS Infections (100%)**

During the FY 2016/17, NCRC will undertake the following:

- i. Identify number of staff reached with HIV information and services as outlined in the reporting tool (10%).
- ii. Allocate a budget for the HIV activities/programmes; (10%)
- iii. Reconstitute and operationalize HIV & AIDS Control Unit with 40% of the membership drawn from the Senior and middle levels. A senior officer will chair the Committee; (15%)
- iv. Conduct an internal baseline survey on staff knowledge level on HIV and AIDS; (20%)
- v. Develop and implement a Workplace Policy on HIV and AIDS; (20%)
- vi. Submit quarterly reports to NACC using MAISHA 1 Reporting Template. (15%)
- vii. Obtain a compliance certificate from NACC. (10%)

#### **14. Safety and Security Measures (100%)**

During the 2016/17 FY, NCRC will:

##### **A. 20%**

- i. Appoint Information Security Management Systems (ISMS) leader (7%)
- ii. Appoint and train ISMS champions (7%)
- iii. Define scope (6%)

##### **B. 45%**

- i. Brief top management on ISMS - 15%
- ii. Train implementers - (process owners) - 15%
- iii. Conduct awareness training for all employees -15%

##### **C. 35%**

- i. Create ISMS Risk Management (Risk Registers and Risk Management Action Plan) - 15%
- ii. Finalize documentation of ISMS, i.e, policy procedures and launch the ISMS based on the standard (ISO/IEC) - 20%

#### **15. Pension Management (100%)**

- i. Establish/join a Pension Scheme for NCRC Secretariat staff. (50%)
- ii. Undertake remittances to the Pension Scheme. (50%)

#### **16. Corruption Eradication- (100%)**

During the FY 2016/17, NCRC will undertake the following activities to combat and prevent corruption, unethical practices and promote standards and best practices in governance

- 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](http://www.eacc.go.ke) (5%)

#### **17. Mwongozo Code of Conduct (100%)**

During the FY 2015/16 NCRC will:

- i. The NCRC governing council will sign and comply with the Mwongozo Code of Conduct. (25%)
- ii. Prepare a report on the critical governance issues identified, mitigation plans and implementation. (25%)
- iii. Undertake induction and relevant Training of the new Governing Council; 25%
- iv. Undertake Board self evaluation. (25%)

#### **18. Implement Measures to Promote the Realization of National Values and Cohesion (100%)**

- i. Implement actions to hold public officers to account for violating National values and principles of governance **(20%)**
- ii. Enhance staff and stakeholders awareness of National Values and Principles of Governance through development of two relevant IEC materials. **(20%)**
- iii. Strengthen the National Values Committee through training and Capacity Building to monitor, evaluate and report on National Values and Principles of Governance. **(20%)**
- iv. Identify and implement five National Values Core to NCRC's mandate. **(20%)**

- v. 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. **(20%)**

**19. Implement commitments in the 2015 Annual President's Report on National Values and Principles of Governance (100%)**

(a) During the FY 2016/17, NCRC will participate in the implementation of the following five commitments in the 2015 President's report on National Values and Principles of Governance.

- i. Implement strategies to facilitate capacity building of staff to enhance uptake of appropriate of technology for sustainable development. **(12%)**
- ii. The NCRC will contribute towards the enhancement of inclusivity, equity, equality, non-discrimination and protection of the marginalized through policies, legislations and regulations. **(12%)**
- iii. Collaboration between National and County Government and among County Government to facilitate continuous and seamless transition to the devolved system of Government. **(12%)**
- iv. Facilitate deepening and continuous capacity building on national values and principles of governance at both levels of Government. **(12%)**
- v. Enhancing public participation and access to information through dissemination of research findings **(12%)**

(b) Submit to the Directorate of National Cohesion and Values by 15<sup>th</sup> February, 2017 annual progress report in the prescribed format on the measures taken and progress achieved in the realization of National Values and Principles of Governance. **(40%)**