

KENYA URBAN SUPPORT PROGRAM

URBAN INSTITUTIONAL GRANT

CAPACITY BUILDING PROGRAM

Target Audiences:

1. CECM s and Cos
2. Planning and Labour Committee Members (Assembly)
3. Departmental Heads and Directors
4. Board Members
5. Municipal Staff

Training Priority Areas:

1. Chapter 11 – Devolution Act
2. Chapter 11 – Urban Areas and Cities Act
3. Chapter 6 - Ethics and Integrity Act
4. The Town Policy
5. The Town By Laws
6. Municipal Board Induction
7. The roles and Duties of the Board
8. Board benchmarking
9. Public Participation
10. Public Servants Code of Regulation

Training Requirements:

1. Nature - Residential Training
2. Venue - We recommend an Hotel in Kisumu
3. Participants – Between 20 – 25 persons per session
4. Charges - @ 250, 000, 00 per day.
5. Mode of payment 60% down payment
6. Charges inclusive of:-
 - i. Facilitation fees
 - ii. Hall charges and Equipment
 - iii. Training Materials
 - iv. Training handouts
 - v. Certification

Tentative Training Action Plan

1. Training to commence 2nd week January 2019
2. Each Target group to train for at least 4 days
3. Total number sessions determined by respective content

Comprehensive Training Action Plan

S/N	TARGET AUDIENCE	TRAINING AREAS	NO OF PERX	DURATION	REMARKS
1.	CECM s and Cos	Devolution Act Urban Areas and Cities Act Ethics and Integrity Act Town Policy Town By Laws	20	4 Days	Focus will be on the new Municipal status and its relationship with relevant legislations.
2.	Committee Assembly Members	Town Policy Town By Laws	18	3 Days	Interpret the Policy and By – laws on the basis of existing laws
3.	D / Heads and Directors	Devolution Act Urban Areas and Cities Act Ethics and Integrity Act Town Policy Town By Laws	25	6 Days	Understands the laws that govern their operations and implementation of the policies.
4.	Board Members	Board Induction Roles and Duties Devolution Act Urban Areas and Cities Act Ethics and Integrity Act Town Policy Board benchmarking	15	12 days	Focus on the relevant laws as envisaged in the urban Areas and Cities Act besides their mandate and issues of governance and service delivery
5.	Municipal Staff	Board Induction Roles and Duties Devolution Act Urban Areas and Cities Act Ethics and Integrity Act Town Policy Board benchmarking	25	6 Days	Understand their roles and duties in delivery of service to the residents of Busia Municipality as outlined in the Policy and By – Laws.
6.	Stakeholders	Public Participation	Open	2Days	According to the requirements of the law

NOTES:-

In order to succeed in the effort to roll out the above UIG program by the department the following pre-require have to be put in place:-

- a) There need for the Department to urgent requisition and advertise this consultancy in accordance with the procurement requirements
- b) The Municipal Board need to be urgently constituted, vetted and appointed in accordance to the Urban Areas and Cities Act.
- c) The Department ought to have submitted the indent for staff recruitment to the County Public Service Board.
- d) The appointment of the current Town Administrator on acting capacity as the acting Municipal Manager is necessary to ensure continuity of the operations of the Municipality.