

COUNTY FRAME WORK FOR THE IMPLEMENTATION OF THE KITUI COUNTY PRO-POOR SUPPORT PROGRAMMES

IT IS hereby notified for the general information of the public that pursuant to Section 30 (2) (i) of the County Governments Act His Excellency the Governor of the County Government of Kitui has assigned the implementation of the Pro-Poor Support Program to the County Executive Committee Member for Basic Education, Training and Skills Development.

The Constitution of Kenya 2010 under Article 43 (1) (f) recognises as a fundamental social and economic right the right to education. The program was thus established as one of its flagship initiatives to ensure increased schools retention rate, and ultimately enhance education performance in the County. The Program's goal has been to increase the rate of access, transition and retention of learners from financially disadvantaged backgrounds and improve the performance of the education sector by supporting the provision of teaching and learning materials, equipment and facilities.

In implementing the program, the following framework shall guide the County Executive Committee Member:

1. A Committee to be known as the Community Pro-Poor Support Programme Management Committee shall be in charge of the implementation of the program. The Committee shall consist of:
 - (a) a Chairperson of the Management Committee, who shall be the County Executive Committee Member for Basic Education, Training and Skills Development; and
 - (b) the County Secretary;
 - (c) the Chief Officer in the County Ministry of Basic Education, Training and Skills Development, who shall be the Secretary;
 - (d) the Chief Officer in the County Ministry of Finance and Economic Planning; and
 - (e) the Chief Officer in the County Ministry of Administration and Coordination of County Affairs.
2. The Management Committee shall be considered properly constituted with a quorum of at least three of its members.

- 3.** The functions of the Pro-Poor Program Management Committee shall be to:
 - (a) receive and review program implementation and expenditure reports for the program;
 - (b) ensure maintenance of proper records and reports for the programme;
 - (c) set and review the criteria and conditions governing the granting of fee support;
 - (d) receive and review the list of beneficiaries and award fee support; and
 - (e) ensure prudent management of the program's funds;
- 4.** The Executive Committee Member for Basic Education, Training and Skills Development shall convene meetings of the Management Committee.
- 5.** Projects undertaken under this programme shall be selected through a needs assessment to be carried out by the County Ministry of Basic Education, Training and Skills Development to determine education based projects needed most in various parts of Kitui County.
- 6.** Projects may include costs related to studies, planning and design or other technical input for the project.
- 7.** Projects that are eligible to be implemented under this programme may include, but are not limited to:
 - (a) Supply of mattresses and beds;
- 8.** Proposed projects for this programme shall be tabled before the Management Committee for final decision making on projects to be financed.
- 9.** The Chief Officer in the County Ministry for Basic Education, Training and Skills Development shall coordinate the relevant technical department in preparation of the bill of quantities for all projects approved for funding by the Management Committee.
- 10.** Projects under this programme shall be implemented with the assistance of the relevant county government departments.
- 11.** The Governor or his appointee shall launch, commission and handover the project to the users.
- 12.** The Chief Officer in the County Ministry for Basic Education, Training and Skills development shall ensure that all complete projects are operationalized.
- 13.** (1) The Village Administrator shall hold public barazas at the village level where the public shall identify students from economically disadvantaged backgrounds.

- (2) Following (1) above, the Village Administrator shall prepare a list of the proposed beneficiaries for handing over to the Ward Administrator.
- 14.** (1) The selected beneficiaries shall provide information to the Ward Administrator in a prescribed form.
- (2) The prescribed form above shall be submitted together with a document from the school or learning institution indicating the fee balance owed.
- (3) Such document to be attached may be in form of a letter, fee structure or report form.
- 15.** The Ward Administrator shall chair a meeting of Village Administrators to compile a list of selected fee support beneficiaries from all villages in the respective wards for onward transmission to the Sub County Administrator.
- 16.** The Sub County Administrator shall receive the lists of compiled selected fee support beneficiaries and forward them to the Secretary of the Management Committee.
- 17.** (1) While selecting applicants to benefit from the program, the community shall be guided by the following criteria:
- (a) Priority shall be given to orphans and students from economically disadvantaged backgrounds; and
 - (b) Priority shall be given to students who have not yet received support from other organizations, institutions or bodies;
 - (c) The potential beneficiary must be enrolled in a learning institution or have secured a place therein; and
 - (d) Each beneficiary shall only benefit from one tranche per financial year;
- (2) Subject to the existing circumstances, the community shall take into consideration the one third gender rule when selecting students to benefit from the fee support;
- 18.** The Management Committee shall ensure that cheques issued for fee support are written in the name of the school or learning institution and submitted together with an attached list of beneficiaries.
- 19.** (1) The monies available for the programme shall consist of monies appropriated for the programme by the County Assembly through the annual budgetary process;
- (2) The monies referred to in (1) above shall be applied as follows:-
- (a) Eighty percent (80%) shall be used for fees support;

- (b) Ten percent (10%) shall be utilized to cater for teaching and learning materials;
- (c) Five percent (5%) shall be utilized to defray the programme's administration costs.

20. Utilization of programme funds shall be governed by the Public Finance Management Act (2012), the Public Procurement and Disposal Act (2015) and any other laws and regulations governing public finance.

21. The form prescribed for use by potential beneficiaries in providing the required information.

THE COUNTY GOVERNMENT OF KITUI



COUNTY MINISTRY BASIC EDUCATION, TRAINING AND SKILLS DEVELOPMENT

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PRO-POOR SUPPORT PROGRAMME BENEFICIARY FORM

SUB COUNTY.....

WARD.....

VILLAGE.....

DATE..... MONTH..... YEAR.....

PART A: PERSONAL INFORMATION

1. Full Name of the Applicant

2. Sex: Male () Female () (Tick where appropriate)

3. Adm.No..... ID.No.....(tick where applicable)

- 4. Class.....
- 5. Name of School/College.....
- 6. Academic year.....

PART B: FAMILY INFORMATION

- 1. Father's/Guardian Full Names:Alive () Deceased ()
Occupation
- 2. Mother's Full NamesAlive () Deceased ()
Occupation

If **NONE** of the above, who has been paying your education fee

- 3. Name
- 4. Occupation
- 5. How many brothers and sisters do you have?
- 6. Based on question 5 above, how many are working / business or farming?
- 7. How many are in secondary school or post-secondary institution?
- 8. How many children does the guardian/parent have?
- 9. List the full names and occupations of your Father/ Mother/ Guardian, Brothers and /or Sisters.
 - a)
 - b)
 - c)

10. Have you ever benefited from any school fee assistance? Yes () No() (Tick as appropriate)

11. If yes, state the year you benefited and the amount:

Kshs

(Attach supporting documents e.g death certificates or letter from the chief letter explaining disability or other disadvantage circumstances from prominence reference like a religious leader)

PART C: STUDENT'S DECLARATION

I declare that the information given herein is true to the best of my knowledge.

Student's Signature Date
.....

PART D: PARENT'S/GUARDIAN'S/SPONSOR'S DECLARATION

I declare that I have read this form/ this form has been read to me and I hereby confirm that the information given herein is true to the best of my knowledge.

1. Parent's/Guardian's Name

Signature.....Date.....

FEE BALANCE

PART F: VERIFICATION BY THE VILLAGE ADMINISTRATOR

I certify that the information given below is correct/incorrect to the best of my knowledge, information and belief.

Comments if incorrect;

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Name of Village Administrator

Signature.....

PART G: FOR OFFICIAL USE ONLY

School fee assistance Award Kshs

Ward Administrator

Name..... SignDate

PART H Ward Administrator's Remarks

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