



REPUBLIC OF KENYA
KITUI COUNTY ASSEMBLY
FIRST COUNTY ASSEMBLY
THIRD SESSION (2015)

THE SELECT COMMITTEE ON CULTURE, YOUTH, SPORTS AND SOCIAL
SERVICES.

REPORT

ON THE GUIDELINES FOR THE OPERATION OF THE YOUTH LOCAL INFRASTRUCTURE,
SAVINGS AND INVESTMENT PROGRAM

COUNTY ASSEMBLY OF KITUI
ASSEMBLY BUILDINGS,
KITUI.

FEBRUARY 26, 2015

COMMITTEE REPORT ON THE GUIDELINES FOR THE OPERATIONS OF THE YOUTH LOCAL INFRASTRUCTURE SAVINGS AND INVESTMENT PROGRAM.

PREFACE

Mr. Speaker sir, the youth population remains the country's most-important human capital investment. Statistics show that 36% of the total population comprises of young people between 18-35 years of age. Further, 67% of the unemployed population is youth, with 92% of this unemployed population lacking vocational or professional skills. These statistics apply even at the county level.

Mr. Speaker sir, the Government of Kenya has undertaken various initiatives to empower and safeguard the welfare of the Kenyan Youth. These initiatives among others include: The National Youth Policy of 2007 and the National Youth Council Act of 2009; Establishment of special funds to enhance youth access to affordable credit.

Mr. Speaker Sir, the County Government of Kitui as well is committed to empower and safeguard the welfare of our youth as well. The county government of Kitui through the ministry of Culture, Youth, Sports and Social Services has come up with a Youth Local Infrastructure, Savings and Investment Program to address the unemployment issue as well as empower the youth.

Mr. Speaker Sir, to ensure a standardized way of operation and implementation of the program, the aforementioned Ministry has developed and submitted to this assembly for approval, guidelines which will provide the operational structure of the program as well as ensure equitable distribution of resources and fairness across the 40 wards.

Mr. Speaker Sir, on 25th November, 2014, the guidelines were committed to the select committee on Culture, youth, sports and social services for review, consideration and make recommendations thereof to the assembly for approval. With the mandate given to this sectoral committee by standing order No. 191(5), the committee, in consultation with the concerned ministry, has reviewed the guidelines and made some recommendations.

Mr. Speaker Sir, the current composition of the committee on Culture, Youth, Sports and Social services is as follows:

Hon. Jane Mutua.....Chairperson
Hon. Nelson Kitema.....Vice-Chairperson
Hon. Nzungi Ngwele.....Member
Hon. Catherine Kasimu.....Member
Hon. Alex Nganga.....Member
Hon. Annastacia Mwathi.....Member
Hon. Bernard Munyasya.....Member
Hon. Eunice Katheke.....Member
Hon. Jennifer Munuve.....Member
Hon. James Munuve.....Member

Mr. Speaker Sir, the committee as well invited the following members and as the chairperson, I am greatly indebted to them for their active participation and their input during the entire period we were handling these guidelines.

Hon. Vestastina Chawana
Hon. Nzyoni Mang'uye
Hon. Stephen Kithuka
Hon. Jemimah Mbiti
Hon. Angela Kanza
Hon. John Nyamai

Mr. Speaker Sir, these honourable members provided good leadership throughout the development of the report, putting into consideration the input submitted by the County Executive Committee Members for Culture, youth, sports and Social services whom we engaged on several occasions for some clarifications on the Guidelines.

Mr. Speaker sir, it is my pleasant duty and privilege, on behalf of the committee on Culture, youth, Sports and Social services to table this report and recommend the same to this house for further consideration and subsequent adoption.

Signed_____

Hon. Jane Mutua,

Chairperson, Committee on Culture, Youth, Sports and Social Services.

26th February, 2015.

COMMITTEE RECOMMENDATIONS

Mr. Speaker Sir, Standing Order (180), (6) provides for the laying on the Table of the County Assembly by the Chairperson of the select committee its report. The following are the recommendations of the Committee;

ACRONYMS

THAT;

- a. Delete “Members of County Assembly (MCA)” as it is not mentioned anywhere in the guidelines.
- b. Insert “Income Generating Activities (IGA)” as an acronym (used in Post implementation plan)

1. INTRODUCTION

Amend by introducing a new paragraph, “These guidelines will expire after one year from the date of approval by the County Assembly, and within this period, the ministry shall establish a proper County legislation under which this program shall be implemented”.

2. BACKGROUND

Amend by inserting the following wording before the first sentence;

“According to the Government of the Republic of Kenya, (2013), Second Medium Term Plan (2013-2017), Ministry of Devolution and Planning among other studies”

5. PRELIMINARY ACTIVITIES

Amend bullet one to read;

“Sensitization and training on basic group management skills at the village level”.

6. THE STEERING COMMITTEE

- a) Amend by inserting the words, “*there is established*” immediately after the comma in the first sentence and delete the words “*shall be established*” appearing between the words “*committee*” and “*to*” in the first sentence.
- b) Amend by inserting the functions of both the steering committee and the ward development Committee as follows:

Functions of the steering committee.

- i) To oversee general implementation of the project in the County.
- ii) Conduct Periodic monitoring and evaluation of the project to ensure that implementation is in line with the guidelines.
- iii) Receive, collate and review monthly, quarterly and annual progress reports from the Ward Development Committees and offer necessary guidance accordingly.
- iv) Ensure that youth groups are offered necessary technical support from various county ministries and other relevant stakeholders.
- v) Coordinate development of project annual progress report to be shared with the cabinet.

Functions of the Ward Development Committee.

- i. To oversee general implementation of the project at the ward level.
- ii. Coordinate selection of the project beneficiaries as per the guidelines
- iii. Conduct Periodic monitoring and evaluation of the project to ensure the implementation is in line with the guidelines.

- iv. Offer guidance in the selection of the project activities to be undertaken in the program in line with the CIDP and the County Development Plans.
- v. Receive, collate and review monthly, quarterly and annual progress report from groups and share with the project steering committee at the county level.

7. IMPLEMENTATION PRINCIPLES

- a) Amend by bracketing the words, “representatives reporting to the National Government” immediately after the words “**youth officers**” in bullet one and further bracket the words “elected leaders in the National Youth Council” immediately after the words “**youth leaders**”.
- b) Amend by substituting “**Local Leaders**” in bullet four thereof with “**Ward Development Committee**”.
- c) Amend by inserting the following new principle which shall appear as the first bullet: “**County Integrated Development Plans (CIDP) and Annual Development Plans (ADP) shall be used as guides to project identification with the Ward Development Committees in charge.**”

8. PRE IMPLEMENTATION PLAN

a) Community mobilization.

Amend by inserting the words, “**through forums organized**” immediately after the words, “**carried out**”.

b) Formation and Registration of the groups

- i) Amend by deleting the sub-topic; By-Laws of the groups and replace it thereof with the sub-topic, “**Guiding Principles for Group By-Laws**”.
- ii) Under the new sub-topic, guiding principles for Group By-Laws, amend bullet three by replacing the word “**Ward**” thereof with the word “**Village**”.
- iii) Under the Sub-title; **Legal Status**, amend bullet four by bracketing the words (annexed to the guidelines) immediately after the word Memorandum.
- iv) Under the sub-topic; **Responsibilities of Members**, amend bullets two and four by deleting the words “that of the County Local Youth Infra-structure, Savings and Investments Program document” and replace it thereof with the words “Other rules set out in these guidelines”.
- v) Under the sub-topic; **Election of Office bearers**, amend by deleting bullet two in its entirety and replace it thereof with; “the Ward administrator shall serve as an Ex-officio member of the group and will cease to be an occupant of that position as soon as the village administrators are employed. The village administrator will then be the Ex-officio to the group(s) in the respective villages.
- vi) Under the sub-topic; **Duties of the Office Bearers**, amend by;
 - a) Inserting additional duties to the chairperson;
 - S/he shall be a signatory to the group’s bank account.
 - S/he shall perform any other duty the group will deem fit.
 - b) Amend the duties of the secretary by substituting the ones provided thereof with the following:
 - S/he shall maintain an updated records of the proceedings of all meetings which shall be available for inspection by the ministry staff.
 - S/he shall be a signatory to the group’s bank account.
 - c) Amend the duties of the Treasurer by substituting the ones provided thereof with the following:
 - S/he shall make payments and prepare financial statements.

- S/he shall be a signatory to the group's bank account.
 - d) Amend by inserting the post of an Organizing Secretary who shall perform the following duty;
 - S/he shall be responsible for convening meetings and ensuring group plans are met.
 - e) Under the duties of the treasurer, amend by exporting all the information from bullet two to the newly amended sub-title; ***Guiding principles for By-Laws of the Groups.***
- vii) Substitute the Sub-title; ***Grievance Handling/Arbitration*** with **Dispute Resolution** and further redraft the bullets to read as follows:
- (i) Groups shall be allowed to employ alternative dispute resolution measures.
 - (ii) There are two tiers of dispute resolution; elected representatives comprising of the office bearers, and a ward dispute resolution committee that comprises of chairpersons of all youth groups within the ward and the ex-officio member.
 - (iii) Conflicts and disputes arising from the group shall be handled by the office bearers.
 - (iv) In case the matter is/are not resolved, a ward dispute resolution panel shall be constituted to resolve the issue and their verdict shall be taken as final.
 - (v) Any party aggrieved can seek judicial redress.
- viii) Under the subtitle; ***Disqualification of a Member***, deleting all the bullets; as such details should be within the groups' by-laws. However the following shall form part of the group by laws;
- (i) Members shall give two months' notice in case they decide to leave the group.
 - (ii) Any Person who ceases to be a member of the group due to death or on medical grounds shall forfeit 10% of the share capital for administration costs while those who shall leave by will or eviction due to misconduct shall forfeit 50% of the share capital.
- ix) Under the Dissolution of the group;
- i) Amend by deleting all the words in bullet one and replace thereof with, "irreconcilable conflicts/ differences".
 - ii) Amend bullet three by deleting the words, **hand over** and replace thereof with the word "**sell**" and further add the words, "and share the proceeds of the sale equally" after the last word in that bullet.
 - iii) Amend by inserting bullet four; a group that has not been operational for at least five years shall not dissolve by mutual agreement between members.

9. IMPLEMENTATION PLAN

- i) Under the Sub-topic; ***Work Norms***, amend by inserting the word "Development" between the words, "ward" and "committee".
- ii) Under the sub-topic; ***Payment***;
 - a) Amend bullet two by inserting the words "within a period of two days" after the words "committee and after".
 - b) Amend bullet three by inserting the words "within a period of two days" after the word "officer".
 - c) Delete the words "**Youth Officer**" in bullet four and replace thereof with "**Ward Administrator**".
 - d) Introduce between bullets three and four a new bullet: The Ward Administrator shall forward certificate of completion to the County treasurer within two days of receipt.

e) Insert the words “Within five days after receiving the certificate of completion” between the words “done” and “at” in bullet five.

11. TRUST AND CONFIDENCE BUILDING MEASURES

Amend by introducing a new bullet seven to read: “Issuing recommendation letters/certificates for well performing groups with a maximum validity period of one year”.

We, honourable members of the Committee on Culture, Youth, Sports and Social Services, do hereby affix our signatures to this report to affirm our approval and confirm its accuracy, validity and authenticity:-

| <u>Member</u> | <u>Designation</u> | <u>Signature</u> |
|---------------------------|--------------------|------------------|
| 1. Hon. Jane Mutua | Chairperson | |
| 2. Hon. Nelson Kitema | Vice-chairperson | |
| 3. Hon. Nzungi Ngwele | Member | |
| 4. Hon. Catherine Kasimu | Member | |
| 5. Hon. Alex Nganga | Member | |
| 6. Hon. Annastacia Mwathi | Member | |
| 7. Hon. Bernard Munyasya | Member | |
| 8. Hon. Eunice Katheke | Member | |
| 9. Hon. Jennifer Munuve | Member | |
| 10. Hon. James Munuve | Member | |

THE COUNTY GOVERNMENT OF KITUI

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19th February 2015

COUNTY MINISTRY OF CULTURE, YOUTH, SPORTS AND SOCIAL SERVICES

MEMORANDUM OF UNDERSTANDING BETWEEN YOUTH GROUPS AND THE COUNTY GOVERNMENT

This Memorandum of Understanding (MoU) is made on this _____ by and between The County Government of Kitui, Ministry of Culture, Youth, Sports and Social Services, hereinafter referred to as the Ministry and the _____ Youth Group of the Youth Local Infrastructure Savings and Investment Program, for the purpose of achieving the various aims and objectives relating to the Program.

WHEREAS the Ministry and the Groups desire to enter into an agreement in which same will work together to complete the Project;

AND WHEREAS the Ministry and the Groups are desirous to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the partners agree are necessary to complete the Project;

Purpose

The purpose of this Memorandum of Understanding is to provide a framework for any future binding contract regarding the Youth Infrastructure and Investment Programme (YISIP) between the Ministry and the Groups.

Obligations and Responsibilities of the County Government and the Youth Groups

The County Government shall give manual work, supervise it, and pay for the work done (Kshs 350 per day, per group member – 60% cash. This amounts to Kshs 210 per day, per group member for a period of ten days.

40% of Kshs 350 which amounts to Kshs 140 shall be given as savings and 100% of the Kshs 140 savings as matching fund. The matching fund shall therefore be Kshs 140 per day per group member for ten days.

Savings and matching fund shall be paid through a bank cheque to the group account.

The Youth Groups shall do the work given, maintain proper records of the groups' activities and maintain the cohesion of the group.

Group Name_____

Sub-county_____

Ward_____

Group chairperson_____

Signature_____

County Government's Designated officer's Name_____

Personal File Number_____

Signature_____

Date_____

Official County Ministry Stamp_____