

REPUBLIC OF KENYA



Empowering for Self-Reliance

THE PRESIDENCY
Ministry of Public Service and Gender
STATE DEPARTMENT OF GENDER



National Government Affirmative Action Fund (NGAAF)

FUND ACCESS GUIDELINES JUNE 2021

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Republic of Kenya
Ministry of Public Service and Gender
State Department for Gender

Empowering for Self-Reliance



THE NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND

FUND ACCESS GUIDELINES (Revised)

June 2021

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Foreword

The National Government Affirmative Action Fund was enacted through a Legal Notice No. 24 of the Public Finance Management Act, 2012 and published on 13th February 2015. It is governed by the Public Finance Management (National Government Affirmative Action Fund) Regulations, 2016. With the promulgation of the Constitution in 2010, the Fund was created as a demonstration of the Government's commitment to give full effect to the realization of the rights guaranteed through measures designed to redress any disadvantage suffered by individuals or groups because of past discrimination.

The Executive Order No.1 of 2020 (Revised) places the National Government Affirmative Action Fund (NGAAF) in my Ministry which has the broad mandate of providing policy direction and management of the human resource function in the Public Service as well as the promotion of gender equity and equality and empowerment of women which is a core deliverable of the Fund. The Fund is one of the flagship projects under the Vision 2030 and its Medium Term Plans.

The Fund Access Guidelines developed in the year 2017 were reviewed through a consultative process that brought together a range of stakeholders who included the affirmative action groups who are beneficiaries of the grant funds. The review is in accordance with the Fund Regulations 2016, which allows the Board in consultation with my office to develop guidelines for proper management of the Fund.

The guidelines provide a comprehensive framework for streamlining and standardizing the assessment criteria for funding eligible projects and programmes initiated by affirmative action groups. It also includes additional sections such as, branding which is critical in showcasing government initiatives in promoting the wellbeing of its disadvantaged and vulnerable citizens particularly, women, youth and Persons with Disabilities.

I wish to thank the Board of Management for providing overall leadership, the Fund Secretariat and all stakeholders whose inputs enormously contributed towards the development of these guidelines.



Prof. Margaret Kobia, PhD, MGH
Cabinet Secretary
Ministry of Public Service and Gender

Preface

The National Government Affirmative Action Fund objective is to improve the livelihoods of affirmative action groups through; enhancing access to financial facilities for enterprises development, value addition initiatives, socio-cultural development and nurturing of talent, provision of bursaries and scholarships; enhancement of access to services for survivors of gender-based violence, establishment of drug and substance abuse rehabilitation and counseling centers and community sensitization on National Government affirmative action programmes and policies.

The role of the Board includes to; receive, review and approve project proposals submitted from the counties for funding; oversee the management of the Fund, timely and efficient disbursement of funds and to receive, review and approve reports of the Fund. To ensure proper management of the funds allocated from the National Government, the governing Regulation bestows the Board with the mandate of setting out the general conditions and requirements to be met by the county committees for the disbursement of the funds.

In this regard, the First Edition of the Fund Access Guidelines was developed and published in 2016/2017 Financial Year. The guidelines were issued to all the County Coordinators and stakeholders for their reference during public participation sensitization forums on how to access the grant funds allocated under various programmes as stated in the Regulations.

In reviewing these guidelines the Board has used the 2017 Fund Access Guidelines as a baseline for strengthening the revised guidelines. The guidelines have also taken into consideration existing government regulatory requirements for funding groups and community projects and the unique socio-economic and geographic circumstances of affirmative action groups and communities in each county. These guidelines are aimed at creating an enabling environment for increased uptake and sustainable use of the funds.

The Board expresses its commitment to continuously engage with the Fund beneficiaries and various stakeholders for purposes of putting in place necessary strategies in close consultation with the Ministry. This will ensure efficient delivery of service to the citizenry for achievement of the mandate of the Fund. To this end, I wish to appreciate Prof. Margaret Kobia, PhD, MGH, the Cabinet Secretary for Public Service and Gender for providing overall oversight and leadership to the Board. In the same vein I wish to extend my appreciation to Prof. Collette A. Suda, PhD, FKNAS, EBS, CBS, the Principal Secretary, State Department for Gender for providing policy guidance and continuous support. To all the Fund stakeholders for their invaluable contributions.



Prof. Wanjiku Mukabi Kabira, EBS
Board Chairperson
National Government Affirmative Action Fund

Acknowledgement

This Second Edition of the Reviewed Fund Access Guidelines, 2021 has been made possible through the tremendous support from the Ministry, the Board of Management, Fund Secretariat and stakeholders. The Guidelines which have been in operation for the last three (3) years were key in facilitating the achievement of purpose and objective of the Fund in empowering affirmative action groups.

First, I wish to express my gratitude to the Board of Management of the National Government Affirmative Action Fund (NGAAF) for their instrumental support during the review of the Fund Access Guidelines 2017 process. Specifically, I wish to extend my special gratitude to the Board Chairperson Prof. Wanjiku Mukabi Kabira for providing leadership; Strategy and Programmes Committee Chairperson Ms. Linda Gaceri Kinyua and her Committee Members for spearheading the whole document review process. To all NGAAF Board members; Mr. Protus Onyango, Ms. Joyce Mugure, Mrs. Florence Kirinya, Mr. Robert Otieno Oduor, Mr. Charles Kimutai Chirchir, Mr. Benson Kimani and Mr. Robert Osudi for their technical input that enriched the document.

My sincere thanks to the National Secretariat for their technical input, commitment and their tireless effort in ensuring that the consolidated document captures the input of all stakeholders. The members of the team were; Ms. Magdaline Kipkeni, Mr. Jackson Kayaga, Ms. Vivienne Simwa, Jesse Njoroge, Jane Kyengo, Serah Muchunga, Stephen Irungu, Peter Omanga, Paul Olando, Imelda Koskei and Margaret Gathiru.

I register my appreciation to the County Coordinators in all the forty-seven Counties for diligently implementing the 2017 Fund Access Guidelines. The County Coordinators were instrumental in providing useful feedback during the project approval process and implementation. The realities on the ground were based on application of the guidelines. Their input and those gained from other stakeholders have been an invaluable resource in improving this reviewed document.

The organization remains open to additional recommendations and suggestions from our stakeholders for continuous improvement of the Guidelines. Such feedback can be channeled through our official email: ceo@ngaaf.go.ke or info@ngaaf.go.ke.



Titus Lotee
Chief Executive Office

Definition of Terms

Action Fund Bank Account: These are the accounts for each County opened under Regulation 24 of the PFM Act, 2012 and the PFM (National Government Affirmative Action Fund) Regulations 2016.

Affirmative Action Groups: These are groups targeted by the Fund who include vulnerable women, youth, Persons with Disabilities, children, marginalized communities, the elderly members of the society or any other Community Based Organization that addresses inequality according to NGAAF regulations.

Affirmative Action: Article 260 and Article 27(36) of the Constitution defines "affirmative action" as deliberate but temporary policies and programs designed to overcome an inequality experienced by disadvantaged persons due to past discrimination on one or more grounds. It addresses systematic denial or infringement of a right or fundamental freedom.

Cottage Industries: These are small scale industries often operated from a home rather than purpose built industries. Cottage industries focus on the production of labour intensive goods. A major benefit of cottage industries is that they allow people to work from home; this can mainly benefit the women.

County Affirmative Committees: These are gazetted members of the NGAAF Committee at the county level who ensure funded projects comply with the objectives and purpose set out of the county drawn from each constituency in accordance with NGAAF Regulations, 2016.

County Coordinator: This is the person appointed as a County Coordinator of the Fund under Regulation 18 at County level who ensure projects identified for funding comply with the objects and purpose set out.

Emergency: "Emergency" in this context shall be construed to mean urgent unforeseen need for expenditure for which it is in the opinion of the Board that it cannot be delayed and adversely affects the community and Affirmative Action Groups. It includes unforeseen events which threaten to cause damage to human life or welfare and the environment.

Marginalized Groups: A group of people who because of laws, cultural practices or historical or geographical settlements areas among others, are disadvantaged and are discriminated against on one or more grounds.

Peer-to-Peer Learning: This is a provision for AAGs or individuals on the same level to teach and learn from each other in both formal and informal settings.

Psycho-social support: These are efforts aimed at promoting the mental health and well-being of individuals or communities in a given situation or event. It assists individuals/communities to heal from psychological wounds and rebuild their social structures after a traumatic event or experience.

Psycho-social Support Projects: These are projects/initiatives that include but not limited to provision of legal aid clinics, gender-based violence facility. Equipment required

for counseling services and rehabilitation of drug and substance abuse survivors, health and hygiene needs for AAGs such as sanitary pads, and assistive devices for PWDs.

Public Infrastructure Projects/facilities and equipment: Projects requiring the construction or provision of physical infrastructure or equipment for public institutions or communities according to Regulation 18 of NGAAF Regulations, 2016.

Revolving Fund: This is a Fund established by recipient AAGs built from the accumulation of funds gained from their table-banking activities. The Revolving Fund is established by the recipient AAG for receiving and disbursing loans to their members according to Regulation 24 of the PFM Act, 2012 and the PFM (National Government Affirmative Revolving fund) Regulations, 2016.

Socio-cultural development: These are initiatives that aim at supporting inter-community socio-cultural activities that promote arts, culture and sports to foster sustainable development.

Sector: In the context of the Fund, Sector refers to defined activities activities as determined by the percentages on hoe the fundes should be appropriated. In this context , sector refers to (Women) Economic Empowerment Fund, Bursary and Scholarships, Civic Education, Countywide and Cnstituency wide.

Special Schools: These are education and learning institutions that cater for children/ Students with disabilities.

Umbrella SACCOs: These are Savings and Credit Cooperatives Organization (SACCOs) consisting of registered affirmative action groups making up their membership.

Value Addition: Value addition refers to enhancement of the worth of a product or service in the manufacturing, packaging, delivery so as to improve returns. In the context of NGAAF, activities funded under this component aim to enhance the worth of goods and services and initiatives that enhance livelihoods and create employment opportunities to groups funded under various innovations.

Vulnerable Groups: In the context of this document, vulnerable groups are registered self-help groups of: Elderly Persons; support groups of parents/ guardians with children with disabilities that wholly depend on them for survival (autism, cerebral Palsy etc) Teenagers who have dropped-outs due to pregnancies and other causes that include poverty, child labour; Women with fistula; Widows; Chronic Illnesses like cancer and HIV/aids; ex-convicts and street families among others.

Youth: Persons aged between eighteen (18) years and thirty four (34) years as defined in Article 260 of Kenya constitution.

ACRONYMS AND ABBREVIATIONS

AAGs	Affirmative Action Groups
ASAL	Arid and Semi-Arid Lands
BQs	Bill of Quantities
CBO's	Community Based Organizations
EE	Economic Empowerment
EEF	Economic Empowerment Funds
FGM	Female Genital Mutilation
FKF	Federation of Kenya Film Makers
FY	Financial Year
GBV	Gender Based Violence
GBVRC	Gender Based Violence and Rescue Centre
HIV/AIDS Syndrome	Human Immunodeficiency Virus/Acquired Immune Deficiency
NCPWD	National Council for People with Disabilities
NGAAF	National Government Affirmative Action
PFM	Fund Public Finance Management Public
PIPs	Infrastructure Projects Psychosocial Support
PSPs	Projects Persons Living with Disabilities
PWD's	Savings and Credit Cooperatives Semi-
SACCOs	Autonomous Government Agencies Value
SAGAs	Addition
VA	

Section A: Introduction

The National Government Affirmative Action Fund (NGAAF) is a Semi-Autonomous Government Agency (SAGA) under the Ministry of Public Service and Gender. Its establishment was based on the enactment of Legal Notice No. 24 of the Public Finance Management Act, 2012 published on 13th February 2015.

The Fund is governed by the Public Finance Management Act, 2012, the Public Finance Management (National Government Affirmative Action Fund), Regulation, 2016. The operations of the Fund are anchored on the Constitution of Kenya, the Kenya Vision 2030 development blue print and it's Medium Term Plans among others. The Fund aims to increase the attainment of equity and gender equality through enhancing access to financial facilities for socio-economic empowerment of affirmative action groups and other vulnerable populations.

1.1 Objectives and Purpose of the Fund (Refer to Part II Regulation 6 (1))

The purpose of the Fund is to complement the National Government programmes on affirmative action. The fund's objective is to provide for:

- a) Enhancement of access to financial facilities for affirmative action groups (AAGs);
- b) Support of value addition initiatives by AAGs;
- c) Socio-cultural development and nurturing of talent for AAGs including promotion of music, arts and sports;
- d) Enhancement of access to services to survivors of gender based violence, female genital mutilation, child marriages or forced marriages through establishment of rescue centres, legal aid centres and other similar facilities;
- e) Support to AAGs with bursaries and scholarships to access training and education opportunities;
- f) Establishment of drugs and substance abuse rehabilitation and counseling centres in conjunction with the relevant government agencies;
- g) Conduct Civic Education and community sensitization on National Government Affirmative Action policies and programmes; and
- h) Any other function necessary to give effect to the provisions above.

1.2 Vision

A Transformative Fund for an Empowered Society.

1.3 Mission

To facilitate socio-economic empowerment of Affirmative Action Groups through financial and social support for inclusive and sustainable development.

1.4 Core values

- a) Equity
- b) Gender Equality
- c) Dignity
- d) Integrity
- e) Innovativeness
- f) Self-reliance

1.5 Motto

Empowering for Self-Reliance

Section B: Management Framework of the Fund

NGAAF is managed by a Board of Directors at the National level and supported by a Secretariat headed by the Chief Executive Officer/Secretary to the Board. The Secretariat is responsible for the execution of the day to day functions of the Fund.

At the County level, NGAAF operations are managed by a County Coordinator supported by a gazetted County Committee one person each from each constituency in a county nominated through a participatory process with requisite qualifications. The County Coordinators is the head of the Secretariat and *ex officio* member and Secretary to the County Committees.

2.1 Composition of the Board

The Board consists of the following:

- a) A chairperson appointed by the Cabinet Secretary responsible for matters relating to gender affairs from among the persons appointed under (e, f, or g);
- b) Principal Secretary in the Ministry responsible for matters gender affairs;
- c) Principal Secretary of The National Treasury;
- d) Principal Secretary, State Department for Planning;
- e) Principal Secretary in the Ministry responsible for Social Security Services;
- f) One person representing persons with disabilities appointed by the Cabinet Secretary responsible for matters relating to gender affairs;
- g) One person representing the youth appointed by the Cabinet Secretary responsible for matters relating to gender affairs;
- h) Three other persons appointed by the Cabinet Secretary responsible for matters relating to gender affairs for their knowledge or expertise in affirmative action activities; and
- i) The Chief Executive Officer who is the Secretary to the Board.

2.2 Functions of the Board.

Part III of the NGAAF, 2016 Regulations 9 (i) a-d, outlines the functions of the Board as follows:

- a) Receive, review and approve project proposals for funding from each County in accordance with NGAAF Regulations, 2016;
- b) Oversee the management of the Fund;

- c) Receive, review and approve the reports of the Fund; and
- d) Perform such other duties as assigned by the Cabinet Secretary responsible for Gender Affairs.

2.3 Composition of the County Committees

County Committees consist of gazetted persons as follows:

- a) One person from each of the constituencies in the County nominated through a participatory process with requisite qualification as stated in Part III of Regulation 16 (3) a;
- b) A representative of persons with disability appointed by the Cabinet Secretary responsible for matters relating to gender affairs and meets the requirements prescribed under 16 (3) a;
- c) The County Commissioner or his/her nominee;
- d) The National Government officer in charge of Gender Affairs in the County or his/her nominee and ;
- e) The County Coordinator who is an *ex officio* member and Secretary to the County Committee.

2.4 Functions of the County Committees

- a) Ensure that the projects funded under the PFM (NGAAF) Regulations, 2016, comply with the objects and purpose of the Regulations;
- b) Ensure compliance with the guidelines on the disbursement of the funds for projects approved under the Regulations;
- c) Oversee implementation of projects financed through the Fund;
- d) Identify through a participatory process projects to be funded under the Regulations;
- e) Receive, review and recommend to the Board for approval proposals prepared through a participatory process;
- f) Oversee the monitoring and evaluation of projects or programmes funded under the regulations;
- g) Prepare quarterly and annual reports on the operations of the Fund;
- h) Sensitize the community on the objects and purpose of the Fund;
- i) Ensure projects recommended are guided by national development priorities and are not duplicated.

2.5 Key Programmes/Areas of Support

i	Economic Empowerment of affirmative action groups (WEE)
ii	Provision of bursary and scholarships to vulnerable to access education and skill training
iii	Support to value addition initiatives for economic empowerment
iv	Promotion of socio-cultural development and talent search among the youth
v	Support to prevention and response to Gender-Based Violence (GBV) services

vi	Support to survivors of GBV;
vii	Services on prevention of substance and drug abuse
viii	Civic education on government policies and programmes
ix	Emergency response

2.5.1 Target Groups funded through the Fund

1. Women groups;
2. Youth groups and youth organizations;
3. Groups of Persons with Disabilities;
4. Support groups of parents of children with disabilities;
5. Support groups of vulnerable persons including persons affected by chronic illnesses;
6. Orphaned/needy children;
7. Needy older persons;
8. Vulnerable and marginalized persons/groups;
9. Community Based Organizations by AAGs;
10. SACCOs by AAGs;
11. Communities/ groups affected by disasters and emergency situations.

2.6 Expenditure of the Fund

NGAAF Regulations, 2016, provides expenditure guidelines of the allocated funds appropriated by Parliament through The National Treasury. From the total fund allocation of each Financial Year, 9% is allocated to the National Secretariat for operations and maintenance while 91% of the funds are disbursed by the Board to the 47 Counties. The amount is composed of an equal amount to each Constituency to support implementation of project and programmes. The expenditure of the funds to counties is utilized as follows:

S/No	Item	Percentage %
1.	Administration (deducted upfront before apportioning to projects and programmes in 2-5)	5%
2.	Economic Empowerment Funds	20%
3.	Bursaries and Scholarship	20%
4.	Civic Education	10%
5.	Countrywide/Constituency/ The addition initiatives and talent search activities	50%-(10%-Socio-cultural activities 20%-Value addition)
6.		

2.7 Procurement of Goods and Services through the Fund

The National Government Affirmative Action Fund is fully funded by the Government of Kenya. Procurement of goods, works and services funded by NGAAF resources must therefore adhere to Government Regulations as is stipulated in the following;

1. Constitution of Kenya, 2010

Article 227 states that:-

- (1) When a State organ or any other public entity contracts for goods or services, it shall do so in accordance with a system that is fair, equitable, transparent, competitive and cost effective.
- (2) An Act of Parliament shall prescribe a framework within which policies relating to procurement and asset disposal shall be implemented and may provide for all or any of the following:-
 - a) Categories of preference in the allocation of contracts;
 - b) The protection or advancement of persons, categories, of persons or groups previously disadvantaged by unfair completion or discrimination;
 - c) Sanctions against contractors that have not performed according to professionally regulated procedures, contractual agreements or legislation;
 - d) Sanctions against persons who have defaulted on their tax obligations, or have been guilty of corrupt practices or serious violation of fair employment laws and practices.

2. Public Procurement and Asset Disposal Act, 2015, and Public Procurement and Asset Disposal Regulations, 2020

The Public Procurement and Asset Disposal Act, 2015, provides procedures and guidelines for efficient public procurement and for asset disposal by public entities and for connected purposes, while the Regulations have been made for the better carrying out of the provisions of the Act.

Part VI: General Procurement and Asset Disposal Principles

Section 53: Procurement and asset disposal planning

(2) An accounting Officer shall prepare an annual procurement plan which is realistic and in a format set out in the Regulations within the approved budget prior to commencement of each financial year as part of the annual budget preparation process.

Section 54: Procurement Pricing and requirement not to split contracts

(1) No procuring entity may structure procurement as two or more procurements for the purpose of avoiding the use of a procurement procedure except where prescribed.

Section 55 Eligibility to bid for a contract A

person is eligible to bid for a contract if;

- a) Has the legal capacity to enter into a contract;
- e) If not debarred from participating in procurement proceedings;
- f) Has fulfilled tax obligations
- g) Has not been convicted of corrupt or fraudulent practices.

Section 56: Use of List of registered suppliers of another State Organ or Public Entity To identify qualified persons, a State organ or Public entity may seek in writing to use another State Organ's, public entity's or regulated professional body's registration list of

registered suppliers in the category provided if the list is valid and developed through a competitive process in accordance with the relevant provisions of the Act.

Section 57: List of Registered suppliers

The Procuring entity shall maintain and update lists of registered suppliers in the categories of goods, works and services according to its procurement needs

Section 60: Specific Requirements

An accounting officer of a procuring entity shall prepare specific requirements relating to goods, works or services being procured that are clear, give correct and complete description of what is to be procured and that allow for fair and open competition among those who may wish to participate in the procurement proceedings.

Section 62 & 66: (62) Declaration not to engage in corruption and (66) Not to be involved in corrupt, coercive, obstructive, collusive or fraudulent practice, conflict of interest

Section 68: (1) Procurement records

Procurement records for each of the procurement undertaken shall be kept for at least six years after the result of contract has been completed or if no contract resulted, after the procurement proceedings were terminated.

Section 69 (1): Procurement Approvals

All approvals relating to any procedures shall be in writing and properly dated, documented and filed and (2) No procurement approval shall be made to operate retrospectively to any date earlier than the date on which it is made except on procurements in response to an urgent need.

Part IX of the Act explains;

This section outlines the methods of procurement of goods, works and services to be used depending on thresholds. County Coordinators are required to consult with the procuring entity at the County when initiating a procurement procedure.

(1) Executive Orders issued

Requirement to adhere to all relevant Legal Notices and Circulars provided from time to time.

The Board shall put in place mechanisms to ensure compliance of public procurement at the county level which shall include:

1. All procurement requirement in a County should be projected at the beginning of the Financial year (FY) and aligned to the work plan;
2. Strengthening audit functions of the Secretariat;
3. On regular basis, the counties with procurement challenges will be visited for verification and guided on how to address the challenges thereof;
4. In the event of continuous non-compliance of procurement, including the Board shall invoke Regulations 11 (10, 11).

2.8 NGAAF Branding and Corporate Identity

The strategic aim of branding is to strengthen an organization's public standing.

The National Government affirmative Action Fund (NGAAF) will therefore maintain a consistent corporate image and identity in all its internal and external engagements.

The key principles underpinning the Organization's branding and corporate identity shall include the following:

1. The Fund corporate colours shall be **HOT PINK** and as per the features representing the affirmative action groups and national colours as displayed in the Fund Logo and Fund IEC materials;
2. The Fund logo shall at all times have The Republic of Kenya **Coat of Arms placed on the left and the NGAAF Logo on the Right Hand**. The logo shall be as indicated and this shall constitute the complete and proper use of the Coat of Arms of the Republic of Kenya. (See Appendix
3. All publications, correspondences, promotional materials, banners, tear drops, T/shirts, Caps, Note books, pens etc) must be clearly identified with NGAAF logo with **requisite prominence**.
4. Other partners supporting the Fund Projects/activities shall have their brand identities placed below that of the Fund;
5. NGAAF's brand identity shall be projected in all funded county projects, Assets, documents, including, its various types of correspondence, PowerPoint presentations, advertisements and /or any other form of publicity;
6. All NGAAF funded projects, buildings, Assets shall bear the branding with Coat of Arms and NGAAF Logo and serialized to capture the County, Project No. and the Financial Year of funding.
7. The business cards of the Fund Board and Staff both at headquarters and counties shall bear a corporate identity.
8. Internal memos shall adhere to standards as advised through circulars issued by the Fund from time-to-time.
9. The proper use of the Fund logo and image shall be closely monitored by the Public Communication Unit to ensure consistency and upholding of the common identity and image.
10. The coat of arms and Fund logo used both at Headquarter and the Counties and any signage will be standard as per specifications

developed by Assets Management Unit (AMU) assisted by Public Communications Unit (PCU).

- j) The Fund will further endeavour to brand all its offices, projects, assets with the same colours in liaison with AMU and PCU.

2.8.1 Legislative Framework on Branding

- i. Part II of the NGAAF Regulations 2016, 5(4) states that 'Funds provided under these regulations shall not be used for the purpose of supporting political parties or entities'. It is imperative that all efforts must be made to give credit to the Government of Kenya whenever government funds have been used to support an initiative. Branding Guidelines will be issued to Counties to support these efforts.
- ii. Chapter six of the Constitution on Leadership and Integrity Act, 2012 outlines the basic tenets on moral and ethical requirements on leadership for all state and public officers in discharge of their public duties. Section 4(2) and 4(4) of the Leadership and Integrity Act, 2012 requires all public entities to carry out their functions and exercise of their mandate as may be necessary in compliance with the rule of law, leadership and integrity requirements.

2.8.2 Event Planning and Management

The strategic aim of event planning and management is to provide opportunities for face to face promotional activities and consultation with various stakeholders over a range of issues. The Fund both at Headquarter and county levels shall continue to organize diverse stakeholder forums, seminars, workshops and exhibitions. During events, the Fund shall endeavour to brand its promotional materials with appropriate messages bearing the **Fund, Logo Vision, Mission, values and Motto as guided by the Strategic Plan 2018/19-2022/23**.

2.8.3 The NGAAF website

The Fund website will serve as the main source of information for the stakeholders who are increasingly dependent on this medium. The Fund will revamp the website to allow for interaction and will be updated regularly with the most current information. The features, structures and content will be guided by the Web Content Development Committees to be established within the Fund headquarters. The Public Communication Officer will coordinate website content. Access to folders on the server will be granted by the ICT Ministry upon approval of respective heads of Departments/Units on the basis of agreed web-management protocols

Section C: Fund Access Guidelines

NGAAF Regulations, 2016 Part II Regulation 7 provides for the Board in consultation with the Cabinet Secretary in charge of Gender Affairs to develop guidelines for proper management of the Fund.

3.0 Project Proposal Evaluation Guidelines

3.1 Bursaries and Scholarships

In accordance with Part II Regulations 6(2, e), NGAAF is mandated to support needy and special needs children, school going students and youth with bursaries and scholarships to enhance access to formal education opportunities and for technical and vocational skills development. The bursary support shall be a reasonable amount to the AAG as indicated below;

- i. **Bursary funds:** The bursary awarded to a pupil/student shall be between Kshs.5,000-10,000 as determined by the category of the school,(i.e. day/boarding school, county, extra county, national).
- ii. **Technical and vocational skills training:** The amount awarded to the trainees shall be determined by the fees structure of the institution the trainee is admitted to.
- iii. **Accredited training institutions:** NGAAF shall only fund trainees admitted to institutions accredited/ recognized by the government and must be compliant with all relevant statutory requirements e.g licencing ,KRA tax returns, qualified personnel etc.
- iv. **Scholarships:** Very needy students shall be granted full scholarship and be supported to cater for school fees as determined by the institution of learning in accordance with the government guidelines.
- v. **Special schools:** Scholarship support to special needs children from needy families. The amount awarded shall be determined as per fees structure from respective learning institutions as per government guidelines issued from time to time.
- vi. **Counties are required to maintain upto date bio-data of supported students and trainees in a sex dissagregated data with details of institutions attended for posterity and as a best practice**

NB: Bursary and scholarship funds shall be used ONLY for school fees/tuition payment and shall not be re-allocated. Parents and guardians will take care of basics, travel and other related needs.

3.1.1 Target Group

i.	Students from needy families in secondary schools
ii.	Orphaned and vulnerable children;
iii.	Children from single parent and needy households
iv.	Out of school youth in need of vocational skills training
v.	Youth with disabilities in vocational rehabilitation centres
vi.	School drop-outs due to lack of school fees
vii.	Teenage mothers and victims of early marriages
viii.	Youth affected by Drugs and substance Abuse
ix.	Children in child-headed house-holds
x.	Children with special needs (PWDs).

3.1.2 Requirements/Eligibility Criteria

1. Be a Kenyan citizen and resident of the County where the bursary is sought;
2. Submit a recommendation letter from the school/institution of learning;
3. Submit a recommendation letter from the area Chief/Community leaders;
4. Submit a copy of school admission letter for new applicants;
5. Submit a report card and fees structure from the school/institution for continuing students;
6. Disclosure of other financial assistance received if any e.g. from funds like NG-CDF, MoEST and any other charitable institutions;
7. In case of orphans, attach copies of death certificates of parents or burial permit/death notification;
8. Vocational and technical institutions should be fully accredited by relevant government agency; and
9. Duly filled bursary application forms for submission to the County NGAAF Offices.
10. During issuance of bursary/ scholarship cheques beneficiaries and institutions must sign acknowledgement forms.

Bursary application forms can be obtained from NGAAF website: www.ngaaf.go.ke or NGAAF County Offices.

3.2 County Wide Projects

Regulations 21 (1&2) states that in any given Financial Year, a county may allocate up to fifty percent of funds disbursed to it by the Board to county-wide projects. Further, from this amount, the County Committee may disburse up to fifty percent to constituency-based projects. Accordingly, these guidelines hereby provide for utilization of funds under county-wide allocation for:

1. Psychosocial Support Projects (**PSPs**) and Public Infrastructure Projects (**PIPs**);
2. Constituency-based projects i.e. Value Addition initiatives and Socio-Cultural Development activities.

The NGAAF County Committee shall be expected to prioritize projects based on the priority needs of the county and also as guided by national government development priorities in line with a realizing vision 2030 and national transmutative agenda. A county should exercise creativity in ensuring that such projects improve the well-being of the County's citizens as opposed to duplication.

3.2.1 Public Infrastructure Projects (PIPs) and Psychosocial Support Projects/ Facilities (PSPs)

Public Infrastructure Projects and Psychosocial Support Projects/ Facilities are community- based projects that ensure benefits from the project are widespread and are available to a cross-section of the community. Such projects should be designed for social development and welfare purposes. They shall be projects designed to meet objects and purpose as set out under Regulations 6 (2) (d, f).

PIPs include projects in public learning institutions and those that address community welfare needs such as; construction and equipping of dormitories and classrooms in needy schools, water tanks, market sheds, community water projects and market umbrellas, tents & chairs for AAGs, dormitories and classrooms for girls schools or other needy groups.

PSPs include projects such as: construction and equipping of gender-based violence rescue centres (GBVRC) /facilities in hospitals, GBV reporting desks within police stations, child protection centres, rehabilitation centres for drugs and substance abuse and purchase of assistive devices for PWDs among other special needs.

3.2.2 Conditions for Funding County-wide projects (PIPs & PSPs)

1. Duly signed County committee minutes with resolutions recommending the project for funding;
2. Duly signed application form for funding;
3. Avail documents that demonstrate that the project was identified through community/public participation e.g. barazas, Community action plan with list and photos of participants or interim project committees as trustees on behalf of the community;
4. Endorsement of the project by the County Commissioner or the relevant head of the technical agency under which the project fall under;
5. Approval by relevant government institution as per their standard guidelines on such facilities with their professional opinion (e.g. GBV Centres through Department for Gender, GBVRC/ maternity wing -MOH, Rehab Centres- NACADA etc)
6. Avail Bill of Quantities from Ministry of Public Works /relevant technical government agency (e.g. Water Department) on the cost of the project;
7. Attachment of valid land ownership documents complete with search certificate;
8. A written authority from the County government where applicable before construction of the facilities such as health facilities, market sheds and boda boda sheds;- In recognition of devolved functions
9. Where land is owned by community trustees or donated by a member of the community an MOUs with ownership documents for land should be provided;
10. Certified architectural and structural designs approved by the county Planning Department;
11. A signed request letter from the relevant public institution e.g. schools, health facilities;
12. Avail minutes of the institutions requesting for funding e.g. schools, Health centre;
13. The facility must co-exist or attached to an existing functional facility with related mandate for sustainability e.g. a Gender Based Violence Recovery centre should be within or near a hospital while a rescue centre should be near a police station/post for security or Community Based/ Faith Based facility.
14. A Memorandum of Understanding with a partner institution/organization such as County Government or Faith Based organization, Community Based Organization Non-Governmental Organization or Civil Society Organization to support operations and maintenance of the centre once completed;
15. Implementation of the project must adhere to Government Procurement Procedures;

16. Project management committee should submit copies of their national identity cards and telephone contacts to the County Committee and their terms of reference in the management of the facility.
17. Facilities owned by CBOs must be registered with relevant Government agencies;
 1. CBOs requesting for funding must be operating in the Constituency it is seeking funds from;
 2. Have a bank account in the name of the CBO and up to date financial records;
 3. Minutes of 3 subsequent group meetings prior to the application for funding;
 4. The group should have been in existence for at least three months prior to request for funding;
 5. Up-to date financial records of the CBOs.

18. Allocation for money capital projects should be adequate for their completion. Measures should be put in place to ensure facilities constructed are equipped and operational.
19. Funds from NGAAF should not be used to support recurrent expenditure.
20. The Secretarial and County Committees are required to undertake monitoring for project from initiation to completion.

NOTE:

1. All these projects shall be identified through public participation;
2. Only PIPs may be subsequently funded in quarters within given a financial year;
3. In each county, the purchase of market umbrellas should not exceed 200 pieces in a financial year;
4. In each County, the purchase of tents should not exceed a set of 100 in number and 10,000 chairs in a financial year

3.2.3 Constituency-Based Projects (Value Addition and Socio-Cultural development)

3.2.3.1 Socio-Cultural Development Projects

Socio-Cultural Development projects are as per Regulations 6(c) on nurturing talents of AAGs including promotion of arts, music or sports. All socio-cultural development projects should be spread out in all the constituencies within a given County in a given financial year. County Committees are therefore required to uphold principles of equity in utilization of the funds in consideration of various socio-cultural activities/events.

In undertaking socio-cultural activities, Counties are expected closely work with relevant professional bodies in execution of various talent search activities. Such institutions include Federation of Kenya Films Federation (FKF), Music Copyright Society of Kenya, Amateur Athletics Association of Kenya, Bomas of Kenya, Goethe Institute and other local bodies within their jurisdiction to ensure graduation and sustainability of the projects/talents.

NOTE: The amount allocated to socio-cultural projects and events per County shall not be more than 10% of the County-wide fund allocation in a given financial year.

Target Group: All categories of AAGs, youth, engaged in art, music and sports.

Activities funded: Community based cultural centres for promotion of Eco-tourism, Sports activities peace building sports, Music competitions, community recreational Centres, inter-community peace building sports and cultural activities activities among the youth and other talent search activities.

3.2.3.2 Value Addition Initiatives (VA)

These are projects geared towards meeting the objects and purposes in the Regulations 6(2)(b) on support of Value Addition (VA) Initiatives by AAGs. It shall be utilized exclusively to support economic activities which improve the value of the raw material and other economic ventures undertaken by AAGs.

NOTE: A County may allocate not less than 20% of the County-wide fund allocation to Value addition Initiatives in a given Financial Year.

3.2.3.3 Target Group:

- i. Women Groups with at least 20 members;
- ii. Groups of Persons with Disabilities of at least 10 active members. The members must be registered with National Council for Persons with Disabilities (NCPWD) and the registration card availed at the time of application;
- iii. Groups of Persons Living with HIV with at least 10 active members;
- iv. Support groups for vulnerable persons such as (persons living with HIV/AIDS, survivors of Gender Based Violence) with a membership of at least 10);
- v. Youth Groups with at least 10 members;
- vi. Needy Older Persons;
- vii. Other categories of vulnerable and marginalized persons/groups.

3.2.3.4 Activities Funded under Value addition

Activities to be funded under this category aim to enhance incomes/outputs for improved livelihoods. These activities are of value addition in nature which includes:

S/No	Activity Funded
i.	Manufacturing
ii.	Green energy innovations
iii.	Processing of livestock and agricultural products
iv.	Packaging
v.	Agribusiness
vi.	Informal Sector (Jua-Kali)
vii.	Use of green technology e.g. energy saving innovations
viii.	Equipment and machinery for promoting economic activity

ix.	Blue Economy activities e.g. cage-fishing, eco-furniture
x.	Cottage industry-textile, confectionary etc
xi.	Improved transport sector e.g. boda-boda, motor-boats;
xii.	Promotion of bead-based products for heritage and economic purposes;
xiii.	Making of charcoal briquettes
xiv.	Livestock breed upgrading

3.3 Economic Empowerment Funds (WEE)

Economic Empowerment Funds consist of 20% of the total allocation given to a County in a financial year. It is exclusively used for SACCOS revolving fund, Table banking savings and credit to enhance access to financial facilities for affirmative action groups. The EEF projects are geared towards meeting the object and purposes in the Regulations 6 (2, a) of enhancement of access to financial facilities for AAGs.

3.3.1 Target Groups

- i. Registered Women groups with 100 members as provided for with the regulations.
- ii. Registered Youth Groups with at least 20 members (a third of which should be of either gender) undertaking table-banking activities (membership of Youth Groups consists of those aged between 18 and 35 years);
- viii. Registered groups or organizations of Persons with Disabilities with a minimum membership of 10 involved in table-banking activities. The members must be registered with NCPWD and evidence of the same availed at the time of application;
- iii. Community SACCOS for AAGs;
- iv. Umbrella CBO's involved in lending to AAGs; and
- v. Registered support groups for vulnerable persons with a membership of at least 20.

3.3.2 Provision on EEF Amount Allocated

i.	The maximum fund allocation to a single AAG shall not be more than Kshs.500,000 (Five Hundred Thousand) for table banking per Financial Year.
ii.	At least 60% of the EEF allocation shall be disbursed to women groups.
iii.	The minimum fund allocation to a single AAG shall not be less than Kshs. 100,000 (One Hundred thousand) per Financial Year.
iv.	Only counties with Economic Empowerment Funds allocation of less than Kshs. 500,000 per quarter may be exempted from the above conditions (i and ii). However, County Committees should exercise caution to ensure that the funding per group is not too little to make an economic impact. Such Counties include: Lamu, Isiolo, Samburu, and Laikipia.

v.	The maximum fund allocation to a SACCO and amalgamated/umbrella Organizations composed of various AAGs, shall not be more than Ksh.4,000,000 (Four Million only) per Financial Year unless they have demonstrated usage of previous disbursement profitably.
vi.	The minimum fund allocation to a SACCO and amalgamated/umbrella Organizations composed of various AAGs, shall not be less than Kshs. 1,000,000 (One Million only) per Financial Year.
vii.	Consideration for subsequent additional funding to a group/Sacco can only be after it provides a satisfactory revolving fund report on previous disbursements as provided for under Part III Regulations 7,8,9,10,11.
viii.	SACCOS must provide their audited accounts by a credible firm for the year under which the disbursement was made before they receive additional funding or application of funding for ongoing SACCOS.

A SACCO/CBO/Group shall not be funded subsequently funded more than three times in its lifetime.

3.3.3 Requirements / Eligibility Criteria

To access the Economic Empowerment Funds by AAGs, the following conditions must be met:

1. The group(s) must be registered with relevant Government Agencies e.g. (Department of Social Development, Registrar of Societies, and Cooperative Development. The certificate of registration should be current/up to date).
2. Operate an active bank account in the name of the group (Must attach copy of current Bank Statement).
3. The registered group must be operating within a Constituency in the County it is seeking funds from.
4. Women Groups must have at least 100 active members. Such group may have at least 70% women membership and 30% men. However, the group officials/leadership must be 100% women i.e. chairperson, treasurer and secretary.
5. Special consideration to waive the membership from 100 to at least 50 members shall be given to ASAL areas. This is applicable to groups whose membership has remained consistently at 50 for the last six months before applying for the funds. However, the membership should at least be composed of at least 70% women ratio. The group should provide proof through their records.
6. An umbrella CBO or SACCO of similar registered groups (as shown in 4 and 5 above) and are involved in lending to the smaller groups and must have been in existence for at least three (3) months. Evidence of amalgamated groups must be provided for as long they meet at least six months threshold.
7. The groups/CBOS must have been in existence for at least six months and currently engaged in table banking activities and provide evidence of the same in accordance to Regulations 23 (vii).

8. The SACCO must have a minimum of Ksh.300,000 in their savings as per regulation 23 b (iii).
9. An umbrella CBO or SACCO should be involved in lending to the AAGs and must provide evidence of the same.
10. Minutes of the Group's meeting on funds request (not more than 3 months) prior to the application with a quorum of at least 70% of members.
11. Provide a signed list of group members' names as they appear in their National ID Cards and copies of Identity Cards, cellphone Numbers of at least three (3) group officials and physical contact addresses.

3.4 Civic Education

In accordance to Part II Regulations 6(g), the Fund is mandated to conduct civic education and community sensitization on National Government affirmative action programmes and policies.

Funds for Civic education shall not be more than 10% of the disbursement in a given Financial Year. Civic education/training shall cover areas such as:

i.	Conditions for accessing affirmative funds and gender relations in the community
ii.	Group Leadership Skills dynamics
iii.	Project proposal writing & Resource mobilization
iv.	Project Management
v.	Access to Government Procurement Opportunities (AGPO)
vi.	Peer to Peer learning and networking
vii.	Business development services
viii.	Enterprise and skills training
ix.	Mentorship programmes
x.	Citizen public participation on government projects and programmes
xi.	Gender Based Violence prevention
xii.	Women and Youth empowerment
xiii.	Any other relevant topic on development issues

NOTE: County Committees must conduct civic education in collaboration with relevant technical National Government Ministries, Departments and Agencies and other stakeholders for realization of diversified knowledge and skills.

3.4.1 Target Group:

- i. AAGs;
- ii. County Committees;
- iii. National and County Government Officers in line Ministries e.g. Chiefs, Cooperative Officers;
- iv. Institutions of learning; and
- v. General public among others.

3.4.2 Methodology for Conducting Civic Education:

1. Civic Education programmes should be undertaken equitably in all the constituencies within the County;
2. County committees shall work closely with **national secretariat** and other technical Departments in the County;
3. The program should be organized by the County Committee and Coordinator in collaboration with the National Secretariat and other Government Departments at the County, including Ministry of Interior and Coordination of National Government and the Ministry of Public Service and Gender;
4. Civic education programme must have an implementation work plan, formal program and agenda of activities including invitation to participants;
5. **NGAAF National Secretariat shall develop standardized training manual to guide counties during training and sensitization of AAGs;**
6. Training should be held in public institutions and grounds unless under special circumstance;
7. Report on the training/sensitization activity must be prepared and submitted to the NGAAF National HQ for accountability immediately after the activity;

3.5 Administrative costs

In accordance with Regulations 15(5) and 26(1), 5% of the Fund annual allocation shall be set aside for administrative costs. The administrative funds are to support recurrent operations and maintenance cost of NGAAF Headquarters and County Secretariat.

Specifically, administrative funds shall be spend on:

- i. Purchase of Office equipment and furniture
- ii. Purchase of general office supplies;
- iii. County Committees allowances
- iv. Project Monitoring and evaluation activities

- v. Payment of staff salaries and wages and internships as provided for in PSC guidelines;
- vi. Fuel and vehicle repairs and maintenance;
- vii. Staff training and development;
- viii. Office and accommodation expenses,
- ix. Daily subsistence allowances and any other related recurrent overheads that may be determined from time to time by the Board and that are necessary for the running of an organization.
- x. The allocation shall not be used for development expenditure.

County committees should observe government laws and regulations in utilization of administrative funds allocated to the County.

No re-allocation from development expenditure shall be allowed for recurrent use. The Board may only re-allocate civic education funds in a County to cater specifically for vehicle maintenance costs under special circumstances upon request.

3.6 Emergency Reserve Fund

Regulations 13 (1), provides for a portion equivalent to 2% of the funds remain unallocated by the Board and shall be available to cover emergencies faced by AAGs. Emergency funds must be administered in accordance with the provision of the Constitution, The PFM Act of 2012, the NGAAF Regulations 2016, and any other relevant law. Unspent funds from the Emergency Reserve account shall be cumulative and shall be carried forward from one financial year to the next.

The Board shall determine the allocation of the emergency fund to each County Committee based on the need but shall not exceed **Kshs. 1,000,000** per disaster occurrence in a county. In case of re-occurrence of a disaster in the same county, the Board shall exercise discretion on additional funding.

For purposes of these guidelines, an emergency is a serious, unexpected, and disruptive occurrence requiring immediate action to normalize or alleviate human suffering.

3.6.1 Requirements/Eligibility For Assistance

All disbursements from the Emergency Reserve shall be for specific emergency cases as submitted by the Counties. The following specific occurrences shall be deemed by the Board to be emergencies and the specific activities to be funded in each shall include:

3.6.1.1 Floods
<ul style="list-style-type: none"> • Rehabilitation of property destroyed by flooding; • Facilitate evacuation of affected persons; • Provision of temporary shelter; • Provision of basic medical care; • Provision of food, water and other basic needs such as blankets and mosquito nets, sanitary towels and food to the most vulnerable which include the aged, sick, pregnant and lactating mothers, Persons with disabilities and young children.
3.6.1.2 Famine
<ul style="list-style-type: none"> • Food rations and other basic essential commodities to the most vulnerable in society e.g. Pregnant and lactating poor women, Persons with Disabilities, the elderly, children, orphans etc. (as guided in the NGAAF Regulations).
3.6.1.3 Wide Spread Epidemic Diseases, like Cholera, Covid 19.
<ul style="list-style-type: none"> • Evacuation of persons if need be; • Facilitate the provision of basic medical services and equipment in consultation with the relevant stakeholders; • Provide quarantine services where needed.
3.6.1.4 Landslides
<ul style="list-style-type: none"> • Provision of evacuation services; • Rehabilitation of destroyed property; • Provision of temporary shelters to the affected persons. • Provision of basic needs/food/medecine only to the most, Vulnerable, Children,Disabled,Elderly,Pregnant women and lactating poor women;
3.6.1.5 Terrorism /Community Conflict
<ul style="list-style-type: none"> • Organize peace-building and conflict resolution forums; • Assist affected vulnerable groups with temporary shelter; • Provision of basic medical care;
3.6.1.6 Fire Outbreaks
<ul style="list-style-type: none"> • Evacuation of persons from the affected areas; • Provision of temporary structures to affected persons; • Rehabilitation of destroyed property;

<ul style="list-style-type: none"> • Provision of basic needs to a limer extend to the most Vulnerable(Children,Lactating mothers, pregnant women, Elderly and Disabled).
3.6.1.7 Destruction of Infrastructure by Natural Calamities Such As Wind, Thunder or Lightning
<ul style="list-style-type: none"> • This will apply to institutional and public facilities and not personal or private property and will include but not limited to roofs, walls and building repairs. • The Board within its discretion can support any other emergency project that it deems critical and is consistent with the guidelines of the Fund.
3.6.2 Access Conditions
<ul style="list-style-type: none"> • Monies from Emergency Reserve shall at no point be used to undertake recurrent activities or cater for recurrent expenditures; • The Board may also impose reasonable requirements and restrictions on counties which do not use their emergency fund for the specific emergency requested for. • No particular county committee shall take undue advantage on emergency requests compared to other county committees.
3.6.3 Criteria
The amount to be disbursed will be dependent on:
<ul style="list-style-type: none"> • Nature of the emergency; • Number of people affected by the calamity; • Magnitude of the damage; • Scope of the damage; • Geographical coverage of the calamity;
NOTE: The NGAAF County Committee is expected, at all times, to observe the values of transparency and accountability in circumstances where the beneficiaries are also being assisted by other organizations

3.6.4 Emergency Action Plan

- In event of a calamity, NGAAF County Committee leadership should contact the Board through the CEO via phone call followed by an accompanying email with details about the emergency and formal request attaching all the documents that has timely and accurate information. Required documents shall include but not limited to:
 - i. Request letter from the County Coordinator;
 - ii. County Committee meeting minutes discussing the emergency with resolution to request for the same;
 - iii. Evidence(s) of a calamity necessitating the emergency. This includes but not limited to photos which must be time stamped;

- iv. A letter from National Government Officer in charge of Coordination of National Government Functions stating the nature of calamity or emergency and nature of support required; and
- v. Budget estimates for support required towards addressing the emergency;

The Board chair shall convene a special Board meeting to deliberate on the issue.

- If the emergency is not approved, official communication will be made stating the reasons as to why it was declined.
- If approved, the Board shall minute its resolutions and funds will be approved for disbursement to the County Committee.
- Involvement of the National Government Officer in charge of Coordination of National Government Functions is imperative right from the beginning to ensure the assistance reaches the intended beneficiaries.

Once the county committee has implemented emergency funding, the County Coordinator shall be expected to submit detailed reports. The same report shall also be included in the financial returns made at the end of the financial year. The emergency reports shall include:

1. Date and the amount of each payment made from that reserve;
2. Signed list of beneficiaries to whom the payment was made;
3. Pictorial evidence which shall be time stamped when providing the support to the beneficiaries;
4. Purpose for which the payment was made;
5. Information on whether the beneficiaries to whom the payment was made spent the money for that purpose and a statement made to that effect;
6. If the group to whom the payment has been made has not yet spent the money for that purpose, a statement specifying the reasons for not having done so;
7. A statement indicating how payment conforms to an emergency

3.7 Re-allocation of Funds

Part IV (Projects), Regulation 20(4) states that on application by a County Committee, the Board may re-allocate funds approved for a project to another in the same sector. The amount re-allocated shall not exceed ten percent (10%) of the funds allocated for that project during a financial year.

- i. The re-allocation shall exclusively be in the same sector within the same Financial Year and should be in the approved Annual Work Plan.
- ii. Change of project by county will only be done during mid-year after Board approval of the County's reviewed Annual Work Plan in a Financial Year.
- iii. Application for change of approved project from one Financial Year to another is unacceptable.

3.8 Monitoring and Evaluation and Reporting

3.8.1 Monitoring and Evaluation

Monitoring, Evaluation and Reporting is an integral part of any programme and policy implementation. To ensure effective implementation of funded projects the Board will undertake monitoring in collaboration with relevant stakeholders.

Regulations 9 (1) (b) mandates the Board to oversee the management of the Fund and to receive, review and approve the reports of the Fund which include project reports. The Monitoring and Evaluation of projects and programmes and county operations shall be carried out at the following levels;

1. The National Board;
2. The National Secretariat;
3. The County Secretariat and County Committee.

In execution of its mandate, the Board shall oversight the Monitoring and Evaluation done by the County Committee. The National Board shall direct the National Secretariat to validate projects and programmes implemented by the counties on a regular basis and carry out M&E in liaison with the County Secretariat and Committee. The Board may also carry out oversight to counties from time to time to ascertain whether there is proper management of county projects in accordance to the Regulations.

Further, The National Treasury has provided Guidelines on Public Investment Management for National Government and its Entities. The guidelines provide a framework for efficient and effective management of public investments that includes project identification, implementation, monitoring, evaluation and reporting to ensure value for money and optimal use of public resources. This entails monitoring, evaluation and reporting on funded projects implemented to ensure effectiveness and efficiency in project implementation.

Undertaking Monitoring, Evaluation and Reporting of NGAAF projects and programmes funded in accordance to these Guidelines is critical to the operations of the Fund and enables tracking implementation progress towards the achievement of the objectives of the Fund and fulfillment of its mandate. It ensures systematic documentation and provision of evidence based reports to support decision making. It further focuses on tracking implementation progress of activities and performance indicators against the submitted approved Work Plans and provided indicative budget. It is on this basis that the Board will ensure proper monitoring and evaluation is carried out and reports thereof submitted for discussions and decision making.

The Executive Order No 1 of 2019 Framework for Co-ordination and Implementation of National Government Development Programmes and Projects establishes implementation and co-ordination Committees at various levels which include national, regional and in all the 47 counties. These committees are chaired by the County Commissioners with membership composed of County Directors of MDAs and SAGAs implementing National Government Programmes and Projects.

The functions of the committee are; to co-ordinate within the County, using a multi-sectoral approach, the implementation of National Government Programmes and Projects, monitor, verify and evaluate the progress of National Government Programmes and Projects with the County, identify and suggest solutions for bottlenecks that hinder the implementation of National Government Development Programmes and Projects within the County. The, the NGAAF County committees should therefore utilize this framework in monitoring project implementation.

Reporting

In accordance to Regulations 16(2)(g), the County Committees have the obligation of preparing quarterly and annual reports on the operations of the Fund at the county level. The reports should be submitted by 5th day of the following month after the end of a quarter and/ or Financial Year on funds disbursed to the counties for all project(s) detailing the following:

1. Financial reports;
2. Project reports; and
3. Emergency funds.

The National Secretariat shall develop reporting templates for use by counties. The reports so provided by the County Committees shall enable the Board to give quarterly and annual reports by 15th day after end of quarter and/ or financial year to the Cabinet Secretary pursuant to NGAAF Regulations, 22.

Section D Annexes

Listed below is the list of Board members and Secretariat involved in the review of the Guidelines

Annex I: 4.0 List of Board Members

S/NO	NAME	POSITION
1	Prof. Wanjiku Mukabi Kabira	Board Chairperson
2	Florence Kalekye Kiriinya	Board Member
3	Protus Onyango	Board Member
4	Charles Kimutai Chirchir	Board Member
5.	Benson Kimani	Board Member
6.	Joyce Mugure Wanyingi	Board Member
7	Linda Gaceri Kinyua	Board Member &committee Chair Strategy &Programs
8	Robert Otieno Oduor	Board Member
9	Robert Osudi	Board Member

Annex II. 4.1 List of 7 Secretariat

S/NO	NAME	DESIGNATION/Title
1.	Titus Lotee	Chief Executive Officer
2.	Magdaline Kipkenei	Director, Finance & Administration
3.	Jackson Kayaga	Head, Programmes Department

4.	Jesse Njuguna	Programme Officer
5.	Nadhifo Duba	Programme Officer
6.	Serah Muchunga	Head, Finance & Accounts
7.	Stephen Irungu	Head, Human Resource & Management
8.	Peter Omanga	Human Resource & Manage Officer
9.	Regina Bundi	Head, Administration
10.	Jane Kyengo	Head, Procurement
11.	Vivianne Simwa	Head, Public Communications & ICT
12.	Rainette Mikisi	Assistant Office Administrator
13.	Lydia Nyaga	Assistant Office Administrator
14.	Patricia Ngina Kasoo	Accounts Department
15.	Imelda Koskei	Program Office/Intern
16.	Margaret Gathiru	Program Office/Intern
17.	Kiptoo Makal	ICT Unit

Annex III: NGAAF Logo:



Empowering for Self-Reliance



Annex IV:

GROUPS PROJECT FUNDING APPLICATION FORM

Economic Empowerment (WEE) Form



Empowering for Self-reliance

NATIONAL GOVERNMENT
AFFIRMATIVE ACTION FUND



Name of County: County code:

For NGA AF USE ONLY

Application No.	
Date Received:	

GROUPS PROJECT FUNDING APPLICATION FORM

(For projects under Women Economic Empowerment & Value Addition)

1. 1 PROJECT AND CONTACT DETAILS

Registered name of the Group <i>(Please attach a copy of up to-date registration certificate:</i>		
Specify category of group Youth/Women/PWDs/elderly/other		
Geographical Location of the Group	Sub-County	
	Constituency	
	Ward	
	Location	
	Sub-location	
	Nearest Trading Centre	

Provide at least two (2) contact persons of the group Positions in the Group	
Cellphone Nos	
Email (if any)	
Postal Address of the Group, Include Postal Code	

1.2 BRIEF HISTORY OF THE GROUP

Briefly give background information of the group/organization showing when it was formed, membership and its key objectives and achievements so far.

1.3 Active Group Membership Profile

Gender	No. of Members
Male	
Female	
PWDs	
Others	
Total	

1.4 Requested Funds Details

AMOUNT Requested in Kshs:

Amount in words:

1.4.1 Summary Budget Breakdown of the Requested Amount

Item Description	Amount in Kshs

1.4.2 Briefly indicate why the funds are required.

1.4.3 Explain how will the funded project will improve the livelihoods of the group members/community?

2. SUSTAINABILITY

Briefly state how the group will ensure the benefits of the project continue to be sustained beyond the funding.

Declaration by Group Officials

We, the undersigned hereby declare to NGAAF that the information provided herein is true, genuine and verifiable to the best of our knowledge and that the information can be verified by any government agency

That we shall be held personally liable if the information is found to be falsified and is not available when required

Group Officials Details

Full Name	Position	ID. No.	Mobile No.	Signature

3. FOR OFFICIAL USE ONLY

CHECKLIST OF DOCUMENTS THAT MUST BE ATTACHED THE GROUP PROPOSAL

(Tick Yes for each document attached and No for those not availed)

No.	Documents to Attach	Yes	NO
1.	Duly signed NGAAF County committee meeting minutes with resolutions recommending the project for funding by the Board		
2.	Minutes of the group's meeting discussing the request for funds (not more than 3 months) prior to application		
3.	One original and one copy of dully filled application form by the group		
4.	A copy of group registration certificate which must be currently renewed which must be more than 6 months old		
5.	A copy of Active Group bank account statement		
6.	Duly signed list of members' names as they appear in their ID Cards, ID/Number, cell phone contacts,		
7.	Copies of ID cards of at least 3 group officials and cellphone Nos		
8.	Attach records on evidence of the table banking activities or any other enterprise the group is undertaking		

RECOMMENDATION BY COUNTY COMMITTEE MEETING

HELD ON..... MONTH..... YEAR.....

Amount recommended by county committee to the Board

in Kshs.....

Amount in Words:

.....

Confirmed by:

NGAAF County Committee

Chairperson's Name.....

Sign:

Date:

4 Declaration by the County Coordinator

INGAAF Coordinator of.....County hereby declare to the NGAAF National Board that I have gone through all the necessary documents and information related to the group applicant (s) and confirm that the herein attachments are genuine and verifiable to the best of my knowledge and that the information can be verified by any government agency

That I shall be held personally liable if the information is found to be falsified and is not available when required

Signed:.....Date:.....Stamp:.....

Annex V: BURSARY AND SCHOLARSHIPS APPLICATION FORM



Empowering for Self-reliance



BURSARY AND SCHOLARSHIPS APPLICATION FORM

1. DETAILS OF LOCALITY

NAME OF COUNTY.....COUNTY CODE

CONSTITUENCY.....WARD.....

LOCATION.....

2. PERSONAL AND SCHOOL DETAILS

NAME OF STUDENT:

GENDER..... (MALE/FEMALE)

DATE OF BIRTH.....

NAME OF SCHOOL/INSTITUTION:

YEAR OF STUDY..... FORM/CLASS.....

ADMIN NO.....

3. WHERE APPLICABLE, INDICATE:

NAME OF FATHER:

CURRENT OCCUPATION:

NAME OF MOTHER:

CURRENT OCCUPATION:

NAME OF GUARDIAN:

FAMILY INCOME LEVEL (MONTHLY IN KSH):

CONTACT PERSON PHONE NO:

4. PERSONAL STATUS

(APPLICANT TO TICK ONE)

ORPHAN & NOT SUPPORTED BY EXTENDED FAMILY

ORPHAN BUT SUPPORTED BY FAMILY/SPONSOR

PERSONS WITH DISABILITY (PWDS).....

SINGLE PARENT FAMILY

OTHER STATUS (PLEASE EXPLAIN)

NOTE: PLEASE PROVIDE SUCH EVIDENCE (RELEVANT CERTIFICATES /LETTERS FROM LOCAL CHIEF ETC) AS MAY BE APPROPRIATE AND WHERE APPLICABLE TO SUPPORT YOUR STATUS.

5. PERSONAL STATEMENT

(NOTE: LEARNER TO EXPLAIN WHY BURSARY IS SOUGHT)

DECLARATION OF FINANCIAL SUPPORT FROM OTHER SOURCES (E.G CDF, COUNTY GOVT, HELB ETC)

SOURCE: YEAR:.....
AMOUNT:.....

SOURCE: YEAR:.....
AMOUNT:.....

SOURCE: YEAR:.....
AMOUNT:.....

CURRENT FEE BALANCE

AMOUNT REQUESTED FOR.....

NOTE: IT IS MANDATORY TO ATTACH FEES STATEMENT – STAMPED AND SIGNED BY THE SCHOOL

IN THE CASE OF NEW ENTRANT, ATTACH ADMISSION LETTER

6. CONFIRMATION OF FEES AND PERSONAL STATUS

LOCAL ADMINISTRATOR (ASSISTANT CHIEF/CHIEF) TO VERIFY AND CONFIRM

NAME OF OFFICER.....

SIGNATURE.....

STAMP AND DATE.....

7. OFFICIAL USE COUNTY LEVEL:

CHAIRPERSON..... SECRETARY.....

SIGNATURE..... SIGNATURE.....

DATE..... DATE.....

Annex VI: COUNTY-WIDE PROJECTS FUNDING APPLICATION FORM



Empowering for Self-Reliance



NATIONAL GOVERNMENT AFFIRMATIVE ACTION FUND

Name of County: County Code:

For NGAAF COUNTY OFFICE USE ONLY

Application No.	
Date Received:	

COUNTY-WIDE PROJECTS FUNDING APPLICATION FORM

4. 1 PROJECT AND CONTACT DETAILS

Title of the Proposed Project		
Location of the proposed Project	County	
	Sub-County	
	Constituency	
	Ward	
	Location(s)	
	Sub-Location	

	Nearest Trading Centre	
<i>Specify the major beneficiaries (either youth, women, PWDs, elderly)</i>		
Contact Person(s) of the project	1st Contact Name:	
	Title of responsibility in the project:	
	Cellphone No:	
	2nd Contact Name:	
	Position:	
Details of Partner(s) to the Proposed project (Provide a list of Partners in the project)	Name of the representatives of 1st Partner:	
	organization.....	
	Position in the organization.....	
	Tel Contact:	
	Name of the representatives of 2nd Partner organization:	
Position in the organization.....		
Tel Contact:		

1.2 JUSTIFICATION OF THE PROJECT

Briefly give background information of the project and elaborate the community need(s) the proposed project will address.

1.3 Community members' beneficiary (ies) Profiles

Provide information on the expected number of community beneficiaries for the proposed project

Category of beneficiaries	Gender
Total Population beneficiaries	Male.....Females....
Children (under 18 year)	No. of Males.....
	No. of Females....

Youth Population (Aged 18-35 years)	No. of Males.....
	No. of Females.....
PWDs	No. of Males.....
	No. of Females.....
Older Persons	No. of Males.....
	No. of Females....

1.4 Project Cost Details

1.4.1 Expected Cost of the Project (As reflected in Bill of Quantities, approved Structural designs of project where applicable which must be attached)

Amount in Kshs:

Amount in words:

1.4.2 Summary Budget Breakdown of the requested Amount

Item Description	Amount in Kshs

1.4.4 How will this project improve the lives of the members and/community?

5. SUSTAINABILITY

Briefly explain how the community or beneficiaries will ensure the benefits of the project continue to be sustained after the funding.

Declaration by Project Applicant(s)

I (we), the undersigned hereby declare to NGAAF that the information provided herein is genuine and verifiable to the best of my (our) knowledge and that the information can be verified by any government agency

That I (we) shall be held personally liable if the information is found to be falsified and is not available when required

Name	Position	ID. No.	Mobile No.	Signature

6. FOR OFFICIAL USE ONLY

3.1 CHECKLIST OF DOCUMENTS THAT MUST BE ATTACHED THE PROJECT PROPOSAL

(Tick Yes for each document attached and No for those not availed)

No	Documents to Attach	Yes	NO
1.	Duly signed NGAAF County committee meeting minutes with resolutions recommending the project for funding by the Board		
2.	Duly filled application form for funding by the project committee		
3.	Documents that demonstrate that the project was identified through community/public participation		
4.	Endorsement of the project by County Commissioner or relevant Head of relevant technical Department/Agency under which the project fall (Water Department, Markets sheds by County governments etc)		
5.	Detailed certified project structural designs by the relevant government institution. The line Ministry under which the project falls should endorse the designs as per their standard guidelines where applicable (e.g. Gender Based Violence centres- by State Dept for Gender, Rehab Centres by NACADA		

6.	Certified architectural and structural designs approved by the County Planning Department		
7.	Avail bill of Quantities (BQS) from Ministry of Public Works or relevant technical government agency e.g Water department on project cost		
8.	Avail valid land acquisition ownership documents with search certificate for the land to be used. Where land is owned by community trustees or donated by a member of community a written signed MOU between the Project Committee and the owners or trustees should be availed endorsed by the Chief.		
9.	Obtain all necessary approvals from relevant government institutions including NEMA		
10.	Authority from the County government where applicable before construction of facilities		
11.	Attach a signed request letter from the public institution and minutes seeking assistance e.g. schools, health facilities		
12.	An MOU with a partner institution/organization to support operations and maintenance of the centre once completed		
13.	Facilities owned by CBOs must be registered with relevant Government agencies and operate in constituency it is seeking funding from, provide bank account details and up to date financial records, minutes of 3 subsequent meetings prior to application for funding, be in existence for at least 3 months prior to application for funding		

RECOMMENDATION BY COUNTY COMMITTEE MEETING

HELD ON MONTH..... YEAR.....

Amount recommended by NGAAF county committee

Kshs.....

Amount in words.....

Confirmed by:

County Committee Chair Person's Name:

Signature:

Date:

4 Declaration by the County Coordinator

INGAAF Coordinator of.....County hereby declare to the NGAAF National Board that I have gone through all the necessary documents and information related to the proposed project (s) and confirm that the herein attachments are genuine and verifiable to the best of my knowledge and belief and that the information can be verified by any government agency

That I shall be held personally liable if the information is found to be falsified and is not available when required

Signed:.....Date:.....Stamp:.....

Nb/ All Fund application Forms can be downloaded from the Fund website

Annex VII: COUNTY COORDINATORS EMAILS

4.1 County Coordinators Offices and official emails in all the 47 Counties

No.	Name of County	County Code No.	Contact Emails
1.	Mombasa	001	mombasacc@ngaaf.go.ke
2.	Kwale	002	kwalecc@ngaaf.go.ke
3.	Kilifi	003	kilificc@ngaaf.go.ke
4.	Tana River	004	tanarivercc@ngaaf.go.ke
5.	Lamu	005	lamucc@ngaaf.go.ke
6.	Taita Taveta	006	taitatavetacc@ngaaf.go.ke
7.	Garissa	007	garissacc@ngaaf.go.ke
8.	Wajir	008	wajircc@ngaaf.go.ke
9.	Mandera	009	manderacc@ngaaf.go.ke
10.	Marsabit	010	marsabitcc@ngaaf.go.ke
11.	Isiolo	011	isiolocc@ngaaf.go.ke
12.	Meru	012	merucc@ngaaf.go.ke
13.	Tharaka Nithi	013	tharakanithicc@ngaaf.go.ke
14.	Embu	014	embucc@ngaaf.go.ke
15.	Kitui	015	kituicc@ngaaf.go.ke
16.	Machakos	016	machakoscc@ngaaf.go.ke
17.	Makueni	017	makuenicc@ngaaf.go.ke
18.	Nyandarua	018	nyandaruaacc@ngaaf.go.ke
19.	Nyeri	019	nyericc@ngaaf.go.ke
20.	Kirinyaga	020	kirinyagacc@ngaaf.go.ke
21.	Muranga	021	murangacc@ngaaf.go.ke
22.	Kiambu	022	kiambucc@ngaaf.go.ke
23.	Turkana	023	turkanacc@ngaaf.go.ke
24.	West Pokot	024	westpokotcc@ngaaf.go.ke
25.	Samburu	025	samburucc@ngaaf.go.ke
26.	Trans Nzoia	026	transnzoia@ngaaf.go.ke
27.	Uasin Gishu	027	uasingishu@ngaaf.go.ke
28.	Nandi	028	nandicc@ngaaf.go.ke
29.	Elgeyo Marakwet	029	elgeyomarakwetcc@ngaaf.go.ke
30.	Baringo	030	baringocc@ngaaf.go.ke
31.	Laikipia	031	laikipiacc@ngaaf.go.ke

No.	Name of County	County Code No.	Contact Emails
32.	Nakuru	032	nakurucc@ngaaf.go.ke
33.	Narok	033	narokcc@ngaaf.go.ke
34.	Kajiado	034	kajiadocc@ngaaf.go.ke
35.	Kericho	035	kerichocc@ngaaf.go.ke
36.	Bomet	036	bometcc@ngaaf.go.ke
37.	Kakamega	037	kakamegacc@ngaaf.go.ke
38.	Vihiga	038	vihigacc@ngaaf.go.ke
39.	Bungoma	039	bungomacc@ngaaf.go.ke
40.	Busia	040	busiacc@ngaaf.go.ke
41.	Siaya	041	siayacc@ngaaf.go.ke
42.	Kisumu	042	kisumucc@ngaaf.go.ke
43.	Homa bay	043	homabaycc@ngaaf.go.ke
44.	Migori	044	migoricc@ngaaf.go.ke
45.	Kisii	044	kisiicc@ngaaf.go.ke
46.	Nyamira	046	nyamiracc@ngaaf.go.ke
47.	Nairobi	047	nairobicc@ngaaf.go.ke

Annex VIII CONTACTS OF COUNTY COMMISSIONERS OFFICES

County Commissioners Offices and official emails in all the 47 Counties

S/N O	COUNTY	STATION	CONTACT	EMAIL
1	Baringo			baringocountycommissioner@yahoo.com baringocountycommissioner@gmail.com
2	Bomet			ccbomet@gmail.com
3	Bungoma			ccbungoma@yahoo.com
4	Busia			ccbusia@gmail.com
5	Elgeyo-Marakwet			ccelgeyomarakwet@gmail.com
6	Embu			ccembu@gmail.com
7	Garissa			ccgsacounty@gmail.com garissadistrict@yahoo.com
8	Homa-bay			cc_homabay@yahoo.com; dcchomabay2016@gmail.com
9	Isiolo			isiolodc@yahoo.com
10	Kajiado			kajiadocc2012@gmail.com, kajiadocc@gmail.com
11	Kakamega			cckakamega12@yahoo.com
12	Kericho			kerichocc@yahoo.com
13	Kiambu			countycommkiambu@yahoo.com
14	Kilifi			cckilificoordination@gmail.com
15	Kirinyaga			countycommissionerkirinyaga@gmail.com
16	Kisii			cckisii2@gmail.com
17	Kisumu			ckisumucounty@gmail.com
18	Kitui			cckitui@gmail.com
19	Kwale			cckwale@yahoo.com
20	Laikipia			cclaikipiacounty@yahoo.com
21	Lamu			Lamucounty12@yahoo.com
22	Machakos			countycommasaku@gmail.com
23	Makueni			cc.makueni@interior.go.ke
24	Mandera			ccmandera@hotmail.com
25	Marsabit			ccmarsabit@gmail.com
26	Meru			ccmeru@yahoo.com
27	Migori			migoric2010@yahoo.com

28	Mombasa			ccmombasa@yahoo.com cc.mombasa@interior.go.ke
29	Muranga			ccmuranga@gmail.com
30	Nairobi			countycommissionernairobi@gmail.com
31	Nakuru			ccnakurucounty@yahoo.com
32	Nandi			cc.nandi@interior.go.ke
33	Narok			cc@narok.go.ke
34	Nyamira			ccnyamira2012@gmail.com
35	Nyandarua			countynyandarua@yahoo.com
36	Nyeri			Nyeri.central@yahoo.com
37	Samburu			dcsamburucentral@gmail.com
38	Siaya			cc.siaya@yahoo.com
39	Taita Taveta			cctaitataveta@yahoo.com
40	Tana River			dctanariver@yahoo.com
41	Tharaka Nithi			cctharakanithi@gmail.com
42	Trans Nzoia			cctransnzoiacounty@yahoo.com
43	Turkana			ccommissionerturkana@gmail.com or ccommissionerturkana@yahoo.com
44	Uasin Gishu			ugcountycommissioner@gmail.com
45	Vihiga			vihigacc1992@gmail.com
46	Wajir			ccwajircounty@yahoo.com
47	West Pokot			ccwestpokot@gmail.com

Annex IX References

4.2 Reference Materials

- 2010, GOK, Constitution of Kenya
- 2012, GoK, PFM Act 2012,
- 2015, GoK, Public Procurement and Asset Disposal Act, 2015
- 2016, GoK, PFM Act 2012 (National Government Affirmative Action Fund Regulations, 2016)
- 2017, GoK, Fund Access Guidelines (October) 2017
- 2019, GoK, NGAAF Strategic Plan 2018/19 – 2022/23
- 2014, Gok, National Policy on Older Persons and Ageing

NGAAF HQ Contacts

National Office/NGAAF HQ
Absa Towers, 16th Floor
P.O. Box 48274-00100, Nairobi

Telephone No: 254 -20-2300796

Email: ceo@ngaaf.go.ke
Inquiries: info@ngaaf.go.ke

Website: www.ngaaf.go.ke



CONTACTS

National Office/NGAAF HQ
Absa Towers, 16th Floor, Loita Street
P.O. Box 48274-00100,
NAIROBI

Email: info@ngaaf.go.ke
Website: www.ngaaf.go.ke

COUNTY CONTACTS;

County Coordinator's Offices in all the 47 Counties
County Commissioner's Officers in all the 47 Counties
County women representative's Officers in all 47 Counties

