



REPUBLIC OF KENYA
HOMA BAY COUNTY GOVERNMENT
OFFICE OF THE GOVERNOR



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Our Ref: HBCG/GOV/043/ 2024B(453)56

Date: 16th April 2024

Dr. Lawrence Smith Gworo
Director Budget and Planning (Chair)

Mr. James Mokaya
Deputy County Secretary

Willys Bolo
Deputy Director Economic Planning

C.P.A. Okello Sita
Head of Accounts

Brian Matete
Director Revenue

Dennis Munda
Payroll Manager

Elly Otieno Owuor
Financial Reporting

Dr. Ongeko Kennedy
Deputy Director Intergovernmental Relations

Irene Adika
Deputy Director Human Resource Management and Development

Evelyn Ododa
Ag. Director Gender

Steven Muga
Director Public Communication

Teddy Oginga
Director Stakeholder Management and Public Participation

Bonfredrine Odhiambo
Director Investments

Peter Odiango
Director Procurement

Harriet Atieno
Economist

Joseph Ayieko
Monitoring and Evaluation Officer

Bushnell Odhiambo
Grievance Redress Mechanism (GRM) Officer

Kepha Rombe
Accountant

Flora Mitchel Akinyi
Environment Safeguards Officer

Tonnia Okeno
Social Safeguards Officer

Mr. Joseph Omiti
County Deputy Director GIS

Mr. Roy Odongo
County Director, Climate Change

Mr. Daniel Ochieng Anyango
County Internal Auditor

Mr. Bob O. Collins
Director Human Resource Management

Maria Vania Odhiambo
Principal Legal Counsel

RE: NOTICE OF APPOINTMENT OF KDSP II COUNTY PROGRAM IMPLEMENTATION UNIT.

The above matter refers.

In order to provide technical operational support towards the full achievement of the Key Results Areas under the Kenya Devolution Support Program II, I hereby appoint you as members to the **County Program Implementation Unit (CPIU)**, effective 16th April 2024.

The terms of reference of the KDSP II **County Program Implementation Unit** will be to:

- a. Coordinate the development of the work plan, budget, and procurement plans.
- b. Consolidate and submit work plans, budget and procurement plans to County Program Steering Committee (CPSC) for approval.
- c. Ensure that county resources are budgeted for.
- d. Coordinate the provision of capacity building programs at the county.
- e. Lead monitoring and evaluation and reporting activities at the county.
- f. Coordinate the annual performance assessment (APA) process at the county.
- g. Prepare accounting and financial reports for the Program for submission to National Program Coordination Unit (NPCU), including facilitating timely audit of Program County accounts.
- h. Report on Program performance to the CPSC and NPCU.
- i. Coordinate and facilitate program communications and outreach activities at the county including to the public. This includes developing and implementing a county Program communication action plan.
- j. Ensure adherence to and implementation of Environmental, Social, Health and Safety standards.
- k. Provide Secretariat to the CPSC and County Program Technical Committee (CPTC).
- l. Oversee procurement for the program at county level.
- m. Mediate on disputes between implementing departments, not involving the CPIU and inform the NPCU of such disputes. Where the dispute involves CPIU, the CPSC will mediate.
- n. Manage the complaints handling mechanism for the Program at the county level.
- o. Coordinate the CTIPTs towards program implementation and achieving results.
- p. Perform any other role as may be assigned by the CPSC.

The **County Program Implementation Unit** shall undertake the above tasks for the duration of implementation of the KDSP II. Your Individual Letters of Appointment are herein attached.



H.E. Gladys Nyasuna Wanga, EGH, CBS.
Governor

CC: County Secretary and Head of Public Service