



REPUBLIC OF KENYA  
THE NATIONAL TREASURY AND ECONOMIC PLANNING

Telegraphic Address: 22921  
FINANCE – NAIROBI  
Fax No. 315779  
Telephone: 2252299  
When replying please quote

THE NATIONAL TREASURY  
P.O. Box 30007 - 00100  
NAIROBI  
KENYA



Ref: D/GIPE/P/7/69 (12)

Date: 29<sup>th</sup> November, 2022

① Mr. David Ngarama  
Ag. Chief Executive Officer  
Kenya Trade Network Agency  
Embankment Plaza, Upper Hill  
P o Box 36943-00200  
NAIROBI

DSCBD

*Attached is a copy of  
the executed PC.  
Please scan & circulate  
to EXCOM members*

*Ag. CEO / [Signature] 30/11/2022*

Signed Kenya Trade Network Agency Board Performance Contract (PC) for  
The Financial Year 2022/2023

Please refer to your letter Ref: KTNA/ADM/5/VOL.2 (29) dated November 16, 2022 on the above subject.

We reviewed the Performance Contract for KENTRADE and noted that the Government commitments and obligations were acceptable and hence the Performance Contract was signed by the Cabinet Secretary, National Treasury and Economic Planning.

Attached herewith, please find two (2) copies of the countersigned Performance Contract for your retention and necessary action. We have retained a copy for our records.

Thank you.

Joseph Waruiru  
For: Principal Secretary/National Treasury





# PERFORMANCE CONTRACT

BETWEEN

THE GOVERNMENT OF THE REPUBLIC OF KENYA  
THROUGH THE CABINET SECRETARY -THE  
NATIONAL TREASURY AND PLANNING

AND

BOARD OF DIRECTORS - KENYA  
TRADE NETWORK AGENCY

FOR THE PERIOD  
1ST JULY 2022 - 30TH JUNE 2023

**Preamble**

This Performance Contract (hereinafter referred to as "Contract") is entered into between the Government of the Republic of Kenya (hereinafter referred to as "GoK") represented by Cabinet Secretary - The National Treasury and Planning of (together with its assignees and successors) of the one part and Board-Kenya Trade Network Agency (hereinafter referred to as the Board of Directors ), (together with its assignees and successors) of P.O. Box 36943 -00200, Nairobi of the other part.

**WHEREAS;**

The Government is committed to ensuring that public offices are well managed and they are effective in delivering quality service to the public in line with the provisions of the Constitution of Kenya;

The Government recognizes that MDAs hold a key role in the implementation of the national priorities in order to improve the quality of life of the citizens and make Kenya globally competitive;

The purpose of this Performance Contract is to establish the basis for ensuring that efficient and effective services are delivered to Kenyans in line with the provisions of the Constitution. MDAs are required to adopt systems that enable innovativeness and adaptability of public services to the needs of users by according special attention to strategies and initiatives that will fast track Post COVID – 19 Recovery Strategies and Plans.

This Performance Contract therefore represents the basis for continuous performance improvement that meets the needs and expectations of the Kenyan people.

**Therefore,** the parties hereto agree as follows:



## **Part I: Statement of Responsibility by the Board of Directors**

The Mandate of Kenya Trade Network Agency is to:

1. Establish, operationalize and manage a National Electronic Single Window System(Kenya TradeNet System) and to facilitate trade.

It is our responsibility to provide the required leadership in designing suitable plans and strategies that will contribute to high and sustainable socio- economic development. It is our undertaking to ensure that the Kenya Trade Network Agency has a credible strategic plan and performance contract that will deliver the desired goals.

It is also our undertaking that we will perform our responsibilities diligently and to the best of our abilities to support the achievement of the agreed performance targets.

## **Part II: Vision Statement, Mission Statement and Strategic Objectives**

### **(a) Vision Statement**

Making a difference in Trade Facilitation.

### **(b) Mission Statement**

To facilitate trade by simplifying, harmonizing and automating business processes through management of the TradeNet System and provision of related services for Kenya's global competitiveness.

### **(c) Strategic Objectives**

1. To reduce cargo documentation processing time from the current 3 days to an average of one (1) day by 2023. The target for the 2022/2023 FY is to reduce documentation time to 1 day.
2. To maintain at least 99.5% availability of systems.
3. To seek approval to implement the charging model.
4. To increase quality and timeliness of service delivery to stakeholders by increasing customer satisfaction by 1% annually from the current customer satisfaction index 83.28%.
5. To increase productivity and enhance service delivery by continuously developing the human capital of the Agency
6. To continuously strengthen the Legal and Corporate Governance frameworks in place.

### **Part III: Statement of Strategic Intent by the Board of Directors**

In carrying out our duties, we intend to put all our efforts towards contributing effectively and efficiently to the achievement of the national development agenda as espoused in the Kenya Vision 2030, keeping in mind the specific priorities of the Kenya Trade Network Agency. We will also pay special attention to implementation of Post COVID-19 Recovery Strategies and Plans.

Bearing in mind the imperative of inclusivity, we will implement the following Strategic intentions during the Financial Year:

1. Ensure that the operation of the Single Window System which is a Kenya Vision 2030 flagship project is sustained and is in accordance with the Constitution.
2. Implement trade facilitation interventions geared towards achieving the “Big Four” initiatives, the Post COVID-19 Recovery Strategies and Plans and reducing the cost of doing business.
3. Establish and maintain modern practices and ensure innovative services are offered to key stakeholders involved in the international trade and transport logistics through implementation and operationalization of the TradeNet System and related initiatives to improve service delivery.
4. Continuously advising Government on matters that affect the operations of the TradeNet System and Trade Facilitation to enable the Government make informed decisions in relation to new policies and legislations.
5. Execute the Agency’s mandate in line with the National Electronic Single Window System Act of 2022.

### **Part IV: Commitments and Obligations of the Government**

- Acknowledgement of receipt of correspondences and approval of requests are made within the timelines stipulated in the Citizens’ Service Delivery Charter.
- Release of exchequer within seven days upon submission of request subject to availability of funds.

### **Part V: Reporting Requirements**

Kenya Trade Network Agency will submit its Quarterly and Annual performance reports online in the prescribed format to the designated agencies as specified in the Performance Contracting Guidelines for the purpose of monitoring progress and annual performance evaluation.

### **Part VI: Duration of the Performance Contract**

The Performance Contract will run for one financial year from 1st July 2022 - 30th June 2023.

**Part VII: Signatories to the Performance Contract**

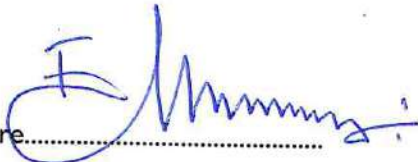
**For and on behalf of Kenya Trade Network Agency**

Signature.....

Date.....16/11/2022

MR. MUGAMBI IMANYARA

CHAIRPERSON - BOARD OF DIRECTORS

Signature.....

Date.....16/11/2022

MS. FLORENCE CHEMTAI

INDEPENDENT BOARD MEMBER

**For and on behalf of the Government of the Republic of Kenya**

Signature.....

Date.....28/11/22

PROF. NJUGUNA S. NDUNG'U, CBS

CABINET SECRETARY

THE NATIONAL TREASURY AND ECONOMIC PLANNING



**ANNEX I: PERFORMANCE CONTRACT MATRIX FOR KENYA TRADE NETWORK AGENCY**

S/no.	Performance Criteria	Unit of Measure	Weight (%)	Status Previous Year(FY 2021/22)	Target (FY 2022/23)
<b>A</b>	<b>Financial Stewardship</b>				
A1	Absorption of Allocated Funds (GoK)	%	5.00	93.52	100.00
A2	Appropriation -In-Aid	Kshs	2.00	2,168,2164.00	17,850,000.00
A3	Pending Bills Ratio	%	3.00	1.00	1.00
	<b>Weight Sub-total</b>		<b>10.00</b>		
<b>B</b>	<b>Service Delivery</b>				
B1	Implementation of Citizens' Service Delivery Charter	%	4.00	100.00	100.00
B2	Business Process Re-engineering	%	3.00	100.00	100.00
B3	Resolution of Public Complaints	%	3.00	100.00	100.00
	<b>Weight Sub-total</b>		<b>10.00</b>		
<b>C</b>	<b>Core Mandate</b>				
C1	Integration of New Pharmacy and Poisons Board Management Information System with the Trade Facilitation Platform	%	10.00	N/A	100.00
C2	Science Technology and Innovation (STI) Mainstreaming	%	2.00	N/A	100.00
C3	Implementation of Application Performance Monitoring (APM)tool	%	10.00	N/A	100.00
C4	Payment Options to Importersand Exporters Provided	%	5.00	N/A	100.00
C5	Commodity Procedures documented on Trade Portal Kenya	No	10.00	98.00	108.00
C6	Commodity procedures simplified on the Informationfor Trade Portal Kenya.	No	9.00	8.00	10.00
C7	Business Intelligence and Data Warehouse Solution Rolled Out	%	10.00	N/A	100.00
C8	Ease of doing business	%	2.00	98.00	100.00



C9	Project Completion Rate	%	2.00	92.00	100.00
	<b>Weight Sub-total</b>		<b>60.00</b>		
<b>D</b>	<b>Implementation of Presidential Directives</b>				
D1	Implementation of Presidential Directives	%	2.00	100.00	100.00
	<b>Weight Sub-total</b>		<b>2.00</b>		
<b>E</b>	<b>Access to Government Procurement Opportunities</b>				
E1	Access to Government Procurement Opportunities (AGPO)	Kshs	3.00	46,824,781.00	46,983,000.00
	<b>Weight Sub-total</b>		<b>3.00</b>		
<b>F</b>	<b>Promotion of Local Content in Procurement</b>				
F1	Promotion of Local Content in Procurement	Kshs	2.00	114,123,421.30	62,444,000.00
	<b>Weight Sub-total</b>		<b>2.00</b>		
<b>G</b>	<b>Cross - Cutting</b>				
G1	Asset Management	%	1.00	100.00	100.00
G10	Road Safety Mainstreaming	%	1.00	100.00	100.00
G11	Corruption Prevention	%	2.00	100.00	100.00
G2	Youth Internships/ Industrial Attachments/ Apprenticeships	No	1.00	26.00	27.00
G3	Competence Development	%	2.00	100.00	100.00
G4	Disability Mainstreaming	%	1.00	100.00	100.00
G5	Gender Mainstreaming	%	1.00	100.00	100.00
G6	Prevention of Alcohol and Drug Abuse	%	1.00	100.00	100.00
G7	Prevention of HIV Infections and Non-Communicable Diseases	%	1.00	100.00	100.00
G9	National Values and Principles of Governance	%	2.00	100.00	100.00
	<b>Weight Sub-total</b>		<b>13.00</b>		
	<b>Total Weight</b>		<b>100.00</b>		

## ANNEX II: PERFORMANCE CONTRACT EXPLANATORY NOTES

### A. Financial Stewardship

#### A1 - Absorption of Allocated Funds (GoK)

KENTRADE will utilize 100% of the GOK allocated funds totaling Kshs.862,500,000 comprising of:

	Source of Funds	Unit of Measure	Target	Completion Date
1.	The Recurrent Expenditure	Kshs	701,400,000	6/30/2023
2.	Development Expenditure	Kshs	161,100,000	6/30/2023

#### A2 - Appropriation -In-Aid

KENTRADE will raise a total of KShs. 17,850,000 from the following sources:

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Interest on deposit	Kshs	10,200,000	6/30/2023
2.	Miscellaneous	Kshs	400,000	6/30/2023
3.	Training fees	Kshs	7,000,000	6/30/2023
4.	Contact Centre Augmented service charges	Kshs	250,000	6/30/2023

#### A3 - Pending Bills Ratio

The Agency will ensure that all financial obligations are cleared and all debts are settled by the end of the financial year and targets to close the FY 2022/23 with pending bills that are less than or equal to 1% (KShs. 8,625,000) of the total KenTrade Budget of Kshs. 862.5m).

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Pending bills	%	1.00	6/30/2023

### B. Service Delivery

#### B1 - Implementation of Citizens' Service Delivery Charter

This will entail the following:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Displaying the revised service charter in the recommended size prominently at the point of entry at the Nairobi, Mombasa, Namanga, Offices in both English and Kiswahili (minimum size '3x4' feet) with clearly visible font size of the contents	%	10.00	6/30/2023

2.	Customize the revised charter to unique needs and convenient access of the customers, translating the Charter to Braille, providing mechanisms for sign language, providing audio recordings and uploading the Charter on the KenTrade's online platforms	%	20.00	12/31/2022
3.	Sensitize staff on the revised Citizens' Service Delivery Charter and train on essentials of excellent customer service culture	%	20.00	6/30/2023
4.	Monitor on quarterly basis adherence to the commitments stipulated in the Charter by establishing compliance mechanisms, maintaining records on number of customer requests, number of customers served, customer feedback and service turn-around-time using the prescribed format	%	50.00	6/30/2023

## B2 - Business Process Re-engineering

KenTrade shall implement the BPR by:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Review processes/procedures and relevant workflows for E-learning and E-recruitment procedures	%	60.00	12/31/2022
2.	Implement and monitor the E-learning and E-recruitment procedures /process	%	35.00	3/30/2023
3.	Submit BPR reports to PSTD using the prescribed format in annex viii	%	5.00	6/30/2023

## B3 - Resolution of Public Complaints

KenTrade will carry out the following activities:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Resolve all complaints received and processed by the end of each quarter	%	60.00	6/30/2023
2.	Provide access to information- (Reactive disclosure) on a timely manner as prescribed with in the Agency's Service Charter	%	20.00	6/30/2023
3.	Create awareness on the complaints handling mechanisms to stakeholders on quarterly basis	%	20.00	6/30/2023



## C. Core Mandate

### Vision 2030 Flagship Programmes/Projects

#### **C1 - Integration of New Pharmacy and Poisons Board Management Information System with the Trade Facilitation Platform**

This project involves integration of New PPB MIS with the Trade Facilitation Platform:

To achieve this, the Agency will carry out the following:

	<b>Sub-Indicator</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	Development of requirements	%	20.00	8/31/2022
2.	Development and configuration	%	30.00	12/31/2022
3.	Conducting User Acceptance Testing (UAT)	%	30.00	2/28/2023
4.	Training and sensitization of 20 Users	%	10.00	3/30/2023
5.	System rollout	%	10.00	6/30/2023

#### **C2 - Payment Options to Importers and Exporters Provided**

The objective is to provide an additional payment option, which importers and exporters can use when making payments for PGA permit fees/levies.

The project will involve the following:

	<b>Sub-Indicator</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	Development of requirements	%	20.00	8/31/2022
2.	Development and configuration	%	30.00	12/31/2022
3.	Conducting User Acceptance Testing (UAT)	%	30.00	2/28/2023
4.	Sensitization and marketing of the payment solution to 200 users	%	10.00	5/30/2023
5.	Payment system rollout	%	10.00	6/30/2023

### Other Performance Indicators

#### **C3 - Science Technology and Innovation (STI) Mainstreaming**

This involves appointing an STI focal person/ champion and ensure they are trained. The following will be undertaken:

	<b>Sub-Indicator</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	Develop institutional STI mainstreaming strategy using the template provided by NACOSTI ( see NACOSTI website	%	30.00	6/30/2023
2.	Develop and implement annual work plan for institutional STI mainstreaming	%	50.00	6/30/2023



3.	Submit Quarterly and annual reports to NACOSTI using STI mainstreaming reporting template	%	20.00	6/30/2023
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#### **C4 - Implementation of Application Performance Monitoring (APM) tool**

This project will involve implementation of an Application Performance Management (APM) tool to facilitate collection of applications performance metrics to help efficiently troubleshoot and resolve issues.

To achieve this the Agency will carry out the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Development of requirements	%	20.00	8/31/2022
2.	Design and implementation	%	30.00	12/31/2022
3.	Conducting User Acceptance Testing (UAT)	%	30.00	2/28/2023
4.	Training and sensitization of 15 Users	%	10.00	3/30/2023
5.	System rollout	%	10.00	6/30/2023

#### **C5 - Commodity Procedures documented on Trade Portal Kenya**

The Board Commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Identifying and determining 10 commodities to be documented	%	50.00	6/30/2023
2.	Publishing 10 commodities procedures to increase the current number from 98 to 108	%	50.00	6/30/2023

#### **C6 - Commodity procedures simplified on the Information for Trade Portal Kenya.**

The Board Commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Identify 2 procedures for simplification	%	20.00	6/30/2023
2.	Simplification of procedures for documented commodities from the current 8 to 10 by June 30, 2023	%	80.00	6/30/2023

#### **C7 - Business Intelligence and Data Warehouse Solution Rolled Out**

This project aims at enhancing the reporting and analytics capabilities of Partner Government Agencies and Mombasa Port and Northern Corridor Community Charter stakeholders.

To achieve this the Agency will

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Prepare Training and Sensitization materials	%	30.00	12/31/2022
2.	Carry out training and sensitization of users	%	40.00	3/31/2023
3.	Publish Business Intelligence Reports and Visualizations to the MPNCCC Website	%	20.00	6/30/2023
4.	Grant Access to users	%	10.00	3/31/2023

#### **C8 - Ease of doing business**

Under the Trading across borders sub-indicator,

The Board will: Roll – out of Trade facilitation platform (TFP) to at least 2 borders

This will involve creating awareness of the new upgraded system to all stakeholders involved in cross border trade. It will involve:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Training at least 20 Kenya International Freight and Warehousing Association members and Exporters and Importers on Cargo release	%	40.00	6/30/2023
2.	Training of all Partner Government Agencies based at those locations on Cargo release by June 30, 2023	%	60.00	6/30/2023

#### **C9 - Project Completion Rate**

The Agency shall complete all the following projects

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Mombasa Office refurbishment	No	1.00	6/30/2023

## DI - Implementation of Presidential Directives

The Presidential Directives and Pronouncements that relate to KenTrade include:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Implement 100% all Presidential Directives Issued and those to be Issued as at 31st May 2023	%	100.00	6/30/2023

## E. Access to Government Procurement Opportunities

Minimum 30% of procurement budget dedicated to Youth, Women and Persons with disabilities.

KenTrade's Procurement Plan is valued at KShs. 156,610,000.00.

KenTrade will carry out the following activities in the uptake of 30% value of Procurement Budget

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Award 30% of the value of tenders totaling KShs. 46,983,000 to the youth, women and persons with disabilities enterprises during the year	Kshs	46,983,000	6/30/2023
2.	Reserve and award 2% (KShs. 939,660) of the 30% of the budget for procurement of goods for PWDs enterprises during the year.	Kshs	939,660	6/30/2023

## F. Promotion of Local Content in Procurement

### FI - Promotion of Local Content in Procurement

Minimum 40% of all procurement budget dedicated to locally produced goods and services (buy-Kenya-build-Kenya):

Under the Buy-Kenya-Build-Kenya initiative, KenTrade will:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Reserve a minimum of 40% of the net procurement budget totaling KShs. 156,610,000.00 for local goods and services	Kshs	62,444,000	6/30/2023

## G. Cross - Cutting

### GI - Asset Management

KenTrade will carry out the following activities:



	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Inventory management: KenTrade will maintain and update an Asset Register (using National Treasury prescribed reporting template) for all assets and property including the status in terms of working condition	%	60.00	6/30/2023
2.	Dispose idle Assets: KenTrade will dispose all unserviceable, obsolete and surplus assets through the following activities: (a) Identify Assets for Disposal every quarter. (10%). (b) Dispose identified Assets in conformity to the existing legal requirements. (25%).	%	35.00	6/30/2023
3.	Submit quarterly reports to The National Treasury using the prescribed format.	%	5.00	6/30/2023

#### **G10 - Road Safety Mainstreaming**

KenTrade will undertake the following activities:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Develop an annual Road Safety Implementation Plan based on the Road Safety Policy with the following key components included i. Eight (8) road safety activities stipulated in the Workplace Road Safety Policy ii. Annual motor vehicle inspection of all the vehicles iii. Training of drivers on defensive driving iv. Reporting on quarterly basis using the prescribed Reporting Template the non-compliance on road safety at the Agency	%	30.00	6/30/2023
2.	Implement the Annual Road Safety Implementation Plan	%	60.00	6/30/2023
3.	Submit quarterly reports to NTSA in prescribed format within the fifteen (15) days after the end of the quarter	%	10.00	6/30/2023

#### **G11 - Corruption Prevention**

KenTrade will undertake the following activities as outlined in the 19th Cycle EACC Corruption Prevention Guidelines:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Carry out a bribery and corruption risk assessment in all Directorates/Departments/sections and units and develop a plan to mitigate the risks	%	45.00	6/30/2023



2.	Implement measures / strategies outlined in the Corruption Risk Mitigation Plan.	%	35.00	6/30/2023
3.	Submit quarterly performance reports to the Ethics and Anti-Corruption Commission (EACC) using the prescribed reporting format on the EACC website within fifteen (15) days following the end of a Quarter.	%	10.00	6/30/2023
4.	Monitor, Evaluate and Review effectiveness of measures put in place to mitigate identified bribery and corruption risks.	%	10.00	6/30/2023

## **G2 - Youth Internships/ Industrial Attachments/ Apprenticeships**

KENTRADE will provide internships/apprenticeships/attachments to at least 27 youth during the year as shown below:

	<b>Sub-Indicators</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	Attachments	No	11.00	6/30/2023
2.	Internships	No	13.00	6/30/2023
3.	Apprenticeships	No	3.00	6/30/2023

## **G3 - Competence Development**

KenTrade will undertake the following activities:

	<b>Sub-Indicators</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	Update the institutional Skills Gap Analysis	%	20.00	12/31/2022
2.	Review the Training Needs Assessment	%	10.00	12/31/2022
3.	Execute interventions to address the identified skills gaps and training needs through, recruitment, outsourcing, capacity building/training, coaching, mentoring, etc	%	30.00	6/30/2023

4.	On Employee Performance Management, KenTrade will undertake the following: i. Set individual employees annual targets and complete the Staff Performance Appraisal using the prescribed format by 31st July, 2022, (10%). ii. Undertake Staff Performance Appraisal and compile the appraisal report for the previous year by 31st August 2022. (15%). iii. Implement recommendations emanating from the staff appraisal reports by 31st December 2022. (15%).	%	40.00	6/30/2023
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#### G4 - Disability Mainstreaming

KenTrade will carry out the following activities

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Formulate and Implement strategies to achieve employment of persons with disabilities by at least 5% of the total staff employed (45%). i) Provide disaggregated data on total number of employees with disabilities against total staff in the organization as at 1st July 2022. Upload the list of PWDs employed in the portal in the prescribed format by 30th September, 2022. MDAs at 5% and above get the full score (15%). ii) Upload job advertisements on the NCPWD Career Portal (15%). iii) Provide disaggregated data on PWDs employed against total number of staff employed within the FY. Evidence: appointment letters of the employees employed. Whether permanent, contract, interns and attachées by 30th June, 2023 (15%).	%	45.00	6/30/2023

2.	Provide products and services that promote access and participation of Persons with Disabilities in your institution. (45%). i) Employ sign language Interpreters and/or Train at least one officer in a sign language course lasting not less than 3 months. (Provide evidence in form of appointment letter and/or certificates of training). (5%). ii) Provide evidence of participation of PWDs in public forums e.g meetings, workshops, seminars, trainings, sensitizations, etc. Provide evidence of attendance lists indicating participation of PWDs (5%). iii) Avail Information, Education and Communication (IEC) materials in alternative accessible formats: • Audio 2.5%, • large print 2.5%, • braille 2.5%, • video with captioning and sign language interpretation 2.5% (Evidences in the form of links to download audio and videos, scans for large print and braille). iv) Provide appropriate Adaptive Technology for staff and clients with disabilities; (e.g. wheelchairs, notetakers, refreshable braille displays, large monitors, screen reading software. Evidences in form of payment vouchers/LPOs/receipts/invoices and photos) (5%). v) Accessibility and Usability of Built Environment and Websites 1. Submit a three-year workplan to implement the recommendations of the Accessibility and usability audit and evidence of the implementation in the financial year. (10 %) 2. Upgrade websites to conform with Web Content Accessibility Guidelines (WCAG) on accessibility for persons with disabilities- (Compliance will be checked against online accessibility checkers e.g. accessibilitychecker.org and accessibilityenhancement tools on the website) Evidence upload pdf with a link to the MDAs website.(10%).	%	45.00	6/30/2023
3.	Submit quarterly reports via <a href="https://www.ncpwd.go.ke/mainstreaming/login">https://www.ncpwd.go.ke/mainstreaming/login</a> by 15th day after the end of the quarter. 10%	%	10.00	6/30/2023

#### G5 - Gender Mainstreaming

KenTrade will undertake the following activities

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Develop annual work plan including gender mainstreaming activities	%	2.00	9/30/2022
2.	Allocate funds for Gender Mainstreaming and GBV Prevention and Response in the Financial Year 2022/ 2023	%	5.00	6/30/2023



3.	Implement workplace gender policy i) Gender Mainstreaming policy (10%) ii) Implementation of a Gender Mainstreaming Policy (15%)	%	25.00	6/30/2023
4.	Disaggregation of data on all employees as guided in the reporting tool checking on the two-thirds gender principle, disability mainstreaming & general inclusivity	%	5.00	6/30/2023
5.	Implement the workplace Gender Based Violence policy (25%) i) Workplace Policy on Gender Based Violence (10%) ii) Implementation of the GBV Policy (15%)	%	25.00	6/30/2023
6.	Implement relevant laws on prevention and response to Gender Based Violence	%	30.00	6/30/2023
7.	Submit quarterly reports using the prescribed format to the State Department for Gender with a copy to National Gender and Equality Commission	%	8.00	6/30/2023

#### **G6 - Prevention of Alcohol and Drug Abuse**

KenTrade will implement the following package of interventions:

	<b>Sub-Indicators</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	Finalize ADA prevention and Management policy review.	%	25.00	6/30/2023
2.	Implement interventions to address two risk factors identified in the baseline survey. i Employees Reporting to work while drunk The Agency shall conduct sensitization of the staff on ADA related topical areas that include stress Management and mental wellness Drugs and substance abuse. ii. Lack of early identification of the staff who may be getting addicted to the drugs or with substance use disorders. The Agency shall Identify Peer educators, train them and sensitize the staff on peer educators and their support on prevention of ADA.	%	40.00	6/30/2023



3.	Provide support for employees at risk of and those with substance use disorders . The Agency shall record staff referred for counselling and treatment on fillable form available on NACADA Website and facilitate staff sensitization on EAP services	%	25.00	6/30/2023
4.	Submit quarterly performance reports with evidence using the prescribed format and the guidelines available on the Authority's website (www.nacada.go.ke) within 15 days following the end of each quarter	%	10.00	6/30/2023

#### **G7 - Prevention of HIV Infections and Non-Communicable Diseases**

KenTrade will:

	<b>Sub-Indicators</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	Allocate Kshs. 150,000 for implementation of HIV, NCDs and mental health interventions	%	10.00	6/30/2023
2.	Facilitate 70 staff to access the prescribed health screening package for HIV, NCDs and mental health	%	10.00	6/30/2023
3.	Sensitize 70 staff and dependants on prescribed package for NCD	%	20.00	6/30/2023
4.	Sensitize 70 staff and dependants on prescribed package for HIV prevention	%	20.00	6/30/2023
5.	Promote mental wellness and prevention of mental health illness to 70 staff and dependants	%	20.00	6/30/2023
6.	Sensitize 200 external stakeholders on HIV and AIDS prevention interventions	%	20.00	6/30/2023

#### **G9 - National Values and Principles of Governance**

KENTRADE will carry out the following activities

	<b>Sub-Indicators</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>

1.	Implement the following five (5) commitments relevant to its mandate and submit in the prescribed format an annual progress report on the implementation of the commitments and way forward captured in the 2021 Annual President's Report on National Values and Principles of Governance . a) Continue to enhance the fight against corruption, dispensation of justice and observance of the rule of law by implementing the Corruption Prevention Policy. b) Enhance the capacity of public institutions and the public to adhere to the provisions of Article 10 of the Constitution through civic education, training and sensitization on national values and principles of governance. c) Continue enhancing the collaboration between the two levels of government to entrench sharing and devolution of power through engagement with two counties and re-engineer export/import processes. d) Continue to implement measures to protect the environment, mitigate climate change and improve the national forest cover through planting 2,000 trees. e) Implement measures to promote inclusivity and representation of Kenya's diverse communities in the public service through recruitments that reflect diversity in Kenya.	%	60.00	6/30/2023
2.	Submit in the prescribed format the Annual Report on measures taken and progress achieved in the realization of National Values and Principles of Governance (40%). The above two annual reports shall be submitted to the Directorate of National Cohesion and Values by 15th January, 2023 in hard copy and emailed to nationalvalues2017@gmail.com	%	40.00	6/30/2023

### ANNEX III: PROJECT IMPLEMENTATION MATRIX

SNo	Project Name	Project Description	Location	Total Estimate Cost	Current Status (status of physical completion)	Allocation for FY 2022/23	Expected Deliverables (Outputs) for FY 2022/23
1.	Mombasa Office refurbishment	Set up and refurbish the Agency  Office in Mombasa in the new KMA Centre	Mombasa	10,000,000	Finalizing the lease/contract documents	10,000,000	Fully fledged Mombasa office

### ANNEX IV: PRESIDENTIAL DIRECTIVES MATRIX

SNo	Directive	Description	Date Issued	Timeline	Total Estimate Cost	Allocation for FY 2022/23	Key Deliverable for FY 2022/23
1.	Implementation of Operational Guidelines and Strategies to Improve Efficiency at Mombasa Port, Inland Container Depots, and other Ports of Entry	Government Circular OP/CAB 9/83A of 4th June, 2019 on cargo clearance directing the operations of Category 1,2,3,4,5 stakeholders at the Port of Entry	6/4/2019	30-06-2023	1,000,000	1,000,000	All government agencies involved in international trade to be on TFP: Onboard at least one more Partner  Government Agency on the Single Window System
2.	Accelerated attainment of 10% National tree cover by 2022	Allocation of 10% CSR budget for tree growing KenTrade towards accelerated attainment of 10% national Tree	6/30/2012	30-06-2023	500,000	500,000	The Agency will plant 2000 trees at the Nairobi National Park (Nairobi Green Line initiative)

