



PERFORMANCE CONTRACT

BETWEEN

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

AND

BOARD OF DIRECTORS - KENYA TRADE
NETWORK AGENCY

FOR THE PERIOD

1ST JULY 2024 - 30TH JUNE 2025

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 Economic 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 PO. Box 36943-00200, Head Office 1st Flr Embankment Plaza, Longonot Road, Upper Hill, 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 through automation and on-boarding of services on the e-citizen platform.

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 (Trade Facilitation Platform) 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

A Global Leader in Trade Facilitation

(b) Mission Statement

To facilitate trade by simplifying, harmonizing and automating business processes through effective and efficient management of the National Electronic Single Window System and provision of related services for Kenya's global competitiveness.

(c) Strategic Objectives

1. To increase automation of cargo documentation and clearance processes from the 95% to 99% by FY 2027/28 (97% by end of FY 2024/25).
2. To document import and export cargo documentation and clearance processes from the 126 commodities in FY 2023/24 to 176 by FY 2027/28.
3. To simplify import and export cargo documentation and clearance processes from the 8 commodities in FY 2023/24 to 18 by FY 2027/28.
4. To promote e-commerce by providing five online logistics services by 2027/28.
5. To build capacity for 500 stakeholders annually in trade facilitation and other services.
6. To facilitate domestic trade by training three counties to re-engineer their trade processes annually.

7. To maintain 99.5% availability of information systems.
8. To raise internally generated funds to finance 80% of the Agency's budget by FY 2027/28 (30% of budget financed internally by end of FY 2024/25).
9. To increase operational efficiency in service delivery by 2027/28.
10. To increase productivity and enhance service delivery by utilizing 100% of the staff training annual budget.
11. To enhance corporate image by increasing brand visibility and awareness
12. To increase quality and timeliness of service delivery to stakeholders by increasing customer satisfaction by 3% from the 83.28% in FY 2023/24 to 86.28% by FY 2027/28.

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 Medium Term Plan Four (MTP IV), keeping in mind the specific priorities of the Kenya Trade Network Agency. We will also pay special attention to implementation of the Bottom-up Economic Transformation Agenda (BeTA).

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

- (i) Ensure that the operation of the National Electronic Single Window System which is a Kenya Vision 2030 flagship project is sustained and is in accordance with the Constitution.
- (ii) Implement trade facilitation interventions geared towards achieving the Bottom-up Economic Transformation Agenda (BeTA) initiatives and reducing the cost of doing business.
- (iii) 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 System and related initiatives to improve service delivery.
- (iv) Continuously advising the Government on matters that affect the operations of the National Electronic Single Window System and Trade Facilitation to enable the Government to make informed decisions in relation to new policies and legislations.
- (v) Execute the Agency's mandate in line with the National Electronic Single Window System Act of 2022 and Regulations 2024.

Part IV: Commitments and Obligations of the Government

- (i) Acknowledgement of receipt of correspondences are made within the timelines stipulated in the Citizens' Service Delivery Charter.
- (ii) Timely release of exchequer 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 2024 – 30th June 2025.

Part VII: Signatories to the Performance Contract

For and on behalf of Kenya Trade Network Agency

Signature.....

Date.....18/10/2024

**HON. BASIL CRITICOS
CHAIRPERSON
BOARD OF DIRECTORS**

Signature.....

Date.....18th/10/2024

**MR. PAUL MWITI
INDEPENDENT BOARD MEMBER**

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

Signature.....

Date.....10/3/25

**HON. CPA JOHN MBADI, E.G.H
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 2023/2024	Target (FY 2024/2025)
A	Financial Stewardship				
A1	Absorption of Allocated Funds (GoK)	%	5.00	100.00	100.00
A2	Appropriation -In-Aid	Kshs	2.00	133794224.00	410315098.00
A4	Pending Bills Ratio	%	3.00	0.00	1.00
	Weight Sub-total		10.00		
B	Service Delivery				
B1	Implementation of Citizens' Service Delivery Charter	%	4.00	100.00	100.00
B2	Digitalization of Government Services	%	7.00	100.00	100.00
B3	Resolution of Public Complaints	%	4.00	100.00	100.00
	Weight Sub-total		15.00		
C	Core Mandate				
C103_1	Partner Government Agencies (PGAs) onboarded to the National Electronic Single Window system.	%	12.00	100.00	100.00
C103_2	Integration of the National Electronic Single Window System/Trade Facilitation Platform with e-TIMs Platform.	%	10.00	N/A	100.00
C103_3	Build Trade facilitation capacity for two Counties	%	8.00	100.00	100.00
C103_4	Ten more additional Commodity Procedures documented and published on Information for Trade Kenya Portal	%	10.00	100.00	100.00
C103_5	Customer Relationship Management (CRM) and Telephony Systems implementation.	%	8.00	N/A	100.00
C103_6	Impact assessment of the National Electronic Single Window System	%	3.00	N/A	100.00

C103_7	Ease of doing business	%	2.00	100.00	100.00
C103_8	Project Completion Rate	%	2.00	100.00	100.00
C103_9	Science Technology and Innovation (STI) Mainstreaming	%	2.00	100.00	100.00
C103_10	Productivity Improvement	Index	3.00	2.02	2.90
C103_11	Automating the Government-funded project Masterlist and Duty-Free Notifications exemptions	%	5.00	N/A	100.00
	Weight Sub-total		65.00		
D	Implementation of Presidential Directives				
D1	Implementation of Presidential Directives	%	2.00	100.00	100.00
	Weight Sub-total		2.00		
E	Affirmative Action in Procurement				
E1	Access to Government Procurement Opportunities	Kshs	2.00	10303434.00	39390000.00
E2	Promotion of Local Content in Procurement	Kshs	2.00	35871842.00	52520000.00
	Weight Sub-total		4.00		
F	Cross - Cutting				
F1	Asset Management	%	1.00	100.00	100.00
F2	Youth Internships/ Industrial Attachments/ Apprenticeships	No	1.00	35.00	36.00
F3	Competence Development	%	1.00	100.00	100.00
F4	National Values and Principles of Governance	%	1.00	100.00	100.00
	Weight Sub-total		4.00		
	Total Weight		100.00		

ANNEX II: PERFORMANCE CONTRACT EXPLANATORY NOTES

A. Financial Stewardship

A1 - Absorption of Allocated Funds(GoK)

KenTrade shall utilize 100% of the GOK allocated funds totaling Kshs. 963,475,098 comprising of:

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Development Expenditure.	Kshs	258300000.00	6/30/2025
2.	Recurrent Expenditure	Kshs	705175098.00	6/30/2025

A2 - Appropriation -In-Aid

KenTrade shall raise a total of Kshs. 410,315,098 from the following sources:

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Single Window related Fees	Kshs	395315098.00	6/30/2025
2.	Interest income	Kshs	15000000.00	6/30/2025

A4 - Pending Bills Ratio

KenTrade 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 2024/2025 with pending bills that are less than or equal to 1% (Kshs. 9,634,751) of the total KenTrade Budget of Kshs. 963,475,098).

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Pending Bills Ratio.	Ratio	1.00	6/30/2025

B. Service Delivery

B1 - Implementation of Citizens' Service Delivery Charter

KenTrade shall undertake the following activities during the financial year 2024/2025:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Displaying the service charter in the recommended size prominently at the point of entry at the Nairobi HQ, Nairobi ICDN, Namanga, Malaba and Busia Offices in both English and Kiswahili (minimum size '3x4' feet) with clearly visible font size of the contents.	%	10.00	9/30/2024
2.	Customize the charter to unique needs and convenient access of the customers by, 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	12/31/2024
3.	Sensitize all staff and 5,000 external stakeholders (active users of the System) on the Citizens' Service Delivery Charter.	%	20.00	6/30/2025
4.	Ensure conformity with commitments and standards in the Citizens' Service Delivery Charter by establishing compliance to the commitments stipulated in the Charter through undertaking quarterly monitoring, analyzing and compiling compliance quarterly reports.	%	50.00	6/30/2025

B2 - Digitalization of Government Services

KenTrade shall implement the Digitalization of Government Services by:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Identifying and prioritizing core services for Business Process Re-engineering (BPR).	%	10.00	9/30/2024

2.	Re-engineering at least two of the identified and prioritized services from end -to end.	%	35.00	12/31/2024
3.	Digitalizing the re-engineered services processes.	%	35.00	6/30/2025
4.	Ensuring all digitalized customer facing services are onboarded onto the e-citizen platform.	%	20.00	6/30/2025

B3 - Resolution of Public Complaints

KenTrade shall ensure all complaints are resolved by documenting and processing all complaints and providing access to information on compliant handling mechanisms. The Agency shall 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.	%	65.00	6/30/2025
2.	Requests on access to information received processed.	%	35.00	6/30/2025

C. Core Mandate

C103_1 - Partner Government Agencies (PGAs) onboarded to the National Electronic Single Window system.

This project involves onboarding additional Partner Government Agencies (PGAs) processes on the National Electronic Single Window System/Trade Facilitation Platform (TFP). The Agency has identified thirty-seven (37) PGAs involved in import and export process, thirty-two (32) have already been onboarded. The five PGAs pending onboarding to the National Electronic Single Window System include Kenya Civil Aviation Authority, Scrap Metal Council, Kenya Wildlife Service, NACADA and National Museums of Kenya.

The Agency targets to onboard two additional PGAs in the System during this contract period. These include the National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA) and the Kenya Civil Aviation Authority.

To achieve this, KenTrade will carry out the following;

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Requirements gathering, analysis, design and solution development.	%	30.00	11/30/2024

2.	Conducting User Acceptance Testing (UAT).	%	30.00	1/31/2025
3.	Training and sensitization of Users.	%	20.00	3/31/2025
4.	Go Live	%	20.00	6/30/2025

C103_2 - Integration of the National Electronic Single Window System/Trade Facilitation Platform with e-TIMs Platform.

This project involves integration of the National Electronic Single Window System/Trade Facilitation Platform with KRA e-TIMs System to facilitate online generation of VAT compliant invoices for the Users for the Single Window System.

To achieve this, KenTrade will carry out the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Gather and analyze requirements.	%	30.00	8/31/2024
2.	Design and integrate the Systems.	%	30.00	10/31/2024
3.	Conducting User Acceptance Testing (UAT).	%	20.00	11/30/2024
4.	Training and sensitization of Users.	%	10.00	12/31/2024
5.	Go Live	%	10.00	2/28/2025

C103_3 - Build Trade facilitation capacity for two Counties

The objective of this programme is to facilitate domestic trade by building the capacity of two counties in trade facilitation. The Agency has identified Marsabit (for leather and leather products) and Embu (for nuts and macadamia for edible oils) as the counties to focus on during the financial year 2024/2025.

To achieve this, KenTrade shall carry out the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Develop capacity building plan for the counties.	%	20.00	10/31/2024
2.	Implement the capacity building plan.	%	80.00	6/30/2025

C103_4 - Ten more additional Commodity Procedures documented and published on Information for Trade Kenya Portal

Kenya has committed under the World Trade Organization Trade Facilitation Agreement to improve on access to information on export and import processes and procedures. To do this, KenTrade has implemented an online platform known as the information for trade portal.

The Agency collaborates with Partner Government Agencies to identify commodities to document their export and import procedures and publish them on the portal. The identification of the commodities is informed by the economic survey and the Guided Trade Initiatives under The African Continental Free Trade Area (AfCFTA) which provide the most traded commodities in international trade.

The Agency Commits to document ten (10) additional commodity procedures on the Information for Trade Portal to increase the number from the current 126 to 136 by end of 2024/25 FY. The target is to publish procedures for at least 50 of the most traded commodities in Kenya during the Strategic Plan period.

To achieve this, KenTrade shall carry out the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Identify 10 more commodities procedures to be documented	%	10.00	8/31/2024
2.	Document the 10 commodity procedures.	%	70.00	5/31/2025
3.	Publish the 10 commodity procedures on the Information for Trade Portal.	%	20.00	6/30/2025

C103_5 - Customer Relationship Management (CRM) and Telephony Systems implementation.

The objective of this project is to ensure availability of contact center services and improve the customer satisfaction index. To achieve this the Agency undertakes to implement the customer relationship management and telephony systems. KenTrade shall undertake the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Development of System specifications for the implementation.	%	20.00	9/30/2024
2.	Procure and implement the System.	%	40.00	12/31/2024
3.	Train and conduct User Acceptance Testing (UAT).	%	20.00	2/28/2025
4.	Commissioning of the implemented System.	%	20.00	3/31/2025

C103_6 - Impact assessment of the National Electronic Single Window System

The National Electronic Single Window System has been operational for thirteen years, there is need for constant improvement, upgrading, adding functionalities and simplifying procedures. This means that the Agency is required to periodically evaluate the level of implementing the System to ensure beyond reasonable doubt that the objectives of implementing the System are being achieved. The assessment will help to understand the current state of implementation, identify institutional, corporate governance and legal gaps as well as evaluate the technology framework in use in line with the fast-changing technological environment.

The Agency commits to carry out an impact assessment to identify whether the objectives of the System have been met by undertaking the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Development of terms of reference.	%	20.00	12/31/2024
2.	Carry out an impact assessment of the National Electronic Single Window System.	%	80.00	6/30/2025

C103_7 - Ease of doing business

Under the Trading across borders sub-indicator, KenTrade will simplify two additional commodity procedures and publish them on the Information for Trade Portal. The commodities to be simplified are identified in collaboration with other Partner Government Agencies and informed by the economic survey and the Guided Trade Initiatives like The African Continental Free Trade Area (AfCFTA) which provide the most traded commodities in international trade.

The simplification of the commodity import and export procedures involves identification of redundant and duplicated trade procedures and eliminating them to enhance the ease of doing business.

To achieve this, KenTrade shall carry out the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Identify the two (2) commodity procedures for simplification.	%	10.00	8/31/2024
2.	Simplify and publish the two (2) commodity procedures on the Information for Trade Portal.	%	90.00	6/30/2025

C103_8 - Project Completion Rate

The Agency is committed to ensure the projects undertaken are fully implemented. To achieve this, KenTrade shall set up the infrastructure for the Digital Logistics Market Place (DLMP).

Digital Logistics Market Place (DLMP) solution will promote a highly efficient logistics and trade facilitation environment through a market linkage service platform. The main components of the solution include The Marketplace, Service provider configuration workbench, User Management module, Electronic Payment, Reporting Tools, Mobile-friendly version, Fee's engine, Notification Engine, Helpdesk, Tracking services, Document Digitization, User Rating services, Complaints handling and Trade knowledgebase.

The project shall include the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Digital Logistics Market Place (DLMP) infrastructure set up (100%)	%	100.00	6/30/2025

C103_9 - Science Technology and Innovation (STI) Mainstreaming

This indicator aims at ensuring that the Agency entrench Science, Technology, and innovations into programs to facilitate the attainment of the national development agenda.

To achieve this, KenTrade shall undertake the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Establish Collaborations and Partnerships in Research Science Technology and Innovation (RSTI).	%	30.00	6/30/2025
2.	Ensure technologies and innovations are transferred.	%	50.00	6/30/2025
3.	Submit quarterly and annual reports online to NACOSTI using the STI Mainstreaming reporting template provided on NACOSTI's website.	%	20.00	6/30/2025

C103_10 - Productivity Improvement

This performance indicator entails development, implementation and adoption of strategies and interventions that enable KenTrade to measure, manage and improve productivity and ultimately entrench a culture of productivity. For effective implementation of the performance indicator, KenTrade shall undertake the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Develop workplace productivity improvement strategy.	%	20.00	9/30/2024
2.	Implement workplace productivity improvement strategy.	%	30.00	3/31/2025
3.	Compute productivity index	%	20.00	6/30/2025
4.	Identify Measures to Improve the Productivity Index	%	26.00	6/30/2025
5.	Submit quarterly performance reports to National Productivity and Competitiveness Centre (NPCC) using the prescribed format.	%	4.00	6/30/2025

C103_11 - Automating the Government-funded project Masterlist and Duty-Free Notifications exemptions

KenTrade, will automate the Government-funded project Masterlist and Duty-Free Notification exemptions in the Single Window System. These exemptions are designed to facilitate contractors working on Government funded projects to import equipment duty free, necessary for project implementation. Additionally, the exemptions encompass services provided by consultants for the projects where they are VAT exempt. This automation initiative is currently under development and is scheduled for completion this financial year and integration with ITAX to commence in the new financial year 2024/25.

To achieve this, KenTrade will carry out the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Design and development of the integration with the ITAX System.	%	30.00	12/31/2024
2.	Conducting User Acceptance Testing (UAT).	%	40.00	3/31/2025
3.	Training and sensitization of Users.	%	15.00	5/31/2025
4.	Go live.	%	15.00	6/30/2025

D. Implementation of Presidential Directives

D1 - Implementation of Presidential Directives

KenTrade shall undertake following:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Grow a minimum of 3,000 trees within the year.	%	70.00	6/30/2025
2.	Mobilize three key stakeholders in liaison with the State Department for Forestry to grow trees.	%	30.00	6/30/2025
3.	Submit quarterly reports to the State Department for Forestry to grow trees	%	0.00	6/30/2025

E. Affirmative Action in Procurement

E1 - Access to Government Procurement Opportunities

KenTrade will award a minimum 30% of procurement budget to Youth, Women and Persons with disabilities. KenTrade's Procurement Plan is valued at KShs.131,300,000.

KenTrade shall carry out the following activities in the uptake of 30% value of Procurement Budget to AGPO:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Award 30% of the value of tenders totaling KShs. 39,390,000 to the youth, women and persons with disabilities enterprises during the year.	Kshs	39390000.00	6/30/2025
2.	Reserve and award 2% (KShs.787,800) of the 30% of the budget for procurement of goods for PWDs enterprises during the year.	Kshs	787800.00	6/30/2025

3.	Build the capacity of 100 stakeholders from the three target groups (Youth, Women & PWDs) through training on government procurement procedures, requirements for accessing government procurement opportunities and on the specific opportunities available in KenTrade once within the year.	No	100.00	6/30/2025
4.	Pre-qualify the registered groups as (an affirmative action) and submit to PPRA a summary of the procurement opportunities allocated to the target groups in the format provided in the PPRA website on quarterly basis, www.tenders.go.ke . The Agency shall also submit a summary of the procurement opportunities allocated to PWDs to NCPWD, via dmd@ncpwd.go.ke on quarterly basis.	No	100.00	6/30/2025

E2 - Promotion of Local Content in Procurement

KenTrade commits to ensure that a minimum 40% of all procurement budget shall be dedicated to locally produced goods and services (buy-Kenya-build-Kenya):

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

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Reserve a minimum of 40% of the net procurement budget totaling KShs. 52,520,000 for local goods and services	Kshs	52520000.00	6/30/2025
2.	Prepare and submit quarterly progress reports on the implementation of this indicator to the Ministry of Investments, Trade and Industry.	No	4.00	6/30/2025

F. Cross - Cutting

F1 - Asset Management

KenTrade shall carry out the following activities:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Inventory of Assets updated: Maintain and update Assets Registers using the prescribed reporting templates issued by the National Treasury. Submit quarterly and annual reports to The National Treasury & Economic Planning using the prescribed format by email nalm@treasury.go.ke .	%	30.00	6/30/2025
2.	Assets Ownership documents acquired	%	30.00	6/30/2025
3.	Idle Assets disposed: Ensure disposal of unserviceable, obsolete and surplus assets by way of sale, transfer to other public institutions, destruction, donation or other authorized methods of disposal and in all cases in full conformity to the existing legal requirements.	%	40.00	6/30/2025

F2 - Youth Internships/ Industrial Attachments/ Apprenticeships

KenTrade shall provide internships/apprenticeships/attachments to at least 5% of the total in-post of the staff establishment (5% of 88=5) during the year as shown below:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Attachments	No	19.00	6/30/2025
2.	Internships/Apprenticeships	No	17.00	6/30/2025

F3 - Competence Development

KenTrade shall undertake the following activities:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Execute interventions to address the identified skills gaps and training needs through recruitment, outsourcing, capacity building/training, coaching, mentoring, etc.	%	40.00	6/30/2025
2.	Set individual employees annual performance targets for FY 2024/25 using the prescribed format by 31st July 2024.	%	20.00	7/31/2024
3.	Undertake Staff Performance Appraisal for all employees and compile the appraisal report for the FY 2023/24 by 31st August 2024.	%	20.00	8/31/2024
4.	Develop an action plan and implement the recommendations emanating from the staff appraisal reports.	%	20.00	6/30/2025

F4 - National Values and Principles of Governance

KenTrade shall implement at least four (4) commitments and submit in the prescribed format an Annual Progress Report on the implementation of the commitments and way forward captured in the 2022/23 Annual President's Report on National Values and Principles of Governance.

The following are the four (4) commitments and way forward in the 2022 President's Annual Report on measures taken and progress achieved:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Implement measures to support the five pillars of the Government Plan as outlined in the Bottom-Up Economic Transformation Agenda (2022-2027) namely: Agriculture, Micro, Small and Medium Enterprise (MSME) Economy, Housing and Settlement, Improved Healthcare for all Kenyans and Digital Superhighway and Creative Economy; by sensitizing MSMEs in trade facilitation initiatives in one County.	%	10.00	6/30/2025

2.	Leverage on digitization and automation of government processes to make 80% of government services online by enhancing the National Electronic Single Window system integration with one Partner Government Agency.	%	10.00	6/30/2025
3.	Enhance adherence to the provisions of Article 10 of the Constitution through civic education, training and sensitization and mainstreaming of national values and principles of governance; by training the focal point persons, Staff and National Values Committee on National values and principles of governance.	%	10.00	6/30/2025
4.	Implement measures to promote accountability and openness in the management of public affairs and institutions; by publishing the financial statements and suppliers' prequalification list on the Agency website.	%	10.00	6/30/2025
5.	Submit in the prescribed format the Annual Report on measures taken and progress achieved in the realization of National Values and Principles of Governance. The above two annual reports shall be submitted to the Directorate of National Cohesion and Values by 15th July, 2025 in hard copy and emailed to nationalvalues2017@gmail.com with a copy to Nationalvalues2017@headofpublicservice.go.ke	%	60.00	7/15/2025

ANNEX III: PROJECT IMPLEMENTATION MATRIX

SNo	Project Name	Project Description	Location	Total Estimate Cost	Current Status (status of physical completion)	Allocation for FY 2024/2025	Expected Deliverables (Outputs) for FY 2024/2025
1.	Digital Logistics Market Place (DLMP) infrastructure set up	Digital Logistics Market Place (DLMP) infrastructure set up enhancement.	KenTrade Headquarters	25000000.00	Enhancement of the existing infrastructure.	25000000.00	Hosting infrastructure for DLMP

ANNEX IV: PRESIDENTIAL DIRECTIVES MATRIX

SNo	Directive	Description	Date Issued	Timeline	Total Estimated cost	Allocation for FY 2024/2025	Key Deliverables for FY 2024/2025
1.	National Tree Growing and Restoration Campaign	The Directive is expected to grow 15 billion trees for restoration of 10.6 million hectares by 2032. This initiative is expected to increase forest and tree cover from 12% to 30% by 2032	12/21/2022	30-06-2032	500000.00	500000.00	3,000 trees planted.