REPUBLIC OF KENYA

MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN DEVELOPMENT
STATE DEPARTMENT OF HOUSING, URBAN DEVELOPMENT AND PUBLIC WORKS
URBAN & METROPOLITAN DIRECTORATE

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Ref: MTIHUD/HUD/UD/5/14/6/8

Date: 15th May, 2018

County Secretary
County Government of Kwale
P.O. Box 4-80403
Kwale

County Secretary
County Government of Kilifi
P.O.BOX 519-80108
Kilifi

County Secretary
County Government of Tana River
P.O.BOX 29 -70101
Tana River

County Secretary
County Government of Lamu
P.O.BOX 74-80500
Lamu

County Secretary
County Government of Taita/Taveta
P.O.BOX 1066-80304
Taita Taveta

County Secretary
County Government of Garissa
P.O.BOX 57-70100
Garissa

County Secretary
County Government of Wajir
P.O.BOX 9-70200
Wajir

County Secretary
County Government of Mandera
P.O.BOX 13-70300
Mandera

County Secretary
County Government of Marsabit
P.O.BOX 384-60500
Marsabit

County Secretary
County Government of Isiolo
P.O.BOX 36-60300
Isiolo

County Secretary
County Government of Meru
P.O.BOX 120-60200
Meru

County Secretary
County Government of Tharaka-Nithi
P.O.BOX 2-60400
Tharaka-Nithi

County Secretary
County Government of Embu
P.O.BOX 36-60100
Embu

County Secretary
County Government of Kitui
P.O.BOX 33-90200
Kitui

County Secretary
County Government of Machakos
P.O.BOX 1996-90100
Machakos

County Secretary
County Government of Makueni
P.O.BOX 78-90300
Makueni

County Secretary
County Government of Nyandarua
P.O.BOX 701-20303
Nyandarua

County Secretary
County Government of Nyeri
P.O.BOX 1112-10100
Nyeri

County Secretary
County Government of Kirinyaga
P.O.BOX 260-10304
Kirinyaga

County Secretary
County Government of Murang'a
P.O.BOX 52-10200
Murang'a

County Secretary
County Government of Kiambu
P.O.BOX 2344-00900
Kiambu

County Secretary
County Government of Turkana
P.O.BOX 11-30500
Turkana

County Secretary
County Government of Kericho
P.O.BOX 1376-20200
Kericho

County Secretary
County Government of Bomet
P.O.BOX 19-20400
Bomet

County Secretary
County Government of Kakamega
P.O.BOX 36
Kakamega

County Secretary
County Government of Vihiga
P.O.BOX 90-50300
Vihiga

County Secretary
County Government of Bungoma
P.O.BOX 437-50200

County Secretary
County Government of Busia
P.O.BOX Private Bag 50400
Busia

County Secretary
County Government of Siaya
P.O.BOX
Siaya

County Secretary
County Government of Kisumu
P.O.BOX 2738-40100

Kisumu

County Secretary
County Government of Homabay
P.O.BOX 469-40300
Homabay

County Secretary
County Government of Migori
P.O.BOX 195-40400
Migori

County Secretary
County Government of Kisii
P.O.BOX 4550-40200
Kisii

County Secretary
County Government of Nyamira
P.O.BOX 434-40500
Nyamira

Attn: CECs in charge Of Urban Development

RE: DOCUMENTS REQUIRED FOR FIRST FULL ANNUAL ASSESSMENT UNDER KENYA URBAN SUPPORT PROGRAMME (KUSP).

Following an earlier letter introducing M/S ACAL Consulting Ltd (Consultant) to undertake the first full annual assessment, it is emphasized that the consultant shall assess the 45 counties' compliance with a set of minimum conditions including performance on minimum conditions applicable to Urban Institutional Grants (UIGs); performance with respect to the minimum conditions applicable to Urban Development Grants (UDGs); and performance standards (PSs).

The assessment involves four main activities: -

a) Document review and evidence gathering as per the set criteria containing Minimum Conditions (MCs) for UIGs, UDGs and PSs at the county level through a consultative process.
b) Preparation of a draft report on the status of the county regarding met and unmet MCs and PSs to be presented to the Ministry of Transport Infrastructure, Housing and Urban Development (MTIHUD).
c) Advise the county the documentary evidence to be submitted so as to comply for the unmet MCs and PSs.
d) Preparation of a final report detailing the MCs and PSs compliance level for onward submission to MTIHUD.

At the end of the assessment in the county, the consultant will debrief you and your County Program Coordination Teams (CPCTs) preliminary findings and issues derived from the assessment. The consultant will at this meeting share the preliminary findings and not the final results with the county. It is at this level that the county shall be informed of any additional documentary evidence that need to be submitted before preparation of the final report by the consultant.

To help expedite the process, it shall be appreciated if you could arrange to have all the necessary documentation for the assessment ready by the time of the assessment.

Please find attached the listing of required assessment documents to have ready prior to the assessment date. All additional reference documents including a Brief on the Programme, the Assessment Programme, Meeting Agendas, the Assessment Tools, The Project Appraisal Document, the Financial Management Manual and the Project

Operational Manual Volume 1 and 2 are downloadable from the ACAL website. (http://acalconsulting.co.ke/kusp.html)

The purpose of this letter is to inform you on the main activities of the assessment and some of the main document required for the exercise. You are therefore kindly requested to avail yourself and your Program Coordination Team for the two days assessment as per the attached schedule starting at 8.00 a.m. in each case.

You may contact the consultants on kusp@acal.co.ke or call +254 722 880 880.

We look forward to a favorable consideration of this request.

Kind Regards,

Victor Ogutu,
Program Coordinator, KUSP

Copy to:

Chief Executive Officer,
Council of Governors

Mr. Joseph Kibe
Chief Executive Officer
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Riverside Drive, Victoria Office Suites
Opp. Sameer Investments Ltd.
P. O. Box 20382 0010, Nairobi
Email: kusp@acal.co.ke

The Principal Secretary, Housing, Urban Development
and Public Works .... For information