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29/10/24



## PERFORMANCE CONTRACT

BETWEEN

THE GOVERNMENT OF THE REPUBLIC OF KENYA THROUGH THE  
CABINET SECRETARY - MINISTRY OF EDUCATION

AND

BOARD OF GOVERNORS - CENTRE FOR MATHEMATICS, SCIENCE AND  
TECHNOLOGY EDUCATION IN AFRICA



Centre for Mathematics,  
Science and Technology  
Education in Africa  
(CEMASTE)

FOR THE PERIOD

1ST JULY 2024 - 30TH JUNE 2025

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## **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 - Ministry of Education of (together with its assignees and successors) of the one part and Board-Centre for Mathematics, Science and Technology Education In Africa (hereinafter referred to as the Board of Governors ), (together with its assignees and successors) of P. O. Box 24214-00502 Karen, 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 Governors**

The Mandate of Centre for Mathematics, Science and Technology Education in Africa is to:

1. Develop capacity in STEM education, training and research

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 Centre for Mathematics, Science and Technology Education in Africa 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**

### **Vision Statement**

An empowered, creative and innovative STEM society in Africa

### **Mission Statement**

To continuously develop capacity in STEM education for sustainable development through training, research, innovation and partnerships with related ecosystems

### **Strategic Objectives**

1. To enhance quality of teaching and learning
2. To increase evidence-based body of knowledge on STEM education
3. To realize stable resource base
4. To increase partnerships, linkages and collaborations
5. To realize organizational effectiveness and efficiency
6. To strengthen STEMI education, training and research in Africa
7. To enhance governance and accountability

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

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 MTP IV, keeping in mind the specific priorities of the Centre for Mathematics, Science and Technology Education in Africa.

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

1. Build mathematics, science, and education capacities to meet the needs of the Kenya Kwanza Government Bottom-Up Economic Transformation Agenda (BETA), the Big Four Initiatives, Kenya Vision 2030 and Medium Term Four (MTPIV) Plans.
2. Build capacities and capabilities that prepare young people for subsequent tertiary training as critical human resources for all sectors of the economy
3. Establish partnerships with institutions and industry, locally and globally, for quality education.

### **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.

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

Centre for Mathematics, Science and Technology Education in Africa 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 1<sup>st</sup> July 2024 - 30<sup>th</sup> June 2025.

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

**For and on behalf of Centre for Mathematics, Science and Technology Education in Africa**

Signature.....

DR. PIUS MUTISYA, PHD

CHAIRPERSON - BOARD OF MANAGEMENT

Date.....

22/10/2024

Signature.....

MS. NANZALA MAYABI

INDEPENDENT BOARD MEMBER

Date.....

22/10/2024

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

Signature.....

Date.....

JULIUS MIGOS OGAMBA, EBS  
CABINET SECRETARY  
MINISTRY OF EDUCATION

**Countersigned by:**

Signature.....

Date.....

HON. CPA JOHN MBADI NG'ONG'O, EGH  
CABINET SECRETARY  
THE NATIONAL TREASURY AND ECONOMIC PLANNING

**ANNEX I: PERFORMANCE CONTRACT MATRIX FOR CENTRE FOR MATHEMATICS,  
SCIENCE AND TECHNOLOGY EDUCATION IN AFRICA**

S/no.	Performance Criteria	Unit of Measure	Weight (%)	Status Previous Year 2023/2024	Target (FY 2024/2025)
<b>A</b>	<b>Financial Stewardship</b>				
A1	Absorption of Allocated Funds (GoK)	%	2.00	100.00	100.00
A2	Appropriation -In-Aid	Kshs	2.00	15321418.00	16125970.00
A3	Absorption of Externally Mobilized Funds	%	3.00	0.00	100.00
A4	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	Digitalization of Government Services	%	7.00	100.00	100.00
B3	Resolution of Public Complaints	%	4.00	89.70	100.00
	<b>Weight Sub-total</b>		<b>15.00</b>		
<b>C</b>	<b>Core Mandate</b>				
C34_1	Junior School teachers trained in coding	No	5.00	806.00	810.00
C34_2	Teachers trained on ICT integration in teaching and learning	No	5.00	2232.00	2250.00
C34_3	Productivity Improvement	Index	3.00	3.64	4.00
C34_4	School Based Support (mentorship and coaching) in STEM for junior secondary school teachers conducted	No	3.00	54.00	42.00
C34_6	Curriculum implementers trained on Pedagogical Content Knowledge (PCK) and the STEM pathway	No	5.00	17931.00	8000.00
C34_7	Capacity of QASO to monitor and support teachers in curriculum implementation enhanced	No	3.00	354.00	150.00
C34_8	STEM boot camp and mentorship for learners conducted	No	3.00	3.00	3.00
C34_1 2	INSET Centre Principals sensitized on SMASE activities	No	2.00	N/A	100.00
C34_1 3	STEM Education Research Conducted	%	5.00	100.00	100.00
C34_1 4	One Issue of the Practitioners Journal of Teachers in STEM Education (PJTSE) published	%	2.00	100.00	100.00
C34_1 6	Monitoring and evaluation of CEMASTEIA INSET and workshops conducted	%	5.00	100.00	100.00
C34_1 8	Innovative STEM education activities and outreach conducted	%	4.00	100.00	100.00
C34_2 0	Science, Technology and Innovation Mainstreaming	%	2.00	100.00	100.00
C34_2 1	STEM model schools' implementation of climate change mitigation and adaptation projects	%	3.00	100.00	100.00



	supported				
C34_2 2	CEMASTEAs programmes and activities publicized	%	2.00	100.00	100.00
C34_2 3	Partnerships and linkages programmes for promoting STEM education conducted	%	3.00	100.00	100.00
C34_2 4	Project Completion Rate	%	2.00	100.00	100.00
C34_2 5	County Trainers' Representatives sensitized on SMASE activities	No	3.00	N/A	92.00
C34_2 7	Intellectual Property Policy developed	%	2.00	N/A	100.00
C34_2 8	A catalogue of virtual laboratories aligned to the Competency-Based Curriculum for Junior secondary developed	No	2.00	N/A	1.00
C34_2 9	Training on STEMI for educators in Africa conducted	No	1.00	N/A	1.00
	<b>Weight Sub-total</b>		<b>65.00</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>Affirmative Action in Procurement</b>				
E1	Access to Government Procurement Opportunities	Kshs	2.00	122167737.70	84170117.88
E2	Promotion of Local Content in Procurement	Kshs	2.00	202129740.00	112226823.84
	<b>Weight Sub-total</b>		<b>4.00</b>		
<b>F</b>	<b>Cross - Cutting</b>				
F1	Asset Management	%	1.00	27.50	100.00
F2	Youth Internships/ Industrial Attachments/ Apprenticeships	No	1.00	13.00	15.00
F3	Competence Development	%	1.00	100.00	100.00
F4	National Values and Principles of Governance	%	1.00	94.50	100.00
	<b>Weight Sub-total</b>		<b>4.00</b>		
	<b>Total Weight</b>		<b>100.00</b>		

## ANNEX II: PERFORMANCE CONTRACT EXPLANATORY NOTES

### A. Financial Stewardship

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

During the FY 2024/2025, the Board commits to utilize 100% of the allocated funds on programmes, projects, and activities that were appropriated and planned for. The approved budget for the FY 2024/2025 amounts to Kshs.

1,091,240,294.00

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Recurrent budget	Kshs	1091240294.00	6/30/2025

#### A2 - Appropriation -In-Aid

During the FY 2024/2025, the Board commits to raising A-in-A amounting to Kshs 16,125,969 as outlined below

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Rent from staff houses	Kshs	1152000.00	6/30/2025
2.	Provision of catering and accommodation services	Kshs	14584000.00	6/30/2025
3.	Miscellaneous incomes	Kshs	389969.00	6/30/2025

#### A4 - Pending Bills Ratio

During FY 2024/25, the Board commits to ensure that pending bills ratio as a proportion of the total approved budget will not exceed 1% (KShs.

10,912,402.94) of the approved budget of (KShs.1,091,240,294.00).

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

#### A3 - Absorption of Externally Mobilized Funds

In the FY 2024/25, the Board commits to absorb 100 % of the externally mobilised funds amounting to Ksh. 17, 734, 715

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Absorb 100 % of the externally mobilised funds	%	100.00	6/30/2025

### B. Service Delivery

#### B1 - Implementation of Citizens' Service Delivery Charter during the FY 2024/25, the Board commits to:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Display the Citizens Service Delivery Charter prominently at the gate, main hall, hallways and main reception in both English and Kiswahili using the prescribed format. The size of the Charter should, at the minimum 3 by 4 feet with a visible	%	10.00	9/30/2024

	font size of the contents.			
2.	Customise the Charter to unique needs and convenient access of the customers by, among others, translating the Charter to Braille, providing mechanisms for sign language, providing audio recordings and uploading the Charter on the CEMASTEAs online platforms.	%	20.00	12/31/2024
3.	Sensitise one hundred staff on the Citizens' Service Delivery Charter	%	20.00	3/31/2025
4.	Ensure conformity with commitments and standards in the Charter by establishing compliance mechanisms such as maintaining records on service delivery.	%	50.00	6/30/2025

## B2 - Digitalization of Government Services

In line with the Government directives on the digitization of services, the Board commits to:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Core services identified and prioritized for Business Process Reengineering (BPR)	%	10.00	9/30/2024
2.	Re-engineer HR leave management and library services end-to-end	%	35.00	6/30/2025
3.	Re-engineered service processes digitized	%	35.00	6/30/2025
4.	All digitalized customer facing services on boarded onto the e-citizen platform, where applicable.	%	20.00	6/30/2025

## B3 - Resolution of Public Complaints

During FY 2024/25, the Board commits to:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Resolve all complaints received	%	65.00	6/30/2025
2.	Process all requests received on access to information.	%	35.00	6/30/2025

**C. Core Mandate****C34\_1 - Junior School teachers trained in coding**

The teaching of coding in CBC enables learners to develop design thinking, problem-solving, creativity, and innovation skills. During the FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Train mathematics and science champions in coding	No	810.00	6/30/2025

**C34\_2 - Teachers trained on ICT integration in teaching and learning**

Digital literacy is one of the core competencies of CBC. There is a need to enhance teachers' competencies in effectively integrating ICT in education. During the FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Train JSS Teachers on ICT integration	No	2250.00	6/30/2025

**C34\_4 - School Based Support (mentorship and coaching) in STEM for junior secondary school teachers conducted**

Teachers in Junior Secondary are expected to share good practices through participation in school-based clusters, communities of practice and peer learning programmes. During the FY2023/2024, achievement on this target was 54. This FY2024/25, the target is lower at 42 as the Centre will support the remaining 21 counties (2 schools in each county). In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Support two JS schools from 21 counties namely: Kakamega, Mombasa, Kilifi, Taita Taveta, Mandera, Isiolo, Meru Tharaka Nithi, Kirinyaga, Kiambu, Samburu, Trans Nzoia, Elgeyo Markwet, Nakuru, Narok, Kajiado, Kericho, Bomet, Migori, Kisii and Embu.	No	42.00	6/30/2025

**C34\_6 - Curriculum implementers trained on Pedagogical Content Knowledge (PCK) and the STEM pathway**

The success of STEM education both at the Junior and Senior Secondary depends on curriculum implementers' instructional planning and lesson implementation competencies. During FY2023/2024, this indicator targeted junior secondary teachers in integrated science, mathematics, pre-technological studies, agriculture, and nutrition. The target is lower this year since the Centre will only target teachers of Science and mathematics in the Junior Secondary. In FY 2024/2025, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Train curriculum implementers on Pedagogical Content Knowledge (PCK) and STEM pathway.	No	8000.00	6/30/2025

**C34\_7 - Capacity of QASO to monitor and support teachers in curriculum implementation enhanced**

Quality Assurance and Standards Officers (QASOs) are responsible for assuring standards and quality of education. During FY2023/2024, the Centre trained 354 QASOs. The target is lower this FY at 150 as the Centre will only target the 150 QASOs newly employed by the MOE and have not been sensitised on CEMASTEAs activities. In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Train newly recruited QASOs.	No	150.00	6/30/2025

**C34\_8 - STEM boot camp and mentorship for learners conducted**

Boot camps on coding, robotics and mentorship support learners with skills essential for today's technology-driven world. During the FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Conduct boot camps for learners	No	3.00	6/30/2025

**C34\_12 - INSET Centre Principals sensitized on SMASE activities**

INSET Centre Principals are responsible for ensuring effective implementation of CEMASTEAs activities at county level. In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Sensitize INSET Centre Principals on SMASE activities	No	100.00	12/31/2024

**C34\_13 - STEM Education Research Conducted**

Research assists CEMASTEAs in generating data that informs training in STEM education. In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Conduct one STEM Education Research	%	100.00	6/30/2025

**C34\_14 - One Issue of the Practitioners Journal of Teachers in STEM Education (PJTSE) published**

In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Train teachers on authoring practitioner journal articles	%	60.00	12/31/2024
2.	Review the journal articles	%	20.00	6/30/2025
3.	Publish the Journal of Teachers in STEM Education	%	20.00	6/30/2025



**C34\_16 - Monitoring and evaluation of CEMASTEIA INSET and workshops conducted**

Monitoring and evaluating CEMASTEIA INSETs and workshops facilitates the identification of areas of success, improvement and needs for future activities. In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Conduct M&E activities for all trainings and workshops	%	60.00	6/30/2025
2.	Compile M & E reports	%	40.00	6/30/2025

**C34\_18 - Innovative STEM education activities and outreach conducted**

STEM education activities conducted during school visits to CEMASTEIA and STEM outreach enable the development of critical thinking, problem-solving, creativity, and innovation skills and promote interest in STEM courses and careers. During the FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Host 800 learners during school visits to CEMASTEIA	%	40.00	6/30/2025
2.	Host 50 teachers during school visits to CEMASTEIA	%	20.00	6/30/2025
3.	Conduct 25 STEM outreach programmes in schools across the country	%	40.00	6/30/2025

**C34\_20 - Science, Technology and Innovation Mainstreaming**

Investments in Science, Technology, and Innovation (STI) are one of the core activities at CEMASTEIA. Programs and investments in STI are vital in transforming Kenya from a factor-based to an innovation-led, knowledge-based economy. In FY 2024/25 the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Review institutional STI Mainstreaming Strategy	%	30.00	12/31/2024
2.	Implement STI strategic issues	%	70.00	6/30/2025

**C34\_21 - STEM model schools' implementation of climate change mitigation and adaptation projects supported**

Raising awareness on the causes, effects and mitigation of climate change is important. During FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Support climate change mitigation projects in 47 STEM model schools	%	100.00	6/30/2025

**C34\_22 - CEMASTEIA programmes and activities publicized**

Publishing CEMASTEIA activities raises awareness about the activities of the Centre. In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Publish a quarterly CEMASTEIA Info Newsletter.	%	40.00	6/30/2025
2.	Publish CEMASTEIA activities through electronic media	%	20.00	6/30/2025
3.	Develop procedures manual for development of documentaries on CEMASTEIA activities	%	40.00	6/30/2025

**C34\_23 - Partnerships and linkages programmes for promoting STEM education conducted**

Partnerships and linkages (P&L) programmes enable the CEMASTEAs to increase its networks, visibility and resource availability. In the FY 2024/25, the Board Commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Establish two collaborative partnerships	%	100.00	6/30/2025

**C34\_25 - County Trainers' Representatives sensitized on SMASE activities**

County Trainers' Representatives are responsible for planning and implementing CEMASTEAs training at the county level. In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Sensitize County Trainers' Representatives on SMASE activities	No	92.00	12/31/2024

**C34\_28 - A catalogue of virtual laboratories aligned to the Competency-Based Curriculum for Junior secondary developed**

Virtual laboratories can bridge the gap where resources are limited or not available. Further, they offer interactive learning environments that simulate real-world applications of STEM concepts. In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Develop a catalogue of virtual laboratories in Competency Based Curriculum (CBA) for Junior secondary.	No	1.00	6/30/2025

**C34\_29 - Training on STEMI for educators in Africa conducted**

CEMASTEAs serves as the Secretariat for Strengthening of Mathematics and Science Education in Africa (SMASE-Africa) Association. The Centre coordinates the Association's continental activities, including training in STEM, workshops, webinars and conferences. In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Conduct one training on STEMI for educators in Africa	No	1.00	6/30/2025

**C34\_3 - Productivity Improvement**

Productivity Improvement strategies and interventions will enable CEMASTEAs to measure, manage and improve the efficiency and effectiveness of resources utilization. During FY 2024/25 the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Develop workplace productivity improvement strategy and plan	%	20.00	12/31/2024
2.	Implement the productivity strategy	%	30.00	6/30/2025
3.	Collect productivity measurement data and compute productivity index	%	20.00	6/30/2025
4.	Improved Index	%	26.00	6/30/2025

5.	Submit quarterly performance reports to NPCC using the prescribed format to productivitycentre@labour.go.ke	%	4.00	6/30/2025
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#### **C34\_24 - Project Completion Rate**

In the FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Project Completion Rate	%	100.00	6/30/2025

#### **C34\_27 - Intellectual Property Policy developed**

An Intellectual Property (IP) policy is essential for guidance on the ownership rights of innovations, creative works and technologies developed by or with CEMASTEIA. In FY 2024/25, the Board commits to:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Develop the IP policy	%	70.00	3/30/2025
2.	Validate and publish the policy	%	30.00	6/30/2025

### **D. Implementation of Presidential Directives**

#### **D1 - Implementation of Presidential Directives**

In the FY 2024/25, the Board commits to implement the Presidential Directive on National Tree Growing and Restoration Campaign and any other Directive issued between 1st July 2024 and 30th June 2025 by:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Grow 3000 trees (100 staff growing 30 trees each).	%	70.00	6/30/2025
2.	Mobilizing key stakeholders to grow trees, in liaison with the State Department for Forestry	%	30.00	6/30/2025

### **E. Affirmative Action in Procurement**

#### **E1 - Access to Government Procurement Opportunities**

During FY 2024-25, the Board commits to allocate and award at least 30% of the total value of the procurement budget (Kshs. 280, 567,059.60 ) for goods, works, and services as provided in the annual procurement plan to youth, women and PWDs. At least 2% of the 30% of the budget for procurement of goods, works, and services will be reserved for PWDs.

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	At least 30% of total procurement budget allocated to Youth, Women and Persons with Disabilities and at least a minimum of 2% of the 30% procurement budget reserved to Persons with Disabilities (PWDs)	Kshs	84170117.88	6/30/2025

## E2 - Promotion of Local Content in Procurement

During FY 2024/25, the Board commits to allocate and award at least 40% of the total value of the procurement budget (Kshs. 280, 567,059.60) for goods, works and services produced locally as provided in the annual procurement plan. In addition, the Board also commits to prepare and submit quarterly progress reports on implementing this indicator to the Ministry of Industry, Trade and Investments in the prescribed format.

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	40% of the annual Procurement Budget to procure goods, works and services produced locally	Kshs	112226823.84	6/30/2025

## F. Cross - Cutting

### F1 - Asset Management

Asset management will facilitate CEMASTEIA in preparing and maintaining asset registers and ensuring the proper disposal of idle assets. During the FY 2024/25, the Board commits to

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Update the inventory of Assets	%	30.00	6/30/2025
2.	Acquire Assets ownership documents	%	30.00	6/30/2025
3.	Dispose idle Assets	%	40.00	6/30/2025

### F2 - Youth Internships/ Industrial Attachments/ Apprenticeships In the FY

2024/25, the Board commits to engage:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Youth Internship	No	5.00	6/30/2025
2.	Industrial Attachments	No	10.00	6/30/2025

### F3 - Competence Development

In the FY 2024/25, the Board commits to:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Undertake Staff Training Needs Assessment and prepare annual staff training projections;	%	30.00	6/30/2025
2.	Address the identified skills gaps and training needs through interventions such as recruitment, outsourcing, capacity building, training, coaching, mentoring, etc.	%	30.00	6/30/2025
3.	Undertake Employee Performance Management by carrying out the following: (a) Set individual employees annual performance targets using the prescribed format by 31-07-2024 (10%); (b) Undertake Staff Performance Appraisal for all employees and compile the appraisal report by 31-08-2024 (15%); and (c) Develop an action plan and implement the recommendations of the staff appraisal reports(15%).	%	40.00	6/30/2025

#### F4 - National Values and Principles of Governance

To promote and mainstream National Values and Principles of Governance, the Board, in FY 2024/25, commits to:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	(i) Train school leaders and teachers on measures to protect the environment and mitigate climate change and participate in the tree growing campaigns.. (ii) Automate and digitize library and human resources leave management processes, and implement e-citizen payment solution. (iii) Sensitize staff and stakeholders on adherence to the provisions of Article 10 of the Constitution and mainstreaming of national values and principles of governance. (iv) Sensitize staff and stakeholders on promoting accountability and openness in the management of CEMASTE A activities.	%	40.00	6/30/2025
2.	Report on the measures taken and progress achieved in the realization of National Values and Principles of Governance.	%	60.00	6/30/2025



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.	Conversion of decommissioned laboratory into a digital ICT lab and Hub.	Equip the former biology laboratory into a digital classroom	CEMA STEA KAREN NNAIRO BI	6220000.00	Not started	6220000.00	Digital classroom

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 Restoration Campaign - to grow 15 billion trees for restoration of 10.6 million hectares	His Excellency the President announced Kenya's attainment of the Constitutional 10% tree cover target. He directed a progression to 30% coverage by the year 2050.	12/22/2022	30-06-2024	26000000.00	2000000.00	1). Grow the minimum number of allocated trees; 2). Mobilize key stakeholders in liaison with the State Department for Forestry to conduct three (3) tree planting/growing events in the year (30%); and 3). Submitted half yearly reports.

