

## **MINISTRY OF STATE FOR PLANNING, NATIONAL DEVELOPMENT & VISION 2030**

### **ROLE, MANDATE AND FUNCTIONS**

The ministry of state for planning, national development and vision 2030 was established through a presidential circular No. 1/2008 on the organization of the Government of the Republic of Kenya and placed under the office of the prime minister. The ministry mandate is to facilitate and coordinate the national development planning process and to provide leadership in national economic policy management as more concretized below:

- National Development Planning
- Monitoring and Evaluation of Economic Trends and Policy
- Kenya National Bureau of Statistics (KNBS)
- National Census and Housing Surveys
- National Coordinating Agency for Population and Development (NCAPD)
- KENYA Institute for Public Policy Research and Analysis (KIPPRA)
- Economic Commission for Africa (ECA)
- New Partnership for Africa Development (NEPAD)
- District Focus Strategy for Rural Development (DFRD)
- Poverty Eradication Commission (PEC)
- Implementation of National Vision 2030
- Monitoring of Millennium Development Goals (MDGs)
- Coordination of Constituency Development Funds (CDF)
- Africa, Caribbean and Pacific (ACP)

The work of the ministry is executed through five Directorates, two specialized units two parastatals and five Semi-Autonomous Government Agencies (SAGAs).

### **MISION**

To be a center of excellence in planning for a globally competitive and prosperous nation with a high quality of life for all Kenyan

### **VISION**

To provide effective leadership and coordination in planning, policy formulation and tracking results for a globally competitive and prosperous nation

## OUR CORE VALUES

1. **Professional Integrity:** All staff shall uphold the high standards of professional conduct, competence and integrity
2. **Passion for result:** We will relentlessly pursue the timely attainment of targeted result at all levels.
3. **Participatory Approach:** We commit and dedicate ourselves to a consultative and all inclusive planning process.
4. **Customer Orientation:** We dedicate ourselves to uphold and pursue a customer driven and focused service delivery.
5. **Commitment to Team Work:** All staff shall embrace a spirit of team work and collaboration to achieve planned results.
6. **Commitment to the Welfare of the Employees:** The ministry will at all times strive to attract, motivate and reward excellence and provide a conducive work environment.
7. **Innovation and Visionary:** The ministry is committed to be innovative, creative and visionary
8. **Transparency and Accountability:** All members of staff shall conduct the day to day business of the ministry in a transparent and accountable manner.
9. **Ethical Standards:** All members of the staff shall promote the highest standards of ethics as enshrined in the public Officer Ethics Act, 2003 and the public Service Commission of Kenya Code of Conduct and Ethics.

## THE CITIZEN SERVICE CHARTER FOR DISTRICT DEVELOPMENT OFFICER

<b>NO</b>	<b>Service Rendered</b>	<b>Customer Requirement</b>	<b>User Charges</b>	<b>Time Frame</b>
1.	Enquiries ( Customer Care Desk)	Conversant with different offices	Nil	To be served within 10 minutes
2.	Provision of technical advice ( e.g. project proposals, project funding)	DDO well informed on all source of funds	Nil	Within 30 minutes
3.	Provision of updated District data (list of Development projects, demographic)	District data which is factual and up to date	Nil	Within 2 weeks
4.	Response to both technical and professional queries	Knowledgeable on all key government policies being implemented in the District and country at large and their implications	Nil	Within 5 working days upon receipt
5.	Provision of information on performance of development activities and implementation status of projects in the District	Distribution of the projects and their funders in the District. Who is funding what?	Nil	1 <sup>st</sup> week of every quarter (3 months)
6.	Provision of the documents and information materials at the DIDC and HIV/AIDS Resource centre and coordination of inter-sectoral HIV/AIDS response	Key policy government documents available at the DIDC NACC- Funded organizations /KNASP	Nil	daily
7.	Production of District Annual Monitoring and Evaluation Report (DAMER)	<ul style="list-style-type: none"> <li>• Involvement</li> <li>• Findings and their Recommendations</li> <li>• Feedback</li> </ul>	Nil	30 <sup>th</sup> September every year
8.	Enhance collection of AIA	Functional DIDC with internet services	Charges determined by DDC	Daily
9.	Disseminate information and government policies to stakeholders	<ul style="list-style-type: none"> <li>• Availability of policy documents and information</li> <li>• IRC strategy</li> </ul>	Nil	Quarterly