



**PERFORMANCE CONTRACT**

**BETWEEN**

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

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**AND**

**BOARD OF MANAGEMENT - RIRAGIA TECHNICAL  
AND VOCATIONAL COLLEGE**

**FOR THE PERIOD**

**1ST JULY 2025 - 30TH JUNE 2026**

## **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-Riragia Technical and Vocational College (hereinafter referred to as the Board of Management ), (together with its assignees and successors) of P.O BOX 1809 - 40200 KISII 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.

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Therefore, the parties hereto agree as follows:

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

The Mandate of Riragia Technical and Vocational College is to:

1. The Mandate of Riragia Technical and Vocational College is to offer courses at Artisan, Certificate, Diploma and all CBET levels in various disciplines through Training Research and Innovation.

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 Riragia Technical and Vocational College 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**

To be a top-class institution empowering people with market-driven technical and vocational skills and competencies for a brighter future.

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

To develop highly qualified human resource by providing quality training, applied research and entrepreneurship skills that are responsive to industry demands.

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

1. To increase trainee enrollment
2. To increase trainee pass rate in external assessments
3. To implement infrastructural projects

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

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, Bottom-up Economic Transformation Agenda (BETA), keeping in mind the specific priorities of the Riragia Technical and Vocational College.

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

1. In carrying out my/our duties, I/we intend to put all my/our efforts towards contributing effectively and efficiently to the achievement of the national development agenda as espoused in the Kenya Vision 2030 MTP IV, taking into account the specific priorities of Riragia Technical and Vocational College

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

1. Train skilled competent manpower for the local and international market.
2. Enhance liaison and collaboration with commerce and industry to ensure employability of our technical graduates to meet our national development needs
3. Develop capacities and capabilities that address our mandate in line with Vision 2030, MTP IV, The Bottom-up Economic model (BeTA) and other government initiatives
4. Promote education, training, research and dissemination of knowledge, skills and values for technical innovation and industrial development.

## **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 (7) days upon submission of the request.

## **Part V: Reporting Requirements**

Riragia Technical and Vocational College 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 2025 - 30th June 2026.

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

**For and on behalf of Riragia Technical and Vocational College**

Signature..... Date.....

MR. PATRICK OGECHA NYAGOSIA

CHAIRPERSON - BOARD OF MANAGEMENT

Signature..... Date.....

LUCY WAHITO WACHIRA

INDEPENDENT BOARD MEMBER

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

Signature..... Date.....

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JULIUS MIGOS OGAMBA EBS.

CABINET SECRETARY

MINISTRY OF EDUCATION

## ANNEX I: PERFORMANCE CONTRACT MATRIX FOR RIRAGIA TECHNICAL AND VOCATIONAL COLLEGE

S/no.	Performance Criteria	Unit of Measure	Weight (%)	Status Previous Year 2024/2025	Target (FY 2025/2026)
<b>A</b>	<b>Financial Stewardship</b>				
A1	Absorption of Allocated Funds (GoK)	%	5.00	86.14	100.00
A2	Appropriation -In-Aid	Kshs.	2.00	14580466.00	46299380.00
A4	Pending Bills Ratio	%	3.00	4.33	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	45.00	100.00
B2	Digitalization of Government Services	%	7.00	72.50	100.00
B3	Resolution of Public Complaints	%	4.00	77.00	100.00
	<b>Weight Sub-total</b>		<b>15.00</b>		
<b>C</b>	<b>Core Mandate</b>				
C463_1	Science Technology and Innovation (STI) Mainstreaming	%	2.00	86.30	100.00
C463_2	Productivity Index established	%	3.00	50.00	100.00
C463_3	Office of Internal Quality Assurance Operationalized	%	5.00	70.00	100.00
C463_4	Gross Enrollment increased	No.	10.00	659.00	800.00
C463_5	Industrial Linkages Established	No.	5.00	2.00	2.00
C463_6	Dual Training Implemented	No.	5.00	N/A	2.00
C463_7	Co-curricular Activities Undertaken	%	10.00	100.00	100.00
C463_8	Tracer Study Conducted	%	2.00	16.67	100.00
C463_9	Course completion rate improved	%	5.00	77.77	100.00

C463_10	Competency performance level improved	%	10.00	63.60	70.00
C463_11	Projects completion rate	%	2.00	77.77	100.00
C463_12	Office of Career services enhanced	%	6.00	50.00	100.00
<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	85.56	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	27894300.00	29920352.00
E2	Promotion of Local Content in Procurement	Kshs.	2.00	34486827.00	39893802.70
<b>Weight Sub-total</b>			<b>4.00</b>		
<b>F</b>	<b>Cross - Cutting</b>				
F1	Asset Management	%	1.00	13.90	100.00
F2	Youth Internships/ Industrial Attachments/ Apprenticeships	No.	1.00	2.00	4.00
F3	Competence Development	%	1.00	8.41	100.00
F4	National Values and Principles of Governance	%	1.00	82.50	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)

In the FY 2025/2026, the Board commits to utilize 100% of the allocated funds on programmes, projects and activities which they were appropriated and planned

for. The approved budget for the FY 2025-2026 amounts to Kshs. 157,350,187 comprising of the following:

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Recurrent Budget for FY 2025/2026	Kshs.	126839812.00	6/30/2026
2.	Development Budget for FY 2025/2026	Kshs.	30510375.00	6/30/2026

#### A2 - Appropriation -In-Aid

In FY 2025/2026, The Board commits to raise A.I.A of Kshs. 46,299,380 from the following sources:

	Source of Funds	Unit of Measure	Target	Completion Date
1.	College fees collected from trainees at school	Kshs.	45544380.00	6/30/2026
2.	Income generating activities	Kshs.	755000.00	6/30/2026

#### A4 - Pending Bills Ratio

As at 30th June, 2025, the Board had pending bills amounting to Kshs 5,483,090 which it commit to pay during the contract period . In FY 2025/26 the Board commits to meet all financial obligations and ensure that pending bills if any, will not exceed 1% (Kshs. 1,573,501) of the approved budget of Kshs. 57,350,187.

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Ceiling for pending bills ratio (as proportion of the total approved budget for FY 2025/2026 in percentage)	%	1.00	6/30/2026

## B. Service Delivery

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

In the FY 2025/2026, the Board commits to display, sensitize and cascade the Citizens Service Delivery Charter while ensuring compliance with the commitments and standards by 30th June 2026 as shown by the following:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Citizens' Service Delivery Charter displayed prominently at the entrance of administration block in both English and Kiswahili. For the purpose of visibility and legibility by the customers, the size of the Charter should, at the minimum, be three feet in width and four feet in height, i.e. (3'x4'), with clearly visible font size of the contents	%	10.00	12/31/2025
2.	Citizens' Service Delivery Charter customized to unique needs and convenient access of the customers by , providing mechanisms for sign language, providing audio recordings and uploading it on the Riragia TVC online platforms	%	20.00	6/30/2026
3.	All staff sensitized on the Citizens' Service Delivery Charter	%	20.00	3/31/2026
4.	Conformity with commitments and standards in the Citizens' Service Delivery Charter ensured by establishing compliance to the commitments stipulated in the Charter through undertaking quarterly monitoring, analyzing and compiling compliance quarterly reports as per the template	%	50.00	6/30/2026

## B2 - Digitalization of Government Services

In the FY 2025/2026 the board commits to accelerating the adoption of ICT solutions to provide easy access, convenience and efficiency in service delivery by undertaking the following:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Core services for Business Process Reengineering identified and prioritized	%	10.00	9/30/2025
2.	At least two core services re-engineered end to end	%	35.00	3/30/2026
3.	Re-engineered service processes digitalized	%	35.00	3/30/2026
4.	All digitalized customer facing services onboarded onto the e-citizen platform, where applicable	%	20.00	6/30/2026

## B3 - Resolution of Public Complaints

In the FY 2025/2026, the Board commits to promptly address and resolve all public complaints referred to the institution directly or channeled through the commission on Administrative Justice (CAJ) by undertaking the following:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Resolution of all complaints received	%	70.00	6/30/2026
2.	Requests on access to information received processed	%	30.00	6/30/2026

## C. Core Mandate

## C463\_1 - Science Technology and Innovation (STI) Mainstreaming

In the FY 2025/26 the Board commits to entrench Science Technology and Innovation into its programmes to facilitate the attainment of the national development agenda and global competitiveness by ensuring the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Collaborations and Partnerships in RSTI established	%	45.00	6/30/2026
2.	Technology(ies) and/or innovation(s) transferred	%	55.00	6/30/2026

## C463\_2 - Productivity Index established

In the FY 2025/2026 the board commits to measuring the efficiency and effectiveness of resource utilization in converting inputs into quality outputs by ensuring:

1. Establishing and operationalizing a Productivity Mainstreaming Committee
2. Training Productivity Champions
3. Creating awareness/sensitization on productivity mainstreaming for all staff

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	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Productivity Index Established	%	100.00	6/30/2026

## C463\_3 - Office of Internal Quality Assurance Operationalized

In FY 2025/2026, The Board commits to enhance internal quality assurance by doing the following;

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Create a new committee to oversee internal quality standards.	%	20.00	9/30/2025
2.	Ensure all members of the Internal Quality Committee are trained.	%	30.00	3/30/2026
3.	Select and train three new internal auditors.	%	20.00	6/30/2026

4.	Conduct three internal quality audits to enhance and evaluate organizational processes.	%	30.00	6/30/2026
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#### **C463\_4 - Gross Enrollment increased**

In the FY 2025/26, the Board commits to increasing gross enrollment by 800 trainees through enhanced outreach and awareness services.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Gross enrolment increased	No.	800.00	6/30/2026

#### **C463\_5 - Industrial Linkages Established**

In FY 2025/2026, the Board commits to develop industry linkages and collaborations to link trainees to the industry to impact practical skills to the trainees by undertaking the following activities: signing of memoranda of understanding and placement of 200 trainees for attachment.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Two (2) Memoranda of Understanding (MOUs) signed.	No.	2.00	6/30/2026

#### **C463\_6 - Dual Training Implemented**

In the FY 2025/2026, The Board commits to implementing dual training ,through verified attendance, competency assessments, and industry feedback in Plumbing and Automotive Engineering.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Dual Training Implemented	No.	2.00	6/30/2026

#### **C463\_7 - Co-curricular Activities**

##### **Undertaken**

In FY 2025/2026, the Board commits to actively enhancing trainee engagement in co-curricular activities.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Three Ball Games;football, netball and volleyball participated in	%	30.00	6/30/2026

2.	Athletics Competitions: (Short races, Long races, Hurdles, Long jump, Short put and Javelin) participated in	%	50.00	6/30/2026
3.	Music Festivals participated in	%	10.00	6/30/2026
4.	TVET Fairs and Competitions participated in	%	10.00	6/30/2026

#### **C463\_8 - Tracer Study Conducted**

In the FY 2025/2026, the Board commits to undertake tracer studies to follow up on the progress of college graduates by undertaking the following:

1. Develop a data collection tool
2. Collect data
3. Analyze the collected data
4. Prepare a report

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Tracer Study Conducted	%	100.00	6/30/2026

#### **C463\_9 - Course completion rate improved**

In the FY 2025/2026, the Board commits to increase course completion rates from 77.77% to 100% through career counseling.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Course completion rate improved	%	100.00	6/30/2026

#### **C463\_10 - Competency performance level improved**

In FY 2025/2026, the Board commits to improving the examination pass rate from 63.60 % to 70% by:

- i. Installing e-books in the library and providing trainee access;
- ii. Monitoring both trainee and trainer class attendance

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Competence performance level improved	%	70.00	6/30/2026

## C463\_11 - Projects completion rate

In the FY 2025/2026, the Board commits to implement 3 projects as provided in the project implementation matrix (Annex III)

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Projects completion rate	%	100.00	6/30/2026

## C463\_12 - Office of Career services enhanced

In FY 2025/2026, the Board commits to enhancing and continuing the provision of career services to trainees.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Career guidance and counseling training provided for two staff members to improve support for students.	%	50.00	6/30/2026
2.	Number of students who use and benefit from career counseling monitored and documented	%	50.00	6/30/2026

## D. Implementation of Presidential Directives

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### D1 - Implementation of Presidential Directives

In the FY 2025/2026, the Board commits to implement Presidential Directives as provided in the Presidential Directive Matrix. In addition, Board will implement any other Presidential Directives issued between 1st July, 2025 to 30th April, 2026 as indicated in Annex IV.

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Presidential Directives implemented	%	100.00	6/30/2026

## E. Affirmative Action in Procurement

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

During the FY 2025/26 the Board will allocate and actually award at least 30% ( Kshs. 29,920,352.00 ) of the total procurement budget (Ksh. 99,734,506.76) for goods and services as provided in the annual procurement plan to youth women and PWDs as individuals or in organized groups. At least 2% of the 30% of the budget (Kshs. 598,407.00) for procurement of goods and services will be reserved for PWDs. In addition, the following shall be undertaken: Build the capacity of three target groups through training on government procedures, requirements for accessing government procurement opportunities and the specific opportunities available in the Ministry. Pre-qualify the registered groups as (an affirmative action), Submit to PPRA a summary of the procurement opportunities allocated to the target groups in the format provided, Facilitate quick processing of payments upon receipt of necessary documents from the targeted groups.

	<b>Sub-Indicators</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	30% of the Annual Procurement Budget allocated and awarded to youth, women, and persons with disabilities (PWDs).	Kshs.	29920352.00	6/30/2026
2.	2% of the 30% of the Procurement Budget Reserved and Allocated to PWDs	Kshs.	598407.00	6/30/2026

## **E2 - Promotion of Local Content in Procurement**

In the FY 2025/2026, the Board will allocate and ensure at least 40% (Kshs. 39,893,802.70) of the procurement budget (Kshs. Ksh. 99,734,506.76) is utilized on locally produced goods and services, as outlined in the annual procurement plan. In addition, quarterly reports will be submitted to the State Department for Industry on the total amount of the procurement budget spent on locally produced goods and services.

	<b>Sub-Indicators</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	40% of total procurement budget reserved for locally procured goods and services	Kshs.	39893802.70	6/30/2026

## **F. Cross - Cutting**

## F1 - Asset Management

In the FY 2025/2026 the Board commits to carry out the following towards asset management:

	<b>Sub-Indicators</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	Verified and updated assets register maintained	%	30.00	6/30/2026
2.	Assets ownership documents acquired	%	30.00	6/30/2026
3.	Idle assets disposed	%	40.00	6/30/2026

## F2 - Youth Internships/ Industrial Attachments/ Apprenticeships

In the FY 2025/2026, the Board commits to engage a total of 4 youths in internships and industrial attachments. This will represent 5% of the total in-post staff of 80.

	<b>Sub-Indicators</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	Interns engaged	No.	1.00	6/30/2026
2.	Attachees engaged	No.	3.00	6/30/2026

## F3 - Competence Development

In the FY 2025/2026, the Board commits to enhance skills and proficiencies in order to address the career progression of individual employees and improve institutional performance by undertaking the following;

	<b>Sub-Indicators</b>	<b>Unit of Measure</b>	<b>Target</b>	<b>Completion Date</b>
1.	Annual staff training projections prepared	%	12.00	6/30/2026
2.	Identified skills gaps and training needs addressed through recruitment, capacity building and training.	%	38.00	6/30/2026

3.	Undertaking Employee Performance Management through (a) Setting individual employees' annual performance targets for FY 2025/26 using the prescribed format by 31st July, 2025 (12%) b) Undertaking Staff Performance Appraisal for all employees and compiling the appraisal report for the FY 2024/25 by 31st August, 2025 (19%) and c) Developing an action plan and implement the recommendations emanating from the staff appraisal reports (19%).	%	50.00	6/30/2026
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#### F4 - National Values and Principles of Governance

During the FY 2025/2026 the Board commits to making National Values and Principles of Governance a central rallying ingredient and theme in the planning and execution of policies, programs, projects and activities for improved service delivery by undertaking the following:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Implement 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 2024/25 Annual President's Report on National Values and Principles of Governance (40%) i) The capacity of institutions and stakeholders in the promotion of national values and principles of governance enhanced ii) Measures to improve accountability and openness in the management of public institutions implemented iii) Gender and disability mainstreaming in service delivery upscaled iv) Measures to enhance nationhood and national identity implemented	%	40.00	6/30/2026
2.	Measures taken and progress achieved in the realization of National Values and Principles of Governance reported	%	60.00	6/30/2026

### ANNEX III: PROJECT IMPLEMENTATION MATRIX

SNo	Project Name	Project Description	Location	Total Estimate Cost	Current Status (status of physical completion )	Allocation for FY 2025/2026	Expected Deliverables (Outputs) for FY 2025/2026
1.	Food and Beverage Workshop	Construction of Food and Beverage Workshop	Riragia Technical and Vocational College	2500000.00	0	2500000.00	Workshop Constructed
2.	Laying of Cabros	Laying of cabros from the main gate to the administration block	Riragia Technical and Vocational College	1250000.00	0	1250000.00	Main gate to Administration block paved
3.	Construction of classrooms	Construction of 4 classrooms to accommodate the growing number of trainees	Riragia Technical and Vocational College	7385375.00	0	7385375.00	4 Classrooms constructed

## ANNEX IV: PRESIDENTIAL DIRECTIVES MATRIX

SNo	Directive	Description	Date Issued	Timeline	Total Estimated cost	Allocation for FY 2025/2026	Key Deliverables for FY 2025/2026
1.	National Tree Growing Restoration Campaign	The following are the deliverables to be implemented by Riragia TVC under this Directive: i) Minimum allocated trees grown (70%); and ii) Key stakeholders mobilized to grow trees, in liaison with the State Department for Forestry (30%).	12/21/2022	30-06-2025	0.00	0.00	i. Each employee to plant at least 30 trees yearly (80*30= 2400 trees). ii. Key stakeholders mobilized to grow trees, in liaison with the State Department for Forestry (30%)
2.	Fast-tracking implementation of the TVET MIS	His Excellency the President directed the Ministry of Education to fast-track the implementation of the National Education Management Information System (NEMIS) this will ensure that Kenyan learners have access to quality, reliable and relevant data	1/5/2016	continous	0.00	0.00	Data in TVET MIS updated

3.	Corruption Prevention within Government	H.E the President issued a proclamation on the fight against corruption stating categorically that he will not tolerate corruption in any ranks across the government and committed to personally lead the fight against this vice.	5/23/2023	continous	0.00	0.00	i. Anti-bribery and Corruption Mitigation Plan and Procedures Developed (40%) ii. Corruption Mitigation Plan and Procedures Implemented (40%) iii. Capacity Building on Corruption Prevention for Corruption Prevention Committee undertaken (20%)
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