



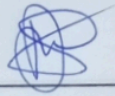
## RONGO MUNICIPALITY BOARD

Office of the Municipal Manager  
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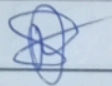
### WORK PLAN FOR FY 2023/2024

ACTIVITY	EXPECTED OUTPUT	TIME FRAME				ACTORS	INPUT/RESOURCES REQUIRED	APPROX BUDGET (KSH)
		Q1	Q2	Q3	Q4			
Lands, Urban planning and Infrastructure development committee meeting.	Committee Minutes	July 2023				- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	87,000
Social development, HR, Capacity building and ICT committee meeting.	Committee Minutes	July 2023				- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	89,000
Promotion of healthy and safe environment	Clean Environment	July, August, September 2023				-Municipal Manager -Municipal Board -Casual labourers	-Wages -DSA	240,000



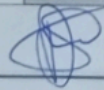
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						- Environment officer		
Preparation and approval of Annual Urban Investment Plan (AUIP)	Approved Annual Urban Investment Plan (AUIP)	August 2023				- Municipal manager - Municipal Board members. - Relevant stakeholders	Sitting, Lunch and Transport allowances Refreshments	200,000
Citizen Fora	Report of the Citizen fora and resolutions.	August 2023				-Municipal manager - Municipal Board members. -Relevant stakeholders. -Members of the public	Sitting, Lunch and Transport allowances Refreshments Event organization and planning	250,000
Finance and economic planning committee	Committee Minutes	August 2023				- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	76,500



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Audit committee	Committee Minutes	September 2023				- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	76,500
Full Municipal Board meeting	Full Board Minutes	September 2023				- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	133,000
Promotion of healthy and safe environment	Clean Environment		October, November, December 2023			-Municipal Manager -Municipal Board -Casual labourers - Environment officer	-Wages -DSA	240,000
Lands, Urban planning and Infrastructure	Committee Minutes		October 2023			- Municipal manager	Sitting, Lunch and Transport allowances Refreshments	87,000



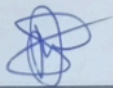
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development committee meeting						- Municipal Board members.		
Review of Rongo Integrated Development Plan (IdeP)	Revised Rongo Integrated Development Plan		October 2023			Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	628,000
Social development, HR, Capacity building and ICT committee meeting.	Committee Minutes		October 2023			- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	89,000
Citizen Fora	Report of the Citizen fora and resolutions.		November 2023			-Municipal manager - Municipal Board members. -Relevant stakeholders. -Members of the public	Sitting, Lunch and Transport allowances Refreshments Event planning and organization	250,000



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Finance and economic planning committee	Committee Minutes		November 2023			- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	76,500
Peer Learning event	Back to office reports Enhanced capacity		December 2023			Municipal manager - Municipal Board members. -Key staff	Transport and Perdiem allowances Entry fees Other nominal fees	1,600,000
Audit committee	Committee Minutes		December 2023			- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	76,500
Full Municipal Board meeting	Full board Minutes		December 2023.			- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	133,000



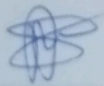
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Promotion of healthy and safe environment	Clean Environment			January, February, March 2023	-Municipal Manager -Municipal Board -Casual labourers - Environment officer	-Wages -DSA	240,000
Review and approval of Rongo Municipality bylaws	Reviewed bylaws			January 2024	Municipal manager - Municipal Board members. -Municipal planner. -Municipal Engineer. - Municipal Environment officer.	Sitting, Lunch and Transport allowances Refreshments Hospitality costs Perdiem allowances	1,200,000



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Lands, Urban planning and Infrastructure development committee meeting	Committee Minutes			January 2024		- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	87,000
Social development, HR, Capacity building and ICT committee meeting.	Committee Minutes			January 2024		- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	89,000
Finance and economic planning committee	Committee Minutes			February 2024		- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	76,500



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Citizen Fora	Minutes of the Citizen fora and resolutions.			February 2024		-Municipal manager - Municipal Board members. -Relevant stakeholders. -Members of the public	Sitting, Lunch and Transport allowances Refreshments Event organization and planning	250,000
Training at Kenya School of Government	Certificate in Senior Management Course			February 2024		-Municipal Manager	-Training fees -Perdiem allowances -Transport Allowance	200,000
Audit committee	Committee Minutes			March 2024		- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	76,500
Full Municipal Board meeting	Full board Minutes			March 2024		- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	133,000



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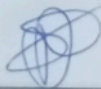


Review of the Municipality Strategic Plan	Rongo Municipality Strategic Plan				April 2024	Municipal manager - Municipal Board members. -Key technical staff	Sitting, Lunch and Transport allowances Refreshments Perdiems Hospitality	1,500,000
Promotion of healthy and safe environment	Clean Environment				April, May, June 2023	-Municipal Manager -Municipal Board -Casual labourers - Environment officer	-Wages -DSA	240,000
Lands, Urban planning and Infrastructure development committee meeting	Committee Minutes				April 2024	- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	87,000



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Social development, HR, Capacity building and ICT committee meeting.	Committee Minutes				April 2024	- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	89,000
Finance and economic planning committee	Committee Minutes				May 2024	- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	76,500
Audit committee	Committee Minutes				May 2024	- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	76,500

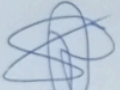


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Citizen Fora	Report of the Citizen fora and resolutions.				June 2024	-Municipal manager - Municipal Board members. -Relevant stakeholders. -Members of the public	Sitting, Lunch and Transport allowances Refreshments Event organization and Planning	250,000
Full Municipal Board meeting	Full board Minutes				June 2024	- Municipal manager - Municipal Board members.	Sitting, Lunch and Transport allowances Refreshments	133,000
<b>TOTAL ESTIMATE</b>								<b>9,136,000</b>

Prepared by

**MIGORI COUNTY GOVERNMENT**  
**LAND, HOUSING AND URBAN DEVELOPMENT**  
**MUNICIPAL MANAGER**  
 76 JUL 2023  
**RONGO MUNICIPALITY**  
 P.O. BOX 195-40400, SUNA-MIGORI



**Municipal Manager-Rongo Municipality**

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