

THE MARSABIT COUNTY DISASTER RISK MANAGEMENT ACT, 2023
(No. 4 of 2023)

IN EXERCISE of the powers conferred by section 28 of the Marsabit County Disaster Risk Management Act, 2023, the County Executive Committee Member Finance makes the following Regulations—

THE MARSABIT COUNTY DISASTER RISK MANAGEMENT (FUND)
REGULATIONS, 2024

	PART I-PRELIMINARY
Citation	1. These Regulations may be cited as the Marsabit County Disaster Risk Management (Fund) Regulations, 2024.
Interpretation	2. In these Regulations, unless the context otherwise requires— “Accounting Officer” means the Chief Officer responsible for matters relating to disaster management. “Administrator of the Fund” means a person designated as such under regulation 16 (1); “Board” means the Standing Disaster Risk Management Fund Oversight Board established under regulation 8; “Disaster” means a serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. “Disaster Risk Management” means the systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster. “Fund” means the Standing Disaster Management Fund established under regulation 3 “Mitigation” means the lessening or limitation of the adverse impacts of hazards and related disasters.

	<p>“Preparedness” means the knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions.</p> <p>“Prevention” means the outright avoidance of adverse impacts of hazards and related disasters.</p> <p>“Response” means the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected.</p> <p>“Recovery” means the restoration, and improvement where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors.</p>
	PART II —ESTABLISHMENT OF THE FUND
Establishment of the Fund	<p>3. There is established a Fund to be known as the Disaster Risk Management Fund.</p>
Objects and purpose of the Fund	<p>4. (1) The objects and purpose of this Fund shall be to mobilize the resources towards efficient and effective disaster risk management.</p> <p>(2) Without prejudice to the generality of paragraph (1), the Fund shall-</p> <p>(a) facilitate disaster prevention, preparedness, mitigation, response, recovery, rehabilitation and reconstruction;</p> <p>(b) provide a common basket for disaster risk management fund in order to facilitate faster, transparent, predictable and accountable disbursement of funds for disaster risk management;</p> <p>(c) provide capacity and technical expertise development to improve on disaster risk management;</p> <p>(d) establish, manage and coordinate programmes, projects or activities to further the foregoing objectives;</p> <p>(e) facilitate establishment of effective early warning systems for disaster risk management;</p>

	<p>(f) prepare standard operating procedures for disaster risk management; and</p> <p>(g) perform any other purpose that would enhance the development and promotion of prudent disaster risk management in the county.</p>
Application of the Fund	<p>5. (1) The Fund shall be applied towards the objects and purpose as specified under regulation 4.</p>
Sources of the Fund	<p>6. (1) The Fund shall consist of—</p> <ul style="list-style-type: none"> (a) such money as may be appropriated by the County Assembly; (b) grants or donations for the purposes of this Fund; (c) income generated from the proceeds of the Fund; and (d) any moneys accruing to or received by the Fund from any other source as may be approved by the County Executive Committee member responsible for Finance. <p>(2) The proceeds of the Fund shall be apportioned as follows—</p> <ul style="list-style-type: none"> (a) an amount not exceeding sixty per cent to disaster prevention, mitigation and preparedness; (b) an amount not exceeding twenty percent to the disaster response; and (c) an amount not exceeding seventeen percent to disaster recovery, rehabilitation and reconstruction. <p>(3) Without prejudice to paragraph (2), the Board may recommend the variation of thresholds in favour of prevention, mitigation, preparedness, response, recovery, rehabilitation and reconstruction with the concurrence of the County Executive Committee Member responsible for disaster risk management and the approval of the County Executive Committee member responsible for Finance.</p>
Capital of the Fund	<p>7. The initial capital of the Fund shall be ----- appropriated by the County Assembly in the financial year 2025/2026.</p>
Expenditure on the Fund	<p>8. (1) There shall be paid out of the Fund payments in respect of any expenses incurred in pursuance of the objects and purposes for which the Fund is established.</p> <p>(2) The expenditure incurred on the Fund shall be on the basis of and limited to annual work programmes and cost estimates which shall</p>

	<p>be prepared by the Administrator of the Fund, and approved by the Board at the beginning of the financial year to which they relate.</p> <p>(3) Any revision of the approved annual work programmes, and of any cost estimate, shall be referred to the Board for approval.</p>
	PART III — MANAGEMENT OF THE FUND
Establishment of the Board	<p>9. (1) There is established a board to be known as the Marsabit County Disaster Risk Management Fund Board.</p> <p>(2) The Board shall consist of—</p> <ul style="list-style-type: none"> (a) County Executive Committee member for the time being responsible for disaster management as the Chairperson (b) the Chief Officer for the time being responsible for matters relating to disaster risk management; (c) the Chief Officer for the time being responsible for matters relating to finance; (d) the Chief Officer for the time being responsible for matters relating to administration; (e) the Chief Officer for the time being responsible for matters relating to Climate Change; (f) The Chief Officer for the time being responsible for Public Works; and (g) three persons who are not public officers with knowledge of disaster risk management appointed by the County Executive Committee member for the time being responsible for disaster management. <p>(3) Members appointed under paragraph 2 (b), (c), (d), (e) and (f) may attend in person or through a representative nominated in writing.</p> <p>(4) In the absence of the chairperson in any meeting of the Board, the members present shall elect one of the members present to chair the meeting.</p> <p>(5) The County Executive Committee member responsible for disaster risk management shall, in appointing members of the Fund Board</p>

	specified under paragraph 2(g), consider gender equity and inclusion in accordance with Article 27 of the Constitution.
Co-option into the Board	10. The Board may, from time to time co-opt other members as it may deem necessary, for the proper and efficient discharge of its functions over the Fund, for such period as the Board considers necessary.
Board meetings	11. The Board shall meet not less than four times in every financial year and not more than four months shall lapse between the date of one meeting and the date of the next meeting.
Procedure of the Board	12. (1) The Board shall regulate its own procedure. (2) The quorum for the conduct of meetings of the Board shall be two-thirds of the members.
Qualification of members of the Board	13. A person shall be eligible for appointment as a member of the Board under regulation 9(2) (g) if that person: (a) has at least a university degree from a university recognized in Kenya; (b) has professional experience of not less than five years in field of disaster risk management; (c) satisfies the requirements of Chapter Six of the Constitution.
Tenure and vacation of office	14. (1) The members of the Board appointed under regulation 9(2)(g) respectively shall serve for a term of three years but shall, subject to satisfactory performance, be eligible for re-appointment for one further term of three years, for a maximum of two terms. (2) The position of a member appointed under regulation 9(2)(g) becomes vacant if the holder— (a) dies; (b) resigns from office by notice, in writing, addressed to the appointing authority; (c) is convicted of a criminal offence and sentenced to a term of imprisonment;

	<p>(d) is declared bankrupt; or</p> <p>(e) is removed from office for any of the grounds set out in regulation 15(1)</p>
Removal from office	<p>15. (1) A Board members appointed under regulation 9(2)(g) may be removed from office by the appointing authority, on recommendation of the Board if he/she—</p> <p>(a) has been convicted of an offence for a period exceeding six months without the option of a fine;</p> <p>(b) commits gross misconduct, whether in the performance of the office holder’s functions or otherwise;</p> <p>(c) Is physically or mentally incapacitated to perform the functions of office;</p> <p>(d) Is incompetent or neglects his/her duty;</p> <p>(e) Is absent from three consecutive meetings of the Board without a reasonable explanation; or</p> <p>(f) unable or unfit to discharge the functions of office.</p> <p>(2) Before the appointing authority makes a decision under paragraph (1), the member shall be given an opportunity to provide a defense against any of the allegations.</p>
Filling of vacancy	<p>16. If a vacancy occurs in the membership of the Board under regulation 14 or 15, the appointing authority shall appoint a new member in accordance with these Regulations.</p>
Functions of the Board	<p>17. The Board shall—</p> <p>(a) provide oversight on the administration and management of the Fund;</p> <p>(b) formulate policies to achieve the objects and purpose of the Fund;</p> <p>(c) consider, review and approve estimates of revenue and expenditure of the Fund for each financial year;</p> <p>(d) give prior approval for the opening of any bank account of the Fund before seeking approval of the County Treasury in</p>

	<p>accordance with section 104 of the Public Finance Management Act, 2012;</p> <p>(e) receive, review and approve statutory and management reports of the Fund before submission to the Auditor-General with copies to the County Treasury and Controller of Budget;</p> <p>(f) develop policies and guidelines relating to administration and timely disbursement of funds to finance disaster management interventions;</p> <p>(g) approve, monitor and evaluate programs and activities of the Fund;</p> <p>(h) mobilize resources for the Fund;</p> <p>(i) review and approve the estimates of annual revenue and expenditure of the Fund;</p> <p>(j) receive and review reports on the performance of the Fund and make recommendations on the operations of the Fund to the administrator of the Fund;</p> <p>(k) review policy on the management of assets, equipment and all properties under the Fund;</p> <p>(l) set disaster response trigger threshold for the Fund;</p> <p>(m) develop a criterion for funding arrangements with third parties; and</p> <p>(n) perform such other duties as may be considered necessary for the proper administration and management of the Fund.</p>
Administration of the Fund.	<p>18. (1) The administrator of the Fund shall be the accounting officer responsible for matters relating to disaster risk management or any other person designated by the County Executive Committee member responsible for finance in writing, for that purpose.</p> <p>(2) The administrator of the Fund shall: -</p> <p>(a) open and operate a separate bank account or accounts approved by the Board and the County Treasury in accordance with the Public Finance Management Act, 2012;</p> <p>(b) supervise and control the administration of the Fund;</p> <p>(c) ensure that disbursement of monies out of the Fund is done in a timely and efficient manner and in accordance with the</p>

	<p>provisions of the Act, these Regulations and the Public Finance Management Act, 2012;</p> <p>(d) consult with the Board on matters relating to the administration of the Fund;</p> <p>(e) cause to be kept proper books of accounts and record in relation to the Fund;</p> <p>(f) prepare, sign and submit to the Board in respect of each financial year and within three months, after the end thereof, a statement of accounts related to the fund for approval;</p> <p>(g) prepare, sign and transmit to the Auditor General, upon the approval by the Board, in respect of each financial year and within three months after the end, thereof, a statement of accounts relating to the fund and submit a copy to the County Treasury and the statements shall be prepared in such a manner as the Public Sector Accounting Standards Board shall prescribe in accordance to the provisions of the Public Finance Management Act, 2012 and Public Audit Act, 2015;</p> <p>(h) furnish additional information to the Auditor General as he/she may consider to be proper and sufficient for the purpose of examination and audit by the Auditor General in accordance with the provisions of the Public Audit Act, 2015;</p> <p>(i) prepare quarterly reports on financial and non-financial activities of the fund in accordance with the provisions of the Public Finance Management Act, 2012 and as may be prescribed from time to time by the Public Sector Accounting Standards Board and submit the report to the Board for approval and subsequent transmission to the County Treasury and Controller of Budget; and</p> <p>(j) be the custodian of all the assets, equipment and property under the Fund.</p> <p>(3) Despite paragraph (2), the administrator of the Fund may assign any other duty to the Secretariat for the proper administration and management of the Fund.</p>
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	<p>(4) Every statement of account shall include details of the balance between the assets and liabilities of the Fund and shall indicate the financial status of the Fund as at the end of the quarter concerned.</p>
Removal of the Fund Administrator	<p>19. (1) The Fund Administrator may—</p> <p>(a) at any time resign from office by issuing one (1) months’ notice in writing to County Executive Committee member responsible for finance and the chairperson of the Disaster Risk Management Fund Board;</p> <p>(b) be removed from office by the County Executive Committee Member responsible for Finance on the recommendation of the Disaster Risk Management Fund Board on any one or a combination of the following grounds—</p> <p>(i) serious violation of the Constitution or any other written law;</p> <p>(ii) gross misconduct, whether in the performance of the functions of office or otherwise;</p> <p>(iii) physical or mental incapacity to perform the functions;</p> <p>(iv) incompetence; or</p> <p>(v) Bankruptcy</p> <p>(2) Prior to removal under paragraph (1) the Fund Administrator shall be-</p> <p>(a) informed in writing, of the reason for the removal;</p> <p>(b) provided an opportunity to put in a defense against any such allegations either as a person or through an advocate</p>
Secretariat of the Fund	<p>20. (1) The Disaster Risk Management Directorate established under section 11 of the Marsabit County Disaster Risk Management Act, 2023 shall be the secretariat of the Fund;</p> <p>(2) The Fund Administrator shall be the head of the secretariat;</p>
Functions of the Secretariat	<p>21. (1) The Secretariat shall-</p> <p>(a) Be responsible for the day-to-day administration and management of the Fund;</p> <p>(b) Prepare and submit for approval by the Board estimates of revenue and expenditure, annual work programmes and cost estimates, annual procurement plans and annual cash flow plans;</p>

	<p>(c) Implement projects, programmes and coordinate with other county government departments and non-governmental organizations in the realization of the objectives and purpose of the Fund;</p> <p>(d) Prepare statutory and management reports and submit them to the Board for approval;</p> <p>(e) Monitor, prepare and submit quarterly reports and on need basis to the Board on the efficiency and effectiveness of disaster risk management supported by the Fund;</p> <p>(f) Implement the decisions of the Board;</p> <p>(g) Undertake any other duties as the Board may assign through a resolution</p>
	PART IV: CRITERIA FOR ACCESSING THE FUND
Access of Fund	<p>22. (1) The Funds shall be accessed for the following components in disaster risk management-</p> <ul style="list-style-type: none"> (a) prevention and mitigation; (b) preparedness; (c) response; (d) recovery (e) reconstruction and rehabilitation.
Disaster prevention, preparedness and mitigation	<p>23. For an activity to be eligible for funding under disaster prevention, mitigation and preparedness it shall meet the following-</p> <ul style="list-style-type: none"> (a) the activity is prioritized in the strategic plan, contingency plans, sector policies and strategies; (b) informed by disaster early warning information; (c) demonstrate that the activity will facilitate effective response; (d) proof that the activity does not duplicate existing efforts; and (e) proof that a funding gap exists.
Disaster response	<p>24. For an activity to be eligible for funding under disaster response, it shall meet the following-</p> <ul style="list-style-type: none"> (a) a declaration of a disaster by the Governor; or (b) proof that the magnitude of the disaster has reached the threshold for disbursement set by the Board; or

	<p>(c) demonstrate that the proposed interventions will contribute towards saving lives and livelihoods, reduce the impacts on affected sectors and fiscal burden.</p>
Disaster recovery, rehabilitation and reconstruction	<p>25. For an activity to be eligible for funding under disaster recovery, rehabilitation and reconstruction it shall meet the following-</p> <ul style="list-style-type: none"> (i) proof of loss of livelihoods and productive assets as a result of a disaster; and (ii) existence of a post disaster needs assessment report.
Funding Arrangement	<p>26. (1) The Fund Administrator may enter into funding arrangement with line Ministries, Departments and Agencies in executing its mandate;</p> <p>(2) Ministries, Departments and Agencies shall submit proposals to the Fund Administrator for approval by the Board.</p> <p>(3) To qualify for funding arrangement an entity's proposal shall align with the purpose of this Fund.</p> <p>(4) An entity that enters into funding arrangement with the Fund Administrator in a manner specified in paragraph (2) and (3) shall return any unutilized funds disbursed in accordance with these Regulations where—</p> <ul style="list-style-type: none"> (a) the purpose for which the funds were disbursed was not undertaken; (b) the purpose for which the funds were disbursed was undertaken but the funds were not fully utilized; or (c) savings are realized as a result of change in circumstances. <p>(5) The funds returned under paragraph (4) shall be recorded as receipts of the Fund.</p> <p>(6) A recipient of the funds who fails to comply with paragraph (4) shall not be eligible for any subsequent partnership until that entity has fully complied with the provisions of these Regulations.</p>
Disbursement of funds	<p>27. (1) The Board shall formulate guidelines for the disbursement of the funds</p>

	<p>(2) The Fund Administrator shall, prior to the commencement of each financial year—</p> <p>(a) prepare and circulate to the County Disaster Risk Management Committee, the Directorate of Disaster Risk Management and Ward Disaster Risk Management Committees a list of funds available for disaster risk management in the county to guide the planning of projects;</p> <p>(b) provide details of conditional funds, if any, to target recipients;</p> <p>(c) submit a consolidated list of ongoing disaster risk management projects in the county to the County Disaster Risk Management Committee, the Directorate of Disaster Risk Management and Ward Disaster Risk Management Committees, and the County Executive Committee Member for the time being responsible for disaster risk management.</p> <p>(3) The information provided under sub-regulation (1) shall specify the funds approved by the Board for each ward.</p> <p>(4) The Fund Administrator shall ensure the widest possible circulation through the media and public baraza of the information under sub-regulation (1).</p>
Allocation of funds to wards	<p>28. In determining the allocation of funds to wards, the Board shall be guided by the following factors—</p> <p>(a) equitable distribution of the Fund across the county having regard to eligibility criteria;</p> <p>(b) giving priority to wards that are more prone to disasters; and</p> <p>(c) population distribution across the wards.</p>
Community consultations to identify priority projects	<p>29. (1) Prior to the commencement of the financial year, the Directorate of Disaster Risk Management in consultation with Ward Disaster Risk Management Committees shall convene at least one community consultation in each ward for the purposes of—</p>

	<p>(a) creating public awareness and providing information about the nature of projects eligible for funding through the Fund, and;</p> <p>(b) enabling communities to identify priority disaster risk management projects</p> <p>(2) Every Ward Disaster Risk Management Committee shall prepare and submit to the Board through the Fund Administrator a report on community consultations held under sub-regulation (1).</p>
Development of project proposals	<p>30. The Ward Disaster Risk Management Committee for each ward shall, on the basis of priorities identified in the communities' consultations under regulation 29 (1), develop project proposals with procurement plans for each project.</p>
Criteria for approval of projects	<p>31. (1) In reviewing project proposals for funding, the Board shall have regard to the following factors, among others—</p> <p>(a) proper situation analysis, with clear problem statement and clarity on the level and urgency of vulnerability and risk arising from delayed intervention;</p> <p>(b) relevance;</p> <p>(c) magnitude and possibility of risk occurrence;</p> <p>(d) promotion of gender and community cohesion, with due regard to vulnerable groups;</p> <p>(e) support to strengthening of livelihoods, including through income generation;</p>

	<p>(f) promotion of resilience in the locality through adaptation and mitigation;</p> <p>(h) value-addition and synergy with existing projects;</p> <p>(i) clearly defined monitoring and evaluation plan;</p> <p>(j) sustainability;</p> <p>(k) innovativeness;</p> <p>(l) clearly defined stakeholder engagement plan;</p> <p>(m) efficiency and effectiveness of implementation arrangements;</p> <p>(n) cost-effectiveness and value for money</p> <p>(2) Provided that it shall be the responsibility of the Directorate of Disaster Risk Management and the Ward Disaster Risk Management Committees to support communities to be able to comply with the criteria for assessing project proposals.</p> <p>(3) Provided further that the criteria shall not be used to prejudice or disadvantage any communities in accessing project funding from the Fund.</p>
	PART V – FINANCIAL PROVISIONS
Application of Government Regulations and Procedures	32. Subject to the provisions of the Act, existing government regulations and procedures shall apply in the administration of the Fund.
Financial year of the Fund	33. The financial year of the Fund shall be the period of twelve months ending on the 30 th of June of every year.

Preparation and submission of a work plan	34. The Administrator of the Fund shall prepare a work plan in respect of a financial year and submit to the Board for approval.
Quarterly and annual reports	<p>35. (1) The Board shall, on a quarterly and annual basis, submit a report to the County Assembly, County Executive Committee member responsible for finance and the County Disaster Risk Management Committee</p> <p>(2) The report envisaged under paragraph (1) shall contain-</p> <ul style="list-style-type: none"> (a) a summary of the proposals approved by the Board in the preceding quarter as recommended by the Secretariat of the Fund and indicating the funding status of such proposals, if any; (b) a summary of the status of disbursements from the Fund for the implementation of any proposals financed from the Fund; (c) a summary of outputs and outcomes of each project, where applicable; (d) any restriction imposed on any agency involved in the implementation of a proposal financed by the Fund. (e) contain information on the financial and non-financial performance of the Fund; and (f) ensure the reports are in a prescribed form that complies with the standards set by the Public Sector Accounting Standards Board from time to time.
Records of disbursements	36. An accurate record of all disbursements from the Fund shall be kept and updated every month by the Secretariat.
Administration costs of the Fund	37. The administration costs of the Fund shall be a maximum of three percent (3%) of the approved Budget of the Fund.
Opening bank accounts	38. (1) The Executive Committee Member for the time being in charge of the County Treasury shall issue guidelines on banking arrangements of the Fund under the provisions of the Public Finance Management Act, 2012.

	<p>(2) The Board shall approve the opening and maintenance of bank accounts for the Fund with such a bank as may be recommended by the Administrator.</p> <p>(3) Upon approval by the Board under paragraph (2), the administrator shall seek the approval of the County Treasury in accordance with Section 28 of the Public Finance Management Act, 2012.</p> <p>(4) The accounts and investments shall be held for and on behalf of the Fund in the name of the County Disaster Risk Management Fund.</p>
Investment of funds	39. The Administrator may, with the approval of the Board, invest any of the funds of the Fund which are not immediately required for its purposes in accordance with the provisions of the Public Finance Management Act.
Retention of receipts	40. All receipts, earnings and accruals to the Fund, and the balance of the Fund at the close of each financial year, shall be retained by the Fund for use for the purposes for which the Fund is established.
Audit	41. The books of accounts of the Board including donor funds shall be prepared, audited and reported in accordance with Articles 226 and 229 of the Constitution, the Public Finance Management Act, 2012 and the Public Audit Act, 2015.
	PART VI- MISCELLANEOUS PROVISIONS
Conflict of Interest	42. The Board shall not hold any interest in any property of the Fund otherwise other than in their capacity as Board members of the Fund or be interested in the supply of work, goods or services to the Fund or any other non-pecuniary conflict of interest.
Offences and penalties.	43. (1) A person who misappropriates any funds or assets from the Fund, or assists or causes any person to misappropriate or apply the funds otherwise than in the manner provided in these Regulations, commits an

	<p>offence and shall, upon conviction, be liable to imprisonment for a term of not less than five years or to a fine not exceeding ten million shillings or to both.</p> <p>(2) In addition to the penalty prescribed under paragraph 1 and subject to existing relevant law, the court may order for the recovery of the monies or assets acquired as a result of the commission of the offence thereof.</p>
Personal liability	<p>44. No Board member or staff of the Secretariat shall be liable for any action, suit or proceedings for or in respect of any act done or omitted to be done in good faith in exercise of the functions, powers and duties conferred under these regulations.</p>
Winding-up of the Fund.	<p>45. (1) In the event of winding up of the Fund, the Board shall—</p> <ul style="list-style-type: none"> (a) pay any amount remaining in the Fund into the County Revenue Fund for the credit of the County Government while other assets of the Fund shall be transferred to the Department for the time being responsible for Disaster Risk Management; (b) the County Executive Committee member for finance shall, with the approval of the county assembly, pay any deficit in the fund from the County Exchequer Account; (c) the County Executive Committee member responsible for disaster risk management shall submit a final statement of accounts of the Fund to the County Assembly. <p>(2) The Board shall prepare the final winding up report not later than six months from the date of the decision to wind up the Fund and submit the financial and non-financial reports to the Auditor General for audit with a copy to the County Treasury.</p> <p>(3) The Auditor General shall after audit, submit the final report to the County Assembly within three months of the receipt of the initial report under paragraph (2), with a copy to the County Treasury.</p>
Guidelines	<p>46. The County Executive Committee Member for the time being responsible for Finance shall in consultation with the Board and the County Disaster</p>

	Risk Management Committee develop guidelines for the proper implementation of these Regulations and management of the Fund.
Amendments	47. (1) The Board may on its own motion or at the instance of any other interested party recommend to the Executive Committee Member for the time being in charge of Finance any amendments to these regulations for consideration.

SCHEDULE

FORM (A)

(r. 27 (1)(c))



COUNTY GOVERNMENT OF MARSABIT
P.O.BOX 384-60500, Marsabit
Republic of Kenya
Department of Public Service and Administration



PRIORITY PROJECTS NOTIFICATION FORM

Ward Name.....

Financial Year.....

1	Project Name	
2	Location	
3	Project priority rank	
4	Project timeframe (period of implementation)	
5	Target beneficiaries	
6	Justification	
7	Description of proposed activities	
8	Estimated Project cost	
9	Sources of finance	

Prepared by:

Name.....

Designation.....

Signature.....

Date:

Approved by:

Name.....

Designation.....

Signature.....

Date:



COUNTY GOVERNMENT OF MARSABIT
P.O.BOX 384-60500, Marsabit
Republic of Kenya
Department of Public Service and Administration



REPORTING TEMPLATE FOR DISASTER RISK MANAGEMENT ACTIONS –PROJECTS

Ward Name.....

Financial Year.....

S/N	Project Name	Location in the Ward	Expected duration of the project	Start date	End date	Actual expenditure	Outstanding balance	Status of the Project
1								
2								
3								
4								
5								
6								
7								
8								
9								

Prepared by:

Name.....

Designation.....

Signature.....

Date:

Approved by:

Name.....

Designation.....

Signature.....

Date:



COUNTY GOVERNMENT OF MARSABIT
P.O.BOX 384-60500, Marsabit
Republic of Kenya
Department of Public Service and Administration



WARD RANKING OF PROPOSED PROJECTS

Ward Name.....

Financial Year.....

S/N	Project Name	Location	Ranking	Estimated Cost
1				
2				
3				
4				
5				

Prepared by:

Name.....

Designation.....

Signature.....

Date:

Approved by:

Name.....

Designation.....

Signature.....

Date: