



REPUBLIC OF KENYA
MINISTRY OF PUBLIC SERVICE AND GENDER
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Ref. No. **MPSG 3/7**

Date: **17th July, 2020**

The Hon. Attorney General
All Cabinet Secretaries

**RE: PERFORMANCE CONTRACTING CYCLE AND TIMELINES FOR 2020/21
FINANCIAL YEAR**

Reference is made to the Circular Ref No. OP/CAB/13/1/1A dated 20th May, 2020 from the Head of the Public Service on the 17th Cycle Performance Contracting (PC) Guidelines for Financial Year 2020/21.

As indicated in the above mentioned Circular and the Performance Contracting Guidelines, the Cabinet Secretary will have the overall responsibility for negotiating, vetting, implementing and, the Monitoring & Evaluation of the Performance Contract for their Ministry, State Corporations and Tertiary Institutions.

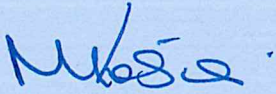
In appreciation of the challenges of COVID-19, Ministries, Departments and Agencies (MDAs) are guided to note the revised timelines for the completion of the vetting and signing of the Performance Contracts for Financial Year 2020/21 and the Performance Evaluation for FY 2019/20. The revised timeliness is provided in the table below:

Activity	Original Timeline	Revised Timeline
Vetting of PCs	23 rd -30 th June	By 24 th July 2020
Signing of PCs	1 st – 5 th July	By 24 th July 2020
Implementation of PCs	1 st July – 30 th June of the following year	
Performance Evaluation		
Submission of Performance Reports	By 15 th July	By 30 th July 2020
Evaluation/Moderation	16 th July – 30 th August	By 30 th August 2020

To ensure effective coordination of Performance Management, MDAs are also requested to adhere to the Human Resource Policies and Procedures Manual 2016 and put in place the Ministerial Performance Management Committee (MPMC).

In accordance to the guidelines, the MPMC Chairperson and Members are appointed by the Cabinet Secretary to oversight the PC process in the Ministry.

The purpose of this Circular therefore, is to request you to take note of the content contained therein for your further action.



Prof. Margaret Kobia, Ph.D, MGH
CABINET SECRETARY

Copy to: All Principal Secretaries

The Comptroller, State House

The Chief of Staff, Office of the Deputy President

The Principal Administrative Secretary, Cabinet Affairs Office