



THE PRESIDENCY
EXECUTIVE OFFICE OF THE PRESIDENT
HEAD OF THE PUBLIC SERVICE

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Ref. No. **OP/CAB.1/43/1**.....
and date

26th August, 2020.....

The Hon. Attorney General
All Cabinet Secretaries

**RE: THE 16TH CYCLE PERFORMANCE EVALUATION FOR MINISTRIES,
DEPARTMENTS AND AGENCIES FOR THE FY 2019/20**

The Performance Contracting Guidelines require among others, that annual performance evaluation is undertaken for all Ministries, Departments and Agencies (MDAs) that sign and implement Performance Contracts. A total of 362 MDAs including State House, Office of the Deputy President, 21 Ministries, State Law Office and Department of Justice, 218 State Corporations and 120 Tertiary Institutions implemented Performance Contracts during the FY 2019/20. The evaluation and subsequent grading of performance also forms the basis for instituting performance rewards and/or sanctions.

Evaluation and moderation of performance of all the MDAs that implemented Performance Contracts for the FY 2019/20 is scheduled to be undertaken in the months of September and October, 2020. All MDAs are required to conduct their self-evaluation using the Automated Performance Evaluation platform based on the 16th Cycle Performance Contracting Guidelines before moderation of the same is undertaken by an independent team drawn from the Public Service Performance Management & Monitoring Unit and Kenya Vision 2030 Delivery Secretariat.

In order to facilitate the performance evaluation while mitigating against the spread of the COVID-19 pandemic, MDAs are required to undertake a self-evaluation (in-house evaluation) based on the annual achievement for each performance indicator using the Automated Performance Evaluation System and submit endorsed soft copies of the reports on-line to Public Service Performance Management and Monitoring Unit via email address pspmmu@psyg.go.ke and copy to jnmgua@yahoo.com by 16th September, 2020 for moderation. In doing so, MDAs should ensure that the performance data is comprehensive, verifiable, accurate, consistent and authenticated. Performance evaluation for each performance indicator should reflect the "actual" performance even in instances where exogenous factor(s) may have been experienced. This notwithstanding, any exogenous factor(s) should be objectively established and documented.

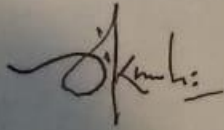
MDAs that fail to participate in the annual performance evaluation (based on the duly vetted/signed performance contract), or for the reason that it declined to be placed on Performance Contract shall be graded "poor".

The following are essential documents required for performance evaluation:

- i) PC guidelines for FY 2019/20;
- ii) Approved budget estimates for the year under evaluation;
- iii) Annual performance report in standard format with detailed notes on the actual achievement for each performance indicator;
- iv) Copies of vetted and/or signed Performance Contract;
- v) Self-evaluation report in the standard format;
- vi) Verifiable evidence of achievements and other supporting documents; and
- vii) Documentation on any exogenous factors that could have affected the performance of the MDA.

Following completion of the evaluation and moderation exercise, the Public Service Performance Management and Monitoring Unit will prepare a report on the performance of the MDAs for submission to the Cabinet.

Thank you for your continued support to Performance Contracting in the Public Service.



JOSEPH K. KINYUA, EGH
HEAD OF THE PUBLIC SERVICE

Copy to: The Chairman
Public Service Commission
All Principal Secretaries
The Comptroller, State House
The Chief of Staff, Office of the Deputy President