

1- CORE MANDATE

1.1 Performance Indicator- Updated database on learners enrolment, Curriculum-Based Establishment for teaching staff and non-teaching staff(Units of Measure=%) (Weight=8)

1.1.1 Activity :
Updated database on learner’s enrollment.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-02-28	updated data on learners enrollment	Htr,deputy, class teachers	class registers,admission book	class registers,admission registers	0

1.1.2 Activity :
Updated database of school staffing status as per the existing norms

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-02-28	updated data of all teachers in the school	Htr , dhoi	teacher individual files	Tmis	300

1.1.3 Activity :
Updated database for non-teaching staff

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-02-28	updated non teaching staff record	Htr,Bom	individual files	non teaching staff files	200

1.2 Performance Indicator- Maintenance of the teaching standards as an instructional leader(Units of Measure=%) (Weight=13)

1.2.1 Activity :
Teach

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-10-30	Teaching	Htr , dhoi , senior teacher	class registers	lesson attendance register	500

1.2.2 Activity :
Ensure that teachers attend lessons as per timetable, including Physical Education

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-10-30	Prompt lesson attendance by teachers	Htr	copy of class timetable	teacher lesson attendance register	1000

1.2.3 Activity :
Ensure teachers prepare, use and maintain updated professional documents.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-14	maintained and updated professional record	Htr ,dhoi ,senior teacher	curriculum designs	professional records	1000

1.2.4 **Activity :**
Ensure only qualified and registered persons offer teaching services in the school.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-07	qualified teaching staff	Htr , Bom	teacher academic papers,Teacher registration numbers	individual teachers file	0

1.2.5 **Activity :**
Ensure availability of current syllabi and adequate teaching and learning resources for each subject

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-07	provision of current teaching syllabi	htr, dhoi,senior teacher	curriculum designs	copies of current curriculum designs	500

1.3 Performance Indicator- Institutional Administration (as the lead educator and administrator)(Units of Measure=%)
(Weight=9)

1.3.1 **Activity :**
Update the Commission and other stakeholders on institutional performance.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-05-31	updated institutional performance record	Htr	class progress records	copies of school progress record	500

1.3.2 **Activity :**
Offer technical advice to the Board of Management (BOM) and other stakeholders within the institution to enable the school to meet its objectives.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-28	sensitizing Bom members on school objectives	Htr, Bom	school strategic plan	Bom minutes file	2000

1.3.3 **Activity :**
Ensure safe and condusive learning environment in school

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-10-30	safe and conducive learning environment	Htr, teachers ,Bom	Funds	photos of safe learning environment	5000

1.3.4 **Activity :**
Ensure proper management and maintenance of the school resources and records

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-10-03	properly managed school resources	Htr , Bom	list or photo of maintained school resources	school inventory record	3000

1.3.5 **Activity :**
Assign teaching and other official duties to teachers.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-02-28	duties assigned to teachers	Htr , deputy, teachers	duties and responsibility records	staff minutes book	500

1.4 **Performance Indicator- Promotion of Teacher Professional Development (TPD) at the school level(Units of Measure=%) (Weight=10)**

1.4.1 **Activity :**
Maintain records of teachers’ involvement in professional development activities

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-04-04	teacher professional development activities	Htr ,teachers	writing materials	teacher professional development activities in the school	500

1.4.2 **Activity :**
Identify teachers’ professional performance gaps (challenging areas in pedagogy, subject content and learners’ management that hinder effective delivery of curriculum)

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-28	identified teachers professional gaps	Htr, deputy, teachers	TPAD tool	teacher's gaps identified	0

1.4.3 **Activity :**
Develop and implement TPD programmes at school level to mitigate teachers’ professional performance gaps.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-03-08	2025-04-04	developed and implemented TPD programmes in the school	Htr, deputy,department heads	writing materials ,resource persons	list of TPD programmes implemented	500

1.5 Performance Indicator- Submission of Termly and Annual reports.(Units of Measure=%) (Weight=2)

1.5.1 Activity :
Prepare termly PC target achievement/M&E reports indicating achievements and progress in the implementation of each target by 10th of the subsequent month after the end of every term and submit to Curriculum Support Officer.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-06-28	termly pc target achievements report	Htr, deputy,department heads	department achievements report on target set	school progress record	500

1.5.2 Activity :
Prepare Annual PC target achievement/M&E reports by 10th January in the prescribed formats.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-08	prepared pc annual report	Htr	school pc report	copy of school pc	1000

1.6 Performance Indicator- Institutionalize Teacher Performance Appraisal and Development (TPAD)(Units of Measure=%) (Weight=10)

1.6.1 Activity :
Submit termly and annual reports to County Director.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-09-26	termly and annual reports	Htr, deputy ,senior teacher	school progress records	copy of school termly report,school annual report	500

1.6.2 Activity :
Sensitize teachers on Performance Contracting (PC) and Teacher Performance Appraisal and Development (TPAD) performance management approaches.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-28	sensitizing teachers on pc	Htr,teachers	copy of school pc	staff minutes book	200

1.6.3 Activity :
Maintain weekly analysis of institutional learner-teacher contact hours and teacher absenteeism rate.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-10-31	prompt lesson attendance by all teachers	Htr,deputy	lesson attendance register	copy of class lesson attendance register	500

1.6.4 Activity :
Give feedback to teachers on their performance appraisal process

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-10-30	appraisal feedback report	Htr, deputy,teachers	TPAD tool	appraisal report	500

1.6.5 Activity :
Ensure all teachers are appraised as required

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-10-30	completion of all teachers appraisals	Htr,deputy, all teachers	TPAD tool	completed appraisal records	1000

1.7 Performance Indicator- Maintenance of Integrity and Professional Conduct in the teaching service(Units of Measure=%) (Weight=8)

1.7.1 Activity :
Ensure proper management of challenging behavior; maintain records of minor and major punishment. NB: Corporal punishment is outlawed in Kenya.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-05-09	minor and major punishment records	htr, deputy, all teachers	discipline record book	discipline book	0

1.7.2 Activity :
Ensure availability and access by teachers to legal documents governing teaching service; including: Code of Regulations for Teachers (2015), Code of Conduct and Ethics for Teachers (2015), TSC Act (2012), Basic Education Act (2013), Children's Act (2012), Saftey Standards Manual for Schools in Kenya (MoE, 2008)

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-28	availed and access by teachers to legal documents	htr, deputy, departments head	teachers legal documents	copy of teachers legal documents	0

2- CROSS-CUTTING

2.1 Performance Indicator- Safety and Security Measures(Units of Measure=%) (Weight=3)

2.1.1 Activity :

Put in place mechanisms to mitigate against technological & environmental hazards; terrorism & radicalization; fire, natural disasters etc.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-08-08	mechanisms put in place to mitigate technological and environmental challenges	Htr ,all teachers, Bom	safety and standards manual	mechanisms put in place	2000

2.1.2 Activity :
Adhere to requirements the Ministry of Education Safety Standards Manual for Schools in Kenya (2008).

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-05-30	adhered education safety and standards	Htr,all teachers	safety and standard manual	education safety and standards put in place	500

2.2 Performance Indicator- Prevention of HIV/AIDS Infection(Units of Measure=%) (Weight=2)

2.2.1 Activity :
Facilitate sensitization of the school community and disseminate information on HIV/ AIDS to Teaching and non-teaching staff.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-07	disseminating information on Hiv / Aids to teaching and non teaching staff	htr, teachers, non teaching staff	writing materials	staff minutes ,photos of awareness forums	500

2.2.2 Activity :
Facilitate sensitization of the school community and disseminate information on HIV/ AIDS to Parents/ Guardians

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-05-02	disseminating information on Hiv/Aids to parents / guardians	Htr,resource person,Parents/guardians	writing materials	photos of sensitization meetings	500

2.2.3 Activity :
Facilitate sensitization of the school community and disseminate information on HIV/ AIDS to Learners

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-21	2025-04-04	disseminating information on Hiv/Aids to learners	Htr,all teachers	posters of Hiv/Aids awareness	photos showing sensitization meetings	1000

2.2.4 Activity :

Facilitate sensitization of the school community and disseminate information on HIV/ AIDS to BoMs

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-31	disseminating information on Hiv/Aids to Boms	Htr,resource person ,Boms	writing materials	Bom minutes file	1000

2.3 Performance Indicator- Disability Mainstreaming(Units of Measure=%) (Weight=4)

2.3.1 Activity :
Undertake activities and strategies for addressing diversity, especially learners/teachers from vulnerable groups and those with special needs.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-04-04	activities and strategies for addressing diversity	Htr	writing materials	list of activities put in place	0

2.3.2 Activity :
Sensitize learners and staff on service provision to persons with disabilities and how to cope with the challenges

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-02-28	sensitizing learners and staff on how to live with persons with disability	Htr,teachers,learners	Cso SNE	photos showing sensitization	1000

2.3.3 Activity :
Maintain disaggregated data of persons with disabilities showing age, gender and forms of disability

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-02-28	data of persons with disability	Htr, deputy,class teachers	health records	list of persons with disability	0

2.3.4 Activity :
Establish infrastructure to enhance access to information and services for persons with disabilities in accordance with legal provisions

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-05-31	established infrastructure for service provision to persons living with disability	Htr , Boms	Funds	photos if established infrastructure	5000

2.4 Performance Indicator- Corruption Prevention(Units of Measure=%) (Weight=2)

2.4.1 Activity :
Sensitize pupils and staff on effects/dangers of getting involved in various corrupt practices including examination malpractices and bribing for free services with a view to reducing vulnerability to fraudulent acts

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-04-04	sensitizing teachers and learners on vices of involving in corrupt practices	htr, teachers,learners	Tsc legal documents	posters creating awareness on corrupt practices	0

2.4.2 Activity :
Provide channels/forums to abate corruption by introducing open barazas and suggestion boxes.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-07	provision of channels to abate corruption	Htr,	tsc code	suggestion boxes	0

2.5 Performance Indicator- Asset Management(Units of Measure=%) (Weight=3)

2.5.1 Activity :
Establish and maintain an inventory (record) of the school assets and properties including their status in terms of the working condition

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-04-04	established and maintained school inventory record	htr,Bom	school property	updated school inventory record	500

2.5.2 Activity :
Dispose unserviceable, obsolete and surplus assets by way of sale, transfer to other public institutions, destruction, donation or other authorized methods of disposal, and in all cases in full conformity with the existing legal requirements.
NB: such disposals should be fully accountable

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-04-04	disposed obsolete, unsurplus and unserviceable assets	Htr,facility and equipment committee	obsolete assets	photos showing the obsolete assets	0

3- SERVICE DELIVERY

3.1 Performance Indicator- Resolution of Public Complaints.(Units of Measure=%) (Weight=3)

3.1.1 Activity :
Complaints that have been resolved indicating details of the resolution made.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-07-11	complaints resolved	Htr,conflict resolution committee	complaints book	complaints raised	1000

3.1.2 Activity :
Complaints received in the school.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-08-01	complaints received	Htr, conflict resolution committee	complaints book	complaints book	0

3.2 Performance Indicator- Implementation of Institutional Service Delivery Charter.(Units of Measure=%) (Weight=4)

3.2.1 Activity :
Sensitize school community on the service charter

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-05-02	sensitizing school community on service charter	Htr , teacher,non teaching staff and Boms	school service delivery charter	photos showing meetings on sensitization	500

3.2.2 Activity :
Maintain records on services delivered

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-07	records of services offered	Htr, deputy	service book	service provision book	0

3.2.3 Activity :
Develop /display the school Service Delivery Charter prominently at the point of entry/service delivery points in both English and Kiswahili

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-07	displayed school service charter	htr	service charter board	school delivery service charter	1000

3.3 Performance Indicator- Application of Service Delivery Innovations.(Units of Measure=%) (Weight=3)

3.3.1 Activity :
ICT integration in the school by encouraging teachers to prepare ICT integrated lesson plans.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-04-05	ict integrated lesson plans	Htr	digital devices	ict teachers,teachers	1000

3.3.2 Activity :
Digital learning process in the school by ensuring availability of digital resources for teaching and learning process.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-02-18	2025-03-28	ensuring digital learning in the school	Htr, ict teacher,teachers	digital devices	digital devices	2000

4- FINANCIAL STEWARDSHIP AND DISCIPLINE

4.1 Performance Indicator- Pending Bills.(Units of Measure=%) (Weight=3)

4.1.1 Activity :

Meet all financial obligations by paying bills (of lawfully incurred expenditure) promptly to avoid the unnecessary accumulation of debts.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-04-03	2025-10-31	payment of lawfully incurred expenditure	Htr	list of payments to be made	payment vouchers	20000

4.1.2 Activity :

Ensure pending bills (if any) do not exceed 1% of the total approved budget of the school.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-04-03	2025-10-30	making payments of pending bills	htr, Bom	list of pending bills	list of pending bills, payment vouchers	5000

5- Access to Institutional Procurement

5.1 Performance Indicator- Access to Institutional Procurement(Units of Measure=%) (Weight=4)

5.1.1 Activity :

Reserve at least 2% of the 30% of the budget for procurement of goods and services for PWD

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-04-03	2025-10-31	reserving of 2 percent of the 30 percent to PWDs	Htr, tender awarding committee	list of tenders to be awarded	cash books	20000

5.1.2 Activity :

Award at least 30% of the total value (in Kshs.) of the procurement budget for goods and services as provided in the annual procurement plan by the school to youth, women and persons with disabilities (PWDs) as individuals or in organized groups

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-04-03	2025-10-31	awarding at least 30 percent of budget to PWDs	Htr, Tender awarding committee	list of tenders	payment vouchers,list of tenders awarded	25000

6- PROMOTION OF LOCAL CONTENT IN PROCUREMENT

6.1 Performance Indicator- Promotion of Local Content in Procurement(Units of Measure=%) (Weight=2)

6.1.1 Activity :

Ensure 45% of school Procurement orders are given to local firms where they qualify. Goods and services will qualify as local where they are wholly produced in Kenya using local input or if the goods and services are not wholly produced in Kenya, they should have undergone at least 35% transformation in value addition.

Start Date	End Date	Expected Output	Actors	Required Resources	Verifiable Evidence	Estimated Cost(ksh)
2025-04-03	2025-10-30	buying of goods and services from the local community	Htr, tender awarding committee	tenders to be awarded	payment vouchers	20000