

MINISTRY	STATE DEPARTMENT	AGENCY	FAQ	FAQ ANSWERS
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	What is a community group?	<ul style="list-style-type: none"> - A community group is a voluntary association of individuals from the same community. - It should be self-organized for a common purpose aimed at improving the livelihood of the group members or for a community benefit.
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	What are the categories of community groups?	<ol style="list-style-type: none"> 1. Welfare groups 2. Socio-Economic groups 3. Community Service Groups/Community Projects 4. Special interest groups 5. Integrated Refugee Groups
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	What are the types of groups registered?	<ol style="list-style-type: none"> 1. Self-Help Groups (SHGs): 2. Women 3. Men 4. Youth 5. Persons with Disability 6. Older persons 7. Mixed groups (a combination of the above) 8. Special interest groups 9. Community Based Organizations (CBOs)
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION	Directorate of Social Development	Who registers a community group?	The Director of Social Development

	AND SENIOR CITIZEN AFFAIRS			
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	Where do I register a community group?	<ul style="list-style-type: none"> • Sub-County Social Development Office • Huduma Centres • Online: Log in at www.ecitizen.go.ke through your account, click Ministry of Labour and Social Protection for redirection to Community Development Management Information System (CDMIS)
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	What are the requirements for registering a community group?	<ol style="list-style-type: none"> 1. Pre-registration training certificate (Issued by SDO after training) 2. Duly filled prescribed application form 3. List of members 4. Copy of IDs of group members 5. Group Minutes and duly signed attendance list 6. Group Constitution 7. For Integrated Refugee Groups (IRGs), the duly filled application form with recommendation by the Department of Refugee Services (DRS) 8. Registration fee
MINISTRY OF LABOUR AND	STATE DEPARTMENT	Directorate of Social	What is the minimum	<ol style="list-style-type: none"> 1. Self Help Group: 10 2. Community Based

SOCIAL PROTECTION	FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Development	number of members required to form a community group?	Organization: 10 3. Special interest group: 5
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	How long does it take to acquire a community group certificate?	The community group certificate will be issued within 14 days after approval of registration and submission of payment.
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	How much do I require to register a community group (in Kes)?	1. Self Help Group: 1000 2. Community Based Organization: 5000
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	How often should community group certificates be renewed?	Community group certificates are renewed annually after the first two years of registration.
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	What do I require when renewing a community group certificate?	1. Group minutes and duly signed attendance list 2. Group progress report 3. Financial report 4. A duly filled renewal form 5. Renewal fee: Self Help Group: Kes 200; Community Based Organizations: Kes 500 6. Copy of group constitution if revised
MINISTRY OF	STATE	Directorate	What happens	You require:

LABOUR AND SOCIAL PROTECTION	DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	of Social Development	if my certificate is lost, defaced and I need a new certificate?	<ol style="list-style-type: none"> 1. Police abstract 2. Group minutes and duly signed attendance list 3. A copy of the original certificate where applicable 4. A replacement fee of Kes 1,000 for Self Help Group and Kes 5,000 for Community Based Organizations
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	What is expected from community groups once registered?	<ol style="list-style-type: none"> 1. Submission of annual progress reports 2. Keeping an updated group membership register 3. Report unresolved grievances 4. Submit audited financial records 5. Updates on elections and officials
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	Under what circumstances can a certificate of registration be withdrawn?	<ul style="list-style-type: none"> • If the certificate is used for other reasons other than what was stated at the point of registration • If the group is dissolved • If a group fails to renew their certificate after four consecutive years
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	What do I need to open a group account?	<ol style="list-style-type: none"> 1. A bank introduction letter 2. A copy of an up-to-date group certificate 3. Minutes indicating the bank, branch,

				<p>group officials and the bank signatories including their ID numbers and their positions</p> <ol style="list-style-type: none"> 4. Duly signed list of members 5. Copy of group constitution 6. Copies of IDs of bank signatories
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	Where do I report group complaints and grievances?	<ul style="list-style-type: none"> • The Social Development Committee • The Sub-County Social Development Officer • The County Social Development Office <p>As much as possible have a dispute resolution mechanism in your constitution</p>
MINISTRY OF LABOUR AND SOCIAL PROTECTION	STATE DEPARTMENT FOR SOCIAL PROTECTION AND SENIOR CITIZEN AFFAIRS	Directorate of Social Development	What support is available to community groups from Government?	<ul style="list-style-type: none"> • Linkages and referrals to Government agencies that offer financial service such as the Hustler Fund, Uwezo, Youth and Women Enterprise Fund, National Government Affirmative Action Fund (NGAAF) • Linkages and referrals to non-state agencies • Technical support and capacity building
MINISTRY OF LABOUR AND SOCIAL	STATE DEPARTMENT FOR SOCIAL	Directorate of Social Development	In the new community group	<ol style="list-style-type: none"> 1. Conform to the provisions of the community

PROTECTION	PROTECTION AND SENIOR CITIZEN AFFAIRS	t	registration ACT what do I need to do differently?	<p>registration Act</p> <ol style="list-style-type: none"> 2. need to register in the community development management information system (CDMIS) 3. Acquire the new certificates developed in compliance with the Act 4. Have pre-registration and post-registration training certificates
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