

1<sup>st</sup> November 2016

To: Assistant ICT County Officers

PDTP Officers,

**Re: Delivery of ICT equipment for ICT Authority Smart County Project**

The World Bank provided financing through the Government of Kenya to the ICT Authority to support (ICT) adaptation within County Governments. The support to Counties is largely to enable Counties to work closely with the National Government to improve service delivery to citizens. As part of this initiative, the ICT Authority, has begun distribution of ICT equipment (desktops, UPS's and printers) to all counties through the Smart County project.

As an Assistant ICT Officer (AICTO) you are required to coordinate the receipt and labelling of the equipment in your respective counties, as well as ensuring that the process is well publicized in order to communicate the impact of this project at the county level.

In this regard, the following will be your roles in this programme;

- Receiving the equipment and labels (branded stickers) where applicable at the county, this will be delivered by courier services.
- Labelling the equipment with the branded stickers
- Handing over of the equipment to the county offices and taking photographs to capture and document the process. Share the photos with Communication team.
- Coordination of device handing over exercise at County and sub-county level by the contractors.

Attached for your reference is the schedule of the delivery of devices, a Public Relations plan and tentative program for the devices handover.

For more information contact **Sandra Tonui; 0706123497 or [sandra.tonui@ict.go.ke](mailto:sandra.tonui@ict.go.ke)**

Please ensure that you document all deliveries and send copies to the headquarters for records.

Yours,

Kipronoh Ronoh Paul  
Director, Programmes and Standards  
For: **Ag. CHIEF EXECUTIVE OFFICER**