



SECOND KENYA DEVOLUTION SUPPORT PROGRAM (KDSP) II) COUNTY PROJECT STOCK-TAKING TEMPLATE GUIDELINE

1. Introduction

The Project Stock-Taking guideline provides detailed instructions on how to complete the Stock-Taking template (Annexed) accurately, ensuring uniformity and clarity in reporting. This project Stock-Taking Template is designed to collect comprehensive data on project implementation, financials, overall status including climate change, environmental and social risk screening. The current scope of this exercise is projects implemented between 2013 and June 30, 2024.

2. General Instructions

- **Mandatory Fields:** All fields in the template must be completed to provide a full picture of the project.
- **Configuration Worksheet:** Do not edit or modify the "CONFIGURATION" worksheet, as it contains pre-set formulas and structured data essential for processing.
- **Relevance:** Populate only the rows applicable to your specific projects and avoid any modifications to the template structure.
- **Data Integrity:** Ensure that the information provided is accurate and up to date. Errors in data entry may impact decision-making processes.
- **Saving and Submitting:** Save the document frequently while working on it to prevent data loss and submit it within the required timeframe to the designated authority.

3. How to Fill the Template

3.1 Project Details

- **S/No.:** Assign a unique serial number to each project for ease of reference and tracking.
- **Project Name/Title:** Clearly state the official name of the project to avoid confusion with other initiatives.
- **Project Description:** Provide a brief description of the project

- **Project Goal/Objective:** Describe the overall purpose/development objective of the project, specifying what it intends to achieve.
- **Project Output:** Detail the tangible deliverables or expected results of the project, such as constructed infrastructure, training programs, or service improvements.
- **Project Code (Budget Code):** Input the official budget code and name assigned to the project to facilitate financial tracking and accountability.

3.2 Location

- **Sub County and Ward:** Specify the exact location where the project is being implemented, including, sub-county, and ward details.
- **Latitude & Longitude:** Provide precise GPS coordinates (latitude and longitude) to pinpoint the project location, aiding in site visits and monitoring efforts.

3.3 Implementation Details

- **Sector/Vote Name:** Indicate the broader sector or category under which the project falls, such as health, education, infrastructure, or agriculture.
- **Department/Directorate/Unit/Agency:** Specify the administrative body responsible for the implementation of the project.
- **Implementing Department/Agency in the County:** Provide the name of the department or agency overseeing the execution of the project within the county government.

3.4 Financial Information

- **Approved Project Budget (KSh.):** State the total budget that has been approved for the project.
- **Available Funds:** State the total funds available in the Financial Year.
- **Source of Funds:** Record the source of funds as County Government or Development Partner, if Development Partner indicate the Program/Project.
- **Funds Disbursed (KSh.):** Record the actual amount of funds released (per FY) for project implementation.
- **Expenditure to Date (KSh.):** Enter the total amount spent on the project up to the current reporting period.
- **Pending Bills/Outstanding Commitments that have not yet been settled (KSh.):** Identify any outstanding payments or commitments that have not yet been settled by June 30, 2024. The details should include contract number and purchase order number as provided for in the stock taking template.
- **Project Balance (KSh.):** Calculate the remaining funds available for the project after accounting for disbursed amounts and expenditures.

3.5 Project Status

- **Current Project Status:** Clearly indicate whether the project is ongoing, completed, or stalled, providing relevant justifications where necessary.
- **If Stalled, Percentage Completion:** Specify the percentage of work completed before the project stalled.
- **If Stalled, Reasons:** Provide detailed reasons why the project has stalled, such as lack of funds, contractor issues, legal challenges, or unforeseen circumstances.

- **Is the Stalled project still appearing or receiving funds in the annual budget?**
Yes/No
- **Year that the Project Stalled:** Indicate the specific year in which the project halted progress.
- **Time Required for Completion:** Provide an estimated duration needed to complete the stalled project.
- **Estimated Cost to Complete (KSh.):** Specify the amount of funds required to finalize the project successfully.
- **Recommendations for Stalled Projects:** Suggest practical solutions to resume and complete stalled projects, such as reallocation of funds, renegotiation with contractors, or stakeholder engagement.
- **Risks Associated with Stalled Projects:** Identify potential risks and consequences of stalled projects, such as financial loss, environmental impact, or social impact.
- **Climate and Disaster Risk Screening:** Has the project been screened for Climate and Disaster Risks? If yes, explain the measures taken to mitigate the risks. If not, explain why and the immediate plans for conducting the screening.
- **Technical, Financial and Economic Viability Screening:** Has the project been screened for Technical, Financial and Economic Risks and a feasibility study prepared? If yes, explain the measures taken to mitigate the risks. If not, explain why and the immediate plans for conducting the screening and preparing a feasibility study.
- **Project Environmental, Social, Occupational Health and Safety and Gender Screening:** Has the project been screened for **Environmental, Social, Occupational Health and Safety and Gender Risks**. If yes, explain the measures taken to mitigate the risks. If not, explain why and the immediate plans for conducting the screening.

4. Submission Guidelines

- **Accuracy Check:** Before submission, verify all financial figures and project details to ensure accuracy and completeness.
- **Data Consistency:** Ensure that all project information is consistent with official records and financial statements.
- **Deadline Compliance:** Submit the completed template within the required timeframe to facilitate timely assessment and reporting.
- **Supporting Documentation:** Where applicable, attach relevant documents such as budget approvals, progress reports, and audit statements.

By following this comprehensive guideline, users can ensure that the Project Stock-Taking Template is completed thoroughly and effectively, enhancing transparency and accountability in project management.

Annex

Project Stock-Taking Template

INSTRUCTIONS ON COMPLETION OF PROJECT STOCK TAKE TEMPLATE

1. All fields are mandatory and should be populated.
2. **DO NOT EDIT** the **CONFIGURATION** worksheet.
3. **ONLY** populate rows applicable in your respective Counties & Ward Location(s) and Hide the rest of the rows (**DO NOT DELETE the Rows**).
4. The scope of this exercise is projects started between the year **2013 and June 30, 2024**.
5. Remember to **SAVE the document** after populating the required details in the worksheet.

USE THE EXCEL TEMPLATE TO TAKE STOCK OF THE PROJECTS LINKED AND TRANSPOSED BELOW

Linked here [Copy of Copy of THE KDSP II PROJECT STOCK TAKING TEMPLATE.xlsx](#)

Project Stock Taking Template

1. Project Details

S/No.	Project Name/Title	Project Description	Project Goal/Objective	Project Output	Project Code (Budget Line)	Budget Item Name

2. Project Location

Sub-County	Ward	Geographic Location (Latitude & Longitude)
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3. Implementation details

Sector/ Vote Name	Department, Directorate, Units, Agencies	Implementing Department/Agency / Municipality	Date of Approval/Financial Year	Project Start Date	Expected Project Completion Date	Actual Project Completion Date
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4. Financial Information

Estimated Project Cost (Kshs.)	Approved Project Cost	Funds Available in the specific FY	Project Funding Source	If Development Partners, Please specify
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Disbursement

County Government component disbursed in the Project Cost (Kshs.)	Development Partner component disbursed in the Project Cost (Kshs.)	Total Disbursed Funds as at 30th June 2024 (Kshs.)	Percentage (%) Disbursed Amount = (Disbursed/Approved)
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Expenditure

Expenditure to date	Pending Bill/Outstanding commitment not paid at the end of the FY but work done	Project Balance (Kshs.) i.e (Approved Project Cost - Disbursed Amount)
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5. Project Status

Project Status at the time of the Exercise (i.e Completed, Ongoing, Stalled)	% completion for ongoing/stalled projects	If Stalled, what is the percentage (%) completion at the time of stalling (Physical completion status)
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Actions for Stalled

If stalled give reasons;	Year the project stalled	Time required to complete the stalled project (in months)	Estimated cost required to complete the stalled project (in Kshs.)
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Risks and Recommendation

Is the Stalled project still appearing or is it receiving funds in the annual budget? Yes/No	Recommendation for the Stalled Project with justification (Complete/ Cancel/ Defer)	Identify the Risks associated with the stalled/completed/ongoing project ie. (Contractual/legal/Financial/Environmental etc.)
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6. CLIMATE & DISASTER RISK SCREENING

Has this project been screened for Climate & Disaster Risks? Yes/No	If yes, what action has been taken to mitigate? If not, give reasons, and the immediate plans for conducting the screening?
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7. Environmental, Social, Occupational Health, Safety and Gender Screening

Has the project been screened for Environmental, Social, Occupational Health, Safety and Gender Risks? Yes/No	If yes, what action has been taken to mitigate? If not, explain why and the immediate plans for conducting the screening.
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8. Technical, Financial and Economic Viability Screening

Has the project been screened for Technical, Financial and Economic Viability and a feasibility study been prepared? (Yes/No)	If yes, what action has been taken to mitigate? If no, what is being used to measure viability of the projects? Additionally, indicate immediate plans on when the screening and feasibility study be undertaken?
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9.Additional Remarks

ACKNOWLEDGEMENT

Report prepared by:

Designation:

Signature:

Date:

Report approved by:

Designation:

Signature:

Date: