Garissa County Project Stock-Taking Guideline (2013-2025)

OCTOBER 2025

FOREWORD

The journey of devolution has empowered us to bring development closer to the people of Garissa. Since 2013, our County Government has invested significantly in a wide array of projects across all sectors, from water infrastructure and health facilities to roads and educational institutions. As we continue to implement our County Integrated Development Plan (CIDP), it is imperative that we pause to take a comprehensive and honest inventory of our development footprint.

This Project Stock-Taking Guideline is therefore a timely and critical tool. It provides a standardized framework for us to systematically document, review, and analyze every project initiated since the dawn of devolution. This exercise is not merely an administrative requirement; it is a foundational step towards enhancing accountability, transparency, and data-driven decision-making in our development planning and resource allocation processes.

The findings from this stock-taking exercise will be invaluable. They will provide us with a clear picture of our successes, highlight projects that are stalled and require intervention, and offer insights into the challenges that have hindered implementation. This data will directly inform our future budgeting cycles and ensure that our resources are channeled towards projects that deliver the highest impact for our citizens.

Furthermore, this guideline paves the way for a digital transformation in how we manage and monitor our projects. The ICT Directorate is already in the process of developing a GIS-based Project Monitoring Dashboard, which will be guided by the principles and data structures outlined in this document. This will usher in an era of real-time monitoring, geospatial analysis, and enhanced public oversight.

I call upon all County Executive Committee Members, Chief Officers, and departmental staff to embrace this exercise with the diligence and commitment it deserves. By working together, we can build a comprehensive and accurate inventory of our development journey, a resource that will be indispensable as we steer Garissa County towards a more prosperous and sustainable future.

CECM for Finance, Revenue & Economic Plannig
County Government of Garissa

PREFACE AND ACKNOWLEDGEMENT

The preparation of this Garissa County Project Stock-Taking Guideline is a direct response to the national effort to strengthen monitoring and evaluation within devolved units, as championed by the State Department for Devolution and supported by the World Bank through the Second Kenya Devolution Support Programme (KDSPII). Recent KDSPII M&E assessments highlighted the need for a comprehensive inventory of all county projects, and this document provides the customized framework to achieve that for Garissa.

This guideline adapts the national template to our county's unique context, ensuring that the data we collect is not only compliant with KDSPII requirements but also directly relevant to our local planning and administrative needs. It provides detailed, step-by-step instructions for all departments to accurately and uniformly report on projects implemented between 2013 and June 30, 2025 onwards.

We acknowledge the invaluable technical guidance provided by the State Department for Devolution and the World Bank in developing the foundational template upon which this customized document is built. Our sincere appreciation goes to the County Executive Committee, under the leadership of His Excellency, the Governor, for prioritizing this critical exercise.

We also recognize the pivotal role of the County ICT Directorate, which will use this guideline as the blueprint for developing our new digital Project Monitoring Dashboard. This forward-looking approach will institutionalize the practice of data-driven project management.

Finally, this exercise will rely on the dedication of all departmental heads and technical staff responsible for project implementation. Your meticulous attention to detail in completing the stock-taking template will ensure the success of this initiative and contribute significantly to enhancing transparency and accountability in our county's development agenda.

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1.0 INTRODUCTION

1.1 Background and Rationale

Since the inception of devolution in 2013, the County Government of Garissa has implemented a multitude of development projects across various sectors. A comprehensive, centralized inventory of these projects—their status, financial outlay, and impact—is essential for effective governance. This stock-taking exercise is a mandatory requirement under the Second Kenya Devolution Support Programme (KDSPII) and is informed by recent M&E assessments conducted by the State Department for Devolution, which identified the need for such an inventory across all counties.

1.2 Purpose of the Guideline

This document provides detailed, customized instructions for all Garissa County departments on how to complete the official Project Stock-Taking Template. Its purpose is to ensure that data is collected in a uniform, accurate, and comprehensive manner, thereby creating a reliable single source of truth for all county projects.

1.3 Scope of the Stock-Taking Exercise

This exercise covers all projects and programs initiated and/or implemented by all departments, directorates, units, and agencies of the Garissa County Government from **2013 to June 30, 2025**.

2.0 GENERAL INSTRUCTIONS

2.1 Data Integrity and Accuracy

All information provided must be accurate, up-to-date, and verifiable against official records (e.g., budget documents, contracts, payment vouchers, and departmental reports).

2.2 Mandatory Fields

All fields in the provided Excel template are mandatory. Incomplete entries will compromise the integrity of the final database.

3.0 DETAILED INSTRUCTIONS FOR COMPLETING THE TEMPLATE

3.1 Project Identification Details

- **Project Name/Title:** State the official name of the project as it appears in the budget and official documents.
- **Project Description:** Provide a brief but clear summary of the project's scope and what it entails (e.g., "Construction of a 4-classroom block with ablution facilities").
- **Project Goal/Objective:** Describe the overall purpose of the project (e.g., "To improve access to basic education in Waberi Ward").
- **Project Output:** Detail the tangible deliverables (e.g., "One completed 4-classroom block; one functional ablution block").
- **Project Code (Budget Code):** Input the official budget code and item name assigned to the project for financial tracking.

3.2 Project Location and Geospatial Data

- **Sub-County and Ward:** Specify the exact administrative location of the project.
- **Latitude & Longitude:** This is a critical field. Provide precise GPS coordinates for the project site. This data is essential for the GIS-based monitoring system. Use a GPS device or a reliable mobile application to capture these coordinates on-site.

3.3 Implementation Details

- **Sector/Vote Name:** Indicate the broader sector (e.g., Health, Water, Infrastructure).
- **Department/Directorate:** Specify the administrative body responsible for implementation.
- **Project Dates:** Accurately fill in the Project Start Date, Expected Completion Date, and Actual Completion Date (if applicable).

3.4 Financial Information

- **Approved Project Budget (KSh.):** State the total approved budget for the project.
- **Source of Funds:** Indicate the source (e.g., County Government, World Bank - KDSPII, DANIDA).
- **Funds Disbursed & Expenditure to Date (KSh.):** Provide the actual amount of funds released and the total amount spent on the project to date.
- **Pending Bills (KSh.):** Detail any outstanding payments for work already done as of June 30, 2024.

3.5 Project Status and Performance

- **Current Project Status:** Clearly indicate whether the project is **Ongoing, Completed, or Stalled**.
- **If Stalled:** Provide the percentage of work completed, the year it stalled, and detailed reasons (e.g., lack of funds, contractor issues, community dispute).
- **Recommendations for Stalled Projects:** Suggest practical solutions (e.g., re-tendering, budget reallocation, termination).

3.6 Risk Screening and Mitigation

- **Climate and Disaster Risk Screening:** Indicate if the project was screened for risks like flooding or drought. If yes, explain the mitigation measures taken (e.g., elevated foundation, use of drought-resilient materials).
- **Environmental, Social, and Safety Screening:** Indicate if the project was screened for environmental impact, social risks, and gender issues. Explain the mitigation measures implemented.

4.0 INTERIM DATA SUBMISSION PORTAL

4.1 National Government Data Collection Portal

As we await the full deployment of our county-specific digital dashboard, the State Department for Devolution, in collaboration with the World Bank, has provided a centralized portal for all counties to submit their project stock-taking data. All departments are required to use this platform for the initial data upload.

4.2 Submission Link

Please use the following official link to access the data submission portal. Ensure you are logged in with your official credentials.

(Link to be provided)

5.0 THE GARISSA COUNTY DIGITAL PROJECT MONITORING DASHBOARD

5.1 Vision for a Digital M&E Platform

To institutionalize data-driven governance, the Garissa County ICT Directorate is developing a customized, GIS-based **Project Monitoring Dashboard**. This platform will serve as the central repository and visualization tool for all county development projects, moving beyond static spreadsheets to a dynamic, interactive system.

5.2 System Architecture and Technology Stack

The system will be developed rapidly using a modern, scalable, and cost-effective technology stack, leveraging the Google Cloud ecosystem, similar to the successful Performance Management Dashboard previously created.

- **Data Backend:** Google Cloud Storage and BigQuery for secure, scalable data warehousing.
- **Geospatial Processing:** Google Earth Engine (GEE) for processing satellite imagery and geotagging project locations, enabling powerful spatial analysis.
- **Data Visualization:** Google Looker Studio to create interactive, real-time dashboards, maps, and reports.
- **Frontend:** A simple, user-friendly web interface for data entry and access.

5.3 System Workflow Algorithm

The diagram below illustrates the architecture and data flow of the proposed system.

(A visual, step-by-step explanation for stakeholders)

- **Step 1: CAPTURE**
  - *Icon: A user with a tablet on a project site.*
  - **Text:** Departmental staff visit a project site (e.g., a new borehole). Using a simple web form on a tablet or phone, they enter all project details as per the stock-taking template, capture the exact GPS coordinates, and upload

photos.

- **Step 2: VALIDATE & STORE**
  - *Icon: A cloud with a checkmark.*
  - **Text:** The submitted data is instantly sent to the Google Cloud. An automated process cleans the data, validates it for completeness, and stores it securely in a central project database.

- **Step 3: MAP & ANALYZE**
  - *Icon: A map of Garissa County with project pins.*
  - **Text:** The system uses GIS to place each project on an interactive map of Garissa County. It can overlay this with other data, like population density or flood-risk zones, for powerful analysis.

- **Step 4: VISUALIZE & DECIDE**
  - *Icon: A dashboard with charts and graphs.*
  - **Text:** Real-time data is fed into the Google Looker Studio Dashboard. Leaders can instantly see project status, budget burn rates, and completion percentages on maps and charts, enabling informed, data-driven decisions. The public can view a simplified version to enhance transparency.

6.0 SUBMISSION AND VERIFICATION PROCESS

6.1 Departmental Responsibility

Each Chief Officer is ultimately responsible for ensuring that their department submits a complete and accurate project inventory. They will nominate a departmental focal point to lead the data collection effort.

6.2 Verification and Consolidation

The Department of Finance and Economic Planning and the Monitoring and Evaluation Directorate are responsible for consolidating and verifying all submissions. This process ensures accuracy and consistency before the final County Project Inventory Report is compiled.

6.3 Timeline and Deadlines

All departmental submissions must be completed and uploaded to the interim portal by the deadline communicated by the County Secretary's office to ensure readiness for the KDSPII Independent Verification Assessment.