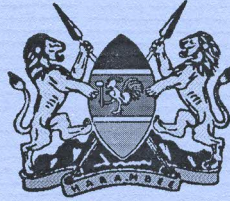


REPUBLIC OF KENYA



**INTER-GOVERNMENTAL STEERING COMMITTEE FOR THE
CAPACITY ASSESSMENT AND RATIONALIZATION OF THE
PUBLIC SERVICE**

Fax No.: 020 2210134
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The Inter-Agency Secretariat,
CARPS Programme
NHIF Building, 13th Floor,
P.O. Box 30050-00100
NAIROBI
KENYA

19th August, 2014

Ref. No: C.1: IGSC (2)

All Principal Secretaries
The Solicitor-General
All County Secretaries
All Secretaries, County Public Service Boards
All Secretaries, County Assembly Service Boards

**CAPACITY ASSESSMENT AND RATIONALIZATION OF THE PUBLIC SERVICE
PROGRAMME IN MINISTRIES, DEPARTMENTS AND COUNTIES**

Following the gazettelement of the Institutional Framework for the Joint Capacity Assessment and Rationalization of the Public Service (CARPS) Programme vide Gazette Notice No 2919 published on 2nd May, 2014, and the subsequent launch of the programme by the Inter-Governmental Steering Committee (IGSC) of CARPS on 14th July, 2014, Ministries/Departments and Counties are required to undertake the following:

**1. Ministerial/Departmental and County Rationalization Committees
/Teams**

Submit the list of the appointed members to the above committees/teams by 22nd August, 2014 to the CARPS Secretariat as indicated above. The members and functions of the Committees and Team members are clearly specified in the Institutional Framework for CARPS Programme as per Gazette Notice No 2919 of 2nd May, 2014 (copy attached).

**2. Sensitization and Training of Ministerial/Departmental and County
Rationalization Committees/Teams**

Organize for the sensitization and training of the Ministerial/Departmental and County Rationalization Committee members/Teams. The aim of the sensitization and training Programme is to equip the Committee/Team members with the requisite skills and knowledge to facilitate the implementation of the CARPS programme. The training/sensitization will take 3 days and will be facilitated by a consulting firm M/S Ernst & Young (EY).

The training is scheduled for 26th – 28th August, 2014 for Ministerial/Departmental teams and Nairobi County. Training for the other Counties will be conducted from 8th-10th September, 2014 as shown in Annex I. The Counties have been grouped into 13 clusters as outlined in Annex number 1 for purposes of the exercise.

The key highlights of the sensitization/training will focus on the following:

- (i) CARPS Programme;
- (ii) Biometric data capture for staff;
- (iii) Strategic institutional and organization reviews; and
- (iv) Workload analysis for determination of optimal staffing levels.

3. Biometric Data Capture for Staff

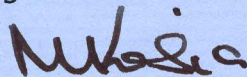
Public servants at both levels of Government will be expected to undergo biometric data identification and verification. All the Principal Secretaries and Chief Officers are expected to mobilize and sensitize their staff about the exercise. Public Officers who will not present themselves for the biometric data capture will be deemed to be 'Ghost Workers' and their names will be deleted from the payroll. The Biometric data capture is expected to commence on 1st September, 2014 for the Ministries/Departments and Nairobi City County. The exercise will be undertaken in other Counties from 15th September, 2014 as detailed in the attached Annexes II and III.

4. Strategic Institutional Review

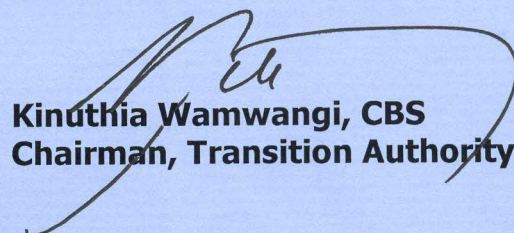
Strategic institutional reviews of structures, functions, process, programs and staffing patterns in Ministries/Departments and County governments will be undertaken based on their respective mandates and priorities. This process will involve workload and skills-gap analysis to determine current and future optimal staffing levels. The review will be undertaken concurrently with the biometric data capture exercise.

The purpose of this letter is to request you to take the necessary action as specified above and to bring the contents of this circular to the attention of all the departmental heads, Executive Committee Members, Chief Officers, staff and other relevant stakeholders.

Attached please find the schedules for the training, biometric data capture and strategic institutional review.



Prof. Margaret Kobia, CBS
Chairperson, Public Service Commission



Kinuthia Wamwangi, CBS
Chairman, Transition Authority

Encls.

Copy to: Chief of Staff and Head of Public Service
All Cabinet Secretaries
All Governors
All County Assembly Speakers