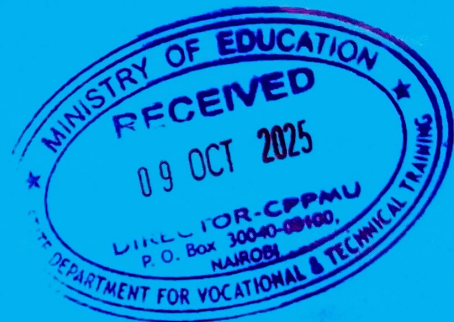




PERFORMANCE CONTRACT



BETWEEN

THE GOVERNMENT OF THE REPUBLIC OF
KENYA THROUGH THE CABINET SECRETARY -
MINISTRY OF EDUCATION

AND

BOARD OF GOVERNORS - BUTERE TECHNICAL
AND VOCATIONAL COLLEGE

FOR THE PERIOD
1ST JULY 2025 - 30TH JUNE 2026

Preamble

This Performance Contract (hereinafter referred to as "Contract") is entered into between the Government of the Republic of Kenya (hereinafter referred to as "GoK") represented by Cabinet Secretary - Ministry of Education of (together with its assignees and successors) of the one part and Board-Butere Technical and Vocational College (hereinafter referred to as the Board of Governors), (together with its assignees and successors) of P.O Box 90-50101, Butere of the other part.

WHEREAS;

The Government is committed to ensuring that public offices are well managed and they are effective in delivering quality service to the public in line with the provisions of the Constitution of Kenya;

The Government recognizes that MDAs hold a key role in the implementation of the national priorities in order to improve the quality of life of the citizens and make Kenya globally competitive;

The purpose of this Performance Contract is to establish the basis for ensuring that efficient and effective services are delivered to Kenyans in line with the provisions of the Constitution. MDAs are required to adopt systems that enable innovativeness and adaptability of public services to the needs of users through automation and on-boarding of services on the e-citizen platform.

This Performance Contract therefore represents the basis for continuous performance improvement that meets the needs and expectations of the Kenyan people.

Therefore, the parties hereto agree as follows:

Part I: Statement of Responsibility by the Board of Governors

The Mandate of Butere Technical and Vocational College is to:

1. Develop and implement training programs for staff capacity building through continuous development of core skills and competencies.
2. Provide training in collaboration with other TVET institutions and industries through the integration of teaching, applied research and industrial attachment.
3. Participate in the discovery, transmission and preservation of knowledge in TVET and related fields.

It is our responsibility to provide the required leadership in designing suitable plans and strategies that will contribute to high and sustainable socio- economic development. It is our undertaking to ensure that the Butere Technical and Vocational College has a credible Strategic Plan and Performance Contract that will deliver the desired goals.

It is also our undertaking that we will perform our responsibilities diligently and to the best of our abilities to support the achievement of the agreed performance targets.

Part II: Vision Statement, Mission Statement and Strategic Objectives

(a) Vision Statement

A global Centre of Excellence in Producing Modernized Technical Workforce and Innovators.

(b) Mission Statement

To produce high-end technical and employable graduates capable of effectively participating in local and international development through improving and enhancing productivity, value addition and evolving modern technologies.

(c) Strategic Objectives

1. To implement targeted outreach and support initiatives to attract, enroll, and retain trainees from underrepresented and diverse backgrounds, ensuring equitable access and success for all;
2. To develop and implement comprehensive financial planning and resource management strategies to enhance annual funding and ensure efficient allocation aligned with institutional priorities and growth targets;
3. To foster and solidify strategic alliances with industry leaders and organisations to enhance collaborative opportunities, improve training programs, and facilitate workforce development;

4. To implement comprehensive governance reforms and best practices to improve transparency, accountability, and decision-making processes within the institution; and
5. To establish robust support systems and funding mechanisms to encourage and sustain innovative research and development activities within the institution.

Part VII: Signatories to the Performance Contract

For and on behalf of Butere Technical and Vocational College

Signature.....*Robert Ingabo*.....

Date.....*8th October, 2025*.....

PROF. OTUYA ROBERT INGABO

CHAIRPERSON - BOARD OF GOVERNORS

Signature.....*[Signature]*.....

Date.....*8th October 2025*.....

ENG. KEGODE MUKANGULA

INDEPENDENT BOARD MEMBER

For and on behalf of the Government of the Republic of Kenya

Signature.....

Date.....

MR. JULIUS MIGOS OGAMBA, EBS

CABINET SECRETARY

MINISTRY OF EDUCATION



Part III: Statement of Strategic Intent by the Board of Governors

In carrying out our duties, we intend to put all our efforts towards contributing effectively and efficiently to the achievement of the national development agenda as espoused in the Kenya Vision 2030 MTP IV, Bottom-up Economic Transformation Agenda (BETA), keeping in mind the specific priorities of the Butere Technical and Vocational College.

Bearing in mind the imperative of inclusivity, we will implement the following Strategic Intents during the Financial Year:

1. Produce competent graduates for the local and international market;
2. Develop capacities and capabilities that address “government priorities”, MTP IV and Vision 2030;
3. Collaborate and link with institutions and industries in order to enhance our institutional capacity; and
4. Upgrade infrastructure and technology to create state-of-the-art facilities that support advanced teaching, learning, and research activities.

Part IV: Commitments and Obligations of the Government

- Acknowledgement of receipt of correspondences and approval of requests are made within the timelines stipulated in the Citizens’ Service Delivery Charter.

Part V: Reporting Requirements

Butere Technical and Vocational College will submit its Quarterly and Annual performance reports online in the prescribed format to the designated agencies as specified in the Performance Contracting Guidelines for the purpose of monitoring progress and annual performance evaluation.

Part VI: Duration of the Performance Contract

The Performance Contract will run for one financial year from 1st July 2025 - 30th June 2026.

ANNEX I: PERFORMANCE CONTRACT MATRIX FOR BUTERE TECHNICAL AND VOCATIONAL COLLEGE

S/no.	Performance Criteria	Unit of Measure	Weight (%)	Status Previous Year 2024/2025	Target (FY 2025/2026)
A	Financial Stewardship				
A1	Absorption of Allocated Funds (GoK)	%	5.00	100.00	100.0000
A2	Appropriation -In-Aid	Kshs.	2.00	43661044.87	57897678.0000
A4	Pending Bills Ratio	%	3.00	0.98	1.0000
	Weight Sub-total		10.00		
B	Service Delivery				
B1	Implementation of Citizens' Service Delivery Charter	%	4.00	70.00	100.0000
B2	Digitalization of Government Services	%	7.00	70.00	100.0000
B3	Resolution of Public Complaints	%	4.00	85.00	100.0000
	Weight Sub-total		15.00		
C	Core Mandate				
C260_1	Income Generating Activities (IGA) Marketed	%	6.00	100.00	100.0000
C260_2	Co-curricular Activities Undertaken	No.	5.00	3.00	3.0000
C260_3	Trainee Mentorship services enhanced	No.	5.00	N/A	278.0000
C260_4	Gross Enrolment Increased	No.	9.00	3330.00	3830.0000
C260_5	Science, Technology and Innovation Mainstreaming	%	2.00	50.00	100.0000
C260_6	Recognition of Prior Learning (RPL) Rolled out	%	6.00	N/A	100.0000
C260_7	Competency Based Education and Training Enhanced	%	7.00	N/A	100.0000
C260_8	Project Completion Rate	%	2.00	50.00	100.0000
C260_9	Productivity Index Improved	Index	3.00	3.30	3.5000
C260_10	Trainee Completion Rate Improved	%	7.00	80.00	85.0000

C260_11	Policy Framework Strengthened	%	7.00	N/A	100.0000
C260_12	Online and Distance Learning (ODEL) operationalized	%	6.00	N/A	100.0000
	Weight Sub-total		65.00		
D	Implementation of Presidential Directives				
D1	Implementation of Presidential Directives	%	2.00	100.00	100.0000
	Weight Sub-total		2.00		
E	Affirmative Action in Procurement				
E1	Access to Government Procurement Opportunities	Kshs.	2.00	19670350.00	20305770.0000
E2	Promotion of Local Content in Procurement	Kshs.	2.00	26350590.00	27074360.0000
	Weight Sub-total		4.00		
F	Cross - Cutting				
F1	Asset Management	%	1.00	50.00	100.0000
F2	Youth Internships/ Industrial Attachments/ Apprenticeships	No.	1.00	15.00	15.0000
F3	Competence Development	%	1.00	100.00	100.0000
F4	National Values and Principles of Governance	%	1.00	100.00	100.0000
	Weight Sub-total		4.00		
	Total Weight		100.00		

ANNEX II: PERFORMANCE CONTRACT EXPLANATORY NOTES

A. Financial Stewardship

A1 - Absorption of Allocated Funds(GoK)

The Board commits to utilize 100% of the approved budget (GoK) on programmes, projects and activities for which they were appropriated and planned for. The approved budget for the FY 2025/2026 amounts to Kshs 140,947,678.00 comprising the following:

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Recurrent Budget	Kshs.	137864678.00	6/30/2026
2.	Development Budget	Kshs.	3083000.00	6/30/2026

A2 - Appropriation -In-Aid

The Board commits to raise A-in-A amounting to Kshs. 57,897,678.00 from the following sources:

	Source of Funds	Unit of Measure	Target	Completion Date
1.	Students' Fees	Kshs.	57067678.00	6/30/2026
2.	Income Generating Activities (uniform making, short courses)	Kshs.	830000.00	6/30/2026

A4 - Pending Bills Ratio

The Board commits to settle all financial obligations and ensure that pending bills incurred, if any, during the contract period, will not exceed 1% (Kshs. 1,409,476.78) of the approved budget of Kshs 140,947,678.00.

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Pending Bills Ceiling as a proportion of the total Approved Budget	%	1.00	6/30/2026

B. Service Delivery

B1 - Implementation of Citizens' Service Delivery Charter

The Board commits to provide easy access, convenience and efficiency in service delivery by undertaking the following;

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Citizens' Service Delivery Charter displayed prominently at the point of entry/service delivery points in both English and Kiswahili. The size of the Charter will, at minimum, be three feet in width and four feet in height, i.e. (3'x4'), with a clearly visible font size of the contents	%	10.00	10/31/2025
2.	Citizen's Service Delivery Charter customized to unique needs and conveniently accessed by customers by translating to braille and providing mechanisms for sign language, audio recordings and Butere TTI website	%	20.00	12/31/2025
3.	All Staff sensitized on the Citizens' Service Delivery Charter	%	20.00	12/31/2025
4.	Conformity with commitments and standards ensured in the Citizens' Service Delivery Charter by establishing compliance to the commitments stipulated in the Charter through undertaking quarterly monitoring, analyzing and compiling compliance quarterly reports	%	50.00	6/30/2026

B2 - Digitalization of Government Services

The Board commits to accelerating the adoption of ICT solutions to provide easy access, convenience and efficiency in service delivery by undertaking the following.

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Core services identified and prioritized for BPR.	%	10.00	9/30/2025
2.	At least two core services re-engineered end to end.	%	35.00	5/30/2026

3.	Re-engineered service processes digitalized.	%	35.00	6/30/2026
4.	All digitalized customer facing services On-Boarded onto the e-citizen platform, where applicable.	%	20.00	6/30/2026

B3 - Resolution of Public Complaints

The Board commits to promptly resolve public complaints referred to the Butere Technical Training Institute directly or channeled through the Commission on Administrative Justice (CAJ) by undertaking the following:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Resolution of all complaints received	%	70.00	6/30/2026
2.	Requests on access to information received processed	%	30.00	6/30/2026

C. Core Mandate

C260_1 - Income Generating Activities (IGA) Marketed

The Board commits to increase Income Generating Activities in Short courses and Uniform production by undertaking the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	One income generating activity marketing campaign undertaken	%	50.00	9/30/2025
2.	Short courses and uniform products disseminated to the public	%	50.00	6/30/2026

C260_8 - Project Completion Rate

The Board commits to implement the projects enumerated in the Project Implementation Matrix in Annex III

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Project Completion Rate	%	100.00	6/30/2026

C260_11 - Policy Framework Strengthened

The Board commits to enhance the management of training assets (tools and equipment) by undertaking the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Workshop Equipment Maintenance and Utilization Policy developed	%	100.00	6/30/2026

C260_6 - Recognition of Prior Learning (RPL) Rolled out

Butere Technical Training Institute has noted that there are people with skills but without certification. Therefore, the Board commits to roll out Recognition of Prior Learning (RPL) through assessment and certification as follows:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Center for RPL accredited	%	30.00	3/31/2026
2.	One Capacity building workshop for teaching staff on RPL undertaken	%	30.00	12/31/2025
3.	At least five (5) new candidates enrolled and assessed	%	40.00	6/30/2026

C260_9 - Productivity Index Improved

The Board commits to measuring the efficiency and effectiveness of its resource utilization in converting inputs into quality outputs by improving the productivity index from 3.3 to 3.5 as follows:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Productivity Index improved	Index	3.50	6/30/2026

C260_10 - Trainee Completion Rate Improved

The Board commits to ensure trainees enrolled in various modules complete within the prescribed timelines from the current 80% to 85% by ensuring Vulnerable trainees within the academic department are identified, enhance Parental/ Sponsor linkage and implement Departmental trainee support initiatives.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Trainee completion rate	%	85.00	6/30/2026

C260_2 - Co-curricular Activities Undertaken

The Board commits to strengthen trainee support services by ensuring the trainees participate in at least three Co-curricular activities for sports and music / drama.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Co-curricular activities undertaken	No.	3.00	6/30/2026

C260_3 - Trainee Mentorship services enhanced

The Board commits to monitor the operations of the office of career services and enhance trainee mentorship programs by undertaking the following.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	At least 278 CBET trainees placed on career mentorship programs	No.	278.00	6/30/2026

C260_4 - Gross Enrolment Increased

The Board commits to conduct three (3) strategic marketing campaigns to realize an increase in trainee gross enrollment by 500 from the current 3330 to 3830.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Gross enrollment increased	No.	3830.00	6/30/2026

C260_5 - Science, Technology and Innovation Mainstreaming

The Board developed the STI Mainstreaming Strategy and Implemented STI strategic issues within the previous financial years. In the financial year 2025/2026, the Board commits to undertake the following to enhance research and development.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	Collaborations and Partnerships in RSTI established	%	45.00	6/30/2026
2.	Technology(ies) and/or innovation(s) transferred	%	55.00	6/30/2026

C260_7 - Competency Based Education and Training Enhanced

The Board commits to enhance CBET training by undertaking the following:

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	At least 100 CBET trainees trained on E-portfolio	%	60.00	6/30/2026
2.	30 Trainers trained on E-portfolio	%	40.00	6/30/2026

C260_12 - Online and Distance Learning (ODEL) operationalized

The Board commits to mount ODEL in efforts to improve quality of training by undertaking the following.

	Sub-Indicator	Unit of Measure	Target	Completion Date
1.	At least 30 trainers sensitized on digital content development standards.	%	25.00	6/30/2026
2.	At least 10 units uploaded on LMS	%	40.00	6/30/2026
3.	At least 300 trainees enrolled on LMS	%	35.00	6/30/2026

D. Implementation of Presidential Directives

D1 - Implementation of Presidential Directives

The Board commits to implement the Presidential Directives enumerated in Annex IV and any other Directive(s) that may be issued:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Presidential Directives Implemented	%	100.00	6/30/2026

E. Affirmative Action in Procurement

E1 - Access to Government Procurement Opportunities

The Board commits to allocate and award at least 30% translating to Kshs. 20305770 of the total procurement budget amounting to Kshs. 67685900 to Youth, Women and Persons with Disabilities and 2% of the 30% amounting to Kshs. 406115.40 to PWDs.

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Access to Government Procurement Opportunities	Kshs.	20305770.00	6/30/2026

E2 - Promotion of Local Content in Procurement

The Board commits to allocate and award at least 40% translating to Kshs. 27,074,360 towards the consumption of locally produced goods and services. In addition, Butere TTI will submit quarterly reports on the implementation of this performance indicator to the State Department for Industry.

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Promotion of Local Content in Procurement	Kshs.	27074360.00	6/30/2026

F. Cross - Cutting

F1 - Asset Management

For prudent management of public assets, the Board commits to ensure adequate asset management structures and systems are in place by undertaking the following:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Verified and Updated Assets Register maintained	%	30.00	6/30/2026
2.	Assets Ownership documents acquired	%	30.00	6/30/2026
3.	Idle Assets disposed	%	40.00	6/30/2026

F2 - Youth Internships/ Industrial Attachments/ Apprenticeships

The Board commits to engage 15 Youth in internships and industrial attachments for skills transfer, as follows:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Internships	No.	10.00	6/30/2026
2.	Industrial Attachments	No.	5.00	6/30/2026

F3 - Competence Development

Butere TTI has a valid Skills Gap Analysis and Staff Training Needs Assessment Report. During the contract period, the Board commits to enhance skills and proficiencies in order to address the career progression of individual employees and improve institutional performance by undertaking the following:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Annual staff training projections prepared	%	5.00	2/28/2026
2.	Identified skills gaps and training needs addressed through capacity building and training	%	40.00	6/30/2026
3.	Employee Performance Management undertaken by: a) Individual employees' annual performance targets set for FY 2025/26 using the prescribed format by 31st July, 2025 (15%) b) Staff Performance Appraisal for all employees undertaken and the appraisal report compiled for the FY 2024/25 by 31st August, 2025 (20%) c) An action plan developed and the recommendations emanating from the staff appraisal reports implemented (20%)	%	55.00	6/30/2026

F4 - National Values and Principles of Governance

The Board commits to making National Values and Principles of Governance a central rallying ingredient and theme in the planning and execution of policies, programs, projects and activities for improved service delivery by undertaking the following:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Four (4) commitments implemented as captured in the 2024/2025 Annual President's Report on National Values and Principles of Governance: i) Enhance the capacity of institutions and stakeholders in the promotion of national values and principles of governance (10%) ii) Implement measures to improve accountability and openness in the management of public institutions (10%) iii) Upscale gender and disability mainstreaming in service delivery(10%) iv) Implement measures to enhance nationhood and national identity (10%)	%	40.00	7/15/2025
2.	Measures taken and progress achieved in the realization of National Values and Principles of Governance reported	%	60.00	7/15/2025

ANNEX III: PROJECT IMPLEMENTATION MATRIX

SNo	Project Name	Project Description	Location	Total Estimate Cost	Current Status (status of physical completion)	Allocation for FY 2025/2026	Expected Deliverables (Outputs) for FY 2025/2026
1.	Trainees' chairs	Procure an additional 500pcs of trainee chairs to cater for the growing population.	Butere TTI class rooms and worksh ops	3000000.00	Tendering stage	3000000.00	Additional 500pcs chairs procured
2.	Portable white boards	Procure Seven (7) new portable white boards to the increasing classes in session.	Butere TTI class rooms and worksh ops	63000.00	Tendering stage	63000.00	7 Portable white boards procured

ANNEX IV: PRESIDENTIAL DIRECTIVES MATRIX

SNo	Directive	Description	Date Issued	Timeline	Total Estimated cost	Allocation for FY 2025/2026	Key Deliverables for FY 2025/2026
1.	National Tree Growing Restoration Campaign	H.E President Ruto launched the National Tree Growing and Restoration Campaign to grow 15 billion trees for restoration of 10.6 million hectares by 2032 in response to the global call for action to halt and reverse deforestation and land degradation with consensus to restore at least 30% of the degraded terrestrial and marine ecosystems.	12/21/2022	30-06-2026	20000.00	20000.00	i) Minimum allocated trees grown-2340 trees (70%) ii) Key stakeholders mobilized to grow trees, in liaison with the State Department for Forestry (30%).

2.	Corruption Prevention within Government	Ministries, State Departments and other public institutions to put in place procedures for prevention of bribery and corruption of bribery and corruption as required under Section 9(1) of the Antibribery Act Cap 79B and report to the Ethics and Anticorruption Commission	5/23/2023	30-06-2026	0.00	0.00	i. Anti-bribery and Corruption Mitigation Plan and Procedures developed (40%) ii. Corruption Mitigation Plan and Procedures implemented (40%) iii. Capacity building on corruption prevention undertaken (20%)
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