

4 EPZA

**REPORT ON THE REQUEST FOR INFORMATION ON THE
REPRESENTATION OF KENYA'S DIVERSITY IN THE STAFF
COMPOSITION OF THE EXPORT PROCESSING ZONES
AUTHORITY**

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**REPORT PRESENTED TO THE COMMITTEE OF NATIONAL
COHESION, EQUAL OPPORTUNITY AND REGIONAL
INTEGRATION OF THE SENATE**

ON TUESDAY 19TH MARCH, 2024

INTRODUCTION

The Constitution of Kenya 2010 (Articles 10 and 232) envisages observance of the National Values and Principles of governance in public service institutions while discharging its mandate. The Export processing Zones Authority (EPZA) is a public institution established in 1990, by the EPZ Act CAP 517, Laws of Kenya. Its main objective is to promote and facilitate export-oriented investments and to develop an enabling environment for such investments.

Currently the establishment of the Authority stands at one hundred and seventy-four (174) against an approved establishment of two-hundred and seventy-six (276). The comparison of Technical against Support staff stands at 70 to 30 in the structure in operation.

1. THE DEMOGRAPHIC COMPOSITION OF EMPLOYEES OF THE EXPORT PROCESSING ZONES AUTHORITY (EPZA) IN TERMS OF GENDER, PERSONS WITH DISABILITIES, AGE AND ETHNICITY

1.1. Staff Composition by Gender

The Authority has a total of One Hundred and seventy-four (174) members of staff; out of which sixty-three (63) are female which represents 36.21% and (111) male representing 63.79%. The Authority has complied with the two-thirds gender principle as tabulated here below: -

Table 1: Staff Composition of the Authority

S.No.	Gender	Number	Percentage in the Establishment	Number of Women in Senior Management	Percentage of Women in Senior Management
1.	Male	111	63.79	21	58.33
2.	Female	63	36.21	15	41.66
Total		174	100	36	100

1.2. Staff Composition by Disability

The staff composition by disability status of the Authority indicates that out of the One Hundred and seventy-four (174) members of staff; six (6) are PWDs representing 3.45% as tabulated here below: - **(Appendix I-NCPWD Staff Registration Cards)**

Table 2: Staff Composition by Disability

S.No.	Gender	Number	PWD	Percentage
1.	Male	111 ✓	6 ✓	3.45
2.	Female	63 ✓	0	96.55
Total		174 ✓	6 ✓	100

1.3. Staff Composition by Age

The staff composition by age serving in the Authority indicates that out of the One Hundred and seventy-four (174) members of staff; thirty-seven (37), are within the age bracket that is under thirty-five years, representing 21.26%. It also indicates that above thirty-five (35) years represents 78.74% distributed across the age bracket; that is 36 to 44 (29.89%), 45 to 54 (36.21%) and 55 to 60 (12.64%) as tabulated here below: -

Table 3: Staff Composition by Age

Age Analysis			
S/no	Age Bracket	No.	%
1	25-35	37	21.26
2	36-44	52	29.89
3	45-54	63	36.21
4	55-60	22	12.64
Total		174	100

1.4. Staff Composition by Ethnicity

A summary of distribution of officers serving in the Authority indicates that at least sixteen (16) tribes are represented in the Authority across all cadres.

The table below illustrates the representation of various tribes in the Authority.

Table 4: Staff Composition by Ethnicity

*PwDs
PwDs
Council
Council PwDs*

*16
Tribe*

Ethnicity	Senior Management				Middle Management		Operational Staff					Staff on short contract	Total In post	Staff as % of the total	Population Ratio*	Over/under establishment	Remarks
	1	2	3	4	5	6	7	8	9	10	11						
Basuba	0	0	0	0	0	0	0	1	0	0	0	0	1	0.57	0.33	0.24	Above
Kalenjin	0	1	5	3	4	2	3	4	6	3	3	0	34	19.54	13.4	6.17	Above
Kamba	0	1	1	0	3	2	5	1	2	5	2	0	22	12.64	9.81	2.83	Above
Kikuyu	0	1	2	7	4	0	1	0	6	6	1	4	32	18.39	17.13	1.26	Above
Kisii	0	0	1	0	1	0	1	0	1	3	1	3	11	6.32	5.68	0.64	Above
Luhya	0	0	1	1	3	0	4	5	5	3	1	0	23	13.22	14.4	(1.13)	Below
Luo	0	1	0	3	1	2	1	3	2	0	0	0	13	7.47	10.7	(3.18)	Below
Maasai	0	0	1	1	0	0	0	0	0	2	0	1	5	2.87	2.5	0.37	Above
Mbeere	0	0	0	1	1	2	0	1	4	1	0	0	10	5.75	0.41	5.34	Above
Meru	0	0	0	1	0	0	0	1	0	1	1	0	4	2.30	4.15	(1.85)	Below
Mijikenda	0	0	0	0	1	0	0	1	2	0	0	0	4	2.30	5.23	(2.93)	Below
Orma	0	0	0	0	0	0	0	0	0	3	0	0	3	1.72	0.33	1.39	Above
Samburu	0	0	0	0	0	0	0	0	0	1	0	0	1	0.57	0.7	(0.13)	below
Somali	0	1	0	2	1	1	0	0	1	2	1	0	9	5.17	5.85	(0.68)	below
Taita	0	0	0	0	0	0	0	0	0	0	0	1	1	0.57	0.72	(0.15)	Below
Teso	1	0	0	0	0	0	0	0	0	0	0	0	1	0.57	0.88	(0.31)	Below
Totals	1	5	11	19	19	9	15	17	29	30	10	9	174	100.00			

*42 Tribes
←
currently*

Council

EP 2A

*This figure is a factor of the National population ratio based on the Kenya Population and Housing Census :Volume II-A total of 47,564,296).

Observations:

As per the above distribution table, Kalenjin community has a 19.54% ratio of the employee population serving in the Authority, followed by Kikuyu 18.39%, Luhya at 13.22%, Kamba at 12.64%, Luo at 7.47%, and Kisii at 6.32%.

Other tribes represented in the Authority stands at; 5.75% for Mbeere, Somali at 5.17%, Maasai at 2.87%, Meru at 2.30%, Mijikenda at 2.30%, Orma at 1.72%, and Basuba, Samburu, Taita and Teso at 0.57% each.

2.0 THE MECHANISMS PUT IN PLACE TO ENSURE THAT PERSONS WITH DISABILITIES (PWD), WOMEN AND MINORITIES ARE ADEQUATELY REPRESENTED IN THE AUTHORITY: -

The Authority has mechanisms in place to ensure that inclusivity is embraced and that Persons with Disabilities (PWD), Minorities, Women and Minorities are adequately represented in the Authority through the following mechanisms: -

- i) The Authority makes deliberate effort to ensure that all the recruitment processes attract PWDs, minorities and women (**Appendix II: Advert**);
- ii) The Authority ensures representation of PWDs, Women and Minorities are represented in key management positions and committees pertinent in addressing diversity (**Refer to Tables 1 and 2**);
- iii) The Authority ensures representation of women, PWD and minorities in senior management and programs through indiscriminate training and development programmes. Additionally, there are activities geared to support women, one such recent event is the international Women's Day of 8th March, 2024 held at the Authority's Headquarters. The event was attended by at least forty (40) members of staff of the Authority. (**Appendix III-Photos of the Women's day celebration**);
- iv) The Authority endeavors to empower the PWDs through training programmes to equip them with skills and knowledge on the emerging trends in their careers. (**Appendix IV**);
- v) The Authority has established Committees of Gender and Disability Mainstreaming and National Cohesion and Values Committees whose terms of reference include development of Policies and strategies to advise management on attainment of minimum threshold, collection of data relating to the diversities, conduct training and sensitization as well as issue reports on status of compliance (**Appendix V**);
- vi) The Authority participates in assessment on National Values which has a component that recommends that public service institutions ensure

appointments involve inclusiveness in terms of ethnicity, gender and persons with disability. Additionally, Authority through its Performance contracting (PC) tool used to measure performance of Public Service, the Authority signed for PC for 1st July 2023 to 30th June 2024 cycle with a commitment to achieve targets on National Values and principles of Governance. This commitment ensures that the Authority continually sensitises its staff on National Values and principles of governance.

The Authority makes deliberate effort to accord youth opportunities for industrial attachments and internship programmes with a target of 55 in the 2023/24 financial year to enable youth gain experience for job prospects within and outside the Authority (**Appendix VI**);

- vii) Facilitation of PWDs through issue of assistive devices in payment of monthly Personal Guide Allowance to two staff in accordance to National Council of Persons with Disabilities Act 2010(**Appendix VII**)
- viii) Structural adjustments to enhance mobility for PWD in the Authority by ensuring that that lifts are functional and are fitted with touch effects for guidance to Visually impaired. Additionally, motorized wheelchair has been provided for persons with physical impairment. (**Appendix VIII**)
- ix) The Authority has designated parking slots for PWDs within the Headquarters to ensure ease of access to various office blocks. **Appendix IX)**
- x) The Authority ensures that staff from minority tribes are well represented within the establishment through targeted recruitment of people from minority tribes, women and Youth. (**Refer to table IV and Appendix X- Recruitment Process targeting Women and PWDs**)

3. ANY AUDITS OR ASSESSMENTS UNDERTAKEN IN THE LAST THREE YEARS TO ASCERTAIN THE LEVEL OF INCLUSIVITY IN THE RECRUITMENT PROCESS

1. The Authority participated in the Public Service Commission Status of compliance with values and principles in Article 10 and 232 of the Constitution of 2022/2023 released in December 2023 and the Authority posted a score of 46.3 % which is an average score. (**Appendix XI**)
2. The Authority continually undertakes Disability Mainstreaming Training Assessment and sensitization programmes since constitution of relevant the Committees. This helps to create awareness and provide feedback and recommendation for improvement and inclusivity within the Authority. (**Appendix XII**)

APPENDIX I



NATIONAL COUNCIL
FOR PERSONS WITH
DISABILITIES



NAME: RICHARD K CHEPKWONY
REG. NO.: NCPWD/P/403425
DISABILITY: PHYSICAL,
COUNTY: KERICHO
SUB-COUNTY: BURETI

Date of Issue: 26/04/2017

Serial No.: 0147656

Signature of Officer



**NATIONAL COUNCIL
FOR PERSONS WITH
DISABILITIES**



NAME: VICTOR KERERI OCHARO
REG. NO.: NCPWD/P/494461
DISABILITY: PHYSICAL,
COUNTY: NAKURU
SUB-COUNTY: NAKURU TOWN WEST

Date of Issue: 15/01/2020

Serial No.: 0217805

Authorized Officer

[Handwritten signature]

Vision A vibrant agency promoting disc
mainstreaming in National Devel

Mission To mainstream disability issues in
of social-cultural, economical ar
development

This card is a property of:

National Council for Persons with Disabilities
P.O Box 66577 00800, Nairobi
Tel./Fax No. +254-20-237 5994 / +254-20-231
Waiyaki Way, Westlands Opp. ABC Place



**NATIONAL COUNCIL
FOR PERSONS WITH
DISABILITIES**



NAME: PETER MUKURIA NDABA

REG. NO: NCPWD/P/6521

DISABILITY: PHYSICAL

DISTRICT: MOLO

Date of issue: 21/01/2019

Authorised Officer

H. Alidi
Serial No. 0185532

**Vision: A vibrant agency promoting disability
mainstreaming in National Development**

**Mission: To mainstream disability issues in all aspects
of social, cultural, economical and political
development**

**This card is the property of:
National Council for Persons with Disabilities
P.O Box 66677 00800, Nairobi
Tel./ Fax No: +254-20-237-5994 / +254-20-231462
Wiyaki Way, Westlands Opp. ABC Place**



**NATIONAL COUNCIL
FOR PERSONS WITH
DISABILITIES**



NAME: PAUL MAINA NGAARA

REG. NO: NCPWD/P/368830

DISABILITY: DEAF/USING SIGN LANGUAGE:

DISTRICT: KAJIADO EAST

Authorised Office

Date of issue 06/09/2016

Serial No. 0093271

Vision A vibrant agency promoting disability mainstreaming in National Development

Mission To mainstream disability issues in all aspects of social-cultural, economical and political development

This card is the property of:

National Council for Persons with Disabilities

P.O Box 66577 00800, Nairobi

Tel. / Fax No. +254-20-237 5994 / +254- 20-2314621

Waiyaki Way, Westlands Opp. ABC Place



**NATIONAL COUNCIL
FOR PERSONS WITH
DISABILITIES**



NAME: SAMSON FELIX NYAGA MUTEGI
REG. NO.: NCPWD/P/566347
DISABILITY: EPILEPSY.
COUNTY: NAIROBI
SUB-COUNTY: KASARANI

Date of Issue: 10/12/2021

Authorized Officer

Serial No.: 0253946

APPENDIX II



REPUBLIC OF KENYA



EPZA
EXPORT PROCESSING
ZONES AUTHORITY | KENYA
Your Investment & Trade Partner

CAREER OPPORTUNITIES – RE-ADVERTISEMENT

Export Processing Zones Authority (EPZA) is a State Corporation established by the Government of Kenya through an Act of Parliament – the Export Processing Zones Act (Cap 517 of the Laws of Kenya) for the promotion and facilitation of export-oriented investment and for the development of an enabling environment or such investments.

Pursuant to this objective, EPZA is seeking to recruit highly motivated visionary, dynamic and results oriented candidates to fill the undermentioned positions:

RE-ADVERTISEMENT					
S/No	POSITION	No. of Posts	Job Group	Terms of service	Job Ref No.
1.	Assistant Manager Operations & Investor Support/Head of Region-Athi River, Nairobi and Eastern	1	EPZA 4	Permanent & Pensionable	EPZA/01/01/2024
2.	Assistant Manager, Investment Promotion (New Advertisement)	1	EPZA 4	Permanent & Pensionable	EPZA/02/01/2024
3.	Principal ICT Officer	1	EPZA 5	Permanent & Pensionable	EPZA/03/01/2024
4.	Human Resource Officer	1	EPZA 7	Permanent & Pensionable	EPZA/04/01/2024
5.	Assistant Office Administrator	1	EPZA 7	Permanent & Pensionable	EPZA/05/01/2024
6.	Human Resource Assistant	1	EPZA 9	Permanent & Pensionable	EPZA/06/01/2023
7.	Office Administrative Assistant	1	EPZA 9	Permanent & Pensionable	EPZA/07/01/2024
8.	Driver	3	EPZA 11	Permanent & Pensionable	EPZA/08/01/2024

Application Requirements

Suitably qualified candidates should apply **online** in confidence using the GOOGLE FORMS and clearly indicate the Job Reference and the job applied for. Job descriptions can be downloaded from the 'Careers' section at www.epzakenya.com. Candidates should also attach a detailed curriculum vitae, copies of academic and professional certificates, testimonials and National Identity Card.

Additional Requirements

Successful candidates will be expected to fulfill the requirement of Chapter Six of the Constitution by providing originals of the following documents; Police Clearance Certificate from the Directorate of Criminal Investigations;

- Clearance/Compliance Certificate from Higher Education Loans Board (HELB);
- Tax compliance Certificate from Kenya Revenue Authority;
- Clearance from the Ethics & Anti-corruption Authority (EACC) and
- Clearance from Credit Reference Bureau (CRB).

All applications should be filled and submitted not later than 29th January 2024 at midnight East Africa time. Export Processing Zones Authority is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

Questions



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CAREER OPPORTUNITIES - REPLACEMENTS

Export Processing Zones Authority (EPZA) is a State Corporation established by the Government of Kenya through an Act of Parliament – the Export Processing Zones Act (Cap 517 of the Laws of Kenya) for the promotion and facilitation of export-oriented investment and for the development of an enabling environment for such investments.

Pursuant to this objective, EPZA is seeking to recruit highly motivated visionary, dynamic and results oriented candidates to fill the undermentioned positions:

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EXTERNAL ADVERTISEMENT					
S/No	POSITION	NO. OF POSTS	JOB GROUP	TERMS OF SERVICE	JOB REF NO.
1.	General Manager Operations and Investor Support	1	EPZA 2	4 years Contract	EPZA/01/04/2023
2.	Manager, Operations and Investor Support	1	EPZA 3	4 years Contract	EPZA/02/04/2023
3.	Manager, Human Resource and Administration	1	EPZA 3	4 years Contract	EPZA/03/04/2023
4.	Corporate Secretary & Manager, Legal Services	1	EPZA 3	4 years Contract	EPZA/04/04/2023
5.	Assistant Manager, Operations and Investor Support	1	EPZA 4	4 Years Contract	EPZA/05/04/2023
6.	Assistant Manager Operations & Investor Support/Head of Region - Nairobi and Eastern (Athi River)	1	EPZA 4	4 Years Contract	EPZA/06/04/2023
7.	Assistant Manager Operations & Investor Support/Head of Region-Coast and North Eastern (Mombasa)	1	EPZA 4	4 Years Contract	EPZA/07/04/2023
8.	Assistant Manager, Research and Innovation	1	EPZA 4	4 Years Contract	EPZA/08/04/2023
9.	Assistant Manager, Administration	1	EPZA 4	4 Years Contract	EPZA/09/04/2023
10.	Principal Investor, Support Officer	1	EPZA 5	Permanent & Pensionable	EPZA/10/04/2023
11.	Principal ICT Officer	1	EPZA 5	Permanent & Pensionable	EPZA/11/04/2023
12.	Mechanical Engineer	1	EPZA 7	Permanent & Pensionable	EPZA/12/04/2023
13.	Electrical Technologist	1	EPZA 7	Permanent & Pensionable	EPZA/13/04/2023
14.	Mechanical Technician	1	EPZA 9	Permanent & Pensionable	EPZA/14/04/2023
15.	Laboratory Technician	2	EPZA 9	Permanent & Pensionable	EPZA/15/04/2023
16.	Electrical Technician	2	EPZA 9	Permanent & Pensionable	EPZA/16/04/2023
17.	Human Resource Assistant	1	EPZA 9	Permanent & Pensionable	EPZA/17/04/2023
18.	Investor Support Assistant	2	EPZA 9	Permanent & Pensionable	EPZA/18/04/2023
19.	Driver	2	EPZA 11	Permanent & Pensionable	EPZA/19/04/2023

Lu o
Khasi

Application Requirements

Suitably qualified candidates should apply **online** in confidence using the **GOOGLE FORMS** and clearly indicate the Job Reference and the job applied for. Google Forms Link and Job Descriptions are available at www.epzakenya.com (Careers' Section).

Candidates should also attach a detailed curriculum vitae, copies of academic and professional certificates, testimonials and National Identity Card.

Additional Requirements

Successful candidates will be expected to fulfill the requirement of Chapter Six of the Constitution by providing originals of the following documents;

- a. Police Clearance Certificate from the Directorate of Criminal Investigations;
- b. Clearance/Compliance Certificate from Higher Education Loans Board (HELB);
- c. Tax compliance Certificate from Kenya Revenue Authority;
- d. Clearance from the Ethics & Anti-corruption Authority (EACC) and
- e. Clearance from Credit Reference Bureau (CRB).

All applications should be filled and submitted not later than, **1st May 2023 at midnight East Africa Time.**

Export Processing Zones Authority is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

APPENDIX III



e with
Priority



HAPPY INTERNATIONAL

Women's Day

#InspiringInclusion







APPENDIX IV



Council of the



KENYA SCHOOL OF GOVERNMENT

certifies that

Peter Mukuria Ndara

*having fulfilled the requirements of the program of study and upon
recommendation of the Academic Board
is hereby awarded a certificate in*

Communication Skills for Public Service Officers

on this 24th day of November, 2023

and is hereby entered in official records

DIRECTOR GENERAL

DIRECTOR ACADEMIC AFFAIRS

Certificate NO: 77164

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CERTIFICATE

OF ATTENDANCE AND PARTICIPATION

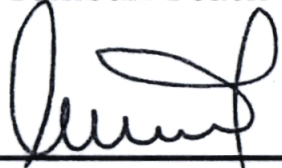
THIS CERTIFICATE IS PRESENTED TO :

Peter Mukuria Ndara

For having attended, participated and completed the Finance Officers Workshop
On Documentation And Effective Business Management

27th June to 1st July 2022 at Bamburi Beach Hotel, Mombasa, Kenya




CHIEF EXECUTIVE
OFFICER



154

Cert No: CB20092985P



CapaBuil.com
Empowering People

CERTIFICATE OF CONTINUING PROFESSIONAL DEVELOPMENT

This is to Certify that

PETER MUKURIA NDARA

Successfully attended

Public Sector Financial Reporting, Budget Control, Data Analytics & Forecasting

07th to 12th Dec 2020 at Sarova Whitesands in Mombasa

Public Finance Management of the Future	Audit Committee Guidelines & The Interplay of Audit Commit' Communication on Auditor Judgement	
Financial Reporting: Establishing the Case for Corporate Governance	Comprehensive Review of Financial Reporting Information	
New Public Procurement & Asset Disposal Act Regulation 2020 Overview	Impact of Covid- 19 on Compliance with IPSAS and IFRS	
Budget Analysis using a Pivot Table	The Medium-Term Expenditure Framework: Linkage to Strategy	Budgeting Best Practices

25 CPD CREDIT HOURS

Royadimo

: Director



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APPENDIX V

INTERNAL MEMO

FROM: Ag. Chief Executive Officer	TO: 1. Peter Ndara (Chairperson) 2. Eng. Mercy Kamunge (Vice Chairperson) 3. Miriam Mutuma (Secretary) 4. Richard Kismayo (Member) 5. Wambui Ndungu (Member) 6. Stanely Mwinami (Member) 7. Anne Chesang (Member)
REF:EPZA/EPZA Committees/(72)	DATE: October 27, 2021

RE: APPOINTMENT TO GENDER & DISABILITY MAINSTREAMING, COMMITTEE

This is to inform you that you have been appointed as a member of the Gender & Disability Mainstreaming, Youth and Women Empowerment Committee.

The terms of reference for the committee are;

DISABILITY MAINSTREAMING

- a) Carryout one sensitization and training seminar for staff n service provision to persons with disabilities such as mental, physical, visual. hearing disabilities and albinism, epilepsy, autism, cerebral palsy etc.
- b) Ensure progressive realization of attaining 5% of all recruited personnel in appointments, employment and promotions of persons with disabilities.
- c) Ensure that there is no discrimination in advertising, interviewing, recruitment, voluntarism, internship, training and promotion for people with disabilities.
- d) Carryout capacity building of staff with disability.
- e) Ensure that there is no discrimination in advertising, interviewing, recruitment, voluntarism, internship, training and promotion for people with disabilities.
- f) Develop and disaggregate quarterly data of persons with disabilities by age, gender and forms of disability.
- g) Ensure physical improvements of facilities for accessibility by building one ramp at the packing bay.
- h) Ensure accessibility of information by providing relevant information to the commission of persons with disabilities.
- i) Submit quarterly reports on Disability Mainstreaming to NCPWD using the prescribed format.
- j) Apply for certificate of National Council for persons with disabilities.

GENDER MAINSTREAMING

Implementing government policy on gender mainstreaming including;

- a) Prepare and submit annual workplans on Gender and Disability
 - b) Compliance with one third rule on appointments, promotions and employment as per the constitution.
 - c) Prepare and review policies on Gender and Disability mainstreaming.
 - d) Carryout one sensitization and training seminar on staff on Gender and Disability Mainstreaming.
 - e) Collecting gender disaggregated data to guide in planning and programming in EPZA.
 - f) Submitting quarterly progress reports to National Gender and Equality Commission and copy to Directorate of Gender Ministry of Devolution and Planning on the level of gender mainstreaming as per the prescribed format.
 - g) Build capacity of the Committee members on Gender and Disability mainstreaming.
 - h) Submit quarterly progress reports to the National Gender and Equality Commission.
 - i) Apply for certificate with National Gender and Equality.
- a) Prepare data on the implementation of the empowerment of Youth and Women.

You are requested to hold the Inaugural meeting by 27th November, 2021 and ensure to send copies of the minutes or reports to the CEO.



Benjamin Chesang

INTERNAL MEMO

FROM: Ag. Chief Executive Officer	TO: 1. Benjamin Chesang (Chairperson) 2. Winnie Sang (Vice Chairperson) 3. Miriam Mutuma (Secretary) 4. Phylis Mideva (Member) 5. Elijah Odhiambo (Member) 6. Edwin Munyalo (Member) 7. Khadija Somow (Member) 8. Patience Khatiebi (Member) 9. Alice Atogo (Member)
REF: EPZA/EPZA Committees/(68)	DATE: October 27, 2021

RE: APPOINTMENT TO NATIONAL COHESION AND VALUES COMMITTEE

This is to inform you that you have been appointed as a member of the National Cohesion and Values Committee.

The terms of reference for the committee are;

- a) Prepare a policy on National Cohesion and Values
- b) Ensure that the policies in the Authority are in line with the National Cohesion and Values
- c) Determine and implement strategies on National Cohesion and Values
- d) Prepare workplan and budget on National Cohesion and Values
- e) Carryout a staff sensitization on National Cohesion and Values
- f) Incorporate National Values and Principles of Governance in the Code of Conduct and other policy.

You are requested to hold the Inaugural meeting by 27th November, 2021 and ensure to send copies of the minutes or reports to the CEO.



Benjamin Chesang

APPENDIX VI

Grand PC



PERFORMANCE CONTRACT

BETWEEN

THE GOVERNMENT OF THE REPUBLIC OF
KENYA THROUGH THE CABINET SECRETARY -
MINISTRY OF INVESTMENTS, TRADE AND
INDUSTRY

AND

BOARD OF DIRECTORS - EXPORT PROCESSING
ZONES AUTHORITY

FOR THE PERIOD
1ST JULY 2023 - 30TH JUNE 2024

E1 - Access to Government Procurement Opportunities

During FY 2023/24, the Board commits to allocate and award at least 30% of the total value of the procurement budget (Kshs 339,319,040.00) for goods and services as provided in the annual procurement plan to youth, women and PWDs. At least 2% of the 30% of the procurement budget for of goods and services will be reserved for PWDs. In addition, the Board also commits to: i) Build the capacity of the three target groups through training on government procurement procedures, requirements for accessing government procurement opportunities and on the specific opportunities available. ii) Pre-qualify the registered groups (as an affirmative action) and submit to PPRA a summary of the procurement opportunities allocated to the target groups in the format provided in the PPRA website, www.tenders.go.ke. iii) Submit a summary of the procurement opportunities allocated to PWDs to NCPWD, via dmd@ncpwd.go.ke:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Reserve and award 30% of the total procurement budget to Youth, Women and Persons with Disabilities.	Kshs	101795712.00	6/30/2024
2.	Reserve and award a minimum of 2% of the 30% to Persons with Disabilities (PWDs).	Kshs	2035914.24	6/30/2024

E2 - Promotion of Local Content in Procurement

During FY 2023/24, the Board commits to allocate and award at least 40% of the total value of the procurement budget (Kshs 339,319,040.00) for goods and services produced locally as provided in the annual procurement plan. This is aimed at promoting consumption of locally produced goods and services that will contribute to among other things, employment creation and growth of local industries. In addition, the Board also commits to prepare and submit quarterly progress reports on the implementation of this indicator to the Ministry of Investments, Trade, and Industry in the prescribed format:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Reserve and award 40% of the total procurement budget to locally produced goods and services.	Kshs	135727616.00	6/30/2024

F. Cross - Cutting

- Asset Management

To ensure adequate asset management structures and systems are in place and to ensure prudent management of public assets for optimum economic and social benefits to the public, during FY 2023/24, the Board commits to undertake the following and submit quarterly and annual reports to The National Treasury & Economic Planning using the prescribed format by email to alm@treasury.go.ke:

Sub-Indicators	Unit of Measure	Target	Completion Date
Inventory Management - Maintain and update an asset register of the institution's assets and property including their status in terms of the working condition; and	%	60.00	6/30/2024
Disposal of Idle Assets including general items and machineries, by way of sale, transfer, to other public institutions, destruction, donation or other authorized methods of disposal in full conformity to the existing legal requirements.	%	40.00	6/30/2024

2 - Youth Internships/ Industrial Attachments/ Apprenticeships

During the FY 2023/24, the Board will continue to involve the youth in internship and industrial attachment programmes by admitting 55 youths in the year. EPZA has 169 members of staff. These will comprise:

Sub-Indicators	Unit of Measure	Target	Completion Date
Youth internships	No	15.00	6/30/2024
Industrial attachments	No	40.00	6/30/2024

3 - Competence Development

To systematically enhance the skills and proficiencies for staff in order to address career progression of individual employees and improve institutional performance, the Board commits to implement the following during the contract period:

Sub-Indicators	Unit of Measure	Target	Completion Date
Undertake institutional Skill Gap Analysis	%	20.00	6/30/2024

2.	Undertake Staff Training Needs Assessment	%	10.00	9/30/2023
3.	Execute interventions to address the identified skills gaps and training needs through recruitment, outsourcing, capacity building/training, coaching, mentoring, etc.	%	30.00	6/30/2024
4.	Employee Performance Management - assessment of individual employee's performance which involves the following i) Setting individual employees annual targets and completing the staff Performance (10%) ii) Undertaking staff performance Appraisal for all employees and compiling the appraisal report for the previous year (15%) iii) Implementing recommendations emanating from the staff appraisal report (15%).	%	40.00	6/30/2024

F4 - National Values and Principles of Governance

In order to make national values and principles of governance a central rallying ingredient and theme in the planning and execution of national policies, programs, projects and activities for improved service delivery, the Board commits to implement the following four (4) commitments and submit in the prescribed format an Annual Progress Report on the implementation of the commitments and way forward captured in the 2022 Annual President's Report on National Values and Principles of Governance:

	Sub-Indicators	Unit of Measure	Target	Completion Date
1.	Continue implementing measures to promote accountability and openness in the management of public affairs by enhancing the fight against corruption and observance of the rule of law; developing and implementing corruption risk and mitigation plan.	%	10.00	6/30/2024
2.	Enhance the capacity to adhere to the provisions of Article 10 of the Constitution through civic education training and sensitization on national values and principles of governance to staff,	%	10.00	6/30/2024

EPZA/ATM/35/ (197)

15/02/2024

Mr. Ian Kamande Njauini
P.O BOX 21280-00505
NAIROBI

RE: OFFER OF ATTACHMENT

We acknowledge receipt of your application for an industrial attachment at the Export Processing Zones Authority and wish to inform you that your request has been granted.

You will be attached to the Directorate of Commercial and Technical Services-Electrical Section for a period of three months, with effect from 19th February 2024 to 17th May 2024.

You will be expected to observe professionalism and high level of integrity. At the end of the attachment period, you will be required to provide a performance report to the Manager, Human Resource and Administration.

Please arrange to report to Human Resource & Administration Department on Monday 19th February 2024 for placement.


Jacqueline C. Leitich
For: CHIEF EXECUTIVE OFFICER

Human Resources Office

The Attachee reported today on
19th Feb, 2024

ACCEPTANCE OF OFFER

I, IAN NJAUVINI.....ID NO. 32534780.....of P.O BOX

35225-00200 NAIROBI hereby accept the above offer as per the terms and conditions stipulated herein.

Signed: .....Date 19th February 2024.....

Date of Reporting: 19th February 2024.....



*Reported on
2/2/24
[Signature]*

EPZA/INT/41/ (334)

30th January, 2024

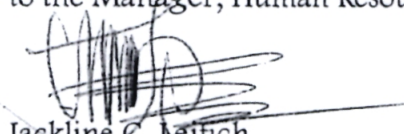
Ms. Patricia Kithinji
P.O. Box 7755-00300
NAIROBI

RE: PUBLIC SERVICE INTERNSHIP PROGRAMME

We are pleased to offer you internship under the Public Service Internship Programme at Export Processing Zones Authority. You will be attached to the Directorate of Commercial and Technical Services-Property Section for a period of 12 months w.e.f 1st February 2024 to 31st January 2025.

You will be expected to observe professionalism and high level of integrity. Your Performance will be evaluated quarterly as a requirement by the Public Service Commission.

At the end of the internship period, you will be required to provide a performance report to the Manager, Human Resource and Administration.



Jackline C. Keitich
For: **CHIEF EXECUTIVE OFFICER**

ACCEPTANCE OF OFFER

I, PATRICIA NAIROTE KITHINJI, ID NO. 35688931.....of P.O BOX

7755-00300.....hereby accept the above offer as per the terms and conditions stipulated herein.

Signed: [Signature].....Date 2nd FEBRUARY 2024

Date of Reporting: 2nd FEBRUARY 2024.....



APPENDIX VII



EXPORT PROCESSING ZONE AUTHORITY

Payslip Period: Jun/2023

STAFF NAME : PETER MUKURIA NDARA

STAFF NO : 0091

DESIGNATION : Principal Accountant

Department : Finance

Section :

Grade: :05

Level: G5 L5

DESCRIPTION	AMT(KSH)	QTY/BAL
-------------	----------	---------

EARNINGS

Personal Guide Allowance 20,000.00

Basic Salary 105,680.00

Entertainment Allowance 5,400.00

House Allowance 35,000.00

Telephone Allowance 3,000.00

Transport Allowance 20,000.00

Mobile Airtime 2,000.00

GROSS SALARY 191,080.00

BENEFITS

Pension Benefit 13,864.00

TOTAL BENEFITS 13,864.00

PAYE CALCULATIONS

RELIEF On TAXABLE

NSSF 1,080.00

Pension 10,568.00

TOTAL RELIEF 11,648.00

TAXABLE 190,296.00

TAX Charged

DEDUCTIONS

Hazina Dev't Loan. 31,858.00 1,235,520.00

Paye 6,872.15

Pension 10,568.00

Hazina Welfare 200.00 16,850.00

Hazina Shares 4,975.00 438,975.00

NSSF 1,080.00

Hazina Emergency 23,335.00 229,165.00

NHIF 1,700.00

EPZA Welfare 500.00

NBK Loan 45,167.00 1,806,680.00

TOTAL DEDUCTIONS 126,255.15

NET PAY 64,824.85

PERSONAL INFO Paymode: Bank Trans

Bank Account: 01245082738100

Bank Branch: National Bank Of Ken Kitengela

ID No.: 6635942

PIN: A002437346V

PAYSLIP MESSAGES

1. Disability is not Inability
2. Say No to Drug Abuse
3. HIV testing is the only way to know your status
4. Stop HIV/AIDS and Stigma

Appendix
1 Am



EXPORT PROCESSING ZONE AUTHORITY

Payslip Period: Jun/2023

STAFF NAME : PAUL MAINA NGAARA

STAFF NO : 0215

DESIGNATION : Senior Office Assist

Department : Human Resource & Adm
Section : Administration
Grade : 10 Level: G10 L6

DESCRIPTION	AMT(KSH)	QTY/BAL
-------------	----------	---------

EARNINGS

Personal Guide Allowance 20,000.00

Basic Salary 31,162.00

House Allowance 22,000.00

Telephone Allowance 1,500.00

Transport Allowance 5,000.00

GROSS SALARY 79,662.00

PAYE CALCULATIONS

RELIEF On TAXABLE

Pension 3,116.20

NSSF 1,080.00

TOTAL RELIEF 4,196.20

TAXABLE 73,965.80

TAX Charged

DEDUCTIONS

Hazina Dev't Loan. 23,196.00 916,660.00

Pension 3,116.20

NSSF 1,080.00

NHIF 1,400.00

NBK Loan 34,628.00 1,662,144.00

Hazina School Fees 902.00 5,825.00

Hazina Shares 1,500.00 222,666.00

Hazina Welfare 200.00

EPZA Welfare 500.00

TOTAL DEDUCTIONS 66,522.20

NET PAY 13,139.80

PERSONAL INFO Paymode: Bank Trans

Bank Account: 0124532960700

Bank Branch: National Bank Of Ken Hill Branch

ID No.: 10243058

PIN: A004062627G

PAYSLIP MESSAGES

1. Disability is not Inability
2. Say No to Drug Abuse
3. HIV testing is the only way to know your status
4. Stop HIV/AIDS and Stigma

APPENDIX VIII

Building
 d,
 - Namanga Highway
 , Kenya.
 info@epzkenya.com
 re: www.epzkenya.com



P.O. Box 50563-00200
 Nairobi, Kenya.
 Tel: +254-45-6626421/2
 Saf: 0713 051172/3
 Airtel: 0733683222
 ISDN line: +254-45-6621000

Export Processing Zones Authority LOCAL PURCHASE ORDER

01279

Suppliers are warned that this order is INVALID unless availability of funds is confirmed here below by the finance manager and signed by the approved signatories.

Name of Supplier Fine Fair Solutions TENDER/QUOTATION REF No _____
P.O. Box 60227-00200 TENDER/QUOTATION DESCRIPTION 140/2019-2020
 Address NAIROBI Supply and Delivery of
0127 719850 Mounted Electric Wheelchair
 Tel: _____ DATE 25.06.2020

Please deliver the goods listed here below to (full address)

EPZA

On terms and conditions stated on the back of this order, on or before _____
 and send the invoices immediately to the Export Processing Zones Authority P.O. Box 50563-00200 NAIROBI _____

Item No.	Description of Goods	Unit of Purchase	Quantity	Unit Cost		Total	
				Kshs.	cts.	Kshs.	cts.
	Supply and Delivery of Mounted Electric Wheelchair as per below specification.			238,700.00		238,700.00	
	- Electric powered, powder coated steel frame. Wheelchair, flap folding backrest, flip back armrest, detachable legrest, 2000 50 PU castor wheel, 2" PU rear wheel, pg controller, double cross bar as per sample.						
TOTAL AMOUNT IN FIGURES (Kshs.)						238,700.00	238,700.00

Approving:
 Total Amount in Words (Kshs) Two Hundred and Thirty Eight Thousand, Seven Hundred only.

Signature [Signature] (General Manager Finance) Vote No. _____ Head _____
 Date 25/6/2020 Vote Account No. _____
 Vote Description _____

I confirm that funds are available and the commitment has been noted in the Vote Book

Signature [Signature] (Procurement Manager) Supplier _____
 Date 25/06/2020 (Name and Stamp)
 Signature [Signature] AIE Holder Date _____
 Date 29.6.2020 I acknowledge receipt of this Order

EXPORT PROCESSING ZONES AUTHORITY
 P.o Box 50563 00200 Nairobi
 Tel:254-045-6626421-6
 Fax:254-045-6626427
 Email:info@epzakenya.com
 Website:www.epzakenya.com

Date 30/09/2020
 Page 1
 Document No PV119512

Fine Fair Solutions

Delivery Address:
 P.O.Box 60227-00200

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	Delivery
FFS001	INV NO 310 DEL NO 30	N			30/09/2020 Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
6200010	Supply & Delivery of electric wheel chair BT 110A/MP-BLOO6/007 1 PC					0.00%	238,700.00

Amount Payable in Words: Two Hundred and Thirty Eight Thousand Seven Hundred only

Prepared by: P. Njorani Examined by: Anne
 Signature: [Signature] Signature: [Signature]
 Date: 30/9/2020 Date: 12/10/20

AUTHORISATION
 I hereby authorise payment of the amount shown below without any alteration as incurred and approved
 GM-Fin & Admin: [Signature]
 Date: 17/10/2020

Sub Total	238,700.00
Discount @	0.00
Amount Excl Tax	238,700.00
Tax	0.00
Total	238,700.00

CEO/MD
 I certify that the expenditure detailed above has been incurred for the authorised purpose and as per the budget allocation and is approved to be charged to the items shown here
 Chief Executive Officer/EPZA
 Date: 15.10.2020

Received in good order
 Name: _____ Signature: _____ Date: _____



...Promoting, facilitating & creating enabling environment for Investments



Supplier Invoice

EXPORT PROCESSING ZONES AUTHORITY
 P.o Box 50563 00200 Nairobi
 Tel:254-045-6626421-6
 Fax:254-045-6626427
 Email:info@epzakenya.com
 Website:www.epzakenya.com

Date	30/09/2020
Page	1
Document No	PN106348

Fine Fair Solutions

Deliver to
 P.O.Box 60227-00200

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code
FFS001	INV NO310 DEL NO 30	N		Exclusive

Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price
6200010	Supply & Delivery of electric wheel chair BT 110A/MP-BLOO6/007 1 PC					0.00%	238,700.00

Received in good order

Signed _____ Date _____

Sub Total	238,700.00
Discount @ 0.00%	0.00
Amount Excl Tax	238,700.00
Tax	0.00
Total	238,700.00

...Promoting, facilitating & creating enabling environment for investments ...

ment
start the process

13/7/2019

Printing



EPZA
EXPORT PROCESSING ZONES AUTHORITY | KENYA
Your Investment & Trade Partner



INTERNAL MEMO

From: Ag. HR & Adm	To: Ag. Chief Executive Officer
Ref: CONF/EPZ/PE/91	Date: 1 st July 2019

Head HR
confirm this before
to be used

FACILITATING STAFF LIVING WITH DISABILITY

Reference is made to:

- (1) the attached document (ref. Quotation No. 112/2018/2019: Supply and Delivery of Motorized/Electric Wheelchair).
- (2) The excerpts of the following:

(a) Constitution of Kenya

Chapter 4: 54: Persons with disabilities

54: (b) A person with any disability is entitled to access educational institutions and facilities for persons with disabilities that are integrated into society to the extent compatible with the interests of the person;

(b) Persons with Disability Act, No. 14 of 2003

Part III, Rights and the Privileges of Persons with Disabilities Section

11: Realization of rights of persons with disabilities. "The Government shall take steps to the maximum of its available resources with a view to achieving the full realization of the rights of persons with disabilities set up on this part:

21: Persons with disabilities are entitled to a barrier-free and disability-friendly environment to enable them to have access to buildings, roads and other social amenities and assistive devices and other equipment to promote their mobility

Mr. Peter Ndara was employed at EPZA in 1995. The officer lives with physical disability and mobility to him is a challenge. Referring to the above excerpts, I recommend that the officer is facilitated with a motorized wheelchair to promote his mobility.

MIRIAM MUTUMA

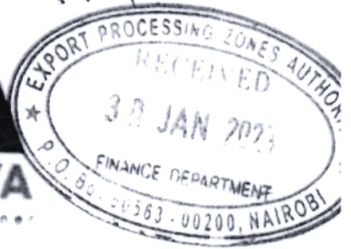
Encl.

② Manager EdA
Pls confirm vote
Miriem
3/7/19

④ Albert
Kindly request for
quotation
14/2/2020



EPZA
EXPORT PROCESSING ZONES AUTHORITY | KENYA
Your Investment & Trade Partner



6 ARIPA
Process

5 Mrs F \$ A
Process
3/27/24

INTERNAL MEMO

FROM: Ag. Head, Supply Chain	TO: Ag. Chief Executive Officer
CONF/EPZ PROC 3	DATE: 29 th January, 2024

Recommended for your approval
3/27/24
Approved
2/2

RE: QUOTATION NO. 137/2023-2024; SUPPLY AND DELIVERY OF PROSTHESIS - ARTIFICIAL HAND

Request for quotations were requested from prequalified suppliers on 28th December, 2023. The quotations were closed and opened on 04th January, 2024. The quotations received were analyzed as follows;

- 1. Zervous Enterprises Limited - Kshs. 614,800.00
- 2. Delison Company Limited - Kshs. 609,000.00
- 3. Atsushi Enterprises - Kshs. 547,000.00
- 4. Michizanne Enterprises - Kshs. 502,000.00
- 5. Otto Bock Kenya Limited - Kshs. 436,093.14.

Otto Bock Kenya Limited was recommended to supply and deliver an Artificial Hand at Kshs. 436,093.14 for being the lowest bidder.

L.P.O No. 01519 was issued on 22nd January, 2024. However, it could not be honored by the company because as per their policy, they require cash in advance for treatment process of prosthesis to start.

This is to request your approval for the cheque of **Kshs. 436,093.14** to be drawn in favor of **Otto Bock Kenya Limited**.

Attached, please find procurement documents for reference.

Kindly approve/advise

Jemutai Komen (2)

EXPORT PROCESSING ZONES AUTHORITY
P o Box 50563 00200 Nairobi
Tel:254-045-6626421-6
Fax:254-045-6626427
Email:info@epzakenya.com
Website:www.epzakenya.com

Date 09/02/2024
Page 1
Document No PV126437

Ottobock Kenya Limited
P.O Box 10299-00100
NAIROBI

Delivery Address:
Busines Park Ngong

Account	Your Reference	Tax Exempt	Tax Reference	Sales Code	Delivery		
OTT001	INV NO.2286 & LPO NO.0151	N			09/02/2024 Inclusive		
Code	Description	Quantity	Unit	Unit Price	Disc%	Tax	Nett Price

2280140	Supply & delivery of prosthesis-Artificial hand					0.00%	436,093.15
---------	---	--	--	--	--	-------	------------

Amount Payable in Words: Four Hundred and Thirty Six Thousand and Ninety Three and 15/100

Prepared by: P. Njoroge Examined by: E. Koech
Signature: [Signature] Signature: [Signature]
Date: 09/02/2024 Date: [Signature]

AUTHORISATION
I hereby authorise payment of the amount shown below without any alteration as incurred and approved
GM-Fin & Admin: [Signature]
Date: 16/2/24

Sub Total	436,093.15
Discount @	0.00
Amount Excl Tax	436,093.15
Tax	0.00
Total	436,093.15

CEO/MD
I certify that the expenditure detailed above has been incurred for the authorised purpose and as per the budget allocation and is approved to be charged to the items shown here
Chief Executive Officer/EPZA
Date: 16/2/24

Received in good order
Name: _____ Signature: _____ Date: _____



Hill Plaza Branch



Date _____

12-004

Pay

Export Processing Zones Authority

KSh

For and on behalf of:
EXPORT PROCESSING ZONES AUTHORITY

Debit

Tens of Millions	Millions	Hundreds of Thousands	Tens of Thousands	Thousands	Hundreds	Tens	Units	Cents

Read cents as figures above

EXPORT PROCESSING ZONES AUTHORITY

A/C No. 0131540800

Cheque Number

Bank Code

Account Number

Authorised Signatory

Authorised Signatory
Please DO NOT write in the white space below

⑈05050312200471266110631540800⑈





APPENDIX IX



APPENDIX X



REPORT ON THE INTERVIEW OF THE POSITION OF GENERAL MANAGER, OPERATIONS AND INVESTOR SUPPORT JG 2 HELD AT EXPORT PROCESSING ZONES AUTHORITY, THIRD FLOOR BOARDROOM, ON 14TH SEPTEMBER 2023, STARTING AT 12.05 A.M

TABLE OF CONTENTS

- A. Introduction
- B. Interview Process
- C. Interview Tools
- D. Scores Analysis
- E. Recommendation
- F. Conclusion

WAFBuz *[Signature]*

A. Introduction

The position of General Manager, Operations and Investor Support JG 2 at Export Processing Zones Authority became vacant following the separation of the substantive holder on 10th November 2022.

The position of General Manager, Operations and Investor Support JG 4 is a Board Purview position and therefore the Board was mandated to carry out the recruitment of this position. The shortlisting of this position was carried out in the month of June 2023.

B. Interview Process

Remarks from the Chair

The Committee invited Mr. Denis Kinyua, General Manager, Finance, Human Resource and Administration as the head of Directorate in charge of Human resource management.

The main objective of the interview was to get a candidate with technical knowledge and understanding of EPZ Program, Investor support and facilitation. In addition, the candidate should also be a team player.

In order to address operational issues at EPZA, the interview was moved from 18th September 2023 to 14th September 2023.

Eight (8) candidates were shortlisted and invited for interview. Five (5) candidates confirmed to physically attend the interview, one (1) requested to undertake virtual interview while two (2) candidates sent an apologies as follows:

- | | | |
|------------------------------|---|-------------------------------|
| 1) Enos Otieno Adala | - | Confirmed |
| 2) Pius Kipkorir Rotich | - | Confirmed |
| 3) Alice Auma Atogo | - | Confirmed |
| 4) Victor Kipkemoi Langat | - | Confirmed |
| 5) Christine Kharemwa Sitawa | - | Confirmed |
| 6) John Mbaya Matiri | - | Confirmed – Virtual Interview |
| 7) Joshua Achiya Akwara | - | Apology |
| 8) Susan Mary Sanita Mulewa | - | Apology |

C. Interview Tools


The interview tools used were interview scoresheet and checklist for documents.

Table 1: Profile of the candidates

S/No	Name of Candidate	Qualifications	Recent Employment	Recent salary and Notice Period
1.	Enos Otieno Adala Interview Time 12.05 p.m a.m.	(a) Masters certificate not attached (b) Bachelors of Business Management (Supplies and Procurement) (c) Membership to a professional body – KISM, KIM (d) Diploma in Community based development (e) <i>Ethics and Ant-Corruption Commission certificate</i> (f) Directorate of Criminal Investigation Certificate (g) <i>Tax Compliance Certificate</i>		Notice period days Current gross salary Kshs. 187,750,000 per month

WATUK

S/No	Name of Candidate	Qualifications	Recent Employment	Recent salary and Notice Period
		(h) Credit reference bureau certificate (i) Higher Education Loans Board certificate. (j) ID No. 23065567/ppt. No. AK1104228		Expected basic salary per month Kshs. 140,000.00
2.	Pius Kipkorir Rotich Interview Time 12. 47 p.m.	(a) Master of Business Administration (Marketing Management Option) (b) Bachelor of Education - Arts (c) Membership to a professional body - MSK (d) Strategic Leadership Development Program (e) Ethics and Ant-Corruption Commission certificate (f) Directorate of Criminal Investigation Certificate – Receipt attached (g) Tax Compliance Certificate (h) Credit reference bureau certificate (i) Higher Education Loans Board certificate dated 29/9/2009 (j) 10886669	Kenya Investment Authority	Notice period 30 days Current gross salary was Kshs. 350,000.00 Expected gross salary per month was Kshs. 650,000.00
3.	Alice Auma Atogo Interview Time 1.35 p.m	(a) Master of Business Administration (Finance) (b) Bachelor of Arts (c) Higher Diploma in HRM (d) Strategic Leadership Development Program (e) Membership to a professional body -IHRM (f) CHRP (g) Certified Pubic Secretaries (h) Ethics and Ant-Corruption Commission certificate (i) Directorate of Criminal Investigation Certificate (j) Tax Compliance Certificate (k) Credit reference bureau certificate (l) Higher Education Loans Board certificate (m) ID No. 10008864	Export Processing Zones Authority	Notice period 30 days Current gross salary Kshs. 350,000.00 Expected gross salary Kshs. 650,000.00
4.	Victor Kipkemoi Langat Interview Time 2.15 p.m _	(a) Master of Master of Business Administration (b) Bachelor of Business Management (Finance and Banking) (c) Strategic Leadership Development Program (d) Membership to a professional body -None (e) Ethics and Ant-Corruption Commission certificate (f) Directorate of Criminal Investigation Certificate (g) Tax Compliance Certificate (h) Credit reference bureau certificate (i) Higher Education Loans Board certificate (j) ID No. 27382773	Formerly with Cuntly Government of Kericho	Notice period Immediately Recent gross salary Kshs.250,000. Expected gross salary per month as per scheme
5.	Christine Kharemwa Sitawa Interview Time 3.20 p.m	(a) Master of Sceince in Oublic Policy and Human Development (b) Master of Business Administration – Strategic Management (c) Bachelor of Arts (d) Strategic Leadership Development Program (e) Diploma n Project Management (f) Membership to a professional body -International Relations of Kenya, KIM (g) Ethics and Ant-Corruption Commission certificate (h) Directorate of Criminal Investigation Certificate (i) Tax Compliance Certificate (j) Credit reference bureau certificate	KEPROBA	Notice period 30 days Recent gross salary Kshs. 245,000 Expected gross salary per month Kshs 490,000-600,000.00

NAIBUS 

S/No	Name of Candidate	Qualifications	Recent Employment	Recent salary and Notice Period
		(k) Higher Education Loans Board certificate dated 13/12/2017 (l) ID No. 23828816		
6.	John Mbaya Matiri Virtual Interview Time 4.35 p.m	(a) The candidate was interviewed virtually	National Cereals and Produce Board	Notice period 2 months . Current gross salary Kshs. 359,000.00 Expected gross salary per month Kshs. 500,000/-

D. Scores Analysis

The candidates underwent the interview process and were rated objectively by the panelists. The score sheet is shown in table 2 below;

MB

Table 2: Scoresheet for the candidates

S/No	Candidate/Panelists	Enos Otieno Adala	Pius Kipkorir Rotich	Alice Auma Atogo	Victor Kipke moi Langat	Christine Kharemwa Sitawa	John Mbaya Matiri
1. 1	Grace Nzula	37	53	72	43	60	49
2. 2	Gertrude Nguku	38	48	66	52	67	66
3. 3	Geoffrey Omeke	45	63	80	53	64	56
4. 4	Dorothy Chepkoech	47	55	79	54,5	61	59
5.	Hussein Adan Mohamed	46	57	81	42	53	51
6. 5	Denis Kinyua	50.5	68	80	50	70	69
Total		263.5	344	458	240	375	350
Percentage		43.9	57	76	40	62.5	58
Rank		5	4	1	6	2	3

Remarks

The following were the remarks from the committee.

Table 3 – Summary of Remarks

S/No	Panelists/Candidates	Remarks
1	Enos Otieno Adala	1) No master's degree 2) No relevant knowledge related to the job
2	Pius Kipkorir Rotich	1) Satisfactory 2) Candidate conversant with investors promotion 3) Demonstrates leadership skills

MA Bun *Bus*

CAK
CAK

3	Alice Auma Atogo	1) Candidate is conversant with the role she is acting 2) Confident and experienced 3)
4	Victor Kipkemoi Langat	1) Well composed but not in-depth on operations of EPZA 2) No understanding of BETA 3) A good understanding of the role he is interviewed for 4) No professional body
5	Christine Kharemwa Sitawa	1) Composed and experienced 2) Very composed and calm 3) Relevant education good
6	John Mbaya Matiri	1) Extensive practical experience 2) Excellent understanding of regulatory institution and fiscal facilitation and coordination

E. Recommendation


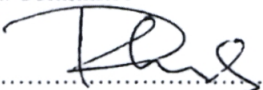

Having carefully considered each candidate's score and based on merit demonstrated through the process, the panel identified Ms. Alice Auma Atogo as the most suitable candidate for the position of General Manager, Operations and Investor Support in the Authority having scored 76% which was the highest among the interviewees. The Committee resolved that Alice Auma Atogo be appointed as General Manager, Operations and Investor Support JG 2 as per the stipulated in HR Instruments.

F. Conclusion

Having fully discharged their duties in regard to interviewing the candidates for the position of, General Manager, Operations and Investor Support JG 3 the panelists resolved to forward the report to be the Board for adoption.

Dated at Nairobi this day 14th day of September 2023.

Prepared and signed by:

1. Ms. Grace Nzula
Chairperson, HR & Administration Board Committee

2. Ms. Dorothy Chepkoech
Member, HR & Administration Board Committee

3. Ms. Gertrude Nguku
Member, HR & Administration Board Committee


4. Mr. Geoffrey Omenke
Member, HR & Administration Board Committee
5. Mr. Hussein Adan
Member/Ag. Chief Executive Office, EPZA
6. Mr. Denis Kinyua
General Manager, Finance, HR & Administration

Annexures

1. *Interview Questionnaire*

bus

20



REPORT ON THE INTERVIEW OF THE POSITION OF MANAGER, OPERATIONS AND INVESTOR SUPPORT JG 3, HELD AT EXPORT PROCESSING ZONES AUTHORITY, THIRD FLOOR BOARDROOM, ON 15TH SEPTEMBER 2023, STARTING AT 11.55 A.M

TABLE OF CONTENTS

- A. Introduction
- B. Interview Process
- C. Interview Tools
- D. Scores Analysis
- E. Recommendation
- F. Conclusion

W. But *But*

A. Introduction

The position of Manager, Operations and Investor Support JG 3 at Export Processing Zones Authority became vacant following the redeployment of the substantive holder on October 2022.

The position of Manager, Operations and Investor Support JG 3 is a Board Purview position and therefore the Board was mandated to carry out the recruitment for this position. The shortlisting of the position was carried out in the month of June 2023.

B. Interview Process

Remarks from the Chair

The Committee invited Mr. Denis Kinyua, General Manager, Finance, Human Resource and Administration as the head of the Directorate in charge of human resource.

The main interest in the interview was to get a candidate with technical knowledge and understanding of EPZ Program, Investor support and facilitation. In addition, the candidate to be a team player.

Eight (8) candidates were shortlisted and invited for interview. Seven (7) candidates confirmed to physically attend the interview whereas one (1) sent an apologies as follows:

- | | | |
|---------------------------|---|-----------|
| 1) Ngithi Nguru | - | Confirmed |
| 2) Anthony Muchene Kamau | - | Confirmed |
| 3) David Mueme Wambua | - | Confirmed |
| 4) Vincent Paul Bwire | - | Confirmed |
| 5) Khadija Somow | - | Confirmed |
| 6) Hussein Adan Haji | - | Confirmed |
| 7) Douglas Keton Shumpa | - | Confirmed |
| 8) Nelson Kwamini Makokha | - | Apology |

C. Interview Tools

The interview tools used were interview scoresheet and checklist for documents.

Table 1: Profile of the candidates

S/No	Name of Candidate	Qualifications	Recent Employment	Recent salary and Notice Period
1.	Ngithi Nguru Interview Time 11.55a.m.	(a) Master Certificate not availed (b) Bachelor of Education – Arts (c) Bachelor of Commerce – Business Administration and Management (d) Membership to a professional body - MSK (e) Directorate of Criminal Investigation Certificate – Receipt attached (f) Tax Compliance Certificate (g) Credit reference bureau certificate (h) Higher Education Loans Board certificate (i) ID no. 20873112	Export Processing Zones Authority	Notice period - none Current gross salary Kshs. 234,000.00 per month Expected gross salary per month Kshs. 300,000 – 350,000.00

WAB *Lucy*

S/No	Name of Candidate	Qualifications	Recent Employment	Recent salary and Notice Period
2.	Anthony Muchene Kamau PWD Interview Time 12p.m.	(a) Master of Laws – International Trade law (b) Master of Business Administration (c) Bachelor of Banking and Finance (d) Membership to a professional body - KIM (e) Certificate in Strategic Management Leadership (f) Ethics and Ant-Corruption Commission certificate (g) Directorate of Criminal Investigation Certificate – Receipt attached (h) Tax Compliance Certificate (i) Credit reference bureau certificate (j) Higher Education Loans Board certificate dated 2/2019 (k) 25176160	KenTrade	Notice period 30 days Current gross salary was Kshs. 250,000.00 Expected gross salary per month as per structure
3.	David Muema Wambua Interview Time 1.10 p.m,	(a) Doctor of Philosophy in International Relations (b) Master of Arts in International Relations (c) Bachelor of Arts (d) Diploma in HRM (e) IHRM Membership – Associate member (f) Certified HR Practitioner (g) Certified Public Secretaries (h) Ethics and Ant-Corruption Commission certificate (i) Directorate of Criminal Investigation Certificate (j) Tax Compliance Certificate (k) Credit reference bureau certificate (l) Higher Education Loans Board certificate (m) ID No. 23100338	County Government of Machakos	Notice period 30 days Current gross salary Kshs. Expected gross salary Kshs.
4.	Vincent Paul Bwire Interview Time 2.20 p.m _	(a) Master of Arts in Communication (Development Communication) (b) Bachelor of Arts in Communication (Public Relations) (c) Ethics and Ant-Corruption Commission certificate (d) Directorate of Criminal Investigation Certificate - receipt attached (e) Tax Compliance Certificate (f) Credit reference bureau certificate (g) Higher Education Loans Board certificate dated July 2016 (h) ID No. 25533691	KenTrade	Notice period Immediately Recent gross salary Kshs.250,000. Expected gross salary per month as per scheme
5.	Khajja Ibrahim Somow Interview Time 3.00 p.m	(a) Master of Business (b) Bachelor of Computing (Multi-media Technology) (c) Diploma of Commuting (d) Senior Management Course (e) Diploma n Project Management (f) Membership to a professional body - PRSK /MSK (g) Ethics and Ant-Corruption Commission certificate (h) Directorate of Criminal Investigation Certificate (i) Tax Compliance Certificate (j) Credit reference bureau certificate (k) Higher Education Loans Board certificate dated 13/12/2017 (l) ID No. 22631379	Export Processing Zones Authority	Notice period none Recent gross salary Kshs. 184,000.00 Expected gross salary per month Kshs 390,000.0
6.	Adan Haji Hussein	(a) Master of Business Administration - HR (b) Bachelor of Commerce – HR Option (c) Diploma in HR	Formerly dealer manager at Safaritel Ltd.	Notice period Immediately

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S/No	Name of Candidate	Qualifications	Recent Employment	Recent salary and Notice Period
	Interview Time 3.40 p.m	(d) CPA finalist (e) Strategic Leadership Development Program (f) Ethics and Ant-Corruption Commission certificate dated 2022 (g) Directorate of Criminal Investigation Certificate (h) Tax Compliance Certificate (i) Credit reference bureau certificate (j) Higher Education Loans Board certificate dated 2022 (k) ID No. 27527519		Most recent gross salary Kshs. 300,000.00 Expected gross salary per month Kshs. 350,000.00
7.	David Keton Shumpa PWD Interview Time 4.25 p.m	(a) Executive Master of Business Administration (b) Bachelor of Science in Mathematics (c) Ethics and Ant-Corruption Commission certificate (d) Directorate of Criminal Investigation Certificate (e) Tax Compliance Certificate (f) Credit reference bureau certificate (g) Higher Education Loans Board certificate 23/8/2017 (h) ID No. 20184541	Formerly of County Government of Kajiado	Notice period none Recent gross salary Kshs. 240,000.00 Expected gross salary per month Kshs 320,000.00

D. Scores Analysis

The candidates underwent the interview process and were rated objectively by the panelists. The score sheet is shown in table 2 below;

MAKRU

Table 2: Scoresheet for the candidates

S/No	Candidate/Panelists	Ngithi Nguru	Anthony Muchene Kamau	Davids Muema Wambua	Vincent Paul Bwire	Khadija Ibrahim Sonow	Hussein Adan Haji	Douglas Keton Shumpa
1. 1	Grace Nzula	49	58	61	56	60	29	68
2. 2	Gertrude Nguku	48		69	66	75	44	68
3. 3	Geoffrey Omeke	58	75	66	69	84	44	77
4. 4	Dorothy Chepkoech	55.5	65.5	64.5	63	71	42	75.5
5.	Hussein Adan Mohamed	52	60	60	64	72	55	80
6. 5	Denis Kinyua	68	74	73	69	75	49	75
Total		330.5	332.5	393.5	387	437	263	443.5
Percentage		55.08	55.41	65.6	64.5	72.83	43.83	73.91
Rank		7	6	3	4	2	8	1

Remarks

The following were the remarks from the committee.

Table 3 – Summary of Remarks

S/No	Panelists/Candidates	Remarks
1.	Ngithi Nguru	1) Lacks indepth ad knowledge on the work 2) Did not go deeper 3) No leadership, No masters
2.	David Muema Wambua	4) Explains but does not give actual steps/actions to take

		5) A confident, dynamic, mature and results oriented professional.
3.	Anhony Muchene	1) PWD:NCPWD/9/463002 (Visual) 2) Calm and well 3) Calm and well knowledgeable on trade. Has some indepth on EPZA activities 4) Good attempt 5) Extensive relevant education ability to address issues comprehensively. 6) Recommend him for the job.
4.	David Wambua	1) Explains but does not give actual steps/actions to take 2) Leadership certificate not attached 3) A confident dynamic, mature and results oriented professional
5.	Vincent Paul Bwire	1) Good but needs to be in-depth on EPZA function 2) Not good at listening and the answers lacked depth
6.	Khadija Ibrahim Somow	1) Articulate 2) Very articulate and understands the role 3) The candidate has solid proven experience in investment management and resolution skills but lacks skills and experience and knowledge in public agency engagements,
7.	Hussein Adan Haji	1) Inadequate grasp of the role subject matter 2) Not competent. Not able to answer questions. Does not have knowledge on EPZA Mandate
8.	Douglas Keton Shumpa	1) Good and understands the role of EPZA. He fits the positions 2) Mature and confident with extensive practical experience and good people skills.

E. Recommendation

Having carefully considered each candidate's score and based on merit demonstrated through the process, the panel identified Douglas Keton Shumpa as the most suitable candidate for the position of Manager, Operations and Investor Support, based on the technical expertise, ability to articulate issues, demeanor and having scored 73.91%. The Committee resolved that Douglas Keton Shumpa be appointed as Manager, Operations and Investor Support JG 3 as per the stipulated in HR Instruments.

F. Conclusion

Having fully discharged their duties in regard to interviewing the candidates for the position of, Manager, Operations and Investor Support JG 3 the panelists resolved to forward the report to be the Board for adoption.

Dated at Nairobi this 15th day of September 2023.

Prepared and signed by:

1. Ms. Grace Nzula
Chairperson, HR & Administration Board Committee
2. Ms. Dorothy Chepkoech
Member, HR & Administration Board Committee
3. Ms. Gertrude Nguku
Member, HR & Administration Board Committee
4. Mr. Geoffrey Omenke
Member, HR & Administration Board Committee
5. Mr. Hussein Adan
Member/Ag. Chief Executive Office, EPZA
6. Mr. Denis Kinyua
General Manager, Finance, HR & Administration

Annexures

1. Interview Questionnaire

APPENDIX XI



REPUBLIC OF KENYA



PUBLIC SERVICE COMMISSION

**Status of Compliance with Values and
Principles in Articles 10 and 232 of the
Constitution**

Annual Report 2022/2023

December, 2023

TECHNICAL VERSUS NON-TECHNICAL STAFF

Institution	% Non-Technical	% Technical	Establishment Status
Capital Markets Authority (CMA)	16.7%	83.3%	Over Established
Centre For Mathematics, Science and Technology in Africa (CEMASTEA)	71.6%	28.4%	Under Established
Central Rift Valley Development Agency	63.3%	36.7%	Under Established
Chemilil Sugar Company	76.7%	23.3%	Under Established
Clinical Officers Council of Kenya	60%	40%	Under Established
Coast Development Authority	35.1%	64.9%	Under Established
Coast Water Works Development Agency	44%	56%	Under Established
Commission for University Education	63.9%	36.1%	Under Established
Commodities Fund	36.7%	63.3%	Under Established
Communications Authority of Kenya	30.7%	69.3%	Ideal Establishment
Competition Authority of Kenya	54.1%	45.9%	Under Established
Consolidated Bank of Kenya	16.5%	83.5%	Over Established
Council for Legal Education (CLE)	81%	19%	Under Established
Development Bank of Kenya	26.8%	73.2%	Over Established
East African Portland Cement Company Limited	0%	100%	Over Established
Energy & Petroleum Regulatory Authority (EPRA)	51.9%	48.1%	Under Established
Engineers Registration Board of Kenya (EBK)	0%	100%	Over Established
Ewaso Nyiro North Development Authority	94.2%	5.8%	Under Established
Ewaso Nyiro South Development Authority	78.1%	21.9%	Under Established
Export Processing Zones Authority (EPZA)	42.9%	57.1%	Under Established
Financial Reporting Center	35%	65%	Under Established
Geothermal Development Company (GDC)	48.3%	51.7%	Under Established
Golf Hotel	25.3%	74.7%	Over Established
Higher Education Loans Board (HELB)	28.7%	71.3%	Ideal Establishment
Huduma Kenya Secretariat	44.4%	55.6%	Under Established
Human Resource Management Professionals Examinations Board (HRMPEB)	54.5%	45.5%	Under Established
Hydrologists Registration Board	50%	50%	Under Established
Information Communication Technology Authority (ICTA)	23.7%	76.3%	Over Established
Institute of Human Resource Management	4.8%	95.2%	Over Established
Insurance Regulatory Authority (IRA)	54.3%	45.7%	Under Established
Kenya Academy of Sports	64.9%	35.1%	Under Established
Kenya Accountants and Secretaries National Examination Board (KASNEB)	23.2%	76.8%	Over Established
Kenya Accreditation Service (KENAs)	54.9%	45.1%	Under Established
Kenya Agricultural & Livestock Research Organisation (KALRO)	54.7%	45.3%	Under Established
Kenya Airports Authority (KAA)	13.7%	86.3%	Over Established
Kenya Animal Genetics Resources Centre (KAGRC)	76.9%	23.1%	Under Established
Kenya Broadcasting Corporation (KBC)	33.6%	66.4%	Under Established

DISTRIBUTION OF GENDER AND PWD STATUS IN BOARDS/COUNCILS

Institution	Male	Female	PWDs
Coast Water Works Development Agency	6	2	0
Commission for University Education	4	3	0
Commodities Fund	4	4	0
Communications Authority of Kenya	6	5	0
Competition Authority of Kenya	6	2	0
Consolidated Bank of Kenya	7	3	0
Cooperative University of Kenya	5	3	0
Council for Legal Education (CLE)	6	2	1
David Mbiti Wambuli Technical and Vocational College	7	2	0
Dedan Kimathi University of Science and Technology	4	3	0
Development Bank of Kenya	4	2	0
Dr. Daniel Wako Murende Technical and Vocational College	6	2	0
East African Portland Cement Company Ltd	7		1
Ebukanga Technical and Vocational College	5	2	0
Egerton University	7	2	0
Ekerubo Gietai Technical Training Institute	6	2	1
Eldama Ravine Technical and Vocational College	5	2	0
Eldoret National Polytechnic	6	3	0
Emgwen Technical and Vocational College	7	3	0
Emining Technical Training Institute	4	4	0
Emsos Technical and Vocational College	6	3	0
Emurua Dikirr Technical and Vocational Training	5	2	0
Endebes Technical and Vocational College	5	2	0
Energy & Petroleum Regulatory Authority (EPRA)	8	1	0
Engineers Registration Board of Kenya (EBK)	9	4	0
Ethics and Anti-Corruption Commission	3	2	0
Ewaso Nyiro North Development Authority	13	5	0
Ewaso Nyiro South Development Authority	9	4	0
Export Processing Zones Authority (EPZA)	7	6	0
Friends College Kaimosi	4	4	0
Garissa University	6	2	0
Garsen Technical and Vocational College	5	2	0
Gatanga Technical and Vocational College	5	3	0
Gatundu South Technical and Vocational College	5	3	1
Geothermal Development Company (GDC)	6	1	0
Githunguri Technical and Vocational College	3	4	0
Gitwebe Technical Training Institute	6	2	0
Godoma Technical Training Institute	4	3	0
Golf Hotel	1	4	0
Higher Education Loans Board (HELB)	6	4	0

DISTRIBUTION OF NEW APPOINTMENTS BY ORGANISATION, GENDER AND PWD STATUS

Institution	Female		Male		Not Indicated		PWD		Total
	No.	%	No.	%	No.	%	No	%	
State Department for Transport	7	41.2	10	58.8			3	17.65	17
State Department for Water and Sanitation	14	56	11	44			1	4.00	25
State Department for Wildlife	3	30	7	70					10
State Department for Youth Affairs	2	16.7	10	83.3					12
State Department Housing and Urban Development	11	42.3	14	53.9	1	3.85	1	3.85	26
State Department of Roads	68	44.4	85	55.6			4	2.61	153
State Department-The National Treasury	66	39.1	73	43.2	30	17.8	5	2.96	169
State House	281	35.5	510	64.5			1	0.13	791
The State Law Office	68	58.1	49	41.9			1	0.85	117
Co-operative University of Kenya	5	33.3	10	66.7					15
Dedan Kimathi University of Science and Technology	12	48	13	52					25
Egerton University	8	42.1	11	57.9			1	5.26	19
Garissa University	3	42.9	4	57.1					7
Jaramogi Oginga Odinga University of Science & Technology	1	25	3	75					4
Karatina University	8	44.4	10	55.6					18
Kenyatta University	17	43.6	22	56.4			5	12.82	39
Kibabii University	3	42.9	4	57.1					7
Kirinyaga University	13	40.6	19	59.4					32
Kisii University	8	40	12	60					20
Laikipia University	1	14.3	6	85.7					7
Maasai Mara University	1	33.3	2	66.7					3
Mama Ngina University College	7	50	7	50					14
Maseno University	8	38.1	13	61.9					21
Masinde Muliro University of Science & Technology			3	100					3
Meru University of Science and Technology	2	50	2	50					4
Moi University	5	22.7	17	77.3					22
Murang'a University of Science and Technology	6	30	14	70					20
Pwani University	4	22.2	14	77.8					18
Rongo University			1	100					1
South Eastern Kenya University	7	25	21	75					28
Taita Taveta University	2	50	2	50					4
Technical University of Kenya	113	44.8	139	55.2			1	0.40	252
Technical University of Mombasa	2	100							2
Tom Mboya University College	2	50	2	50					4
University of Eldoret	7	70	3	30					10
University of Embu	14	53.9	12	46.2					26
University of Kabianga	10	52.6	9	47.4					19
University of Nairobi	3	75	1	25					4
Agricultural Finance Corporation (AFC)	6	66.7	3	33.3					9
Agriculture and Food Authority (AFA)	3	37.5	5	62.5					8
Anti-Counterfeit Authority	5	35.7	9	64.3			1	7.14	14
Anti-Female Genital Mutilation Board	1	100							1
Bandari Maritime Academy	1	10	9	90					10
Bomas of Kenya			2	100					2
Center For Mathematics, Science and Technology in Africa (CEMASTEA)	8	80	2	20					10
Chemilil Sugar Company	1	50	1	50					2
Coast Development Authority	1	50	1	50					2
Commodities Fund	3	42.9	4	57.1					7
Competition Authority of Kenya			3	100			2	66.67	3
Consolidated Bank of Kenya			1	100					1
Council for Legal Education (CLE)	1	33.3	2	66.7					3
Development Bank of Kenya	2	28.6	5	71.4					7
East African Portland Cement Company Limited	3	21.4	11	78.6					14
Engineers Registration Board of Kenya (EBK)	3	42.9	4	57.1					7
Export Processing Zones Authority (EPZA)	1	33.3	2	66.7					3
Financial Reporting Center	10	45.5	12	54.6					22
Huduma Kenya Secretariat			1	100					1

PERFORMANCE OF PUBLIC INSTITUTIONS IN 2021/2022 AND 2022/2023 FINANCIAL YEARS

Service Sector	Name of Organization	Overall Compliance Index (%) for 2022/23FY	Overall Compliance Index (%) 2021/22FY	Variance (%)	Status
	Competition Authority of Kenya	64.6	46.4	18.2	Improved
	Consolidated Bank of Kenya	51.6	36.5	15.1	Improved
	Council for Legal Education (CLE)	61.2	40.7	20.5	Improved
	Development Bank of Kenya	21.5	40.9	-19.4	Regressed
	East African Portland Cement Company Ltd	45.4	53.4	-8.0	Regressed
	Energy & Petroleum Regulatory Authority (EPRA)	57.9	48.4	9.5	Improved
	Engineers Registration Board of Kenya (EBK)	66.4	60.5	5.9	Improved
	Ewaso Nyiro North Development Authority	60.7	38.3	22.4	Improved
	Ewaso Nyiro South Development Authority	59.4	68.3	-8.9	Regressed
	Export Processing Zones Authority (EPZA)	46.3	59.2	-12.9	Regressed
	Financial Reporting Centre	34.2	32.0	2.2	Improved
	Geothermal Development Company (GDC)	56.1	36.5	19.6	Improved
	Golf Hotel	60.2	12.3	47.9	Improved
	Higher Education Loans Board (HELB)	69.4	47.5	21.9	Improved
	Huduma Kenya Secretariat	48.4	44.9	3.5	Improved
	Human Resource Management Professionals Examinations Board (HRMPEB)	31.7	9.7	22.0	Improved
	Hydrologists Registration Board	50.6	15.0	35.6	Improved
	Information Communication Technology Authority (ICTA)	28.0	33.0	-5.0	Regressed
	Institute of Human Resource Management	42.9	8.8	34.1	Improved
	Insurance Regulatory Authority (IRA)	51.4	63.8	-12.4	Regressed
	Kenya Academy of Sports	34.8		34.8	New Entrants

Service Sector	Name of Organization	Overall Compliance Index (%) for 2022/23FY	Overall Compliance Index (%) 2021/22FY	Variance (%)	Status
	Competition Authority of Kenya	64.6	46.4	18.2	Improved
	Consolidated Bank of Kenya	51.6	36.5	15.1	Improved
	Council for Legal Education (CLE)	61.2	40.7	20.5	Improved
	Development Bank of Kenya	21.5	40.9	-19.4	Regressed
	East African Portland Cement Company Ltd	45.4	53.4	-8.0	Regressed
	Energy & Petroleum Regulatory Authority (EPRA)	57.9	48.4	9.5	Improved
	Engineers Registration Board of Kenya (EBK)	66.4	60.5	5.9	Improved
	Ewaso Nyiro North Development Authority	60.7	38.3	22.4	Improved
	Ewaso Nyiro South Development Authority	59.4	68.3	-8.9	Regressed
	Export Processing Zones Authority (EPZA)	46.3	59.2	-12.9	Regressed
	Financial Reporting Centre	34.2	32.0	2.2	Improved
	Geothermal Development Company (GDC)	56.1	36.5	19.6	Improved
	Golf Hotel	60.2	12.3	47.9	Improved
	Higher Education Loans Board (HELB)	69.4	47.5	21.9	Improved
	Huduma Kenya Secretariat	48.4	44.9	3.5	Improved
	Human Resource Management Professionals Examinations Board (HRMPEB)	31.7	9.7	22.0	Improved
	Hydrologists Registration Board	50.6	15.0	35.6	Improved
	Information Communication Technology Authority (ICTA)	28.0	33.0	-5.0	Regressed
	Institute of Human Resource Management	42.9	8.8	34.1	Improved
	Insurance Regulatory Authority (IRA)	51.4	63.8	-12.4	Regressed
	Kenya Academy of Sports	34.8		34.8	New Entrants

APPENDIX XII



EPZA
EXPORT PROCESSING
ZONES AUTHORITY | **KENYA**

Report

Training of EPZA Staffs on Disability Mainstreaming

9th June, 2021

By:

Mercy Gichunge

Martin OKIYO, OGW

1. Introduction

This is a report on training of staffs of EPZA on disability awareness. The training that was conducted to participants both physical and online took place on 9th June, 2021 at the EPZA administrative block boardroom in Kitengelea.

The following topics were covered

1. *Definition of disability and impairment*
2. *Developments in understanding of disability*
3. *Sharing of experiences and disability related discrimination*
4. *Disability in our community*
5. *The session concluded with recommendations and way forward*

2. An Overview of EPZA

The Export Processing Zones Authority (EPZA) was established in 1990, by the EPZ Act CAP 517, Laws of Kenya. The Authority's mandate is to promote and facilitate export oriented investments and to develop an enabling environment for such investments. The EPZ Authority is a State Corporation, under the Ministry of Trade and Industry. The Authority is provided with general direction by a Board comprising 15 members appointed from both the private and public sectors. The Board is headed by a Chairman appointed by the President

With a mission "to create an enabling environment for a globally competitive, sustainable Industrial, enterprise and Co-operative sector through appropriate policy, legal and regulatory framework", EPZA envisages a "Globally competitive and sustainable industrial, enterprise and cooperative sector."

3. Definition of disability and impairment

Participants were taken through the definition of disability as per the UN Convention on the Rights of Persons with Disabilities (UNCRPD).

The UNCRPD defines disability as 'the interaction between persons with impairments and attitudinal and environmental barriers that hinders full and effective participation in society on an equal basis with others'

It further states that 'Persons with disability include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others'.

Impairment is the actual loss of function in an individual caused by an injury or illness which can be congenital or acquired later in life. This includes, for example, a medical condition that makes a person unable to walk. Similarly, someone who cannot see or has an amputated leg has an impairment. So does someone whose depression makes it difficult to motivate himself or herself. In cases like these the focus is on the individual/ personal factors.

Disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinder their full and effective participation in society on an equal basis with others. The focus is on external (social, economic and physical) environmental factors.

4. Developments in understanding of disability

Models of disability are like different lenses through which we see and understand disability. They influence how society and professionals respond to disability and what our approach to persons with disability is. The following models were presented to participants

- The will of gods
- Charity model
- Medical model
- Social model
- Human rights principle

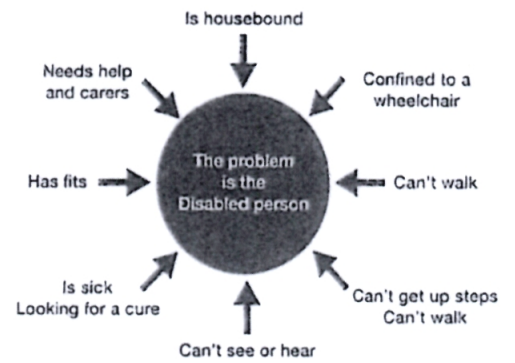
The Social model and Human rights principle are most progressive. As such, participants were taken through the following (barriers and Enablers) to strengthen their understanding of the Social model and Human rights principle of disability.

The Social Model of Disability



The Social Model of Disability states that the oppression and exclusion people with impairments face is caused by the way society is run and organised.

The Medical Model of Disability



This is a diagram of the traditional Medical Model of Disability, which the Social Model was developed to challenge.

Barrier/ enabler	Example
Environmental	When a person is unable to participate in an event due to a physical barrier such as inaccessible public buildings.
Institutional	When no law exists to ensure that children with disability attend school.
Attitudinal	When people believe that a person with a disability is 'less worthy or less valuable'.

	Facilitator	Example
	Reducing discrimination at all levels of society	This includes, for instance, raising awareness on disability in society, ensuring accessibility of services and the built environment, adopting relevant laws and policies that address discrimination of persons with disability, etc.
	Increasing an individual's independence and reducing the impact of impairment	This includes, for instance, provision of assistive devices such as hearing aids, provision of medical care and rehabilitation, provision of support to enable persons with impairments to acquire relevant skills to become more independent, etc.

5. Sharing of experiences and disability related discrimination

In this session, participants shared their experiences with disability and potential discrimination as a result of disability. The following forms of discrimination were explored.

- Direct discrimination
- Disability-related discrimination
- Failure to make reasonable adjustments
- Denial of services to a person with a disability
- Providing lower standards or worse manner of services to persons with disability
- Offering less favourable terms to a person with disability
- Victimization of person with or without disability for acknowledgement of existence of discrimination

6. Disability in our community

The training ended with discussion around the following

- Facts and figures on disability
- Myths and facts on disability
- Disability etiquette

7. Recommendations and way forward

- Follow up trainings on disability inclusion in specific areas like IT, communications HR and facilities.
- Conduct physical accessibility audit. The EPZA has major improvements on disability inclusion in its physical facilities and premises. However, there is need to support areas like toilets, signage and entrances to make them more accessible.
- Specific confidence building session with employees with disabilities.

-END-