

KENYA PLANT HEALTH INSPECTORATE SERVICE

INTERNAL MEMO



Ref: KEPHIS/PH/1/204

Date: 06th December 2024

To: Managing Director

Approved. *[Signature]* 17/1/2025

Thro':

Director, Corporate Services Forwarded for approval *[Signature]* 23/12/2024

SUBJECT: REQUEST FOR APPROVAL TO CONDUCT TRAINING FOR DISABILITY MAINSTREAMING COMMITTEE BY NCPWD

The KEPHIS **Performance Contract FY 2024/2025**, Performance Indicator on disability inclusion is to train the Disability Committee for effective inclusion and support for PWDs, as per the attached PC indicator.

The National Council for Persons with Disability has organized Disability mainstreaming training for Disability Inclusion Committee for all the MDAs. The training will equip the new Disability Mainstreaming Committee with the right knowledge to discharge its mandate.

The Management also reconstituted the Disability Mainstreaming Committee with new members appointed, who are required to be capacity build to carry out the committee mandate.

This is to request your consideration and approval of a budget of **Kes. 776,000.00/-** to facilitate the Disability Mainstreaming Committee to attend within Quarter 3 FY2024/25.

[Signature]

Bernard M. Kiilu

CHAIRPERSON, DISABILITY MAINSTREAMING COMMITTEE

② Secretary - DMC

please organize the training, inform members + the NCPWD officers + venue + Training Dates + logistics & Travel. Inform members in good time.

[Signature]
Chair - DMC.
20/1/2025

1. DOITC

Attach approved
NCPWD Committee

[Signature]
14/1/25

2. MB

Approval attached
for your reference 10/1/25
[Signature]

S/no	Trainer	Trainee	Grade	Training Fee (Ksh)	Training dates	DSA	Sub-Total	Total
T	NCPWD	Bernard M. Kilili	K3	30,000	28th to 30th January, 2025	14,000*4	56,000.00	86,000.00
2		Joshua Maluli	K4	30,000		14,000*4	56,000.00	86,000.00
3		Fridah Chelimo	K6	30,000		11,200*4	44,800.00	74,800.00
4		Bridget Mueni	K5	30,000		11,200*4	44,800.00	74,800.00
5		Edwin Kemboi	K6	30,000		11,200*4	44,800.00	74,800.00
6		Consolata Wanjiku	K7	30,000		11,200*4	44,800.00	74,800.00
7		Martin Misonga	K6	30,000		11,200*4	44,800.00	74,800.00
8		Calvin Odera	K6	30,000		11,200*4	44,800.00	74,800.00
9		Cynthia Ronoh	K8	30,000		6,300*4	25,200.00	55,200.00
10		David Odhiambo	K6	30,000		11,200*4	44,800.00	74,800.00
11		Driver	K9/K10	-		6,300*4	25,200.00	25,200.00
Total								776,000.00



NATIONAL COUNCIL FOR PERSONS WITH DISABILITIES

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PERFORMANCE INDICATORS ON DISABILITY INCLUSION FOR FY 2024/2025

AND EXPLANATORY NOTES

PERFORMANCE INDICATORS ON DISABILITY INCLUSION FOR FY 2024/2025

1. **Implement measures to progressively achieve the requirement on employment of at least 5% persons with disabilities (20%);**
 - a. Advertise employment opportunities on the NCPWD Career Portal.
 - b. Track compliance with the 5% employment reservation for persons with disabilities.
2. **Implement measures to build institutional capacity for effective disability inclusion. (20%)**
 - a. Appoint a disability Inclusion Committee
 - b. Train Disability Inclusion Committee
 - c. Sensitize Board, Senior management and staff on disability inclusion
3. **Implement measures to comply with the requirement of Access to Government procurement Opportunities for businesses owned by persons with disabilities. (20%);**
 - a. Sensitize persons with disabilities on AGPO
 - b. Track compliance with the requirement of allocation of at least 2% of tenders to persons with disabilities under AGPO.
4. **Implement measures to improve inclusive service delivery – (Provide public services and products in such a manner that increases access and participation of persons with disabilities) (20%);**

- a. Engaging sign language interpretation services to support service delivery to the Deaf through: employment of sign language interpreters; train in-post staff in a sign language course (lasting not less than 3 months) and/or hire interpretation services.
- b. Promote participation of persons with disabilities in public engagement events/forums on delivery of the institution's mandate.
- c. Provide information and communications on key services and products in accessible formats:
 - i. Audio
 - ii. Large print
 - iii. Braille
 - iv. Video with captioning and/or sign language interpretation

5. Carry out Accessibility and Usability audits of Built Environment and digital platforms. (20%);

- a. Carry out a disability audit of the institution every three years or;
- b. Implement the recommendations of the existing audit report.

NOTE:

NCPWD will receive reports and performance evidence through the Disability Mainstreaming Reporting Portal only. The Portal can be accessed on NCPWD's website or through the link: <https://mainstreaming.ncpwd.go.ke/>. Reports and evidence submitted through other means will not be accepted.

EXPLANATORY NOTES

1. Employment of at least 5% Persons with Disabilities (20%)	
<i>Institutions are required to progressively work towards ensuring that at least 5% of their workforce consists of persons with disabilities. This is a key target aimed at promoting equal employment opportunities.</i>	
Sub-indicator	Evidence Required
a. Advertise employment opportunities on the NCPWD Career Portal.	Screenshots of or links to posts of job advertisements on the NCPWD Career Portal.
b. Track compliance with the 5% employment reservation.	Information on employees with disabilities and total staff in the institution using the tool provided.
2. Building Institutional Capacity for Effective Disability Inclusion (20%)	
<i>Institutions should build their capacity to effectively include and support persons with disabilities by forming dedicated committees, providing training, and raising disability awareness among all staff.</i>	
Sub-indicator	Evidence Required
a. Appoint a Disability Inclusion Committee. The committee should be appointed from the following departments: ✓ A representative of management; ✓ Human Resources and Administration; ✓ Procurement; ✓ Finance or planning; ✓ ICT; ✓ Public Relations or communications; ✓ A representative of the technical department(s). Note: The committee should also include a person with disability.	Official appointment letter(s).
b. Train Disability Inclusion Committee.	Training attendance lists, and certificates.
c. Sensitize Board, Senior Management, and Staff.	Sensitization attendance lists.

3. Access to Government Procurement Opportunities (AGPO) for Businesses Owned by Persons with Disabilities (20%)	
Institutions must ensure that at least 2% of their procurement opportunities are allocated to businesses owned by persons with disabilities, as per AGPO requirements.	
Sub-indicator	Evidence Required
a. Sensitize Persons with Disabilities on AGPO.	Attendance lists for the sensitization workshop(s).
b. Track compliance with 2% tender allocation.	The approved Annual procurement budget.
	Information on amounts awarded to businesses owned by persons with disabilities using the tool provided.
4. Inclusive Service Delivery (20%)	
Institutions should provide their products and services in ways that enhance accessibility and participation for persons with disabilities.	
Sub-indicator	Evidence Required
a. Engage Sign Language Interpretation Services	✓ Employment contracts or; Certificates for in-post staff trained on basic sign language course lasting at least 3 months or; ✓ Documentation for hiring of interpretation services during public engagement events or meetings.
b. Promote participation of persons with disabilities in public engagement events/forms	Attendance lists showing details of participants with persons with disabilities.
c. Provision of Accessible Information	Sample documents in the following formats: ✓ Audio ✓ large print ✓ Braille ✓ Videos with captions and/or sign language interpretation.

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5. Accessibility and Usability Audit of Physical Environment and Digital Platforms (20%)	
<i>Institutions should regularly audit their physical environments and digital platforms to ensure they are accessible and usable by persons with disabilities.</i>	
Sub-indicator	Evidence Required
a. Carry out an Accessibility and Usability Audit	Audit report detailing findings and recommendations. The report should not be more than 3 years old.
OR	
b. Implement Audit Recommendations (for MDAs with audits not more than 3 years old)	A report on the status of implementation of the audit report's recommendations.

NOTE:

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CALENDER FOR DISABILITY MAINSTREAMING TRAINING IN THE FINANCIAL YEAR 2024/2025

The schedule below displays the assembly dates at training centers.

NO	TRAINING CENTERS	DATES (3 DAYS)			CONFERENCE PACKAGES (Kshs.) PP
		QUARTERS 2	QUARTERS 3	QUARTER 4	
1.	Naivasha	5 th to 7 th November, 2024	28 th to 30 th January, 2025	8 th – 10 th April, 2025	Kshs.30,000
Registration Deadline		25 th October 2024	20 th January 2025	31 st March 2025	
2.	Machakos	5 th to 7 th November, 2024	28 th to 30 th January, 2025	8 th – 10 th April, 2025	Kshs.30,000
Registration Deadline		25 th October 2024	20 th January 2025	31 st March 2025	

NCPWD Bank Details:

Account Name: National Council for Persons with Disabilities

Account No: 1107116791

Bank: Kenya Commercial Bank (KCB)

Branch: Sarit Centre

Reminder:

Please ensure that you provide the **correct phone number** and **email address** when registering. This information is important for reaching out to you with the venue details and any other important updates after registration.

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	Registration	25th October	20th January	31st March	
	Deadline	2024	2025	2025	
2.	Machakos	5th to 7th November, 2024	28th to 30th January, 2025	8th – 10th April, 2025	Kshs.30,000
	Registration	25th October	20th January	31st March	
	Deadline	2024	2025	2025	

NCPWD Bank Details:

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Reminder:

Please ensure that you provide the **correct phone number** and **email address** when registering. This information is important for reaching out to you with the venue details and any other important updates after registration.

If completed payment for this event forward the Payment Confirmation Receipts to
dmd@ncpwd.go.ke

NCPWD DISABILITY MAINSTREAMING TRAINING REGISTRATION FORM

Full Name _____
Email _____
Phone _____
Institution Name (in full) _____
Location / Venue & Date _____
Naivasha: 5th to 7th November, 2024. Registration Deadline: 25th October 2024 Machakos:
5th to 7th November, 2024. Registration Deadline: 25th. October 2024 Naivasha: 28th to
30th January, 2025. Registration Deadline: 20th January 2025 Machakos: 28th to 30th
January, 2025. Registration Deadline: 20th January 2025 Naivasha: 8th – 10th April, 2025.
Registration Deadline: 31st March 2025 Machakos: 8th – 10th April, 2025. Registration
Deadline: 31st March 2025
Accessibility Requirements (if any) _____
Do you require Sign Language Interpretation? _____
Yes No _____
Have you completed payment for this event? _____
Yes No _____
Emergency Contact Number _____
Additional Comments/Questions _____

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KENYA PLANT HEALTH INSPECTORATE SERVICE

INTERNAL MEMO

Ref: KEPHIS/HQ/1/204 (87)

Date: 25th September, 2024

To: Mr. Benard Kiilu -**Chairman** ✓

Ms. Consolata Wanjiku ✓

Mr. Joshua Maluli ✓

Mr. David Odhiambo ✓

Mr. Martin Mtsonga ✓

Mr. Edwin Kemboi ✓

Ms. Bridgit Mueni ✓

Ms. Cynthia Rono ✓

Mr. Calvin Odero ✓

Ms. Fridah Chelimo- **Secretary** ✓

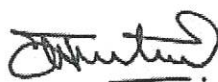
From: Managing Director

SUBJECT: APPOINTMENT TO THE DISABILITY MAINSTREAMING COMMITTEE

You are hereby appointed to the Kenya Plant Health Inspectorate Service (KEPHIS) Disability Mainstreaming Committee. This appointment is with immediate effect. The following are the terms of reference for the committee:

- a) Review of KEPHIS Disability Mainstreaming Policy.
- b) Implement Disability mainstreaming Policy.
- c) Ensure structures and system that ensure persons with disabilities access information and Services.
- d) Reporting on implement activities.
- e) Handling ant other issues on Disability mainstreaming in the Corporation.

On behalf of the corporation, I wish to Congratulate you for the appointment and wish you success as you support the Committee to realize its mandate.



PROF. THEOPHILUS M. MUTUI, PHD



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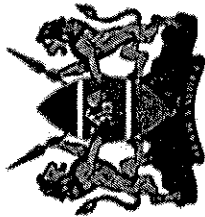


MDAs DISABILITY INCLUSION TRAINING ATTENDANCE LIST
AT NACHAKS FROM 8th to 10th APRIL 2025
DAY

NO.	NAME	INST.	DESIGNATION	PHONE	PWD (Y/N)	SEX (M/F/I)	DAY 1	DAY 2	DAY 3
1.	MARTIN WILSONGA	KEPHIS	HUMAN CAPITAL OFFICER	0706760240	N	M	MM	MM	MM
2.	GEORGE KASERA	NACADA	County Coordinator	078373642	Y	M	Di.	Di.	Di.
3.	FRIDAH CHELMO	KEPHIS	HRD	0721146203	N	F	Di	Di	Di
4.	Benedict Kulu	KEPHIS	Deputy Director, HR	0722977708	N	M	Di	Di	Di
5.	CONSOLATA WARTIKU	KEPHIS	Seed Inspector	0729057325	Y	F	Di	Di	Di
6.	Twala Camiso	NACADA	CDR	0716013209	N	M	Di	Di	Di
7.	GODWIN MANOE	NCPWD	INT	0715147620	H	M	Di	Di	Di
8.	Patricius Mwendu	NCPWD	Driver	0720594531	N	M	Di	Di	Di

Kabete Orthopaedic compound
Next to Kabete Army Barracks, Waiyaki Way.
P.O. Box 66577 - 00800, Nairobi

Tel: 020 2314621 / 2375994/0709107000
Email: info@ncpwd.go.ke, Twitter: @ncpwd
Website: www.ncpwd.go.ke



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MDAS DISABILITY INCLUSION TRAINING ATTENDANCE LIST
AT
DAY

FROM 8th to 10th APRIL 2025

NO.	NAME	INST.	DESIGNATION	PHONE	PWD (Y/N)	SEX (M/F/I)	DAY 1	DAY 2	DAY 3
1	Colinus Oden	KEPHIS	Lab Analyst	0713987774	Y	M			
2	Edwin Komboi	KEPHIS	Accountant	0728501924	Y	M			
3	Stephen Nyakuti	NACADA	ICT-O	0725653915	N	M			
4	Jashno Muli	KEPHIS	Inspector	0722591424	Y	M			
5	Dere Odhiambo	KEPHIS	SMD	0724523707	N	M			
6	Ronah Gatlin	KEPHIS	RMO.	0702608903	N	F			
7	Bridget Mueni	KEPHIS	ICT O.	0706678814	N	F			
8	Kwedyne Kanyogo	NACADA	PHRAD	07266104703	Y	F			

Kabete Orthopaedic compound
Next to Kabete Army Barracks, Waiyaki Way,
P.O. Box 65577 - 00800, Nairobi

Tel: 020 2314621 / 2375994/0709107000
Email: info@ncpwd.go.ke, Twitter: @ncpwd
Website: www.ncpwd.go.ke



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MDAs DISABILITY INCLUSION TRAINING ATTENDANCE LIST
AT ...
DAY

NO.	NAME	INST.	DESIGNATION	PHONE	PWD (Y/N)	SEX (M/F/I)	DAY 1	DAY 2	DAY 3
1.	Joyce Lianog	NACADA	DOHQA	0733573349	N	F	-	DD	DD
2	JANET IMO	NACADA	AO	0733661362	Y	F	-	JD	
3.	STEVE H. MUCAMBI	NCPWD	DSO	0708157300	M	m	DD	DD	DD
4.	JAMES NWIWA	NCPWD	ASDIR	070651534	Y	M	DD	DD	DD

Kabete Orthopaedic compound
Next to Kabete Army Barracks, Wajaki Way,
P.O. Box 66577 - 00800, Nairobi

Tel: 020 2314621 / 2375994/0709107000
Email: info@ncpwd.go.ke, Twitter: @ncpwd
Website: www.ncpwd.go.ke

1/204
Our Ref:KEPHIS/HQ/PH/1/204/89

17th December,2024

The Executive Director,
National Council for Persons with Disabilities
Waiyaki Way, A104
P.O Box 66577-00800
Nairobi, Kenya

Email:info@ncpwd.go.ke

Dear Director,

RE: TRAINING PROGRAM ON KENYAN SIGN LANGUAGE: MR. DISMUS MWITA

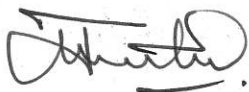
The performance indicators on disability inclusion for FY 2024/2025 require Institutions to engage Kenya Sign Language Interpretation Services to support service delivery. The capacity building is achieved through focused training of the identified staff in the Kenyan sign language, a course lasting not less than 3 months.

KEPHIS has identified **Mr. Dismus Mwita, P. No. 1854, and ID. No. 33582832** to be trained in **Basic Kenyan Sign Language** at your **Kisumu Centre** effective **January 2025**.

We thank you for your continued support.

Yours

Sincerely,



PROF. THEOPHILUS M. MUTUI, PHD
MANAGING DIRECTOR

Cc: Alex.Munyere@ncpwd.go.ke

Managing Director

From: kephiskisumu <kephiskisumu@kephis.org>
Sent: Tuesday, December 10, 2024 12:44 PM
To: managing director
Cc: Deborah Shituv; kephiskisumu
Subject: REQUEST FOR TRAINING OF ONE ADMIN OFFICER ON KENYA SIGN LANGUAGE - KEPHIS KISUMU

Attachments: REQUEST FOR TRAINING OF ONE ADMIN OFFICER ON KENYA SIGN LANGUAGE - KEPHIS KISUMU.pdf

Dear Sir,

Please find the attached request for your kind consideration.

Thank you for your continued support.

Kind Regards,
Deborah Shituv

For: Deborah Shituv
Ag. Regional Manager
KEPHIS Kisumu Region
P.O. Box 7094 - 40100
Kisumu - Kenya

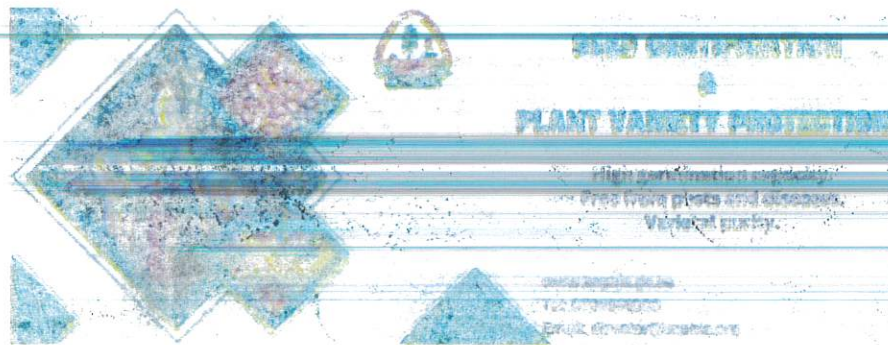
Office Line: 0728 607098

Helpdesk: kisumuhelpdesk@kephis.org

① DDHC

Review is advised
J. Shituv

13/12/24



② Nantun-HBO

Training request to be implemented through the Disability Inclusion Committee. Have a meeting with Nantun-HBO

② Chelmo-HBO

Kindly take note of all request to be made by Nantun-HBO

Chelmo with a request to be provided to Nantun-HBO



KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)
KISUMU REGIONAL OFFICE

P.O. Box 7094 Kisumu 40100, Off KISUMU Kibos Road, Tel: 0728 607098
Email: kephiskisumu@kephis.org; Website: <https://www.kephis.org>

Our Ref: KEPHIS/KSM/1/3/9/ (35)

Date: 9th December, 2024

The Managing Director
Kenya Plant Health Inspectorate Service (KEPHIS)
P.O. Box 49592 - 40100
NAIROBI

Dear Sir,

RE: REQUEST FOR TRAINING OF ONE (1) ADMIN STAFF ON KENYA SIGN LANGUAGE

The above subject matter refers.

KEPHIS Kisumu office has one (1) staff who is deaf, Kennedy Amolo Aboka – Personal Number 1814. The Kisumu Administration section had Marcella Ondeyo and Catherine Maritim who had been sponsored by KEPHIS on the Kenya Sign Language training. The two (2) staff were offering free interpretation services in the region during staff meetings or other activities to ensure Kennedy Amolo was not left behind for smooth and effective communication for all.

Marcella Ondeyo resigned from the Service in April 2024, and Catherine Maritim officially retired from Service in November, 2024. The region has only Eddah Kinyua - a Principal Inspector – who is trained on Kenya Sign Language.

We are requesting for your approval to have one (1) non-technical staff trained on the same because the technical staff are usually not readily available in the office to offer this service as required.

The training will make KEPHIS Kisumu to comply with The Kenya Sign Language Bill of 2023 which requires government offices to provide sign language interpreters for meetings, conferences, cultural events, sports competitions, and community activities, as well as to provide free interpretation services for those who are deaf, hard of hearing, or deafblind.

Yours

Debora Shituvi

Aq. REGIONAL MANAGER

