

REPUBLIC OF KENYA



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COUNTY GOVERNMENT OF NYERI MUNICIPALITY OF NYERI

PUBLIC PARTICIPATION FRAMEWORK 2024-2029

COUNTY GOVERNMENT OF NYERI
MANAGER
NYERI MUNICIPAL BOARD
P.O. Box 1112 - 10100, NYERI

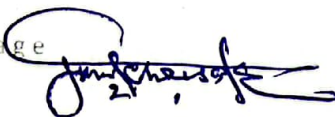
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EXECUTIVE SUMMARY

The Municipality of Nyeri Public Participation Framework is designed to enhance civic engagement, transparency, and collaboration between local government and the community. It serves as a strategic tool to ensure that residents have meaningful opportunities to influence decision-making processes that affect their lives and the future of their municipality.

The primary purpose of this framework is to establish a structured approach to public participation that fosters inclusivity, accountability, and responsiveness. It aims to empower citizens, promote democratic principles, and build trust between the municipality and its constituents.

Objectives

Enhance Civic Engagement: Encourage active participation by all community members, ensuring diverse voices are heard and considered.

Improve Transparency: Provide clear guidelines and information regarding decision-making processes, thereby reducing barriers to participation.

Facilitate Collaboration: Promote partnerships between the municipality, local organizations, and community members to address shared challenges and opportunities.

Increase Responsiveness: Ensure that the municipality actively considers public input in its planning and decision-making, demonstrating a commitment to community needs.

Key Components

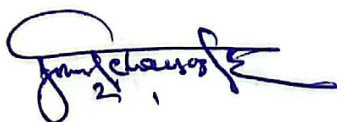
Engagement Strategies: Develop a variety of methods to engage the public, including town hall meetings, surveys, workshops, and digital platforms.

Communication Plan: Implement a comprehensive communication strategy to inform the community about upcoming participation opportunities and provide feedback on their input.

Training and Capacity Building: Equip municipal staff and community leaders with the skills and knowledge necessary to facilitate effective public participation.

Evaluation and Feedback Mechanisms: Establish processes to assess the effectiveness of participation initiatives and incorporate community feedback into future planning.

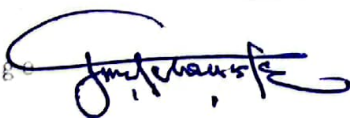
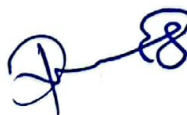
The framework will be rolled out in phases, starting with pilot initiatives in select areas, followed by a broader implementation across the municipality. Ongoing assessment and



adaptation will be integral to ensure that the framework meets the evolving needs of the community.

The Public Participation Framework is a vital step toward fostering a more engaged and informed citizenry. By prioritizing public participation, the municipality not only enhances its governance but also strengthens the social fabric of the community, paving the way for sustainable development and improved quality of life for all residents. Through this collaborative approach, we aim to create a municipality that truly reflects the aspirations and needs of its people.

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P. O. Box 1112 - 10100, NYERI

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List of Acronyms

ICT – Information Communication Technology

IDeP – Integrated Development Plan

M&E – Monitoring and Evaluation

PC – Performance Contract

PFMA – Public Finance Management Act

PPP – Public Private Partnership

SMS – Short Message Service

UACA – Urban Areas and Cities Act

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CHAPTER ONE

1.0 Introduction

The Nyeri Municipal Board acknowledges and values the contributions of the community in achieving its service delivery, developmental and strategic objectives. The development of the public participation framework serves to reaffirm the commitment of the board to encourage structured community participation in the matters of the Municipality and to create an environment conducive to the engagement of the greater municipality community in its governance and performing the duties and obligations set out in legislation with regard to public participation.

A public participation framework is a structured approach that outlines how citizens can engage in decision-making processes related to policies, programs, or projects within the municipality. This framework will act as a guide to ensure that public participation is meaningful, inclusive, and effective. It will also ensure tailored approach to local contexts, legal requirements, inclusion of the minority and cultural dynamics.

1.1 Rationale

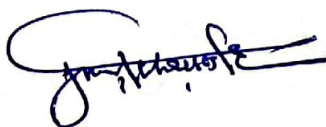
The purpose of the Public Participation framework is to outline mechanisms, processes and procedures that will be used by the municipality to facilitate effective and community centred public participation processes. These mechanisms and processes serve as platforms and tools for the residents of the Municipality to have access to information, participate meaningfully in order to inform and influence decision making processes of the Nyeri Municipal Board.

To institutionalize Public Participation as one of the core functions of the Municipality, the Municipal Manager shall take responsibility for the management and coordination of the public participation processes. To this end, public participation will be a Key Performance Indicator (KPI) in the performance agreement of the Municipal Manager.

1.2 Legislative and Policy Framework

While there are several government policy frameworks which require some form of public participation there are specific pieces of legislation around which this framework is centred, and these are:

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1.2.1 Constitution of Kenya 2010

The 2010 Constitution of Kenya establishes a robust framework for public participation, reinforcing the idea that governance should be inclusive, transparent, and accountable. It empowers citizens to engage actively in the democratic process and hold their leaders accountable.

Recognizing the benefits of public participation, the Constitution of Kenya 2010, created new spaces for interaction, declared the citizen sovereign and demand that the public must be involved in every aspect of public governance. Article 10 of the Constitution lists public participation as one of the national values and principles of governance that binds all state organs, state and public officers, and all persons in Kenya whenever any of them applies or interprets the Constitution, enacts, applies or interprets any laws, or makes or implements public policy decisions.

Below are the key provisions related to public participation:

Article 1: States that all power belongs to the people of Kenya, and they exercise that power directly or through their elected representatives. This establishes the foundation for public engagement in governance.

Article 10: Lists national values that include democracy and participation of the people, human rights, and accountability. These values underscore the importance of public involvement in government processes.

Article 174: Highlights the principles of devolved government, including the need to promote democratic and accountable exercise of power, enhance participation of the people in governance, and ensure equitable sharing of resources.

Articles 184-187: Detail the establishment of county governments and emphasize the need for public participation in the formation and implementation of policies at the county level.

Article 118: Requires parliamentary committees to facilitate public participation in their proceedings, ensuring that citizens can contribute to legislative processes.

Article 35: Grants every citizen the right to access information held by the state, which is crucial for informed public participation in decision-making.

Article 69: Ensures that the state is obligated to encourage public participation in the management, protection, and conservation of the environment.

1.2.2 Public Finance Management Act, 2012

The Public Finance Management Act emphasizes the importance of public participation in budget formulation and implementation processes, thereby enhancing transparency.



accountability, and community engagement in financial governance. By involving citizens, the Act aims to ensure that budget decisions reflect the needs and priorities of the community. The Public Finance Management (PFM) Act, 2012, in Kenya includes specific provisions that promote public participation in financial management processes. Here are the key aspects related to public participation:

Section 125: Mandates public participation in the preparation of the budget. This requires both the national and county governments to engage citizens in discussions about budget priorities and allocations.

Section 25: Requires the National Treasury to publish a Budget Policy Statement, which must be submitted to the National Assembly and made available to the public. This provides an opportunity for public input before the budget is finalized.

1.2.3 County Government Act, 2012

The County Governments Act, 2012, establishes a comprehensive framework for public participation at the county level, ensuring that citizens have a voice in governance. By promoting transparency, inclusivity, and accountability, the Act aims to enhance democratic processes and improve the responsiveness of county governments to the needs of their communities.

The County Governments Act, 2012, in Kenya provides a framework for public participation at the county level. Below are the key provisions related to public participation:

Section 87: Mandates county governments to promote public participation in governance, ensuring that citizens are actively involved in decision-making processes.

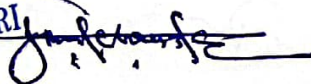
Section 115: Requires county governments to involve the public in the development of county plans, policies, and budgets. This ensures that the priorities and needs of the community are considered.

Section 88: Provides that county governments should establish mechanisms for public participation, which may include public forums, citizen forums, and community meetings to gather input from residents.

1.2.4 Urban Areas and Cities Act, 2011 (Amended 2019)

The Urban Areas and Cities Act (No. 13 of 2011) establishes a framework that mandates public participation in the governance of urban areas. By requiring community engagement in planning and decision-making processes, the Act aims to enhance transparency, inclusivity, and

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responsiveness to the needs of urban residents. This approach supports better urban management and development that reflects the priorities of the community.

Below are the relevant provisions related to public participation:

Section 8: Mandates that the management of urban areas and cities must include mechanisms for public participation. This ensures that residents are involved in decision-making processes that affect their lives

Section 13: Requires the establishment of urban area plans and policies, which must be developed with the involvement of the public. This includes consultations to gather input on development projects and urban planning.

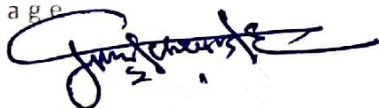
Section 10: Establishes Urban Boards, which are responsible for governance in urban areas. These boards are required to engage with the public to ensure that community needs and priorities are addressed.

1.2.5 Municipality of Nyeri Charter, 2018

The Charter serves as a foundational document that guides how the municipality engages with its citizens. By promoting transparency, inclusivity, and accountability, the charter aims to foster a vibrant democratic process that reflects the needs and aspirations of the Nyeri community.

Section 3.13.1 requires that the board to development mechanisms for the participation of the residents in the management and administration of the municipality.

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CHAPTER TWO

2.0 Public Participation

Public participation can be defined as an open, accountable process through which individuals and groups within selected communities can exchange views and influence decision-making. It is further defined as a democratic process of engaging people, in deciding, planning, and the communities playing an active part in the development and operation of services that affect their lives.

2.1 Developing a Culture of Public Participation

In giving effect to section 1.13.1 of the Municipality of Nyeri Charter, 2018 and as set out in this framework, the Municipal Manager must ensure that for this purpose:

- i) The municipality encourages and creates conditions for the local community to participate in the affairs of the municipality, including in
- ii) The preparation, implementation and review of its IDeP
- iii) The establishment, implementation and review of its performance management system
- iv) Determination, consideration and adoption of by-laws
- v) The monitoring and review of its performance, including the outcome and impact of such performance
- vi) The preparation of its budget; and
- vii) Strategic decisions relating to the provision of municipal services.

The municipality must endeavour to employ sufficient staff members who may help in informing and educating local community about the affairs of the municipality.

2.2 Principles Guiding Public Participation

Public Participation efforts will aim to achieve the following principles:

- i) **Inclusivity** – embracing all views and opinions in the process of community participation.
- ii) **Diversity** – in a community participation process it is important to understand the differences associated with race, gender, religion, ethnicity, language, age, economic status and sexual orientation.
- iii) **Building community participation** – capacity building is the active empowerment of role players so that they clearly and fully understand the objective of community participation and may in turn take such actions or

conduct themselves in ways that are calculated to achieve or lead to the delivery of the objectives.

- iv) **Transparency** – promoting openness, sincerity and honesty among all the role players in a participation process.
- v) **Flexibility** – Being flexible in terms of time, language and approaches to public processes and engagements.
- vi) **Accessibility** –ensuring that participants in a community participation process fully and clearly understand the aim, objectives, issues and the methodologies of the process, and are empowered to participate effectively. Accessibility ensures not only that the role players can relate to the process and the issues at hand, but also that they are, at the practical level, able to make their input into the process.
- vii) **Accountability** – the assumption by all the participants in a participatory process of full responsibility for their individual actions and conduct as well as a willingness and commitment to implement, abide by and communicate as necessary all measures and decisions in the course of the process.
- viii) **Trust, Commitment and Respect** – the Municipality should build trust, confidence, integrity, sincerity and honesty in the community so that they believe that their views will be heard, respected and considered when decisions are taken by the Municipality.
- ix) **Integration** – that community participation processes are integrated into mainstream policies and services, such as the IDeP process, service delivery issues and Budget and Performance Management Systems.

2.3 Value of Public Participation

- i) Increases involvement in the democratic process.
- ii) Encourages approaches of openness and transparency in community engagement.
- iii) Alarms municipality of ordinary issues from residents' viewpoint.
- iv) Contributes to the development of self-confidence, pride, initiative, responsibility and co-operation.
- v) Motivates residence and communities to take charge of their own lives and be actively involved in finding solutions to their problems.
- vi) Builds capacity in communities to engage effectively with their urban boards.



- vii) When communities establish good working relationships with the municipality, it raises their level of confidence without losing perspective.
- viii) Participation also encourages and strengthens internal accountability.
- ix) Structures in community organisations in terms of the IDeP process, participation enables partnerships like public/public; public/private; public/community

2.4 Public Participation as an obligation

The structure of the municipality has two (2) distinct components actively involved in public participation –

i) Administrative Governance Structure

The Municipal Manager is the Chief Accounting Officer of the Municipality. He/she is the head of the administration and primarily has to serve as chief custodian of communication, service delivery and implementation of agreed priorities. He/she is assisted by the municipality's section heads, who are referred to as the head of directorates.

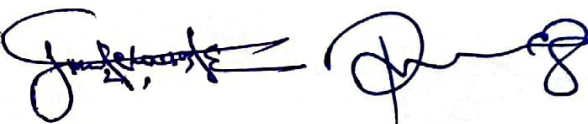
ii) Public Accountability

The Municipality of Nyeri has two distinct structures through which formalised public participation with its communities takes place i.e. -

- The neighbourhood associations as well as
- Business community, the ratepayers of the municipality, any civic organization and non-governmental organisations or members of the private sector which are involved in affairs of the municipality.

In order to develop a culture of participatory governance, the Urban Areas and Cities Act obliges the municipality to include communities in municipal decision-making. The Act also mandates the municipal boards to conduct quarterly citizen fora. The municipal administration should publish a calendar of citizen forum for each financial year.

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CHAPTER THREE

3.0 Municipal Processes Requiring Public Participation

3.1 Types of Public Participation

Not all types and forms of decision-making require the same degree of community participation. The Urban Areas and Cities Act provides municipal events in which community participation is paramount.

3.1.1 Development, implementation and review of the Integrated Development Plan (IDeP)

This is a five-year plan. The main focus of an IDeP is to identify and prioritize the most critical developmental challenges of the community whilst organizing internal governance and institutional structures in order to address those challenges. Facilitation of community participation in the IDeP process takes place as set out in the Urban Areas and cities Act, 2011 (section 36 to 42) as well as the eleventh schedule of UACA regulations 2022. The process plan incorporates all municipal planning, budgeting, performance management and public engagement processes and include the following:

- i) A programme specifying the time frames for the different planning activities;
- ii) Appropriate mechanisms, processes and procedures for consultation and participation of local communities, organs of state, and any other stakeholders in the IDeP process;
- iii) An indication of the organizational arrangements for the IDeP process.
- iv) Policy and legislative requirements in respect of Integrated Development Planning mechanisms and procedures for vertical and horizontal alignment

3.1.1.1 Office of the Municipal Manager: IDeP Manager

- i) Implements the Media-and Awareness Campaign to encourage community and sector participation in the IDeP process.
- ii) Consolidates all community inputs, including newly identified projects for channelling to the relevant departments. Senior Managers of the respective Departments to channel all IDeP related community inputs to the office of the Municipal Manager: IDeP Manager
- iii) Drafts the IDeP & Budget Process Plan/time schedule for adoption by the municipal board as well as the county executive committee. The plan is then submitted to the county assembly for approval.



3.1.1.2 Electronic and Printed Media

- i) Community inputs must be obtained from calls for inputs as advertised in local media, the municipal website and the municipal notice boards.
- ii) The municipal IDeP Process Plan/time schedule shall be placed on the municipal website for public scrutiny.
- iii) The IDeP shall be made available at municipal offices, municipal libraries and on the website of the municipality.
- iv) This is a public document and will always be readily available to all members of the community.

3.1.1.3 Written Submissions

Members of the community may participate in the development of the municipal IDeP by making written submissions to the Municipal Manager on or before the dates as specified in specific municipal notices

3.1.2 Quarterly and Annual Report

Development, implementation and review of Performance Management System (PMS) and Monitoring and review of organisational performance, including outcomes and impact of performance (Annual Report)

The UACA, 2011 (amended 2019) is clear on the community's role in the monitoring and review of the performance of the municipality through the revision of the Key Performance Indicators and Targets as well as the publication of the projections, targets and indicators as set out in the performance contracts (PC). The quarterly performance assessment report of the municipality shall also be made public as well as publishing it in the annual report.

3.1.3 Preparation of Budget

The budget preparation process commences with the approval of the IDeP/Budget process plan/time schedule that is annually approved by the County Assembly.

- i) In order to ensure that all stakeholders are informed about these budget consultation meetings, notices will be placed in print media and the municipal website.
- ii) Announcements will also be made through the electronic and / or social media including the SMS system, for those whose contact numbers are registered on the municipal database
- iii) The Municipal board will consult the communities in the five wards to determine the developmental needs of the communities.
- iv) All submissions received through the consultation process including written submissions, must be submitted to the Municipal Manager. The development needs will feed into the draft budget of the municipality. All needs determined through this process, will be finalised and prioritised.
- v) The Finance and administration Committee of the municipality has a duty to compile the draft budget for the municipality.



- vi) Once the draft budget is compiled, the municipal manager will table the draft budget, and related policies to the Municipal board for adoption.
- vii) The adopted draft budget, is then submitted to county treasury for onward submission to the county assembly for approval.

3.1.4 Strategic Decisions Relating to Service Delivery
Regulations and legislation guide the process to be followed in the decision-making processes relating to service delivery such as Service Level Agreements and the role of the public therein.

3.1.5 Policy Formulation and By-laws Development
All proposed policies affecting the community as well as by-laws must be made public for public comment in a manner that allows the public an opportunity to make representations with regard to the proposed policy or by-law

3.1.6 Other issues for consultation
The Municipality may engage the community on any other aspects identified by the Municipality for consultation. Consultation on other issues will be the responsibility of the respective functional department.

3.2 Methods of Public Participation

3.2.1 Inform the Community

3.2.1.1 Notices about a community meeting shall be placed in community newspapers, website and notice boards as well as social media platforms (Facebook and twitter). The SMS system to inform all persons whose contact cellular phone numbers are registered on the municipality's database as well as 'door to door' notices can be undertaken.

3.2.1.2 When the municipality communicates this information, it shall take into account the language preferences and usage in the municipality, as well as the special needs of people, who cannot read or write.

3.2.1.3 The municipal board shall hold quarterly public meetings to:

- i) Inform the community on progress made with the implementation of service delivery projects planned for the ward;
- ii) Inform the community on policies adopted by the Municipal board, or policies proposed for adoption;
- iii) Determine what are the service delivery needs of the communities within the ward in order to make recommendations to the municipal council



3.2.1.4 The administration will assist the board by preparing the information that must be presented at the community feedback meetings.

3.2.1.5 Information about the municipality's performance in implementing the municipal projects and programmes will be available on the municipal website, at municipal offices as well as being reported in meetings

3.2.1.6 All persons with special needs who cannot read or write will be assisted by the staff in attendance

3.2.2 Petitions

3.2.2.1 Petitions lodged by the local community will be received by the Municipality at the Municipality's offices or by the Municipal Manager and/or their delegates.

3.2.3 Consultation

3.2.3.1 The municipality shall actively seek the community's input or comments on matters pertaining to service delivery to ensure that all the needs of the community are catered for.

3.2.3.2. The following activities, apart from other matters specifically provided for in legislation, require community consultation:

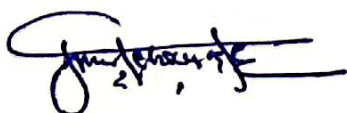
- a) Development of the IDeP of the municipality
- b) Compilation of the municipal budget
- c) Relevant Policy Formulation
- d) Developing a By-law
- e) Determining Performance Indicators for the Performance Management System.

3.2.3.3. Where applicable the board shall hold regular community meetings in their respective wards to ensure that all the comments and inputs of the communities are received.

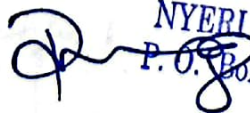
3.2.3.4. The representatives of the various organisations, sectors and geographical blocks within will be invited to feedback meeting with the sectors/geographical areas on a regular basis and give feedback to the board.

3.2.3.5. Information regarding matters for consultation will be advertised on the municipal notice boards, on the municipal website, and SMS's, in community papers, and will also be available at meetings.

3.2.3.6. Staff shall be present at meetings to assist people with special needs and those who cannot read or write and translation services should be provided were it is required.



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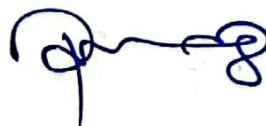
3.3 Contributing to Municipal Decision Making

3.3.1 In general, members of the local community have the right to contribute to the decision-making processes of the municipality. They can exercise this right through mechanisms and in accordance with processes and procedures provided for in terms of the UACA, 2011 and/or any other applicable legislation.

3.3.2 The Municipality will establish Ward and Neighbourhood Association Committees to encourage the members of the local communities to contribute in the decision-making processes.

The above-mentioned structure advises and informs the municipality on various matters to ensure that the municipal functions are optimally distributed and attended to throughout the Municipal area.

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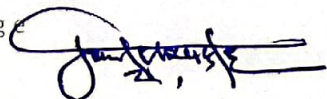


CHAPTER FOUR

4.0 Community Participation Tools

Community tools for public participation are resources and methods that facilitate engagement and collaboration among community members, organizations, and governments. Using a combination of these tools can enhance public participation and ensure that a diverse range of voices is heard in community decision-making.

Requirements	Tools	Example
Information	Public Meeting	Informing the community of the Municipality's decisions, community rights and duties, municipal affairs etc. Community informing municipal board and officials of their issues.
	Stakeholder forums (Fora)	Informing the community of municipal decisions, community rights and duties, municipal affairs.
	Council meetings open to public	Informing the community of Municipal Board decisions, community rights and duties, municipal affairs etc.
	Annual report	Informing the community of municipal activities
	Surveys	Informing the municipality of the needs of a local ward, or of the levels of satisfaction with the delivery of a service like solid waste management.
	Newsletter	Informing the community of board's decisions, community rights and duties, municipal affairs etc.
	Posters, banners, email notification, media adverts	Inform public of an event or meeting, e.g. municipality meeting or public meetings
Consult	Public meeting	Asking a specific section of the community for feedback on matters affecting them, municipal affairs etc. eg experts or key role-players in local economic development




	Stakeholder forums	Asking a specific section of the community for feedback on matters affecting them, municipal affairs etc. e.g experts or key role-players in local economic development
	Customer Surveys	Satisfaction Asking the community views on a specific service or municipal product, e.g. waste removal
Involve	Stakeholder forums	Municipality involving stakeholder forums in the IDeP, Budget, Performance management system, performance assessment and service delivery agreements processes.
	Training	Building capacity of municipal staff, board members, stakeholder forum members e.t.c.

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CHAPTER FIVE

5.0 COMMUNICATION

At the most basic level public participation is about interaction/communication between municipal board, officials and the community. Communication in turn is about the passing of information between these three role-players, especially the sharing of information about municipal issues and decision-making regarding the community. This is crucial to ensure that those who are outside the formal decision-making structures of local government are able to make a contribution to local governance affairs. It is for this reason that legislation usually requires board members and officials to interact with the community. However, democratic decision-making is also about the community informing the municipality of its issues and concerns to make decision-making better informed and more responsive.

The municipal administration will apply the following communication mechanisms to engage with the community:

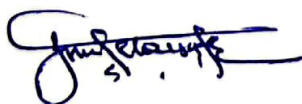
- a. Municipal newsletter
- b. Municipal website: <https://www.nyeri.go.ke/municipality-board/>
- c. Municipal billboards
- d. Local newspapers
- e. SMS notifications
- f. Pamphlets
- g. Campaigns- topic specific, e.g., town cleanups
- h. Local radio stations
- i. Social Media
- j. Municipal App
- k. Public meetings

This document highlights the main areas where the Municipality of Nyeri must find itself engaged in public participation initiatives, and sets out a framework for the implementation and coordination of such initiative

5.1 Private Sector Engagement

Engaging the private sector in municipal affairs can enhance service delivery, stimulate economic development, and foster innovation. Here are some effective strategies for engagement with the private sector:

1. **Public-Private Partnerships (PPPs):** Collaborate on projects like infrastructure development, transportation, or public services, sharing risks and resources.



2. **Advisory Boards:** Establish boards or committees that include private sector representatives to provide insights and feedback on local issues.
3. **Business Incentives:** Offer tax breaks, grants, or zoning allowances to encourage private investment in community projects.
4. **Networking Events:** Host forums, workshops, or conferences that bring together municipal leaders and business owners to discuss challenges and opportunities.
5. **Stakeholder Engagement:** Involve private sector representatives in planning processes, ensuring their perspectives are included in policy-making.
6. **Innovation Challenges:** Create competitions or hackathons to solicit innovative solutions from businesses for municipal problems.
7. **Collaboration on Economic Development Plans:** Work together on strategies that promote local business growth and attract new companies to the area.
8. **Transparency and Communication:** Maintain open lines of communication to build trust and facilitate ongoing dialogue about community needs and business opportunities.

By leveraging the resources and expertise of the private sector, municipalities can enhance their effectiveness and responsiveness to community needs.

5.3 Monitoring, Evaluation and learning

By implementing a robust M&E framework, the municipality will enhance the effectiveness of its public participation initiatives, ensuring they are genuinely responsive to community needs and fostering a culture of collaboration and transparency.

Monitoring and evaluation (M&E) of a public participation framework is essential to assess its effectiveness, impact, and areas for improvement. Here is a structured approach:

1. Define Objectives and Outcomes

- **Clear Goals:** Establish specific goals for public participation (e.g., increased community engagement, improved decision-making).
- **Expected Outcomes:** Identify what successful public participation looks like (e.g., number of participants, quality of feedback).

2. Develop Indicators

- **Quantitative Indicators:** Metrics such as attendance numbers, survey response rates, and demographic diversity of participants.
- **Qualitative Indicators:** Measures of participant satisfaction, the depth of engagement, and the quality of input received.

3. Data Collection Methods

- **Surveys and Feedback Forms:** Gather participant feedback after events to assess satisfaction and perceived value.
- **Interviews and Focus Groups:** Conduct discussions with stakeholders to gain insights on the effectiveness of participation methods.
- **Observation:** Monitor participation in real-time to gather data on engagement levels and interaction dynamics.

4. Analysis and Interpretation

- **Data Analysis:** Review collected data to identify trends, successes, and challenges.
- **Comparative Analysis:** Compare outcomes against established benchmarks or past participation efforts to evaluate progress.

5. Reporting

- **Regular Reporting:** Share findings with stakeholders through reports or presentations, highlighting successes and areas for improvement.
- **Transparent Communication:** Ensure that the community is informed about how their input is being used and the outcomes of their participation.

6. Feedback Mechanisms

- **Continuous Feedback Loop:** Create avenues for ongoing feedback from participants to refine the participation process.
- **Responsive Adjustments:** Be willing to adapt strategies based on feedback to enhance future public participation efforts.

7. Capacity Building

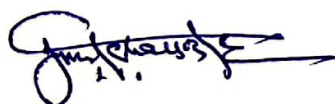
- **Training:** Provide training for staff and facilitators on effective public engagement techniques.
- **Resources:** Ensure that adequate resources are allocated for M&E activities.

8. Evaluation Framework

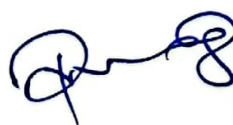
- **Periodic Reviews:** Conduct formal evaluations at set intervals (e.g., annually) to assess the overall impact of public participation initiatives.
- **Stakeholder Involvement:** Involve participants in the evaluation process to ensure their perspectives are considered.

9. Learning and Adaptation

- **Lessons Learned:** Document successes and challenges to inform future public participation efforts.



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- **Best Practices:** Identify and disseminate best practices for engaging the community effectively.

5.4 Implementation Matrix

An implementation matrix for a public participation framework outlines specific actions, responsibilities, timelines, and resources needed to effectively engage the community. This matrix provides a clear roadmap for implementing a public participation framework in a municipality, ensuring that all stakeholders are engaged effectively and transparently. Here's a structured example:

Activity	Objective	Responsible Party	Timeline	Resources Needed	Indicators of Success
Stakeholder Identification	Identify key community groups and stakeholders	Municipal Manager	Month 1-2	Mapping tools, community databases	Comprehensive stakeholder list created
Community Needs Assessment	Gather information on community priorities	Municipal Planner	Month 2-3	Surveys, focus groups, workshops	Report on community needs completed
Design Communication Strategy	Ensure effective outreach and communication	Municipal Manager	Month 2	Marketing materials, social media platforms	Increased awareness (measured through surveys)
Organize Public Meetings	Provide platforms for direct community engagement	Municipal Manager	Quarterly	Venue booking, promotional materials	Number of meetings held, participant feedback
Create Online Participation Tools	Facilitate broader engagement through digital means	ICT Officer	Month 4-5	Website updates, survey software	User engagement metrics (visits, responses)
Implement Feedback Mechanisms	Collect and analyze community input	Municipal Manager	Ongoing	Feedback forms, analysis software	Quality and quantity of feedback collected
Training for Staff and Stakeholders	Build capacity for effective engagement	Training Coordinator	Bi-annual	Training materials, facilitators	Number of participants trained, feedback from sessions

Monitor and Evaluate Participation Efforts	Assess effectiveness and impact of participation	M&E Officer	Quarterly	Data collection tools, reporting software	M&E reports produced, identified improvements
Share Results with the Community	Communicate findings and outcomes of participation	Municipal Manager	Bi-annual	Reporting tools, community forums	Community awareness of results, adjustments made

Key Considerations:

- **Flexibility:** Adapt the matrix as community needs and feedback evolve.
- **Inclusivity:** Ensure diverse representation in all activities, focusing on marginalized and underrepresented groups.
- **Continuous Improvement:** Use M&E results to refine and enhance the public participation framework over time.

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