



ELGEYO MARAKWET COUNTY

PUBLIC NOTICE

ELGEYO MARAKWET COUNTY BUDGET AND ECONOMIC FORUM (CBEF) APPOINTMENT PROCESS

Call for nominees for possible appointment to the Elgeyo Marakwet County Budget and Economic Budget (CBEF)

Section 37 of the Public Finance Management Act 2012 provides for the establishment of County Budget and Economic Forum (CBEF). The forum is set-up to coordinate and collect inputs from organized groups representing various interests during the budgeting process, and to provide a platform for the government and representatives of interest groups to deliberate on the county's financial management and economic affairs. The forum membership is composed of all the County Executive Committee Members (CECMs) and an equal number of representatives from organized groups such as those representing professionals, business, labour issues, women, persons with disabilities, the elderly, and faith-based groups at the county level. In 2015, the Commission on Revenue Allocation (CRA) developed guidelines to provide clarity on the establishment of CBEF with Section D of the guidelines outlining the procedure for nominating members to the forum. Premised on this, the County Government of Elgeyo Marakwet County hereby invites organized interest groups operating within the county, in line with the provisions of PFMA Act 2012, to submit nominees in accordance with the procedures described below:

Nomination process and procedure

Organized groups are expected to convene their respective organization's leadership Committees or Boards, identify, and approve three members (3) from their respective organizations, in order of priority, using the prescribed form annexed to this notice below. These representatives should then submit their names and other specified details to the office of the Governor through the County Secretary's office. The Governor will then appoint one nominee from each organization to be a member of the County Budget and Economic Forum (CBEF) to serve for a term of five years as mandated by the PFM Act 2012. The CRA guidelines document can be accessed from www.elgeyomarakwet.go.ke for reference. For further details, please refer to the annexed Nomination Form 2.

Submission of the nomination forms and timelines

Groups are required to make their submissions within 21 days from the date of this notice (8th February 2023) in accordance with the guidelines outlined in Annex 1.

CECM – FINANCE AND ECONOMIC PLANNING
COUNTY GOVERNMENT OF ELGEYO MARAKWET

ANNEX 1: GUIDELINES FOR FILLING CBEF NOMINATION FORM

Nominating Organizations

As per section 137 of the PFMA Act 2012, nominations are sought from organized groups representing professionals, business, labour issues, women, persons with disabilities, the elderly and faith-based groups based at the county level.

Required information from nominating organizations.

- a) Names and details of the nominees
- b) Qualification of the nominees, including a description of why the nominees are the most suitable to represent the group in the CBEF
- c) Signed meeting minutes or authorized documentation from the concerned organization to authenticate the nominees' approval of the nominees.

Nomination Instructions:

- i) Carefully read the instructions provided above before filling out and submitting the nomination forms.
- ii) Convene a meeting of members from the organization or interest group to select nominees.
- iii) Download the form and fill in the required information
- iv) Once filled, submit the form to the office of the County Secretary as directed.

Qualifications:

- i) Nominees must have attained at least a Diploma-level of education and possess basic knowledge of budgeting, economic affairs, and financial management.
- ii) That Submission Forms that are not dully filled will not be reviewed
- iii) That Submission Forms that are not accompanied by meeting minutes or other authorized documents will not be reviewed.
- iv) That nominations from organizations not covered by the provisions of the PFM Act 2012 will not be considered.
- v) This advert is made on 15/2/2023 and therefore the deadline for submissions will be 8/3/2023 (21 days from 1/2/2023).

Address and post or hand over your duly filled form to:

**The County Secretary
Elgeyo Marakwet County
P.O. Box 220, Iten, Kenya**

Or electronically via email to be addressed to: cbef@elgeyomarakwet.go.ke

ANNEX 2: CBEF NOMINATION PRESCRIBED FORM (SUBMISSION DEADLINE 8/3/2023)

Date:		[insert your responses here]		
Organization/Group name (as per registration document):		[insert your responses here]		
Type of interest group: e.g., women group		[insert your responses here]		
Nominee 1	Nominee name:	[insert your responses here]		
	Gender of nominee:	[insert your responses here]		
	Sector Working Group (SWGs) of interest to the Nominee			
	Academic qualification: e.g., diploma in accounts	[insert your responses here]		
	Profession (field of study): e.g., accountant	[insert your responses here]		
	Has the nominee represented the Group in question in other forums or institutions? Tick appropriately	Yes	<input type="checkbox"/>	If yes, describe the forum he/she has represented the interest group:
	No	<input type="checkbox"/>		
Nominee 2	Nominee name:	[insert your responses here]		
	Gender of nominee:	[insert your responses here]		
	Sector Working Group (SWGs) of interest to the Nominee			
	Academic qualification: e.g., diploma in accounts	[insert your responses here]		
	Profession (field of study): e.g., accountant	[insert your responses here]		
	Has the nominee represented the Group in question in other forums or institutions as part of the forum? Tick appropriately	Yes	<input type="checkbox"/>	If yes, describe the forum he/she has represented the interest group:
	No	<input type="checkbox"/>		
Nominee 3	Nominee name:	[insert your responses here]		
	Gender of nominee:	[insert your responses here]		
	Sector Working Group (SWGs) of interest to the Nominee			
	Academic qualification: e.g., diploma in accounts	[insert your responses here]		
	Profession (field of study): e.g., accountant	[insert your responses here]		

	Has the nominee represented the Group in question in other forums or institutions? Tick appropriately	Yes		If yes, describe the forum he/she has represented the interest group:	[insert your description here]
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Notes on nomination form:

- Do not alter any part of the template or texts within the grey highlighted areas.
- To be eligible for evaluation, you are required to fill in all the blank spaces (by replacing the text highlighted in yellow with responses to the questions) in the template.
- Attach all necessary documents for your nomination to qualify for evaluation.
- If appointed, indicate which Sector Working Group (SWG) each of your three nominees would fit into (refer to the composition of SWGs in Annex 3 below)

Annex 3: County Sector Composition

SECTOR	SUB SECTOR (DEPARTMENT)
Health	Health Services
Infrastructure	Roads, Public Works, and Transport
	Water, Environment and Climate Change
	Lands, Physical Planning, Housing and Urban Development
Productive and Economic	Agriculture, Livestock, Fisheries, and Irrigation
	Cooperatives, Trade, Industrialization, Tourism and Wildlife
Social	Education and Technical Training
	Sports, Youth Affairs, Culture, Children and Social Services
Administration and Governance	Office of the Governor
	Public Service, Devolution, Administration, Communication, ICT and E-Governance
	Finance and Economic Planning
	County Public Service Board (CPSB)