



COUNTY GOVERNMENT OF WEST POKOT

MUNICIPALITY OF KAPENGURIA

When replying please quote

P.O. BOX 222 – 30600- KAPENGURIA

Email: info@kapenguriamunicipality.co.ke

Website: www.kapenguriamunicipality.co.ke



Q1 STAKEHOLDER ENGAGEMENT REPORT (FY 2024/2025)

Reporting Period: July – September 2024

Project: Makutano Market Construction

Reference: KM/MIN/CIT/FORA1/JULY 2024

1. Introduction

Kapenguria Municipality conducted a stakeholder engagement forum with clothes vendors operating at Makutano Market on 10th July 2024.

The engagement was part of the municipality's commitment to **inclusive planning, citizen participation, and social safeguards compliance** in preparation for the construction of a modern market facility.

The forum provided a platform for stakeholders to express their views, concerns, and expectations regarding the project.

2. Objectives of the Engagement

The key objectives of the forum were:

- To inform traders about the planned Makutano Market construction project
 - To discuss temporary relocation arrangements during construction
 - To gather stakeholder views, concerns, and recommendations
 - To ensure fair and transparent allocation of stalls
 - To integrate **gender mainstreaming considerations**
 - To introduce and strengthen the **Grievance Redress Mechanism (GRM)**
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3. Stakeholders Engaged

The forum brought together the following stakeholders:

- Municipal officials
 - Clothes vendors operating at Makutano Market
 - Community representatives and local leaders
 - Youth representatives
 - Ward administration representatives
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4. Key Issues Raised

4.1 Market Construction

Stakeholders supported the proposed construction of a modern market citing benefits such as improved sanitation, security, and organized trading spaces.

However, they emphasized the need for proper planning to minimize disruption to their businesses.

4.2 Temporary Relocation

Vendors raised concerns regarding:

- Potential loss of customers
- Distance to temporary trading sites
- Safety and adequacy of temporary facilities

Municipal Commitment:

- Identification and preparation of a suitable temporary site
 - Fair and transparent allocation process
 - Involvement of vendors in site selection
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4.3 Stall Allocation

Key concerns included:

- Transparency in allocation
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- Risk of exclusion of current traders

Recommendations by Stakeholders:

- Priority allocation to existing vendors
 - Registration of all traders
 - Formation of a vendors' committee
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4.4 Livelihood Concerns

Stakeholders expressed concern about potential income loss due to construction delays.

Municipal Commitment:

- Communication of clear construction timelines
 - Measures to minimize business disruption
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4.5 Gender Mainstreaming Considerations

Stakeholders emphasized the importance of inclusive project design and implementation.

Key Issues Raised:

- Need for equitable allocation of stalls for both men and women
- Safety concerns for women traders, especially during early morning and evening hours
- Requirement for gender-sensitive sanitation facilities
- Need to consider childcare support for women traders
- Inclusion of youth and persons with disabilities in decision-making

Municipal Commitments:

- Integration of gender considerations in planning and stall allocation
 - Provision of adequate lighting, sanitation, and safety measures
 - Promotion of equal opportunities for women, youth, and vulnerable groups
 - Inclusion of vulnerable groups in consultation and decision-making processes
-

4.6 Grievance Redress Mechanism (GRM)

Stakeholders expressed concern over lack of clarity on how complaints and disputes would be handled.

Key Issues Raised:

- Need for a clear complaints handling system
- Fear of unfair treatment during relocation and stall allocation
- Lack of awareness on reporting channels

Municipal Commitments:

- Establishment of a **clear, transparent, and accessible GRM**
 - Designation of grievance handling focal persons
 - Documentation and tracking of complaints
 - Timely resolution and feedback to complainants
 - Awareness creation on grievance reporting procedures
-

5. Resolutions and Agreements

The following resolutions were agreed upon:

1. Registration of all clothes vendors before commencement of construction
 2. Identification of a temporary trading site in consultation with vendors
 3. Priority allocation of stalls to current traders
 4. Formation of a vendors' committee
 5. Continuous stakeholder engagement throughout project implementation
 6. Integration of gender equality and inclusion in all project processes
 7. Operationalization and strengthening of the Grievance Redress Mechanism
-

6. Key Outcomes

- Increased stakeholder awareness of the proposed project
 - Enhanced trust and collaboration between the municipality and traders
 - Identification of critical social, economic, and inclusion concerns
 - Strengthened commitment to gender-responsive planning
 - Establishment of a foundation for an effective grievance management system
-

7. Challenges Identified

- Concerns over livelihood disruption during construction
- Limited awareness of grievance handling processes
- Risk of exclusion of vulnerable groups if safeguards are not enforced

8. Way Forward

- Conduct vendor registration exercise
 - Identify and prepare temporary relocation site
 - Establish and operationalize the GRM
 - Form and engage the vendors' committee
 - Continue stakeholder engagement throughout project lifecycle
 - Monitor integration of gender and inclusion measures
-

9. Conclusion

The stakeholder engagement forum was successful in capturing the views and concerns of clothes vendors regarding the Makutano Market construction project.



The municipality reaffirmed its commitment to **inclusive, transparent, and gender-responsive development**, as well as the establishment of an effective grievance redress system to enhance accountability and trust.

PREPARED BY

Name: Nancy Chepkorir Andiemu
Position: Social Safeguards Officer

Signature: _____
Date: 12-7-2024

10. Approval

Name	Designation	Signature	Date
Donato Longal	Municipal Manager		12/7/2024
David Kiptum Yator	Chairperson, Municipal Board		12/7/2024



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Q2 STAKEHOLDER ENGAGEMENT REPORT (FY 2024/2025)

Reporting Period: October – December 2024

Forum Reference: KM/MIN/CIT/FORA3/FEBRUARY 2025

Engagement Topic: Public Participation on Budget Preparation

1. Introduction

Kapenguria Municipality conducted a public participation forum on budget preparation at Mtelo Hall on 18th February 2025.

The engagement aimed to involve residents in identifying and prioritizing development needs for inclusion in the municipal budget. This aligns with the municipality's commitment to **participatory governance, transparency, accountability, and inclusive development.**

The forum further emphasized **gender-responsive planning** and strengthening of the **Grievance Redress Mechanism (GRM)** to enhance service delivery and accountability.

2. Objectives of the Engagement

The objectives of the forum were to:

- Present proposed municipal development priorities
 - Gather community views and proposals for inclusion in the budget
 - Enhance transparency in financial planning
 - Ensure alignment of the budget with community needs
 - Promote **gender equality and inclusive development**
 - Sensitize stakeholders on the **Grievance Redress Mechanism (GRM)**
-

3. Stakeholders Engaged

The forum brought together a wide range of stakeholders, including:

- Municipal officials
 - Residents and community members
 - Traders and business community representatives
 - Youth and women representatives
 - Ward administration representatives
 - Civil society organizations
-

4. Key Issues Raised

4.1 Development Priorities

Participants supported the proposed municipal priorities, including:

- Improvement of market infrastructure
 - Enhancement of solid waste management services
 - Construction and rehabilitation of roads and drainage systems
 - Improvement of street lighting
 - Development of public sanitation facilities
-

4.2 Service Delivery Concerns

Participants raised several concerns:

- Inadequate street lighting affecting safety
 - Poor waste management services
 - Insufficient public sanitation facilities
 - Poor road conditions
 - Lack of organized trading spaces
-

4.3 Gender Mainstreaming Considerations

Stakeholders emphasized the importance of inclusive planning.

Key issues raised:

- Need for gender-sensitive infrastructure such as separate sanitation facilities
- Safety concerns affecting women and vulnerable groups
- Equal access to economic opportunities for women and youth
- Risk of exclusion of vulnerable groups in development planning

Municipal Commitments:

- Integration of gender considerations in all development projects
 - Promotion of equal employment opportunities
 - Inclusion of women, youth, and persons with disabilities in decision-making
 - Development of inclusive infrastructure
-

4.4 Inclusion and Equity Concerns

Participants highlighted:

- Unequal distribution of development projects across wards
 - Need for equitable allocation of resources
 - Inclusion of marginalized and vulnerable groups
-

4.5 Grievance Redress Mechanism (GRM)

Participants raised concerns regarding complaint handling and accountability.

Key issues raised:

- Lack of awareness of grievance reporting channels
- Delays in addressing complaints
- Need for transparency in service delivery

Municipal Commitments:

- Strengthening the existing GRM
 - Ensuring accessibility to all stakeholders
 - Timely resolution of complaints
 - Increased awareness of grievance reporting procedures
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5. Key Outcomes

- Enhanced public participation in budgeting processes
 - Improved alignment of development priorities with community needs
 - Strengthened commitment to gender-responsive planning
 - Increased awareness of grievance redress mechanisms
 - Improved transparency and accountability
-

6. Resolutions and Agreements

The following resolutions were agreed upon:

1. Consideration of community proposals in final budget preparation
 2. Prioritization of projects that improve service delivery and livelihoods
 3. Integration of gender equality and inclusion in all projects
 4. Strengthening of the Grievance Redress Mechanism
 5. Continuous public participation in planning and budgeting
 6. Ongoing feedback through forums and grievance channels
-

7. Challenges Identified

- Limited awareness of GRM among residents
 - Concerns over equitable distribution of resources
 - Risk of exclusion of vulnerable groups
 - Resource limitations affecting implementation
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8. Way Forward

- Compilation and integration of community proposals into the budget
 - Continuous stakeholder engagement
 - Public communication of approved projects
 - Strengthening and operationalization of the GRM
 - Enhanced awareness on gender inclusion and participation
-

9. Conclusion

The stakeholder engagement forum successfully provided a platform for residents to contribute to the municipal budgeting process.



Kapenguria Municipality reaffirmed its commitment to **inclusive governance, gender-responsive development, and effective grievance redress systems** to improve service delivery and strengthen public trust.

PREPARED BY

Name: Nancy Chepkorir Andiemu
Position: Social Safeguards Officer

Signature: _____
Date: 2nd January, 2025

10. Approval

Name	Designation	Signature	Date
Donato Longal	Municipal Manager		3/1/2025
David Kiptum Yator	Chairperson, Municipal Board		3/1/2025



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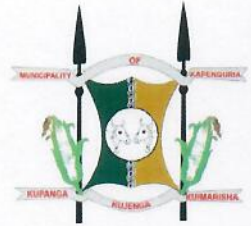
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Q3 STAKEHOLDER ENGAGEMENT REPORT (FY 2024/2025)

Reporting Period: January – March 2025

Forum Reference: KM/MIN/CIT/FORA3/FEBRUARY 2025

Engagement Topic: Public Participation on Budget Preparation

1. Introduction

Kapenguria Municipality conducted a public participation forum on 18th February 2025 at Mtelo Hall to engage residents in the municipal budget preparation process.

The engagement aimed to ensure that community priorities are incorporated into planning and budgeting, in line with legal requirements on public participation and the municipality's commitment to **transparency, accountability, and inclusive development**.

The forum also emphasized **gender-responsive planning** and the strengthening of **grievance redress mechanisms** to enhance service delivery and citizen trust.

2. Objectives of the Engagement

The key objectives of the forum were to:

- Present proposed municipal development priorities
 - Gather community views and proposals for inclusion in the budget
 - Enhance transparency in municipal financial planning
 - Ensure the budget reflects community needs and priorities
 - Promote **gender equality and inclusive development**
 - Sensitize stakeholders on the **Grievance Redress Mechanism (GRM)**
-

3. Stakeholders Engaged

The forum brought together diverse stakeholders including:

- Municipal officials
 - Residents and community members
 - Traders and business community representatives
 - Youth and women representatives
 - Ward administration representatives
 - Civil society organizations
-

4. Key Issues Raised

4.1 Development Priorities

Participants supported the proposed municipal priorities, including:

- Improvement of market infrastructure
 - Enhancement of solid waste management services
 - Construction and rehabilitation of roads and drainage systems
 - Improvement of street lighting
 - Development of public sanitation facilities
-

4.2 Service Delivery Concerns

Stakeholders raised several concerns and recommendations:

- Need for expanded street lighting to improve safety, especially for women and children
 - Improvement of waste collection services
 - Construction of additional public toilets
 - Upgrading of access roads
 - Creation of designated trading spaces for small-scale traders
-

4.3 Gender Mainstreaming Considerations

Participants emphasized the need for inclusive and equitable development.

Key issues raised:

- Need for gender-sensitive infrastructure (e.g., separate sanitation facilities)
- Safety concerns affecting women and vulnerable groups
- Equal access to economic opportunities for women and youth
- Risk of exclusion of vulnerable groups in planning and implementation

Municipal Commitments:

- Integration of gender considerations in all projects
 - Promotion of equal opportunities in employment and access to resources
 - Inclusion of women, youth, and vulnerable groups in decision-making processes
 - Design of infrastructure that meets diverse community needs
-

4.4 Inclusion and Equity Concerns

Participants highlighted:

- Unequal distribution of development projects
 - Need for fair allocation of resources across all wards
 - Inclusion of persons with disabilities and marginalized groups
-

4.5 Grievance Redress Mechanism (GRM)

Stakeholders expressed the need for a more effective system for handling complaints.

Key issues raised:

- Lack of clarity on complaint reporting channels
- Delays in response to service delivery concerns
- Need for transparency and accountability

Municipal Commitments:

- Strengthening the existing GRM
 - Ensuring accessibility to all community members
 - Timely handling and resolution of grievances
 - Increased awareness on grievance reporting procedures
-

5. Key Outcomes

- Increased community participation in the budgeting process
 - Improved alignment of municipal priorities with community needs
 - Strengthened commitment to gender-responsive planning
 - Enhanced awareness and utilization of grievance redress mechanisms
 - Reinforced transparency and accountability in municipal planning
-

6. Resolutions and Agreements

The following resolutions were agreed upon:

1. Incorporation of community proposals into the final municipal budget
 2. Prioritization of projects that improve service delivery and livelihoods
 3. Integration of gender equality and inclusion in all municipal projects
 4. Strengthening of the Grievance Redress Mechanism
 5. Continuous public participation in planning and budgeting processes
 6. Ongoing community feedback through forums and grievance channels
-

7. Challenges Identified

- Limited awareness of grievance redress processes
 - Concerns over equitable distribution of development projects
 - Risk of exclusion of vulnerable groups without deliberate inclusion measures
 - Resource constraints affecting implementation of all proposed projects
-

8. Way Forward

- Compilation and integration of community proposals into the budget
 - Continuous stakeholder engagement during project implementation
 - Public communication on approved projects
 - Strengthening and operationalization of the GRM
 - Increased awareness on gender inclusion and citizen engagement
-

9. Conclusion


The Q3 stakeholder engagement successfully facilitated citizen participation in the municipal budgeting process and ensured that community priorities were captured.

Quarter 3 FY 2024/2025 SOCIAL SAFEGUARDS REPORT



The municipality reaffirmed its commitment to **inclusive governance, gender-responsive development, and effective grievance redress systems** to improve service delivery and enhance public trust.

PREPARED BY

Name: Nancy Chepkorir Andiemu
Position: Social Safeguards Officer

Signature: 
Date: 10 April 2025

10. Approval

Name	Designation	Signature	Date
Donato Longal	Municipal Manager		3/4/2025
David Kiptum Yator	Chairperson, Municipal Board		3/4/2025



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Q4 STAKEHOLDER ENGAGEMENT REPORT (FY 2024/2025)

Reporting Period: April – June 2025

Forum Reference: KM/MIN/CIT/FORA4/APRIL2025

Engagement Topic: Public Participation on Community Needs Identification

1. Introduction

Kapenguria Municipality conducted a stakeholder engagement forum on 17th April 2025 at Mtelo Hall to identify priority development needs within the municipality.

The engagement was part of the municipality's commitment to **inclusive planning, participatory governance, and responsive service delivery**. It also emphasized **gender equality, social inclusion**, and strengthening of **grievance redress mechanisms** as key pillars of sustainable development.

2. Objectives of the Engagement

The objectives of the forum were to:

- Identify priority development needs within the municipality
 - Gather views and recommendations from residents
 - Enhance community participation in municipal planning
 - Guide prioritization of development projects
 - Promote **gender-responsive and inclusive planning**
 - Create awareness on the **Grievance Redress Mechanism (GRM)**
-

3. Stakeholders Engaged

The forum brought together a diverse group of stakeholders including:

- Municipal officials
- Residents from various wards

Quarter 4 FY 2024/2025 SOCIAL SAFEGUARDS REPORT

- Traders and business community representatives
 - Youth and women representatives
 - Ward administrators and community leaders
 - Representatives of vulnerable and marginalized groups
-

4. Key Issues and Needs Identified

4.1 Market Infrastructure

Participants identified the need for improved market facilities:

- Construction of modern markets
 - Provision of sheltered trading spaces
 - Development of sanitation facilities, including **gender-segregated and disability-friendly infrastructure**
-

4.2 Roads and Drainage

Key concerns included:

- Poor state of access roads
 - Inadequate drainage systems
 - Need for regular maintenance, especially during rainy seasons
-

4.3 Solid Waste Management

Participants highlighted:

- Irregular waste collection
 - Lack of waste disposal points
 - Need for increased public awareness on waste management
-

4.4 Street Lighting and Security

Stakeholders emphasized:

- Need for additional street lighting to enhance safety
 - Security concerns in trading centers and residential areas
 - Increased vulnerability of women and marginalized groups in poorly lit areas
-

4.5 Youth and Women Empowerment

Key priorities identified:

- Establishment of youth empowerment programs
 - Support for women groups and small-scale businesses
 - Skills development initiatives for youth
 - Equal access to employment and municipal opportunities
-

4.6 Inclusion and Equity Considerations

Participants raised the following concerns:

- Unequal distribution of development projects across wards
- Limited inclusion of vulnerable groups in planning processes
- Barriers affecting participation of women and persons with disabilities

Municipal Commitments:

- Ensure equitable distribution of resources and projects
 - Promote inclusive participation in planning and implementation
 - Remove barriers to participation for marginalized groups
-

4.7 Grievance and Accountability Concerns

Stakeholders emphasized the need for improved accountability systems.

Key issues raised:

- Lack of accessible channels for lodging complaints
 - Delays in addressing community concerns
 - Limited transparency in project implementation
-

5. Grievance Redress Mechanism (GRM)

The municipality informed participants that a Grievance Redress Mechanism is in place to handle complaints and feedback.

Key features:

- Submission of grievances through ward offices, municipal offices, and designated representatives
- Documentation and tracking of complaints
- Timely review and resolution
- Feedback provided to complainants

Commitments:

- Ensure the GRM is **accessible, inclusive, transparent, and responsive**
 - Increase awareness of grievance reporting channels
 - Strengthen accountability in service delivery and project implementation
-

6. Municipal Response

Municipal officials assured stakeholders that:

- All identified needs will be documented and considered in planning and budgeting
 - Priority will be given to projects that improve livelihoods and service delivery
 - Gender and inclusion considerations will be integrated into all projects
 - Stakeholder engagement will continue throughout the project cycle
 - The GRM will be strengthened to improve responsiveness and accountability
-

7. Key Outcomes

- Comprehensive identification of community development priorities
 - Enhanced citizen participation in planning processes
 - Strengthened focus on gender equality and social inclusion
 - Increased awareness and acceptance of grievance redress mechanisms
 - Improved alignment between community needs and municipal planning
-

8. Resolutions and Agreements

The following resolutions were agreed upon:

1. Compilation and prioritization of identified development needs
 2. Integration of priorities into municipal plans and budgets
 3. Mainstreaming of gender equality and inclusion in all projects
 4. Strengthening of the Grievance Redress Mechanism
 5. Continuation of regular public participation forums
 6. Ongoing community engagement through forums and grievance channels
-

9. Challenges Identified

- Resource constraints limiting implementation of all identified needs
- Limited awareness of grievance redress processes
- Risk of exclusion of vulnerable groups without deliberate interventions
- Infrastructure gaps across multiple sectors

10. Way Forward

- Preparation of a detailed needs assessment report
- Integration of priority projects into municipal development plans
- Continuous stakeholder engagement and feedback mechanisms
- Strengthening and operationalization of the GRM
- Enhanced community awareness on gender inclusion and accountability systems

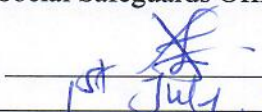
11. Conclusion

The Q4 stakeholder engagement forum successfully captured the development priorities of residents and strengthened participatory planning within Kapenguria Municipality.



The municipality reaffirmed its commitment to **inclusive development, gender-responsive planning, and effective grievance redress systems** to enhance service delivery and accountability.

PREPARED BY

Name: Nancy Chepkorir Andiemu
Position: Social Safeguards Officer

Signature: 
 Date: 1st July, 2025

11. Approval

Name	Designation	Signature	Date
Donato Longal	Municipal Manager		3/7/2025
David Kiptum Yator	Chairperson, Municipal Board		3/7/2025