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ANNUAL PUBLIC ROADS PROGRAMME PLANNING AND REPORTING MANUAL



TABLE OF CONTENTS

1. INTRODUCTION	4
2. PREPARATION OF THE ANNUAL PUBLIC ROADS PROGRAMME	6
2.1 APRP PREPARATION CYCLE	6
2.2 Purpose.....	6
2.3 Issuance of ceilings to RAs.....	6
2.4 Preparation of ARWPs.....	6
2.5 Review and approval of ARWP.....	7
2.6 Consolidation of the ARWPs to APRP.....	8
2.7 Approval of APRP.....	8
2.8 Revisions to the approved APRP	8
2.9 Summary of APRP preparation cycle timelines-National RAs.....	9
3. PRIORITISATION OF ROAD MAINTENANCE WORKS.....	10
3.1 PRIORITIZATION OF ROADS IN CLASSES A, B, C, URBAN ARTERIAL AND PRIMARY CONNECTORS.....	10
3.2 PRIORITISATION OF ROADS IN CLASSES D, E AND OTHERS, INCLUDING SECONDARY URBAN ROADS.....	11
4. GUIDELINES FOR PREPARATION AND SUBMISSION OF ANNUAL ROAD WORK PROGRAMMES (ARWPs)	13
4.1 PREPARATION OF BUDGET FOR ADMINISTRATION AND OPERATIONS.....	13
4.2 PREPARATION OF ARWP FOR MAJOR WORKS.....	14
4.3 PREPARATION OF ARWP BUDGET FOR OTHER WORKS.....	14
4.4 ANNUAL ROAD INVENTORY AND CONDITION SURVEY.....	20
4.5 USING RMS TO PREPARE ARWP.....	21
4.6 SUBMISSION AND APPROVAL OF THE ARWP.....	22
5. IMPLEMENTATION, MONITORING AND EVALUATION OF THE APRP	23
5.1 Implementation of the APRP.....	23
5.2 Monitoring & Evaluation of Works in the APRP	23
5.3 Preparation & Submission of APRP Implementation Reports by RAs.....	23
5.4 Preparation of Half-Year and Annual APRP Reports by KRB.....	23



ANNEXES	24
ANNEX A: RM_1 Form	24
ANNEX B: KRBF Funding Source Codes	24
ANNEX C1: Constituency Codes	24
ANNEX D: Items and Sub-Items	24
ANNEX E: Activity List	24
ANNEX F1: ARICS P (B)	24
ANNEX F2: ARICS UP (B)	24
ANNEX F3: ARICS	24
ANNEX G: County Government Codes	24
ANNEX H: Planning and reporting formats	24



1. INTRODUCTION

1. The Road Maintenance Levy Fund (RMLF) was established in 1993 through an Act of Parliament (Revised in 1994). The first annual collections in Financial Year 1994/95 amounted to about KShs. 1.2 billion and over the years have steadily risen to KShs. 32.3 billion in the financial year 2015/2016. In the FY2016/17 there was increase in fuel levy from Kshs 12 to Kshs 18 and the projected collection stand at Kshs 60.5 billion.
2. The RMLF was established primarily for maintenance (both routine and periodic) of public roads. However, due to a large backlog of rehabilitation works, and as the Government sources for additional funding, this fund has also been used for rehabilitation of roads.
3. Kenya Roads Board (KRB) was established through the Kenya Roads Board Act of 1999. The Act gives KRB statutory powers to manage the Kenya Roads Board Fund (KRBF) financed primarily from the proceeds of the Road Maintenance Levy Fund (RMLF), comprising Fuel Levy and Transit Toll collections, KRB is mandated to coordinate development, rehabilitation and maintenance of the road network funded by the fund in Kenya.
4. According to the KRB Act, the Board of Directors of KRB is composed of eight members from the private sector and five members from the public sector. This representation provides an opportunity for road users to play an active role in the management of roads in Kenya while ensuring that utilization of the funds entrusted to KRB is efficiently and effectively carried out.
5. Schedule III of the amended KRB Act identifies four implementing road agencies namely; Kenya Rural Roads Authority (KeRRA), Kenya National Highways Authority (KeNHA), Kenya Urban Roads Authority (KURA) and Kenya Wildlife Service (KWS), The Mandates and functions of the three Road Authorities are contained in the Kenya Roads Act 2007.
6. The Constitution of Kenya 2010 assigns the responsibility of managing the public road network in Kenya to the national government (National Trunk Roads) and the County Government (County Roads). In January 2016, public roads were gazetted as national roads (S, A, B, C) and County roads (Other roads) in the roads register.
7. (a) On the basis of current legislations i.e. KRB act and the CARA act, funds from KRBF should be disbursed to the implementing agencies as follows;



S/NO.	AGENCY	NETWORK (Km)	ALLOCATION (%)
1	KeNHA	39,995.1	40
2	KeRRA		32
3	KURA		
4	KWS		1
5	47 COUNTY GOVERNMENTS	121,456.4	15*
6	KRB		2
7	RSIP/Minister		10

** 15% of the FY RMLF allocations of the last audited Government accounts*

8. (b) Receipt from Transit Toll which are principally collected along the Northern Corridor are ploughed back for the maintenance of the same corridor by KeNHA.
9. As per the KRB Act 1999, each road agency is informed of funding ceilings one year before the beginning of each financial year. The agencies are then required to prepare Annual Road Works Programmes (ARWP) whose funding budget MUST NOT EXCEED these ceilings.
10. KRB has in conjunction with the Roads Authorities developed a Road Management System (RMS) which should be used for planning and reporting.
11. The Sessional paper No. 5 of 2006, recognised the need for the road sector to support the government's broader policy of creating employment and reducing poverty. The Roads 2000 Strategy is the Road Sector response to employment creation and poverty reduction.

The Roads 2000 Strategy is a method of road development and management that ensures optimum utilization and development of locally available resources where technically and economically feasible and in a socially responsive manner.

The National Roads Agencies and the 47 County Governments are required to adopt the strategy in implementing their road programmes.

12. It is in this regard KRB has prepared this manual to:
 - Guide the planning and reporting processes for RMLF programmes by National Road Agencies and County Governments
 - Guide KRB in the review of ARWPs and Reports from the National Road Agencies and County Governments
 - Promote best practise in the use of RMLF



2. PREPARATION OF THE ANNUAL PUBLIC ROADS PROGRAMME

2.1 APRP PREPARATION CYCLE

The Kenya Roads Board Act requires the Board to review, individually, the Annual Road Works Programmes (ARWPs) submitted by Road Agencies and consolidate these into an Annual Public Roads Programme (APRP). The APRP forms the basis of funds allocation and auditing of works by the Board and is not to be varied by any Road Agency without prior written approval from the Board. It provides detailed allocations for all the funds accruing from KRBF in the Financial Year and outlines funding for road works to be undertaken by Road Agencies as identified in the KRB Act and subsequent legal statutes.

2.2 Purpose

The following are main purposes of APRP:

1. It is a planning and management tool which provides a framework for funds disbursement and a basis for monitoring of the utilisation of the fund by the RAs and CGs
2. It is used by both the funding agency (KRB) and executing agencies (RAs and CGs) to account for the funding and utilisation of the funds in the road works
3. It enhances transparency and accountability. APRP is published annually and the document made available to the stakeholders

2.3 Issuance of ceilings to RAs

In accordance with KRB Act 1999 and based on printed estimates, KRB shall generate specific funding ceilings available to each Road Agency in the following financial year and communicate the same to the RAs by 15th July.

For County Governments ceilings letters will be issued two weeks after gazzement of RMLF conditional grant by County Allocation Revenue Act for that next financial year.

2.4 Preparation of ARWPs

All Road agencies shall carry out Annual Road Inventory and Condition Survey (ARICS) to determine the maintainable part of their road network and to collect data in order to prepare the ARWP. The ARICS is conducted annually for planning and helps in the assessment of roads maintenance requirement based on the conditions of the roads. ARICS is what informs the preparation of the annual road works programmes.



In addition the Road agencies are expected to make reference to RSIP in prioritization of works. The ARWPs should be submitted to KRB by 30th September.

At the same time, the Constitution 2010 puts emphasis on public participation on the utilization of public resources and hence during the ARWP preparation, various stakeholders should be involved.

2.5 Review and approval of ARWP

Before the ARWPs are submitted to KRB, they have to be approved by the management and officially submitted. For County Governments, the ARWPs must be presented to the County Executive Committee (CEC) for approval before being submitted to KRB. Evidence of approvals at all levels must be attached to the ARWPs.

The submitted work plans shall be analysed for compliance with the requirements of the Board and the Planning and Reporting manual for RMLF funded programmes. The ARWPs must be officially submitted both in hard and soft copy. The soft copy should be in an appropriate software application. Non-compliant ARWPs will be sent to the respective RAs for amendments and resubmission. This should be done by 31st December.

KRB has developed a checklist on the items to be considered during the analysis of the work plans. The following is the checklist;

1. Compliance to the budget ceilings
2. Necessary approvals
3. Evidence of stakeholders' involvement
4. The standard formats of the work plans
5. Whether the planned roads fall within the RA's jurisdiction. Any works planned outside the network of the RA must be agreed by the affected RAs.
6. The Road names and Road IDs of the planned sections consistency with the road register.
7. The actual planned length of the roads should be included in the workplan and not necessarily the entire length of the road
8. Evidence of ARICS being carried out before preparation of the work plans. A copy of the ARICS report should be provided.
9. Previously maintained roads should be planned for routine maintenance to ensure that they are always on a good condition.
10. The thresholds for works and administration/operations
11. Activities planned are checked whether they are based on road works



12. Activities supporting road safety initiatives and environmental preservation will have to be budgeted for in the work plan.
13. Training component for RAs' staff on road related courses
14. Application of Cost Estimation Manual in formulation unit rates for road maintenance
15. Division of funds into administrative units. Planning should be network based
16. For roads to be implemented under Roads2000, the work plan should include all aspects of strategy including giving priority to labour, use of local resources and mainstreaming of cross cutting issues.

During the ARWPs review process, KRB will consult the relevant RAs as necessary in order to resolve any emerging issue.

2.6 Consolidation of the ARWPs to APRP

After review, all the ARWPs received shall be consolidated into the Annual Public Roads Programme (APRP) and submitted to the Board for approval by February each year.

The consolidation involves capturing the work plans in the KRB MIS database. Throughout the process of consolidation, validation will be carried out to ensure that the information captured in the database is accurate.

2.7 Approval of APRP

The draft APRP shall then be sent to the Cabinet Secretaries in-charge of Roads and National Treasury for signing by April each year as per the KRB Act section 19(5).

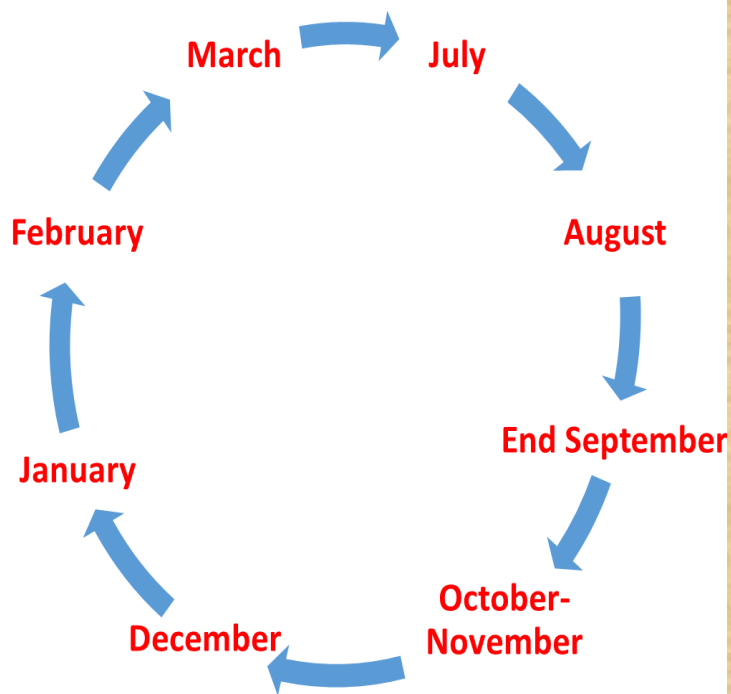
The signed APRP forms the basis of funds disbursement and auditing of works by the Board and shall not be varied by the Road Agencies without prior written approval of the Board.

2.8 Revisions to the approved APRP

The ARWPs are prepared one year in advance before the implementation of works and therefore the scope of works may change. KRB has therefore provided a window for RAs to revise the approved work plans by end of December of the year under implementation. The revised work plans must be submitted to KRB for approval. After December, there are special cases, which may arise necessitating the revision of the work plans. These include, some of the roads in the ARWPs being implemented by other RAs, savings made during procurement which will lead to additional roads being brought on board, emergencies which might lead to reallocation of budgets etc.



2.9 Summary of APRP preparation cycle timelines-National RAs



July – KRB releases Ceilings

August – RAs complete ARICS and compile ARWPs

End September – RAs submit draft programme for discussion and advise

October-November – RAs submit ARWPs to KRB for approval

December – KRB compiles APRP

January – Board approves

March - Submission to CS MOTIHUD & CS NT for approval

For County Governments, the timelines for ARWP preparation are as per the table below

Activity	Proposed timelines for CGs
Issuance of ceilings	July
Submission of the first draft work plans	End of August
Review of work plans	End of September
Approval by KRB Board	End of December

Note: The CGs will be preparing the work plan for the current year under implementation.



3. PRIORITISATION OF ROAD MAINTENANCE WORKS

The Road Maintenance Levy Fund (RMLF) was set up primarily for maintenance of the road network (both routine and periodic). In order to maximize benefits in the utilization of the RMLF on the maintenance and improvement of the road network, it is important that the guidelines presented below on prioritisation of roads are followed.

During reviews of the ARWP from road agencies, and when carrying out technical and financial audits, KRB will scrutinise the criteria used in selection of roads for maintenance, and make appropriate recommendations. It should also be noted that once a road has been included in the work plan in a given year, it should be included in subsequent years' work plans for continued maintenance.

3.1 PRIORITIZATION OF ROADS IN CLASSES A, B, C, URBAN ARTERIAL AND PRIMARY CONNECTORS

1. For the higher class of roads on the classified road network (classes A, B & C - International and National trunk roads and Urban Arterial and Primary roads), prioritization for maintenance intervention measures should be based on economic and technical considerations. RAs responsible for these roads should, utilise cost benefit analysis in selection of roads to be maintained. Towards this end, it is expected that the road agencies will use road investment models such as the HDM4 in identifying the priority list of roads for intervention. In addition the RSIP will act as a guide on the allocation of funds to the roads.
2. In order to stop the further deterioration of the Road Network, first priority MUST be given to routine and periodic maintenance of roads that are in a good maintainable condition. Second priority should be given to ensure motorability and accessibility through holding maintenance and spot improvement of the road network that is no longer in a maintainable condition. Backlog maintenance and rehabilitation must then be carefully prioritized in order to get a higher rate of return for the remaining funds.
3. It is important to note that road development (Reconstruction, Upgrading and New Construction) should be primarily funded through the development vote. However, the Kenya Roads Act allows the use of a maximum of 10% of RMLF on road development.



3.2 PRIORITISATION OF ROADS IN CLASSES D, E AND OTHERS, INCLUDING SECONDARY URBAN ROADS.

1. As was the case for the class A, B, C roads, routine and periodic maintenance of the class D, E and other roads in good condition **MUST** be given first priority in order to protect these roads from further deterioration. The Annual Road Inventory and Condition Survey (ARICS) will provide a list of maintainable roads. After maintainable roads are adequately catered for, the rest of the network can be prioritised for improvements.
2. For highly trafficked roads in a particular region, prioritization for improvement should be based on economic considerations. Road agencies must identify these roads and subject them to cost benefit analysis before they are selected for improvement.
3. Prioritization of low trafficked roads for improvement shall be based on socio economic analysis, community priorities and political considerations. Community leaders through the local administration are expected to identify the needs of the community in selecting roads for improvements with the aim of removing bottlenecks, providing easy access to markets and providing basic access to the rural population.
4. Once these roads have been identified, and noting that funds will not always meet the demands of the communities, the Road Agency must use the following criteria in order of preference in prioritising roads that will be considered for maintenance and improvement.
 - a) Maintaining the maintainable roads.
 - b) Improving roads that provide security and connecting to administrative and social centres (such as divisional headquarters, chiefs' offices, health centres and educational centres).
 - c) Improving roads that connect and provide access to the higher tier of the road network (classes A, B, C roads).
 - d) Improving roads that provide access to market centres.
 - e) Providing basic access to the rural communities (by means of spot patching and spot improvement, construction of culverts and critical crossing points).



5. It is important to note that it is upon the Road agency to ensure that all maintainable roads have been programmed for maintenance before other roads in worse condition are programmed for improvements.



4. GUIDELINES FOR PREPARATION AND SUBMISSION OF ANNUAL ROAD WORK PROGRAMMES (ARWPs)

The ARWP follows the Medium Term Expenditure Frameworks (MTEF) format, indicating previous year's actual budget, planned budget for the year under review and the forward budgets for the two subsequent years.

4.1 PREPARATION OF BUDGET FOR ADMINISTRATION AND OPERATIONS

1. The RAs shall provide a budget for administration and operation funded by RMLF. Administration and operation funds shall be applied for activities that are directly related to road works. Such activities include Road Safety, Road design activities, Management Information systems, Material purchase, Equipment repair costs, Office Operational Overhead expenditure, Training etc.
2. Under the KRB Act, 1999, the allowable percentage for administration and operations for RAs is shown in the table below:

Table 1: Allowable Operations and administration expenses

No	Road Agency	Administration & Operations (%)
1	KeNHA	4
2	KeRRA	5.5
3	KURA	5.5
4	CGs	Max. 6

Note: KWS Administration and Operations expenses are financed by its counterpart funding.

3. It is important to NOTE that the implementing unit IS NOT OBLIGED to use the maximum funds indicated in table 1 above on administration and operation expenses.
4. The budget for Administration & Operations should be presented in the format provided in the Road Maintenance Management System (RMS) manual



4.2 PREPARATION OF ARWP FOR MAJOR WORKS

This section describes the planning of all major contracts worth twenty (20) million Kenya shillings and above.

1. The format presented in Table 2 below shall be used in budgeting for major works for each type of road maintenance intervention (periodic, routine, resealing, gravelling and bridge works)
2. All the road agencies are required to prepare the ARWP using the RMS system.
3. The contract number must be indicated for projects, which have not been awarded, indicate 'proposed'.
4. The budget should include expenditure for 4 years, starting with actual expenditure for the previous financial year, planned expenditure for the year under consideration and proposed expenditures for the two succeeding financial years, in accordance with the MTEF format.

4.3 PREPARATION OF ARWP BUDGET FOR OTHER WORKS

This section describes the planning of all road works costing less than twenty (20) million Kenya shillings and head office budget items including equipment purchase, training, road design etc.

1. All the road agencies are required to prepare the ARWP using the RMS system.
2. Preparation of the ARWP shall be based on the RMS codes for funding source, road agency, implementing unit, activity group and activity as laid down in this manual.
3. The RM 1 form in RMS (attached as **Annex A**) shall be used for planning of works.



Table 2: Budget for Major Works

No.	Location (Region)	Road ID.	Road Name	Section Name	Chainage (from km - to km)	Section Length	Surface Type	Contract No.	Budget (KShs.)				Activity Code	Activity Description	Units	Quantity	Rate	Total Amount
									FY N ₀ -1	FY N ₀	FY N ₀ +1	FY N ₀ +2						
1																		
2																		
3																		
4																		

N₀ - refers to Financial Year under consideration

Additional information to be provided for Performance Based Contracted (PBC) Works

1. Details of instructed works; activity, measurement units, quantity, rate, total amount
2. Details of actual PBC works
3. Reference to JICA PBC Manuals and software shall be made during preparation of ARWP for PBC works

Additional information to be provided for Maintenance work packaged in Lots

1. Names of roads in the lots
2. Road IDs for roads in the lots
3. Section names for roads in the lots
4. Chainage for works to be carried out (from km - to km)
5. Length of each road in the lot
6. Description of activities for each road in the lot including measurement units, quantity for each activity, rate and total amount

Additional information for drainage structures;

1. Road name, road ID
2. Structure name, type, exact location on the road (chainage)



3. Activities to be carried out, and budget



4. There are four different spreadsheets covering the four main activity groups - Overheads and Supervision (OS SUM PR), Routine Maintenance (RM SUM PR), Improvement Works (IMP SUM PR) and Periodic Maintenance (PM SUM PR) which are part of the RMS which shall be used for planning and reporting.
5. All ARWP data will be entered into the RAs' RMS Data Base and mirrored in the Kenya Roads Board server. It is therefore important to present all data in the laid down formats for compatibility.
6. All funding is defined through the following six attributes: **FINANCIAL YEAR - FUNDING SOURCE - ROAD AGENCY - IMPLEMENTING UNIT - ITEM/SUBITEM - ROAD SECTION - ACTIVITY.**
7. **FINANCIAL YEAR** denotes the 12-month period between 1st July and 30th June within which the works are planned for. For example FY 09/10 denotes the year from 1st July 2009 to 30th June 2010. Even if the works are not completed during this time period they will always be referred to as FY 09/10 works. If road works are planned for one FY but the funding for those works are received the next FY then the funds shall be reported for the FY that the funds were received.
8. **FUNDING SOURCE:** The KRB Fund, is primarily composed of proceeds from the Road Maintenance Levy Fund and Transit Tolls. The KRB Fund can also receive funds from any other sources including donations and loans. The various sources of KRBF have been coded as shown in **Annex B.**
9. **ROAD AUTHORITIES:** The KRB Act No. 7 of 1999 amended in 2007 recognises four Road agencies; (i) Kenya National Highways Authority(KeNHA) (ii) Kenya Rural Roads Authority(KeRRA) , (iii) Kenya Urban Roads Authority(KURA) (iv) Kenya Wildlife Service (KWS). The Minister responsible for matters pertaining to roads can amend the schedule as and when necessary. The codes used for the road authorities are as indicated below:



Table 3: Codes for Road Agencies

Code no:	Code Unit ID	Name:
01	KRB	Kenya Roads Board
02	KeNHA	Kenya National Highways Authority
03	KeRRA	Kenya Rural Authority
04	KURA	Kenya Urban Roads Authority
05	KWS	Kenya Wildlife Service
06	CGs	County Governments

For purposes of this APRP Planning and Reporting Manual, any agency implementing road maintenance work shall be referred to as Road Agency. This includes the County Governments.

10. IMPLEMENTING UNIT: The preparations of the ARWP must start at the lowest implementing unit level of the Road Agency. For example, in KeNHA the process will start at the regional offices. For KeRRA, the Constituency Roads Committees will prepare the work plans for the works to be implemented at the Constituency level in consultation with the KeRRA regional managers. For KURA, the City/Municipalities in consultation with the KURA regional managers will prepare the work plans. Code numbers for each implementing unit and its name, which indicates the implementing entity office, area and locality of where the works will be implemented, is indicated in **Annex C**.

11. ACTIVITY ITEMS:

All activities are grouped into broad activity items as shown below;

- a) Administration / Overheads and Supervision (A)
- b) Routine Maintenance (H)
- c) Spot Improvement Works (L)
- d) Periodic Maintenance Works (F, G or K)

12. BROAD ACTIVITY ITEMS/SUB-ITEMS

Within each BROAD ACTIVITY ITEM, SUB ITEMS define the type of works and the method of implementing the works. All activities must fall into one of the sub items. For contracted works each contract must be defined as one of the sub items. A spot improvement contract with the majority of funds being used for graveling will thus be defined as Spot Improvement, Graveling with the code L 02. Frequently used ITEMS and SUB ITEMS, and their codes are shown in Table 4. All the Items and Sub Items used in ARWP preparation are shown in Annex D.



Table 4: Broad Activity Items and Sub-Items Used in ARWP Preparation

Item	Item Description	Sub Item	Sub-Item Description	PI
A	Administration, Overhead, Supervision	01	HQs Administration	KS
		02	Publicity	KS
		03	Accounts	KS
		04	Office Supplies Purch.	KS
		05	Office Running Costs	KS
		06	Office Wages	KS
		07	Office: Field Wages	KS
		08	Supervision Costs	KS
F	On Going Periodic Maint, Rehab and Reconstruction Contracts	01	Consultancy&Studies	KM
		02	Rehabilitation Works	KM
		03	Reseal/Recarpeting	KM
		04	Gravelling Works	KM
		05	Bridging Works	NO
		06	New Construction	KM
G	On Going Periodic Maintenance, Rehab and Reconstruction by Force Account	01	Rehabilitation	KM
		02	Reseal/Recarpeting	KM
		03	Gravelling	KM
		04	Bridging Works	NO
		05	New Construction	KM
H	Routine Maintenance	01	Force account Works	KM
		02	Contract Small (0-5 m)	KM
		03	Contract Medium (5-20 m)	KM
		04	Contract - Large (> 20 m)	KM
		05	RM Performance contracts	KM
L	Spot Improvement	01	Road Formation	KM
		02	Gravelling	KM
		03	Drainage Struct.	No
		04	New R. Furniture	KM
		05	Lighting	KM
		06	Bridging Works	No



13. ROAD SECTIONS:

All road works **MUST** be shown against an existing road and section of the road. These roads and road sections must be in the RMS inventory for the works to be accepted.

The existing road classification numbers must be used. Each road must be clearly sectioned, as this is **MANDATORY** when inputting data in RMS. Details that must be defined under the Road Sections are the Road Number (ID), Road Section, Name of Road Section, surface type, chainage (from km - to km) and length of road section. See Chapter 2 for definitions on road numbering and road sections. Within road sections, working sections can be defined for road works by using the chainage of the road sections.

In case there is need to plan for a road not in the road register, then the Agency will apply to KRB for the road to be included in the road register first before it is included in the ARWP.

14. ACTIVITIES:

The work plan must contain the activities as defined in Annex E for the main activity groups; Overheads and Supervision, Routine Maintenance, Improvement and Periodic Maintenance. Quantities for the various activities must be based on an inspection of the candidate road and should contain the following fields:

Activity Number, Activity Description, Unit Description, Rate per Unit, Total Cost, Chainage (Start - End).

4.4 ANNUAL ROAD INVENTORY AND CONDITION SURVEY

The ARWP is based on the annual road inventory and condition survey –ARICS which must be carried out in order to get the maintenance needs of the network, budget for periodic and routine maintenance, and prioritise spot improvements. The ARICS is carried out by the Road Agencies.

The ARICS is carried out through a visual inspection and road condition survey using the standard forms in **Annex F**. The inspection team must record every change in road condition and the respective chainage. In addition, one must stop at all culverts and drainage structures to inspect and record all the required details as per the standard



forms provided. In order to obtain traffic data, a simple moving-vehicle traffic count shall be carried out while the road is being inspected. A team of two technicians should be able to inspect approximately 50 km per day.

For paved road links form 'ARICS P (F)' is used for data entry while ARICS P (B) gives instructions on how to fill the form. Similarly, for unpaved road links form 'ARICS UP (F)' and ARICS UP (B) are used. When the team returns to the office the summary sheets 'ARICS MASTER SUM' listing all the road sections in the area of jurisdiction of the implementing unit with the Average Rate of Deterioration must be completed. The completed ARICS P, ARICS UP and ARICS MASTER SUM forms must be submitted to KRB in soft and hard copy together with the work plans.

4.5 USING RMS TO PREPARE ARWP

Road Agencies shall prepare the ARWPs using the RMS system and guided by the RMS user manual.

4.5.1 Routine Maintenance

Routine Maintenance is the first priority and all road sections with an Average Rate of Deterioration (ARD) of 3 or less must be budgeted for routine maintenance. For more details on ARD refer to the ARICS UP (B) and ARICS P (B) forms. Paved roads are given first priority followed by unpaved roads.

It is important to note that all road sections should be listed on the RMS but only road sections in a maintainable condition will be given a routine maintenance budget and maintenance activities planned.

Estimates for Km costs for routine maintenance shall be defined from first principals in line with the Cost Estimation Manual. The procedure for budgeting individual road section is outlined in the RMS manual. After finalising the routine maintenance work plan the balance is used for Spot Improvement and Periodic maintenance works.

4.5.2 Periodic Maintenance

Periodic maintenance are major maintenance interventions such as resealing or re-carpeting of paved roads and re gravelling undertaken in a periodic cycle of 5 - 10 years.



These interventions are required to protect the substantial capital investment put into the road during construction or rehabilitation. All paved roads and heavily trafficked gravel roads should be planned for periodic maintenance. Light and medium trafficked earth and gravel roads should be planned for spot improvement instead of periodic maintenance.

Estimates for Km costs for Periodic Maintenance works shall be defined from first principals in line with the Cost Estimation Manual. The procedure for budgeting individual road section is outlined in the RMS manual.

4.5.3 Improvement Works including Spot Improvements

The prioritization of Improvement works should ideally be done through stakeholder workshops. Otherwise improvement works must be prioritised in line with the economic/social criteria as explained in section 3.2.3 above.

Estimates for Km costs for improvement works shall be defined from first principals in line with the Cost estimation manual. The procedure for budgeting individual road section is outlined in the RMS manual.

4.6 SUBMISSION AND APPROVAL OF THE ARWP

The first draft ARWPs should be submitted by RAs to KRB in soft (RMS) and in hard copy formats by end of September of every year. KRB will then review the draft ARWPs in consultation with the RAs and approve before consolidating into a draft APRP by the end of November.

The draft APRP will be submitted to the KRB Board of Directors for approval in December of every year.

All changes to the approved ARWPs must be submitted to KRB for review and approval. RAs shall submit a supplementary ARWP showing all ARWP revisions for the current financial year to KRB by December of every year for consolidation into the supplementary APRP and approval by the Board.



5. IMPLEMENTATION, MONITORING AND EVALUATION OF THE APRP

5.1 Implementation of the APRP

Implementation of maintenance works will commence at the beginning of the Financial Year (1st July). All the works in the APRP should be carried out in 12 months. However, for major contracted works, they will be implemented within the specified contract period.

Any proposed changes in the APRP during implementation should be communicated to KRB for review and approval.

5.2 Monitoring & Evaluation of Works in the APRP

KRB will carry out quarterly monitoring and evaluation of the maintenance works under implementation. All project documents and field activities will be assessed during the M&E exercise.

5.3 Preparation & Submission of APRP Implementation Reports by RAs

All RAs are expected to prepare and submit quarterly APRP Implementation reports to KRB in the formats presented in the APRP Preparation and Reporting Manual. The reports should be submitted by the 30th day after end of each quarter.

5.4 Preparation of Half-Year and Annual APRP Reports by KRB

The quarterly APRP Implementation reports from the RAs will be reviewed and summary reports prepared and presented to KRBs Board of Directors. Two reports shall be prepared which are the Half-Year APRP Report and the Annual APRP Report.



ANNEXES

- ANNEX A:** *RM_1 Form*
- ANNEX B:** *KRBF Funding Source Codes*
- ANNEX C:** *Constituency Codes*
- ANNEX D:** *Items and Sub-Items*
- ANNEX E:** *Activity List*
- ANNEX F1:** *ARICS P (B)*
- ANNEX F2:** *ARICS UP (B)*
- ANNEX F3:** *ARICS*
- ANNEX G:** *County Government Codes*
- ANNEX H:** *Planning and reporting formats*