

# Implementation and Monitoring Plan

## 22.1 INTRODUCTION

The responsibility of implementing the respective sector plans presented above primarily rests with the head of the department/s. The head of the department should formulate an effective implementation mechanism to ensure that the results identified above are timely achieved.



This section describes the proposed monitoring plan for the district to ensure that this plan is effectively implemented and the planned outputs are delivered efficiently and effectively and the expected outcomes are achieved. The proposed monitoring plan will have three tiers originating from the individual agencies and then to the cluster levels and finally to the district level as depicted below.

## 22.2 MONITORING AT THE DISTRICT LEVEL (CLUSTERS)

Different monitoring meetings will be held at the district office for each of the sectors or sub-sector clusters. (E.g. Primary Sector Cluster 1 – DoA, DoAS, Irrigation, Environment etc., Primary Sector Cluster 2 – Livestock, Fisheries, Irrigation, Environment etc.) This meeting will be chaired by the DS or DD-Planning. Participation of officials from each of department or agency is essential but DS could also summon any additional officers to participate at this meeting. The agencies that are included in each cluster or sub-cluster will be determined by the DS in consultation with officers of the respective agencies directly falling into the respective cluster. This district level-monitoring meeting will be held on a quarterly basis, at the end the month following the quarter. (E.g. 1st Quarter meeting on or before 30th April, 2nd Quarter meeting on or before 30<sup>th</sup> of July, 3rd Quarter meeting on or before 30th of October and 4th Quarter meeting on or before 30th of January). The monitoring reports in relation to results (RFW but not the activities) produced at the agency level would be presented at this meeting. A secretary would be appointed from the officials who are participating or a designated officer by the DS would keep the minutes of the meeting.

### **22.3 MONITORING AT THE AGENCY LEVEL**

Each department/agency (E.g. RDHS, DoA, DoE, CEB, RDA, DoI, RDA, NWSDB, CAA, Police etc.) would have their own monitoring meeting chaired by head of the department and held once a month. The extent of delivery of identified outputs and achievement of expected outcomes are to be reviewed at this meeting along with level of budget utilization, extent/level of activity completion and other challenges, issues and problems encountered in delivering the outputs/services. The monitoring data sheet would be the same as that of RFW and Activity Plan where actuals are shown by inserting a line below the line where targeted are shown. Annual target column will be segregated to show data for each quarter. Please refer to the example of formats given below. There will be some outcomes that cannot be reported on a monthly basis and those cages would be left blank until such time the outcome performance data are available. (E.g. Pass-rates of A/L and O/L students can only be reported annually). Except for this type of items, all other cages should have data reported so that the monitoring mechanism would be effective and necessary actions could be discussed and implemented to improve the situation.

### **22.4 ROLE OF DISTRICT SECRETARY IN MONITORING**

District Secretary (DS) is the principal officer who needs to ensure the wellbeing of the general public living in the district. Therefore, monitoring to ensure effective rendering of services by Government Institutions has become one of the key duties of the DS. Hence, it is important for DS to ensure that the services are effectively and efficiently delivered and intended results are achieved. Accordingly, in relation to the monitoring of the implementation of this five year plan, the DS will be responsible for the following roles.

- Effective institutionalization and operationalization of the district level monitoring;
- Chair of the district level quarterly monitoring meetings;
- Ensure that the intended results are effectively achieved;
- Ensure required links and coordination between agencies and sectors take place and they are effective;
- Ensure all required stakeholders are participated in the monitoring activities and meetings;
- Provide appropriate solutions for issues and problems in the implementation to ensure all activities are implemented as planned;
- Provide necessary guidance and direction to the DS staff and other agencies (if required);
- Summon and conduct of quarterly monitoring meetings;
- Ensure participation of DS officials (E.g. DD-Planning) in the sectoral level monitoring meetings and also agency level meetings if required;
- Ensure that the required monitoring reports are submitted and tabled at the monitoring meetings;
- Ensure that the periodic reporting to other stakeholders (E.g. National level Organizations and donors); and
- Any other ancillary activities which are relevant to monitoring of the five year development plan.

### **22.5 ROLE OF DIRECTOR PLANNING (DP) ON MONITORING**

Director Planning is the officer responsible for providing the leadership for the monitoring function on behalf of the District Secretary (DS). The monitoring of effective rendering of services by Government Institutions has become one of the key duties of the DD Planning. Accordingly, in relation to the monitoring of the implementation of this five-year plan, the DD-Panning will be responsible for the following roles as well.

- Effective implementation and operationalization of the district level monitoring;
- Chairing of the district level quarterly monitoring meetings, in the absence of the DS;
- Ensure that all officers who require to be participating at the monitoring meetings are

- participated and required reports with all relevant data are circulated on time;
- Ensure required links and coordination between agencies and sectors take place and they are effective;
- Provide solutions for issues and problems in implementation ensuring that the all activities are implemented as planned;
- Provide necessary guidance and direction to the DS staff and other agencies (if required);
- Summoning and conduct of quarterly monitoring meetings on behalf of the DS;
- Ensure that the periodic reporting to other stakeholders (E.g. National level Organizations and donors); and
- Any other ancillary activities which are relevant to monitoring of the five year development plan.
- Provide / undertake all other relevant and ancillary functions in relation to operationalization of the monitoring mechanism
- Assist the DS in the function of implementation of the monitoring function

## **22.6 ROLE OF HEAD OF DEPARTMENT ON MONITORING**

Head of the department is the officer responsible for providing leadership for the monitoring function in his/her department/ agency. This officer will be assisted by DD planning of that agency/department. In relation to the monitoring of the implementation of the departmental and sectoral five-year plan, the head of department will be responsible for the following.

- Effective implementation and operationalization of the monitoring function in the department;
- Chairing of the departmental monthly monitoring meetings;
- Ensure that all officers who require to be participating at the monitoring meetings are participated and required reports with all relevant data are circulated on time;
- Ensure that required reports to be sent to the DS for district level monitoring are sent on or before the due date (at least 7 days before the scheduled meeting date);
- Ensure required links and coordination between the units of the department takes place and they are effective;
- Provide solutions for issues and problems in implementation ensuring that the all activities are implemented as planned;
- Provide necessary guidance and direction to the Departmental staff and other agencies (if required) for monitoring;
- Summoning and conduct of monthly monitoring meetings for the department/agency;
- Ensure that the periodic reporting to other stakeholders (E.g. National level Organizations and donors);
- Any other ancillary activities which are relevant to monitoring of the five year development plan at the departmental level;
- Provide / undertake all other relevant and ancillary functions in relation to operationalization of the monitoring mechanism within the department; and
- Assist the DS in the function of implementation of the monitoring function
- Any other ancillary activities which are relevant to monitoring of the five year development plan at the departmental level;
- Provide / undertake all other relevant and ancillary functions in relation to operationalization of the monitoring mechanism within the department; and
- Assist the DS in the function of implementation of the monitoring function

## **22.7 ROLE OF DISTRICT SECRETARY ON MONITORING**

District Secretary (DS) is the principal officer who needs to ensure the wellbeing of the general public living in the district. Therefore, monitoring of effective rendering of services by Government Institutions has become one of the key duties of the DS. Hence, it is important for DS to ensure that the services are effectively and efficiently

delivered and intended results are achieved. Accordingly, in relation to the monitoring of the implementation of this five year plan, the DS will be responsible for the following roles.

- Effective institutionalization and operationalization of the district level monitoring;
- Chairing of the district level quarterly monitoring meetings;
- Ensure that the intended results are effectively achieved;
- Ensure required links and coordination between agencies and sectors take place and they are effective;
- All required stakeholders are participated in the monitoring activities and meetings;
- Provide solutions for issues and problems in implementation ensuring that the all activities are implemented as planned;
- Provide necessary guidance and direction to the DS staff and other agencies (if required);
- Summoning and conduct of quarterly monitoring meetings;
- Ensure participation of DS officials (E.g. DD-Planning) in the sectoral level monitoring meetings and also agency level meetings if required;
- Ensure that the required monitoring reports are submitted and tabled at the monitoring meetings;
- Ensure that the periodic reporting to other stakeholders (E.g. National level Organizations and donors); and
- Any other ancillary activities which are relevant to monitoring of the five year development plan.

## **22.8 ROLE OF DD – PLANNING ON MONITORING**

DD-Planning is the responsible officer who holds the responsibility and provides the leadership for the monitoring function on behalf of the District Secretary (DS). The monitoring of effective rendering of services by Government Institutions

has become one of the key duties of the DD Planning. Accordingly, in relation to the monitoring of the implementation of this five year plan, the DD-Panning will be responsible for the following roles.

- Effective implementation and operationalization of the district level monitoring;
- Chairing of the district level quarterly monitoring meetings, in the absence of the DS;
- Ensure that all officers who require to be participating at the monitoring meetings are participated and required reports with all relevant data are circulated on time;
- Ensure required links and coordination between agencies and sectors take place and they are effective;
- Provide solutions for issues and problems in implementation ensuring that the all activities are implemented as planned;
- Provide necessary guidance and direction to the DS staff and other agencies (if required);
- Summoning and conduct of quarterly monitoring meetings on behalf of the DS;
- Ensure that the periodic reporting to other stakeholders (E.g. National level Organizations and donors); and
- Any other ancillary activities which are relevant to monitoring of the five year development plan.
- Provide / undertake all other relevant and ancillary functions in relation to operationalization of the monitoring mechanism
- Assist the DS in the function of implementation of the monitoring function

## **22.9 ROLE OF HEAD OF DEPARTMENT ON MONITORING**

Head of the department is the responsible officer who holds the responsibility and provides the leadership for the monitoring function for his/her department/agency. This officer will be assisted by DD planning of that agency/department. In relation to the monitoring of the implementation of the departmental and sectoral five year plan, the head of department will be responsible for the following.

- Effective implementation and operationalization of the monitoring function in the department;
- Chairing of the departmental monthly monitoring meetings;
- Ensure that all officers who require to be participating at the monitoring meetings are participated and required reports with all relevant data are circulated on time;
- Ensure that required reports to be sent to the DS for district level monitoring are sent on or before the due date (at least 7 days before the scheduled meeting date);
- Ensure required links and coordination between the units of the department takes place and they are effective;
- Provide solutions for issues and problems in implementation ensuring that the all activities are implemented as planned;
- Provide necessary guidance and direction to the Departmental staff and other agencies (if required) for monitoring;
- Summoning and conduct of monthly monitoring meetings for the department/agency;
- Ensure that the periodic reporting to other stakeholders (E.g. National level Organizations and donors);
- Any other ancillary activities which are relevant to monitoring of the five year development plan at the departmental level;
- Provide / undertake all other relevant and ancillary functions in relation to operationalization of the monitoring mechanism within the department; and
- Assist the DS in the function of implementation of the monitoring function

STRATEGIC OUTCOMES / GOALS	KEY PERFORMANCE INDICATOR (KPI)	T/A	UNIT OF MEASURE	BASE YEAR 2015	2018				Monitoring Plan								
					1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q	Source of data	Means of Verification (MoV)	Frequency	Instrumentation	Responsibility				
OUTCOMES																	
OUTCOME 1:		T															
OUTCOME 2:		A															
OUTCOME 3:		T															
OUTCOME 4:		A															
OUTCOME 5:		T															
OUTPUTS		A															
OUTPUT 1:		T															
OUTPUT 2:		A															
OUTPUT 3:		T															
OUTPUT 4:		A															
OUTPUT 5:		T															

Monitoring Formats – Activities & Budgets

ACTIVITIES	DURATION (years)	T/A	BASE YEAR 2015	Unit of Measure	Targets and Performance:					Monitoring Plan								
					2018				2019	2020	2021	2022	Source of data	Means of Verification (MoV)	Frequency	Instrumentation	Responsibility	
					1 <sup>st</sup> Q	2 <sup>nd</sup> Q	3 <sup>rd</sup> Q	4 <sup>th</sup> Q										
<b>KEY ACTIVITIES</b>																		
Key Activity 1:																		
Key Activity 2:																		
Key Activity 3:																		
Key Activity 4:																		
Key Activity 5:																		
Key Activity 6:																		
Key Activity 7:																		
Key Activity 8:																		

# **DISTRICT DEVELOPMENT FIVE YEARS PLAN**

## **ACTIVITY PLANS**