
















= implementation Plan - LSDGP &amp; DP

OBJECTIVE	ACTIVITIES	OUTPUT	YEAR 1				YEAR 2				YEAR 3				YEAR 4				YEAR 5			
			1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q	1Q	2Q	3Q	4Q
A. Establish LGS Secretariat (LGSS) as a fully functioning cost centre	Establish and strengthen LGS Headquarters	A. A functioning Local Government Service Secretariat established.																				
	A.a Appoint/second staff to Headquarters																					
	A.b Refurbish the offices of LGS Hqrs.																					
	A.c Provide transport and other logistics support to LGSS & RCCs																					
	A.d Undertake the construction of permanent office for LGS.		Responsible by GoG.																			
	A.e Administration costs:		Responsible by GoG.																			
	A.e.1 fuel, consumables, etc		Responsible by GoG.																			
	A.e.2 LGS Council statutory meetings		Responsible by GoG.																			
	A.f Print Conditions/Scheme of Service, Medium Term Strategic Development Plan and other Protocols of LGS																					
	A.g Training of LGSS staff:																					
	A.g.i study tours,		As above																			
	A.g.ii short courses etc.																					
	A.h Communication, community outreach and consultation to develop Service Delivery Guidelines																					
	A.h.i set up interministerial committee;		As above																			
	A.h.ii set up teams to meet and discuss with sectors:																					
	A.h.iii collate sectoral service delivery guidelines;																					
	A.h.iv undertake stakeholder discussions on guidelines;																					
	A.h.v seek cabinet approval																					
	A.h.vi issue service delivery guidelines																					

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<b>B. Undertake an Organizational Review to ensure that LGSS is structured to deliver on its Mission and Mandate</b>	<b>Operationalize the Local Government Service</b>	<b>B. n efficient and effective LGSS established to meet its mandate</b>																				
	B.a develop a transition plan (road map) for fully-fledged LGS.																					
	B.b Design & print 10000 copies of Scheme of Service for all categories of staff																					
	B.c undertake inventory of existing staff																					
	B.d formulate policies for redistributing existing staff and recruitment of new personnel																					
	B.e Undertake sensitization of LGS at all levels on LGS Protocols																					
	B.f undertake capacity building for career development of LGS staff:																					
	B.g develop and print I.E.&C. materials																					
	B.h Ensure that LGS recruitment policies are gender sensitive																					
<b>C. Incorporate the Integrated Personnel Payroll Database (IPPD) into the LGSS management structure</b>	C.a Training of LGS Directors & other staff responsible for IPPD	<b>C. An Integrated Personnel Payroll database incorporated into LGS</b>																				
	C.b Support for piloting of IPPD to the regions																					
	C.c Develop systems for updating IPPD																					

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<b>D. Realign the decentralized MDAs at the regional and MMDA level</b>	D.a	Undertake functional analysis of decentralized MDAs	<b>D. Decentralized departments established and integrated into the fold of the RCCs &amp; MMDAs</b>																				
	D.a.i	Functions of non-decentralised organisations at the MMDA level to be reviewed		As above																			
	D.a.ii	Functional responsibilities of all other central government institutions to be reviewed																					
	D.b	Facilitate the development and printing (500 copies) of the Organizational Manual of the MMDAs																					
	D.c	Work out modalities of appointing staff of the LGS		Responsible by GoG.																			
	D.d	Appoint and interview District Coordinating Directors (DCDs) and Heads of Integrated Departments		Responsible by GoG.																			
	D.e	Develop orientation materials and undertake orientation of staff at all levels																					
	D.f	Establish Human Resource Departments in all MMDAs																					
<b>E. Capacity Building and Technical Support to MMDAs, MDAs and RCCs</b>	E.a.	Develop operational manuals for works and maintenance of MMDA infrastructure. Collate and review all technical standards likely to be used by MMDAs in procuring infrastructural works.	<b>E. MMDA and RCC departments established and functioning.</b>																				
	E.b.i	Set up District Works Department (DWDs) in all MMDAS																					
	E.b.ii	Develop DWD generic Training Modules..																					
	E.b.iii	DWD/DA - Human Resource Development & Capacity Building for Integrated Rural Infrastructures Management in:																					
	E.b.iii.a	Roads sector (coordination with DFR/MOT)		As above																			
	E.b.iii.b	Water sector (Coordination with MoWRWH & CWSA)																					
	E.b.iii.c	Sanitation sector (Coordination with MoWRWH & CWSA)																					

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E. Capacity Building and Technical Support to MMDAs, MDAs and RCCs (Contd.)	E.b.iii.d Rural housing and building sector (Coordination with MoWRWH)	E. MMDA and RCC departments established and functioning. (Contd.)	As above																			
	E.b.iii.e Environmental sector																					
	E.b.iii.f Rural access interventions and Intermediate Means of Transport (RAI & IMT)																					
	E.b.iii.g Socio-economic activities																					
	E.b.iii.h Others (Managerial skills & work-related environmental - Training, Awareness Workshops, Meetings)																					
	E.c. Assist MMDAs to establish other Integrated Departments																					
	E.d Assist RCCs to establish RPCU Monitoring and set up appropriate M& E systems.																					
	E.e Provide support to Regional Programme Secretariat (RPCU)																					
	E.f Integrate Cross cutting issues into MMDAs Human and Physical Development Planning																					
	E.g Technical Assistance - Consultancy Services to TA support to LGSS and FOAT/DDFS																					
	E.h. LGSS/QATSD provide National Programme Secretariat function for DANIDA-LSDEP																					

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F. Assist the District Development Fund Secretariat to operationalise the District Development Fund	F.a	Work with the DS and DDFS to conduct and manage the FOAT																				
	F.b	Undertake monitoring visits, technical dialogue to assess work of National Assessment Teams																				
	F.c	manage the mandatory capacity programme arising from the FOAT, the short listing of service providers and the web site:																				
	F.c.i	Short list capacity building service providers by theme and zone	As above																			
	F.c.ii	Consolidate the mandatory and demand CB needs by district, region and zone																				
	F.c.iii	Accredit the CB service providers																				
	F.c.iiii	Prepare a CB schedule which consolidates the demand CB events and invite MMDAs to participate																				
	F.c.vi	Prepare a CB schedule which consolidates the mandatory CB events, assign accredited CB providers and invite MMDAs to participate																				
	F.c.vi	Report of progress of CB component to Steering Committee																				
	F.d	Develop/enrich the generic capacity building modules designed to address MMDAs which fail the Minimum Conditions.																				
	F.e	Review existing generic manuals in line with the findings of the FOAT assessment.	Responsible by GoG.																			
	F.f	Develop new generic manuals for areas which were not envisaged before the assessment exercise.	Responsible by GoG.																			
	F.g	Develop an appropriate procedure for weighting the allocation of the demand CB to the poor performing districts. designed to address MMDAs which fail the Minimum Conditions.	Responsible by GoG.																			

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<b>G. Inter-Ministerial Co-ordination of the Intergovernmental Fiscal Framework (IGFF) by the LGS</b>	G.a	Review and up date reporting, monitoring and evaluation arrangements in line with IGFF:	<b>G. LGSS capable of and experienced in Monitoring performance and evaluating impact of investment programmes;</b>																				
	G.b	Harmonise Procurement and contract administration for the decentralised authority																					
	G.c	LGSS / RCC Monitoring & Evaluation Programmes to ensure compliance by MMDAs																					