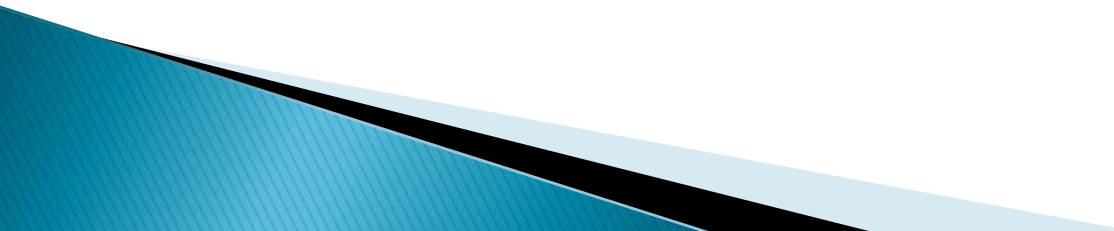


# Activities for the Establishment of MEs at Different Level /Institution MoWIE & AfDB 3 years project (2016–2018)



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# Activities to be accomplished at different level by different institutions/sectors for the establishment of ME using AfDB finance support.

No	Activity	Responsible sector	Supporting sector	Remark
	<b>I. Federal level</b>			
1	Recruiting of federal technical assistance staffs	MSE mainstreaming unit and Women affair directorate	Human resource development directorate	ToR have been prepared and submitted to the Human Resource Directorate but not yet finalized
2	Preparation of project implementation guideline	MSE mainstreaming unit and Women's affairs directorate ( <i>TA to be recruited</i> ), Water supply and Sanitation directorate		
3	Arrangement of training and exposure visit for federal, regional and selected woredas heads and experts	MSE mainstreaming unit and Women affair directorate ( <i>TA to be recruited</i> )	Water supply and Sanitation directorate	
4	Preparation of training material for overall project implementation	MSE mainstreaming unit and Women affair directorate ( <i>TA to be recruited</i> ), Water supply and Sanitation directorate		

# Federal contd,

No	Activity	Responsible sector	Supportive sector	Remark
5	Monitoring and evaluation	MSE mainstreaming unit and Women affair directorate ( <i>TA to be recruited</i> ), Water supply and Sanitation directorate		
6	Document experience of pilot project	MSE mainstreaming unit and Women affair directorate ( <i>TA to be recruited</i> ), Water supply and Sanitation directorate	Regional and woreda water and MSE bureau/office	
7	National workshop for developing scale up strategy	MSE mainstreaming unit and Women affair directorate ( <i>TA to be recruited</i> ), Water supply and Sanitation directorate	Regional and woreda water and MSE bureau/office	

# Federal contd,

No	Activity	Responsible sector	Supportive sector	Remark
8	Report preparation (quarter, annual)	MSE mainstreaming unit and Women affair directorate		
9	Release budget to regional water bureau	Water supply and Sanitation directorate MSE mainstreaming unit and Women' s Affairs Directorate	Procurement ,Finance and Property Administration Directorate	

# II. Regional Responsibility

NO	ACTIVITY	RESPONSIBLE SECTOR	Supporting sector	REMARK
1	Developing woreda selection criteria	Water bureau	MSE bureau/agency	
2	Conducting regional launching workshop/training	Water bureau	MSE bureau/agency	
3	Support inventory of constructed water points	Regional water bureau		
4	Prepare revolving fund management agreement with MFI	Regional Water bureau	MSE bureau/agency, regional MFI, regional Women Affair Bureau (WAB), MSE mainstreaming unit of and WAD of MoWIE	
5	Signing agreement with regional MFI	Water bureau		
6	Release seed money to Regional	Water bureau		

# Regional contd,

No	Activity	Responsible sector	Supporting sector	Remark
7	Prepare design and BQ for store and office of Micro-enterprise (ME) to be established	Water bureau	MSE bureau/agency	
8	Develop ME selection criteria based on the project guideline prepared at federal level	Water bureau	MSE bureau/agency, regional WAB, selected woreda	
9	Transfer of money to woreda MFI	Regional MFI		
10	Transfer of money from water bureau to regional MFI	Water bureau		
11	Support the construction of store and office for the established ME	Regional water bureau	Responsible woreda municipality	
12	Support the procurement of spare parts	Regional water bureau		

# III. Woreda Responsibility

No	Activity	Responsible sector	Supporting sector	Remark
1.	Make inventory of constructed water point	Woreda water office		
2	Selection and registration of women and youth to form ME based on the selection criteria	Woreda water office	Woreda MSE, Woreda office of women affair (WoWA)	
3	Preparation of training manual to train selected ME on entrepreneurship, preparation and management of business plan	Woreda MSE	Woreda water bureau, regional and zone MSE, Woreda MFI, WoWA	
4	Prepare business plan	Selected ME	Woreda water office and Woreda MSE, WoWA	
5	Loan agreement between selected MSE and Woreda MFI	Selected ME and Woreda MFI	Woreda water office, WoWA	
6.	Preparation and giving of land for the construction of office and store for the established ME	Woreda administration and Woreda EPLAUA	Woreda water office, woreda MSE	



# Woreda contd,

No	Activity	Responsible sector	Supporting sector	Remark
7.	Construction of store and office for the established ME as per the design and Bill of Quantity	Woreda water office, Established ME	Woreda MSE office	
8.	Identification of spare parts: fast moving, medium, and long lasting spare parts and complimentary products	Woreda water office	Regional and zone water bureau and department	
9	Procurement of spare parts	Established ME, WoFED/WoFEC	Woreda water office	The modality of procurement and giving the part should be decided
10	Creating demand within the community for the spare parts to be sold	Established ME	Woreda MSE office, woreda water office, WoWA	

# III. Woreda contd

No	Activity	Responsible sector	Supporting sector	Remark
11	Price setting of spare parts to be sold based on the ME establishment for water works construction and fixing flat unit rate for WASH facility construction	Woreda water office	Woreda MSE	
12	Awareness campaign to the community for the spare parts to be sold	Woreda water office and MSE, Established ME	Woreda MSE, WoWA	Promotional materials may be prepared
13	Money release to established ME	Woreda MFI	Woreda water office and MSE office	
14	Monitoring and evaluation of the performance of established ME	Woreda water office and MSE, WoWA	MFI office	
15	Documentation of experience of pilot ME project	Woreda water office	Woreda MSE, , WoWA With technical support from zone, region and federal	

Thank you