

INTRODUCTION OF THE CORE PLANNING & ESTABLISHMENT OF MAIN PRINCIPLES OF PLANNING

**Yohannes Melaku
CMP Specialist of federal COWASH,
March 15, 2013**

Contents of the presentation

1. Core planning
2. Levels at which core plan is to be prepared
3. Contents of the core planning format
 - 3.1 List of proposed activities to be planned, unit of measurement, quantities and unit prices
 - 3.2 Planning cost components
 - 3.3 Sourcing of budget in planning
 - 3.4 Quarterly fund flow estimate
4. Supporting materials for the planning
5. The planning process

1. Core planning

- The COWASH planning process can be of two types as:-

- a) Core planning (guiding plan) and
- b) Detail planning (plan for actual implementation)

a) Core planning is a planning process whereby the plans for a certain period is prepared quickly (for a quick need) only with the presence of certain groups of stakeholders mainly regional **bureaus representatives**.

1. Core planning (cont.)

- Once the core plan is prepared it will be used for/as:-
 - a guiding plan (especially in terms of the most likely budget ceiling for the planning period) in the preparation of detail plan for the regional bureaus, for each zone and each woreda.
 - preparing the first fund request to the Embassy of Finland in case of immediate budget need because once the fund request reaches from BoFED to the Embassy and sent to MFA of Finland, it requires close to one month for the fund to arrive to Ethiopia.

1. Core planning (cont.)

- The process of the core planning is:-
 - first to **prepare the plan** with the presence of regional level stakeholders,
 - **approval of the plan by RWSC,**
 - **BoFED prepares the quarter fund request & sends** with the plan to the **Embassy of Finland.**
 - **once checked** the Embassy will send the request to MFA of Finland.

NB. For a region where COWASH is intervening for the first time the **first 2 quarters fund** can be requested to the Embassy once/at a time.

1. Core planning (cont.)

b) Detail planning :-

- it is a planning process whereby the actual implementation plans for each bureau, zone and woreda is prepared in detail **(with its own targets, actual need and separately)**.
- plans are prepared in detail in the presence of **representatives from each stakeholder office** (region, zone and woreda) responsible for implementing the plans.
- **it is very detailed** as compared to the core plan and consists of :-
 - detail activity plans,
 - detail budget plan for each activity and
 - the quarterly fund flow
- It requires **more time or days** for preparing than the core plan.

1. Core planning (cont.)

- In this launching workshop it is the **core plan** we are going to prepare.
- In the core plan, **usually only activities needing budget** are included and consist of:-
 - the estimated target for each activity.
 - the amount of money required for each activity for the period by source of Finance (**GoF and GoE**) and
 - the amount of budget required out of the total **for the specific quarter** (because fund is released from GoF quarterly basis).
- **Activities which may not require budget** such as establishment of committees, approval of plans, etc. will be **included in the road map** to be prepared.

2) Administrative levels for which the core plan is to be prepared

1.1) Region level

It is for those activities to be performed at regional level. These include (only those activities relevant for the planning period will be planned):-

- ToT to regional, zone & woreda level personnel.
- Preparation/translation of guidelines and manuals if any.
- Supportive supervision to zones & woredas.
- Procurement of items for the RSU and regional Bureaus if any.
- Annual planning & review meetings etc.

2) Administrative levels for which plan is to be prepared

2.2) Zone level

Those activities to be performed mainly at zonal level by the zonal stakeholder offices. These include (only those activities relevant for the planning period will be planned):-

- Supportive supervision to woredas.
- Support woredas in procurement & training.
- Quarterly review meeting with woredas.
- Procurement of items required for zonal offices if any etc.

2) Administrative levels (continued)

2.3) Woreda level

For those activities to be performed at woreda, kebele and community levels by the different stakeholders. These include (only those activities relevant for the planning period will be planned):-

- Training WASHCOs, care takers & kebele level experts.
- Training of artisans.
- Construction of water schemes for communities & institutions.
- Construction of latrines at institutions.
- Support hygiene and sanitation activities at community & institutions.

2) Administrative levels (continued)

2.3) Woreda level (continued)

- Procurement of office equipment for the woreda WASH sector offices if critically needed.
- Procurement of special equipment & tools to water offices for the construction of water points such as concrete ring producing molds, hand tools.
- Procurement of hand pumps.

3) Contents of the planning format

3.1) Activities to be planned Core plan format.xls

This consists of the list of activities to be planned at each level and includes:-

- Activities list
- Unit of measurement of each activity
- Quantity of items for each activity
- Unit price of each activity
- Total price of each activity
- **In the planning format** some of the most common activities with unit of measurement, quantity and unit price are filled to be commented during planning if any. [Core plan format.xls](#)

3) Contents of the planning format (cont.)

3.2) Cost/budget components. Consists of 4 budget items categorized as:-

- **Investment** – the construction of new water points, rehabilitation of old water points & construction of institutional latrines for schools and health institutions.
- **Physical Capacity Building** – procurement of office equipments to WaSH sector bureaus & offices (mainly for woredas), RSU and some special construction equipment and tools to the woreda water offices.
- **Human Resources Capacity Building** - training costs of different stakeholders at regional, zonal, woreda, kebele, community levels and the private sector/artisans, experience sharing for the effective implementation of the project/approach.
- **Operational** - fuel cost for vehicles & motorbikes, maintenance of vehicles & motorbikes, stationeries, salary of RSU staff, PD during travelling outside the place of work, communication etc.

3) Other contents of the planning format (cont.)

3.3) Sourcing of budget (GoF & GoE)

- The sourcing of fund for different activities is based on the COWASH project document (page 67-69) the major ones are:-
- **Government of Finland (GoF) contribution:-**
 - Construction & rehabilitation of WPs & institutional latrines.
 - Training sector offices experts, private sector & communities,
 - Experience sharing, awareness raising workshops, planning workshops, quarterly and annual review meetings.
 - Physical capacity building of sector offices and RSU.
 - All operational costs of RSU (salary, PD, fuel, maintenance, stationery, communication etc.).
 - Preparation and distribution of IEC materials.
 - Employment and procurement advertisement costs.
 - **Supervision of the implementation of WPs and institutional latrines which investment cost is covered from GoF.**

3) Other contents of the planning format (cont.)

3.3) Sourcing of budget (Continued)

- **Government of Ethiopia (GoE/BSGR) contribution:-**
 - Construction & rehabilitation of water points & institutional latrines.
 - Study, design and site election costs for water points and institutional latrines in all woredas.
 - Other operational cost for all sector bureaus and offices (PD of experts other than training, stationeries, telephone, internet, fuel, maintenance of cars & motorbikes etc.).
 - **Supervision costs of water points and institutional latrines which investment cost is covered from the region. [Core plan format.xls](#) (for cost components & sourcing)**

3) Contents of the planning format (cont.)

3.4) Quarterly fund flow estimate format

- Used to show how much money (out of the total budget required for the activity) is required in each quarter to be disbursed to the planned levels (offices).
- This exercise mainly depends on in which month/s and quarter/s the specific activity needing the budget is to be accomplished.

[Core plan format.xls](#)

4) Supporting materials for the planning

Additional materials available for the planning & also for future implementation (procurement, training & payments) which are subjected to comment and revision by the region are:-

- **Calculated unit cost** for different trainings planned at region, zones and woredas. The material includes the title of training, number of people to be trained, training cost components & budget amounts etc.
- **Recommended list of equipments** for the physical capacity building of sector offices at different levels with the estimated unit costs of the equipments/items to be procured. [Proposed planning unit costs\Region cost calculation for COWASH planning\cost calculation for region workshops and meeting.xls](#)

5) The planning process

Steps in the preparation of the core plan:-

- **Decide** on the period of the plan to be prepared (for the 4th quarter of 2006EFY only) or include also the 1st quarter of 2007EFY?
- **Comment** on the list of proposed activities with the unit of measurement.
- **Decide** on the quantity of the items for each activity.
- **Comment** on the practicality of the unit costs proposed for the planning.
- **Calculate** the budget amount for each activity as **GoF** or **GoE** as per the budget calculation format (**who will cover which cost is shown in the format**).

5) The planning process (cont.)

Steps in completing the budget calculation (cont.)

- **Sum** the budget required from the two sources (GoF and GoE) by cost categories as:-
 - **Investment**
 - **Capacity building**
 - HRD capacity building (training)
 - Physical capacity building (for sector offices & RSU).
 - **Operational**
- **Calculate** the quarterly fund required/flow for each activity by **GoF & GoE** basing on the quarter when the activity is to be performed.
- **Finalization** of core plan, approval by RWSC, and submission of the plan & the first fund request to the Embassy of Finland by BoFED.

Thank You!

Road map for major activities

It. No.	Activity	Responsible body	Date of accomplishment
1	Signing of project bi-lateral agreement between BoFED and Embassy of Finland	BoFED & Embassy	
2	Finalization and approval of core plan	RWSC, BoFED	
3	Submission of the approved core pan and fund request to Embassy of Finland	BoFED	
4	Selection of program woredas	RWSC	
5	Opening of CMP capacity building account at CBE in the name of BoFED	BoFED	
6	Decision of RSU staff to be employed (the posts & process of employment)	RWSC	
7	Advertisement for the employment of RSU staff	WRDB	
8	Employment of RSU staff	WMEB	

Road map for major activities (Cont.)

It. No.	Activity	Responsible body	Date of accomplishment
9	Collection of baseline data of selected woredas and zones		
10	Experience sharing visit to Amhara region		
11	Signing of investment fund channeling & management agreement between WMEB & BGCSI Head office.	BoFED, WMEB & BGCSI	