

CIDP – Step by Step Description

Step Description	General Actor(s)	Specific Actor(s)	Indicative Timing	Statutory Deadline
1. Circulate CIDP guidance to sectors/ departments	County Executive	County Finance and Economic Planning	The CIDP formulation should begin as soon as the new administration is in place – CEC members and COs appointed and confirmed. Preparatory technical work could begin even earlier	Current law doesn't provide for a deadline for the approval of the CIDP. Nonetheless, as the overarching development plan that should guide all county government spending approved by the incoming administration, it should be ideally completed before the CFSP and budget estimates.
2. Establish/Mobilize Technical Secretariat (Finance and Economic Planning and sector technical officers)				
3. Establish/Mobilize Sector Working Groups (including non-state actors)				
4. Establish/Mobilize Sub-County/Ward Sector Committees				
5. Sensitize incoming County Executive and County Assembly in joint sessions				
6. Carry out Orientation and Work Planning with Sector/Technical teams at county, sub-county and ward level				
7. Phase 1: data collection, review and analysis a. Update of General County Information b. Review of National Plans (MTP) c. Review of Long-Term County Plans and Frameworks (Spatial, Sector, City/Municipal) d. Review of Past/Previous Performance – Successes, Lessons and Challenges	County Executive and Non-State Actors	Sector Working Groups with guidance from County Finance and Economic Planning	Month 1	
8. Invite initial public views on development challenges and expectations for the coming five years (as part of Step 7 above)	County Executive	County Finance and Economic Planning		
9. Provide public views	Citizens	Citizens/CSOs		
10. Prepare Situation Analysis	County Executive	Sector Working		

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11. Brief County Executive Committee on Situation Analysis, Progress, Next Steps	and Non-State Actors	Groups		
12. Issue comments on Situation Analysis	County Executive	CEC		
13. Incorporate comments from County Executive Committee	County Executive	Sector Working Groups		
14. Review and Sign-Off on Phase 1	County Executive	County Finance and Economic Planning		
15. Phase 2: Strategies, Programs and Projects <ul style="list-style-type: none"> a. Strategies b. Programmes and Projects (including National Flagships and County Core Programs/Projects) c. Cross-Sectoral and Cross-Cutting Linkages and Considerations 	County Executive and Non-State Actors	CEC (identification of key and cross-sectoral strategies) Sector Working Groups (development of programmes and projects)	Month 2	
16. Consolidate CIDP Strategic Draft	County Executive	County Finance and Economic Planning	Month 2	
17. Brief County Executive Committee and CBEF on Strategic Draft, Progress and Next Steps				
18. Provide comments on Strategic Draft	County Executive	CEC/CBEF		
19. Incorporate comments from County Executive Committee and CBEF	County Executive	County Finance and Economic Planning		
20. Hold consultation with County Assembly	County Executive	Sector Working Groups		

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21. Provide inputs and comment through above consultation	County Assembly	County Assembly		
22. Review and Sign-Off on Phase 2	County Executive	County Finance and Economic Planning		
23. Phase 3 – Implementation Framework a. Institutional Arrangements b. Resourcing and Financing c. Monitoring and Evaluation	County Executive and Non-State Actors	Sector Working Groups	Month 3	
24. Consolidate complete CIDP draft	County Executive	County Finance and Economic Planning		
25. Circulate the CIDP to the County Executive Committee and CBEF				
26. Provide input and comments on the CIDP draft	County Executive	CEC/CBEF		
27. Incorporate comments from County Executive Committee and CBEF	County Executive	Sector Working Groups / County Finance and Economic Planning		
28. Hold consultation with County Assembly Committee				
29. Provide inputs and comment through above consultation	County Assembly	County Assembly		
30. Prepare final pre-validation CIDP and invite stakeholder validation	County Executive	Sector Working Groups / County Finance and Economic Planning		
31. Hold stakeholder validation				
32. Provide inputs and comments during stakeholder validation	Citizens	Citizens/CSOs		

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33. Prepare final consolidation of CIDP from all comments	County Executive	County Finance and Economic Planning	Month 4	
34. Submit the final CIDP to the County Assembly				
35. Receive the CIDP and invite comments and public participation	County Assembly	County Assembly		
36. Provide inputs and comments	Citizens	Citizens/CSOs		
37. Provide approval of CIDP subject to any final adjustments	County Assembly	County Assembly		
38. Perform a final consolidation of the approved CIDP	County Executive	County Finance and Economic Planning	Month 5	
39. Submit the final CIDP to the County Assembly				
40. Publish and publicize the CIDP on web site for public accessibility				

NB: This is a five (5) year plan, so the year of development is Year N-1 (Year N is first year of the CIDP Plan)