

Monitoring - Step by Step Description

Step Description	General Actor(s)	Specific Actor(s)	Indicative Timing	Statutory Deadline
1. Identify M&E Champions in sectors/departments	County Executive	M&E Unit of County Finance and Economic Planning		N/A Monitoring is a continuous process Monitoring systems, however, need to be revised every time key performance indicators change
2. Induct M&E Champions and Translate CIDP and Sector Plans into Medium-Term M&E Plans with a focus on (a) medium-term and annualized key performance indicators for each programme, sub-programme, and service delivery point; and (b) the process for data collection and analysis				
3. Review any previous M&E plans and prepare annual M&E Plan, broken down into quarterly installments	County Executive	Departments (M&E Champions)		
4. Consolidate departmental plans into a single M&E plan for tracking and monitoring purposes	County Executive	M&E Unit of County Finance and Economic Planning		
5. Track M&E plans on a monthly basis and prepare quarterly and annual M&E process reports	County Executive	Departments (M&E Champions)		
6. Consolidate departmental M&E process reports and identify successes and lessons to carry forward	County Executive	Departments (M&E Champions)		
	County Executive	M&E Unit of County Finance and Economic Planning		