

Sector Plan – Step by Step Description

Step Description	General Actor(s)	Specific Actor(s)	Indicative Timing	Statutory Deadline
1. Circulate Sector Plan guidance, templates and APRs to relevant sector/department	County Executive	County Finance and Economic Planning	Regardless of the time of formulation and approval, Sector Plans should be revised in preparation for and as a result of the CIDP development	Current law doesn't provide for a deadline for the approval of the Sector Plans. It only states that they should be reviewed every five year and updated yearly
2. Establish/Mobilize Technical Secretariat (sector technical officers plus Finance and Economic Planning, and Governor/Service Delivery Unit)	County Executive	Sector Lead and County Finance and Economic Planning		
3. Establish/Mobilize Sector Working Group (including non-state actors)				
4. Establish/Mobilize Sub-County/Ward Sector Committees	County Executive, with Sub-County and Ward Administrators	Sector Working Group		
5. Carry our Sector Working Group and Committee Orientation and Work Planning	County Executive and Non-State Actors	County Finance and Economic Planning and Sector Working Group		
6. Perform Phase 1 of Sector Planning Preparation (Background to Context/ Baseline <ul style="list-style-type: none"> a. Background b. Situation Analysis c. Baseline Study/Assessment 	County Executive and Non-State Actors	Sector Working Group and Committees		
7. Invite public views on sector context (as part of Step 6)				
8. Provide public views	Citizens	Citizens/CSOs		
9. Prepare basic Sector Context and Baseline	County	Sector Working Group		

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10. Brief County Executive Committee on Sector Context and Baseline	County Executive	Sector Working Group		
11. Provide comments on Sector Context and baseline	County Executive	CEC		
12. Incorporate comments from County Executive Committee and invite public participation	County Executive	Sector Working Group		
13. Conduct public participation				
14. Provide inputs and comments through public participation	Citizens	Citizens/CSOs		
15. Review and Sign-Off on Phase 1	County Executive	Sector Working Group		
16. Perform Phase 2a of Sector Plan Preparation (Context/Baseline to Vision) a. Strategic Aspirations (Vision, Mission, Values)	County Executive and Non-State Actors	Sector Working Group and Committees		
17. Perform Phase 2b of Sector Planning (Vision to Strategy) a. Sector Programming b. Sector Legal and Regulatory Change c. Flagship Projects				
18. Invite public views on Sector Vision, Strategy and Programs				
19. Provide public views	Citizens	Citizens/CSOs		
20. Prepare Sector Vision/Mission, Strategy, Programs and Projects	County Executive	Sector Working Group		

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21. Brief County Executive Committee		Group		
22. Provide comments on Sector Vision etc	County Executive	CEC		
23. Incorporate comments from County Executive Committee and invite public participation	County Executive	Sector Working Group		
24. Conduct public participation				
25. Provide inputs and comments through public participation	Citizens	Citizens/CSOs		
26. Hold consultation with County Assembly Sectoral Committee	County Executive	Sector Lead, Sector Working Group		
27. Provide inputs and comment through above consultation	County Assembly	Sectoral Committee		
28. Review and Sign-Off on Phase 2	County Executive	Sector Working Group		
29. Perform Phase 3 of Sector Planning (Strategy to Implementation and Results) a. Resourcing and Financing b. Monitoring and Evaluation c. Risk Management	County Executive and Non-State Actors	Sector Working Group and Committees		
30. Consolidate Full Sector Plan	Sector Working Group	Sector Working Group		
31. Circulate the Sector Plan to the County Executive Committee and CBEF	County Executive			
32. Provide input and comments on the Sector Plan	County Executive	CEC and CBEF		
33. Incorporate comments from County Executive	County Executive	Sector Working		

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Committee and CBEF		Group		
34. Hold consultation with County Assembly Sectoral Committee	County Executive	Sector Lead, Sector Working Group		
35. Provide inputs and comments to through above consultation	County Assembly	Sectoral Committee		
36. Prepare final pre-validation Sector Plan and invite stakeholder validation	County Executive	Sector Working Group		
37. Hold stakeholder validation				
38. Provide inputs and comments during stakeholder validation	Citizens	Citizens/CSOs		
39. Prepare final consolidation of Sector Plan from all comments	County Executive	Sector Working Group		
40. Submit the final Sector Plan to the County Assembly				
41. Receive the Sector Plan and invite final comments and public participation	County Assembly	Sectoral Committee		
42. Provide inputs and comments	Citizens	Citizens/CSOs		
43. Provide semi-final approval of Sector Plan subject to any final adjustments	County Assembly	Sectoral Committee		
44. Prepare a final consolidation of the approved Sector Plan	County Executive	Sector Working Group		
45. Submit the final Sector Plan to the County Assembly				
46. Formally approve the final Sector Plan	County Assembly	Whole House		

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47. Publish and publicize the Sector Plan on web site for public accessibility	County Executive	Sector Lead with County Finance and Economic Planning		