Programme Workplan (Gantt chart)

Timeline starts at: Oct 2022

Set-up | Recruitment | Training | Assessment | Follow-up | Linkages | Reporting | Ongoing

Phase	Activity	Type	Owner	Start	End
Phase 1: Set-up					
1	Confirm sub-counties, hub venues and partners	Set-up	Programme manager	3 Oct 22	30 Nov 22
1	Agree funder and lender routes; sign venue agreements	Set-up	Programme manager	1 Nov 22	31 Dec 22
1	Recruit and train facilitators, mentors and mobilisers	Set-up	Programme manager; Field coordinator	17 Oct 22	15 Dec 22
1	Finalise tools, consent forms and register; pilot survey	Set-up	M&E officer	1 Nov 22	16 Dec 22
Phase 2: Delivery					
2	Cohort 1: registration (late entry to session 2 until 9 Feb 2023)	Recruitment	Field coordinator; Mobilisers	9 Dec 22	8 Jan 23
2	Cohort 1: baseline assessments (within 2 weeks of session 1)	Assessment	Facilitators	9 Jan 23	22 Jan 23
2	Cohort 1: monthly training, 12 sessions at the three hubs	Training	Facilitators; Mentors	9 Jan 23	8 Jan 24
2	Cohort 1: midline assessments with business visits	Assessment	Facilitators	9 Jun 23	9 Jul 23
2	Cohort 1: endline assessments with business visits	Assessment	Facilitators , M&E Officer	9 Dec 23	8 Jan 24
2	Cohort 2: registration (late entry to session 2 until 3 May 2023)	Recruitment	Field coordinator; Mobilisers	3 Mar 23	2 Apr 23
2	Cohort 2: baseline assessments (within 2 weeks of session 1)	Assessment	Facilitators	3 Apr 23	16 Apr 23
2	Cohort 2: monthly training, 12 sessions at the three hubs	Training	Facilitators; Mentors	3 Apr 23	2 Apr 24
2	Cohort 2: midline assessments with business visits	Assessment	Facilitators	3 Sep 23	3 Oct 23
2	Cohort 2: endline assessments with business visits	Assessment	Facilitators , M&E Officer	3 Mar 24	2 Apr 24
2	Cohort 3: registration (late entry to session 2 until 3 Aug 2023)	Recruitment	Field coordinator; Mobilisers	3 Jun 23	2 Jul 23
2	Cohort 3: baseline assessments (within 2 weeks of session 1)	Assessment	Facilitators	3 Jul 23	16 Jul 23
2	Cohort 3: monthly training, 12 sessions at the three hubs	Training	Facilitators; Mentors	3 Jul 23	2 Jul 24
2	Cohort 3: midline assessments with business visits	Assessment	Facilitators	3 Dec 23	3 Jan 24
2	Cohort 3: endline assessments with business visits	Assessment	Facilitators, M&E Officer	3 Jun 24	2 Jul 24
2	Cohort 4: registration (late entry to session 2 until 2 Nov 2023)	Recruitment	Field coordinator; Mobilisers	2 Sep 23	1 Oct 23
2	Cohort 4: baseline assessments (within 2 weeks of session 1)	Assessment	Facilitators	2 Oct 23	15 Oct 23
2	Cohort 4: monthly training, 12 sessions at the three hubs	Training	Facilitators; Mentors	2 Oct 23	1 Oct 24
2	Cohort 4: midline assessments with business visits	Assessment	Facilitators	2 Mar 24	2 Apr 24
2	Cohort 4: endline assessments with business visits	Assessment	Facilitators, M&E Officer	2 Sep 24	1 Oct 24
2	Funding and opportunity linkages (session 11 to month 18)	Linkages	Programme manager	9 Nov 23	2 Apr 25
2	Monthly monitoring; quarterly steering group	Ongoing	M&E officer; Programme manager	9 Jan 23	19 Dec 25
Phase 3: Follow-up					
3	Cohort 1: follow-up 1 (month 18) calls and tracing	Follow-up	Mobilisers	9 Jul 24	8 Aug 24
3	Cohort 1: follow-up 2 (month 24) calls and tracing	Follow-up	Mobilisers	9 Jan 25	8 Feb 25
3	Cohort 2: follow-up 1 (month 18) calls and tracing	Follow-up	Mobilisers	3 Oct 24	2 Nov 24
3	Cohort 2: follow-up 2 (month 24) calls and tracing	Follow-up	Mobilisers	3 Apr 25	2 May 25
3	Cohort 3: follow-up 1 (month 18) calls and tracing	Follow-up	Mobilisers	3 Jan 25	2 Feb 25
3	Cohort 3: follow-up 2 (month 24) calls and tracing	Follow-up	Mobilisers	3 Jul 25	2 Aug 25
3	Cohort 4: follow-up 1 (month 18) calls and tracing	Follow-up	Mobilisers	2 Apr 25	1 May 25
3	Cohort 4: follow-up 2 (month 24) calls and tracing	Follow-up	Mobilisers	2 Oct 25	1 Nov 25
3	Interview and focus-group round 1	Follow-up	M&E officer	1 May 25	30 Jun 25
3	Interview and focus-group round 2	Follow-up	M&E officer	3 Nov 25	12 Dec 25
Phase 4: Reporting and review					
4	Training results report	Reporting	M&E officer	1 May 25	30 Jun 25
4	Sustainability report	Reporting	M&E officer	3 Nov 25	12 Dec 25
4	Final review with partners and funder	Reporting	Programme manager	8 Dec 25	19 Dec 25