

**ANNEX 2: UGANDA EVALUATION WORK PLAN****JOINT EVALUATION OF THE DISTRICT DEVELOPMENT PROGRAM (DDPII)  
UNCDF/UNDP/MOLG**

1.

**Detailed Schedule of Activities/ Work-plan for the Evaluation Mission****29<sup>th</sup> April – 25<sup>th</sup> May, 2007**

2.

Date/ Time	Activity	Interviewees / Contact Persons	Responsibility
Sun. 29th April 2007	Arrival of the Team Leader	N/A	Stuart (Driver of UNCDF)
Mon. 30th April Morning	Initial Team Planning meeting	Team Members	Jolly(Administrative Assistant)
Afternoon 2.30- 5.00pm	Meeting with Ministry of Local Government UNCDF, UNDP representatives	Mr Sam Ibanda, Ms. Assumpta Tibamwenda, Ms. Vicky Luyima (Ag. Program Officer)	Jolly
Tue. 1st May	Team planning meeting to compile the time table	Team members	Team Leader
Wed. 2nd May	Review of documents Selection and modification of evaluation tools	Team members	Team members
	Initial contacts for appointments: Donors	UNDP, DFID, DANIDA, AUSTRIA, WORLD BANK, Japanese Embassy	UNDP/UNCDF (Mr. Sam Ibanda, Ms. Vicky Luyima)
	Initial contacts for appointments: Ministries and District level (Write and send letters to Ministries and District (CAO)	Ministries: Local government(PS, Director, Secretary Local Government Finance Commission); Local government Authorities; Gender, Labour; Justice; Finance and Planning (Poverty Monitoring Unit-Ms. Kakande)	Ministry of Local Government (Ms. Assumpta Tibamwenda)

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Thur. 3rd May	Discussions with PCU and Donors	Discussion with PCU coordinator and Programme team  DFID, DANIDA, AUSTRIA, WORLD BANK, Japanese Embassy	UNDP/UNCDF (Mr. Sam Ibanda, Ms. Vicky Luyima, Jolly)
Fri. 4th May -morning-  Afternoon	Continue with Donors  Ministry of Local Government	AUSTRIA, WORLD BANK, Japanese Embassy	UNDP/UNCDF (Mr. Sam Ibanda, Ms. Vicky Luyima, Jolly) Ms. Assumpta Tibamwenda
Sat. 5th May	Continue document review, reflection on findings from donor interviews	Team members	Team Members
<b>Sunday 6th May - Off-duty</b>			
Mon. 7th May	Discussions with ministries (4 per day)	.....	Ms. Assumpta Tibamwenda
Tue 8th May	Discussions with ministries (4 per day)	.....	Ms. Assumpta Tibamwenda
Wed 9th May Early Morning	Discussions with ministries (1)	.....	Ms. Assumpta Tibamwenda
Mid-morning to - Afternoon	Discussion with NGOs (3 NGOs)	NGO staff or members working on activities related to DDP2 objectives	UNDP/UNCDF (Mr. Sam Ibanda, Ms. Vicky Luyima)
Thur 10th May Morning	Discussion with Consultant for Best Practices study of DDP2	Discussion with Dr. Nuwagaba	Ms. Assumpta Tibamwenda
Afternoon	Follow-up discussions	.....	
Fri 11th May (Early Morning)	Departure for Mukono		UNCDF driver

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(Mid Morning to Afternoon)	Discussions with Mukono district	CAO, planner, LCV Chair, Community development officer/gender officer, focal person for Local Courts, Chief Finance officer, district revenue officer, Sub-county chiefs to be selected by Evaluation team then invited by the CAO.	Ms. Assumpta Tibamwenda/ CAO Mukono
(Late Afternoon)	Return to Kampala		
Sat 12th May (Early morning)	Departure for Mukono	Travel	UNCDF Driver
(Mid Morning to Afternoon)	Discussions with District respondents in Mukono	CAO, planner, LCV Chair, Community development officer/gender officer, focal person for Local Courts, Chief Finance officer, district revenue officer, Sub-county chiefs to be selected by Evaluation team then invited by the CAO.	
(Late Afternoon)	Continuation of Mukono district		
	Return to Kampala		
<b>Sunday 13th May - Off duty</b>			
Mon. 14th May (Early morning)	Departure for Jinja	CAO, planner, LCV Chair, Community development officer/gender officer, focal person for Local Courts, Chief Finance officer, district revenue officer, Sub-county chiefs to be selected by Evaluation team then invited by the CAO.	
(Mid Morning to Afternoon)	Discussions with Jinja district		
(Late Afternoon)	Stay in Jinja		
Tue 15th May (morning)	Continuation Discussions with Jinja district	Lower local government level and beneficiaries (collected to one site)	Ms. Assumpta Tibamwenda/ CAO Jinja
Afternoon	Visit one site of beneficiary / Return to Kampala	Visit one site of beneficiary	CAO Jinja
Wed 16th May	Departure for Arua		Ms. Assumpta Tibamwenda/ CAO Jinja

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(Early morning)  (Late Morning to Afternoon)  (Evening)	Discussions with Arua district  Stay in Arua	CAO, planner, LCV Chair, Community development officer/gender officer, focal person for Local Courts, Chief Finance officer, district revenue officer, Sub-county chiefs to be selected by Evaluation team then invited by the CAO.	
Thur 17th May	Continuation of mission in Arua	Discussions with Arua district	CAO Arua
<b>Fri 18<sup>th</sup> May</b> (Early morning) (Afternoon)	Return from Arua  Team Meeting	Team Members	Team Members
<b>Sat 19<sup>th</sup> May</b>	Start working on Debriefing Workshop Notes	Team Members	Team Members
<b>Sun 20<sup>th</sup> May</b> (Whole Day)  (Evening )	Travel to Kabale via Ntungamo  Stay in Kabale / Ntungamo	(Team to split- one team member in Ntungamo)	Ms. Assumpta Tibamwenda/ CAO Kable and Ntungamo
<b>Mon 21<sup>st</sup> May</b>  (Morning)	Discussions in Kabale and Ntungamo  Stay in Kabale	CAO, planner, LCV Chair, Community development officer/gender officer, focal person for Local Courts, Chief Finance officer, district revenue officer, Sub-county chiefs to be selected by Evaluation team then invited by the CAO.	Ms. Assumpta Tibamwenda/ CAO Kabale

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(Evening)	/ Ntungamo		
<b>Tue 22<sup>nd</sup> May</b> (Whole Day)	Return from Kabale and Ntungamo		
<b>Wed 23<sup>rd</sup> May</b>	Follow-up interviews in Kampala	Respondents from selected key informants	Team members
<b>Thurs 24<sup>th</sup> May</b>	Follow-up interviews in Kampala	Respondents from selected key informants	Mr. Sam Ibanda and Ms. Assumpta Tibamwenda
<b>Fri 25<sup>th</sup> May</b>	Prepare for workshop presentation	Team members	
<b>Sat 26<sup>th</sup> May</b>	Commencing with report writing	Team members	
<b>Sunday 27<sup>th</sup> May – Off-duty</b>			
<b>Mon 28<sup>th</sup> May</b>	<b>Workshop with stakeholders in Kampala</b>	<b>Selected stakeholders</b>	<b>UNDP/UNCDF/Ministry of Local Government officials</b>
<b>Tue 29<sup>th</sup> May</b>	Report writing	Team members	Team members
<b>Wed 30<sup>th</sup> May</b>	Report writing	Team members	Team members
<b>Thur 31<sup>st</sup> May</b>	Finalize report writing and send report to Team Leader	Team members	Team members
<b>1<sup>st</sup> to 3<sup>rd</sup></b>	Team Leader	Team members	Team members

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<b>June</b>	synthesizes the report and submits to Team members		
<b>4<sup>th</sup> and 5<sup>th</sup> June</b>	Team members commenting and making revisions on draft	Team members	Team members
<b>6<sup>th</sup> June</b>	Final submission by Team Leader	Team Leader	Team Leader