

2.2.2. Development Planning At Wereda and Towns Under Reform

Wereda/town council shall have the responsibility of providing local based services like construction of primary and first cycle secondary schools, health posts, health center, developing springs at spot, hand dug wells, community roads and maintenance, all agricultural extension services including natural resources conservation and management, allocating block grants and generating local revenues. In general, wereda/town council shall have the following roles.

- Prepare and submit to the *council* the annual wereda/town development plans/budgets and upon approval implement them,
- Oversee that activities of basic development is undertaken within the time set and natural resources development, conservation and maintenance are accomplished by giving due attention in the district/town,
- Create conducive situations to mobilize and activate the population for development activities, and
- Utilize revenues other than those that fall within the domain of the Regional State; deliberate upon and approve its budget.

At wereda/town level, similar to Regional Bureau of Finance and Economic Development, Wereda Office of Finance and economic Development, that is the third level of BoFED structure, plays the role of coordinating different executive organs in development plan preparation, consulting and providing technical support for plan preparation and budget utilization. In general, wereda/town Office of Finance and Economic Development performs similar planning and implementation activities performed by Regional BoFED.

Wereda/town Office of Finance and Economic Development has the responsibility of integrating the various sectors plans, appraising and matching these plans with the block grant transferred to them from Regional Bureau of Finance and Economic Development and other available budget. Planning is undertaken mainly on annual cycle, corresponding to the annual financial budget cycle. The physical planning process begins in January with initial consultations with communities at kebele level (sectors that have branches at

kebele level like Office of Agricultural and Rural Development, Health and Education), then appraised and supported by Wereda Office of Finance and Economic Development, and lastly completed with the final approval of the plan by the Wereda Council in July.

At Wereda/town Office of Finance and Economic Development, there is planning, budgeting, monitoring and evaluation team, having nine performers and one process owner (seven planning, budgeting, monitoring and evaluation as well as NGOs affairs follow-up performers, and two statistical data and socio-economic profile preparing as well as data used for wereda budget allocation collecting and organizing performers). At town level, number of performers is five (one process owner).

At wereda level, in all sectors, there is planning, budgeting, monitoring and evaluation as well as sectoral data collecting and organizing team (ranging from one to three performers based on the work load of the sectors). All sectors use kebele priority lists and wereda strategic development indicators as the bases for preparing their own specific plans. The kebele priority lists are recognized into sectoral plans by the planning and budgeting team, and submitted to Wereda Finance and Economic Development Office. Then Wereda Office of Finance and Economic Development will integrate, link to budget, organize and compile wereda development plan, and lastly the agreed plan is submitted to wereda council for approval. Then after, the approved projects and programs, together with the major priority lists will be sent to the regional level consecutively to be indicated and incorporated in the regional development plan.

At WOFED, planning, budgeting, monitoring and evaluation team performs planning, budgeting, monitoring and evaluation, coordination of population programs and NGOs affairs and collection of statistical data and preparation of socio-economic profile. In general, the team performs the following activities.

1. Receive standard format used for the collection of people's needs and other basic socio-economic data from Zonal Office of Finance and Economic Development,
2. Distribute the standard format for kebele managers and wereda budget sectors to be filled and returned back,

3. Receive annual development indicators from ZOFED or BoFED,
4. Analyze and organize people's needs and basic socio-economic data received from kebele managers and wereda budget sectors,
5. Prepare statistical abstract and socio-economic profile of kebeles and wereda and send to ZOFED,
6. Evaluate prior years development plan performance,
7. Analyze kebele development plans and give feed-back,
8. Assess development needs of the wereda (referring to strategic plan of the wereda), and available resources (manpower, revenue, budget support, contribution, etc),
9. Prepare planning ToR indicating development indicators, major goals that should be accomplished in the budget year, tentative budget ceiling of the sectors and contents of the plan and distribute for budget sectors and kebeles,
10. Guide, coordinate and provide technical and professional support for budget sectors and kebeles to prepare and present their plan according to the distributed planning ToR,
11. Cause the sectors to prepare their sectoral development plan based on people's needs and basic socio-economic data through participatory approach,
12. Cause the budget sectors to conduct discussion with their development stakeholders, workers, people's representatives and others on their draft plan and develop the plan with the given comments,
13. Supervise, follow-up and analyze major projects and programs of budget sectors whether they have prepared according to the given development indicators and budget, and parallel prepare wereda development plan of major projects and programs in association with the budget sectors,
14. Based on prior years sectoral plan performance, development indicators, etc prepare budget allocation criteria, conduct discussion on it with the concerned sectors and finally after approved by Wereda Council, allocate budgets for the sectors and announce the budget for the sectors,
15. Coordinate and supervise the budget sectors to finalize their sectoral plan according to the adjusted budget, and deliver the final plan on time after approved by the management, and parallel adjusts wereda project and programs plan, conduct discussion on it with the concerned class and approve it,

16. Organize and send major projects and programs approved at wereda level to Zonal Office of Finance and Economic Development/ BoFED,
17. Prepare annual budget/plan declaration and submit to Wereda Council and then to Council for the final approval, and after approved conduct budget announcement for the budget sectors,
18. Cause budget sectors to prepare and submit their plan of action as soon as they received their approved annual budget/plan,
19. Monitor and evaluate performance of sectoral plans as well as packages of good governance monthly and quarterly by regular report as well as in the field, prepare performance report and submit to Wereda Council, conduct discussion on it to take corrective measure if problems prevailed, give feed-back for the sectors and follow-up the implementation of the corrective measures taken,
20. Organize, analyze, appraise and approve NGOs projects, sign project agreement, monitor and evaluate their performance, take corrective measure with the concerned sector if problems occur, conduct handover of projects with the concerned sectors and approve re-programmed projects,
21. Monitor implementation of budget adjustment done by budget sectors, take corrective measure if not executed according to budget adjustment guideline, and transfer adjusted plan and budget to finance administration section,
22. Monitor and evaluate the performance of major development activities planned at wereda and kebele levels, regular duties and packages of Good-Governance as well as population and NGOs affairs in the wereda through regular monthly report, and evaluate them quarterly in the field with the established virtual team from the concerned sectors, present report to Wereda Council, initiate to take corrective measure if problems occurred and give feed-back for the sectors,
23. Provide professional and technical support as well as training on plan preparation, budgeting, monitoring and evaluation, and basic statistical data collection, analysis and organization for the sectors and kebeles,
24. Establish virtual team from sectors for preparing wereda medium and long term development plan or strategic plan; then prepare draft plan based on people's needs, available basic data, government policies, strategies and programs; conduct discussion on

it at several levels with the concerned sectors, including stakeholders, develop draft plan with the given comments and cause to be approved by Wereda Council. Larger projects will be prepared at Regional level based on people's needs, Regional policies and development strategies as well as objective conditions of the Region/country.

There is no difference between wereda and town in the plan preparation and presentation process. Both of them follow the above mentioned procedures and processes. The only difference exists in the number of performers as indicated above.

2.2.2.1. Required Logistics

1. Stationery materials,
2. Office furniture like tables, chairs, shelves, etc for all performers,
3. Computers, printers, binders, CD, Flash Disc,
4. Telephone, fax, internet,
5. Motor Cycles and car if possible, etc.

2.2.3. Managing Development Planning At Zonal Level

As indicated previously, Zonal Office of Finance and Economic Development, that is the second level of the Bureau structure, plays the role of coordination and regular forwarding of approved development projects and programs and basic socio-economic data from weredas to the Regional Bureau (BoFED). It also monitors and evaluates development projects and programs performed in the zone, jointly with the concerned executive sectors; organizes reports received from weredas/towns and submits to BoFED with zonal report.

There is planning, budgeting, monitoring and evaluation team at ZOFED, which is accountable to the Office. The team is composed of nine performers and one team leader (ten performers and one team leader at East Shewa, Arsi and West Shewa zones due to large number of NGOs). Six performers engaged on planning, budgeting, monitoring and evaluating performance of development activities and packages of good governance; signing projects agreement with NGOs and other aid organizations undertaken in the zone, and undertake transfer of works and resources. The remaining two performers and cartographer engaged on zonal statistics, wereda and zonal profiles and different maps preparation as well as collection, analysis and organization of data used for weredas block grant budget allocation. Actually since zones are not budget lines, there is no development planning at zonal level. Zonal sectors, being a part of Regional sectors, are supporting weredas in all aspects. They serve as a bridge between the Region and weredas.

In the same manner, there is a planning, budgeting, monitoring and evaluation team in each zonal sector, performing the above mentioned activities. The number of performers ranges from one to three, depending on the workload of the sector.

In general, Zonal Office of Finance and Economic Development, particularly zonal planning, budgeting, monitoring and evaluation team performs the following major activities.

1. Distribute standardized formats used for the collection of people's needs and basic socio-economic, natural resources and budgeting data received from BoFED for Weredas Office of Finance and Economic Development,
2. Analyze, organize, compile and send major development projects planned by weredas and towns under reform as well as NGOs and aid organizations programs and projects to BoFED/PBMECP,
3. Organize and prepare major development projects and activities that are under operation at zonal level and submit to BoFED/PBMECP,
4. Prepare zonal statistics, weredas and zonal profiles and different maps by collecting different secondary natural and socio-economic data from zonal sectors and Wereda Office of Finance and Economic Development; print or duplicate the document; transfer to BoFED and deliver service for data consumers,
5. Follow-up and evaluate performance of government, NGOS and aid development projects under operation and packages of good governance at zonal level; prepare report and submit with recommendation to zonal executive sector and to BoFED for follow-up and taking corrective measure to solve the problems,
6. Organize and analyze NGOs projects, signing projects agreement with NGOs and other aid organizations being implemented in the zone, and undertake transfer of works and resources,
7. Receive recurrent and capital budget as well as major government, aid and NGOs projects reports from weredas and towns under reform, organize and submit to BoFED and higher concerned sectors for follow-up and decision taking on prevailed problems, and
8. Provide technical and professional support as well as training on planning, budgeting, monitoring and evaluation, and data collection, analysis and preparation for weredas and towns under reform.

In the same manner, planning, budgeting, monitoring and evaluation team of all zonal sectors perform the above mentioned activities in association with Zonal Office of Finance and Economic Development planning, budgeting, monitoring and evaluation team.

2.2.3.1. Required Logistics

1. Favorable working room,
2. Stationery materials,
3. Office furniture like tables, chairs, shelves, etc for all performers,
4. Computers, printers, binders, CD, Flash Disc,
5. Telephone, fax, internet, network,
6. Car, motorcycle, etc.

2.2.4. Preparing Regional Development Plan

2.2.4.1. Introduction

According to Proclamation No. 14/1993 (G.C) that defined the duties and responsibilities of the Regional and Federal government structures, Regional State administrators, directs, mobilizes and manages resources of their respective Region for the well-being of the people. It also issues and implements socio-economic development policies, strategies and plans.

Furthermore, in order to enhance the process of democratization and self administration, **Oromia National Regional Government** has adopted the decentralization policy since the end of 2002 (end of 1994 E.C) both at zonal as well as wereda levels. The decentralization policy transfers the responsibility of regional development planning to the Regional Council and Council at Regional level, and at wereda level to the wereda Council through Regional as well as wereda Finance and Economic Development Bureau and Offices respectively. Every sector has a responsibility of planning its own annual, medium and long term development plan under the advisory and technical support of the Bureau and Offices.

The regional and sub- regional authorities have more power in public investment. The regions have the power and responsibility to prepare, approve and implement their own plans in accordance with the objective situations of their regions and key national policy objectives and policies.

According to Oromia Regional State revised constitution, proclamation number 46, 2001, the roles and duties of the Regional administrative council regarding development plans are the following:

- Prepare and submit to the '*Council*' the annual Regional development plans/budgets and upon approval implement, monitor and evaluate them,
- Devise policies, strategies and plans for economic and social development of the Region; and submit them to the '*Council*' and upon approval implement them, and
- Support, follow-up and coordinate the activities of the various government and non-government institutions.

Regional council shall retain responsibility for higher-level services that cross the boundaries of zones as well as weredas and demand high capital intensive. Some of these activities include the constructions of tertiary schools (preparatory and technical), colleges, hospitals, development of bore holes and springs with distributions, rural roads and others including maintenance and administrations.

In line with the above mentioned and other legal proclamations, the National Regional State of Oromiya has established various institutions for administering, planning and execution of development activities within the jurisdiction of the Region. Among the established institutions, Oromiya Bureau of Finance and Economic Development (the managed bureau of the former Planning and Economic Development and Finance) is one. The bureau plays the leading role in coordinating executive sectors in development plan preparation and presentation, in development plans analysis, appraisal and budget support, in monitoring and evaluating the approved development plans at all levels of the Region.

At Regional level, the Bureau has the already mentioned (under 2.2) major duties and responsibilities regarding development planning.

In general, planning, budgeting, monitoring and evaluation of implementation of development activities are core process for BoFED, while it is support process for sectors. Every year, BoFED conducts plan call for all sectors and explains them on how to prepare and present their sectoral plan based on the given development indicators, major goals, programs and budget ceiling, and the sectors accordingly prepare their annual plan and submit on time.

2.2.4.2. Organization of Planning Activities

As the Business Process Reengineering study conducted on planning, budgeting, monitoring and evaluation, macro planning, population affairs, and bi-lateral and multi-lateral development activities pointed out, the inputs, outputs and customers of these activities were found to be the same. They have also strong linkages. As a result, these

activities were re-organized under one core process that is Regional development, planning, budgeting, monitoring and evaluation.

As a result, at Regional level under BoFED, planning, budgeting, monitoring and evaluation core process, including macro planning, population affairs, and bi-lateral and multi-lateral development activities, is re-organized under two sub-processes, namely annual development planning and budgeting sub-process, and development activities as well as packages of good governance implementation monitoring and evaluation sub-process. Regional data and information preparation and dissemination process and NGOs affairs follow-up process are re-organized separately as core process under BoFED.

Annual development planning and budgeting sub-process, having 21 performers, in turn re-organized into four versions, namely Regional annual planning and budgeting version, Regional annual development plan organizing, policy and development strategy study, medium/long term development plan preparation and population affairs follow-up version, weredas block grant budget allocation and administration version, and bi-lateral and multi-lateral (UN-EXCOM) development activities organizing version. Regional annual planning and budgeting version again re-organized into three roles, namely economic sector planning and budgeting role (having 4 performers); social sector planning and budgeting role (having 4 performers), and administrative and general service sector planning and budgeting role (having 3 performers). Every role has its own coordinator.

In the same manner, Regional annual plan organizing, policy and development strategy study, medium/long term development plan preparation and population affairs follow-up version is re-organized into economic sector and social sector Regional annual development plan organizing, policy and development strategy study, medium/long term development planning and population affairs follow-up roles, having three performers each. Weredas block grant budget allocation and administration version has three performers, while bi-lateral and multi-lateral (UN-EXCOM) development activities organizing version has two performers.

The second sub process, that is development activities and packages of good governance implementation monitoring and valuation sub-process is also re-organized into three roles, namely economic sector (three performers); social sector (two performers) and administration and general service sector (two performers) development activities and packages of good governance implementation monitoring and evaluation roles.

On the other hand, there is planning, budgeting, and monitoring and evaluation team in each Regional sector; performing planning, budgeting, monitoring and evaluation, bi-lateral and multi-lateral and NGOs activities in association with BoFED or the mentioned two sub processes. The number of performers ranges from one to nine, depending on the workload of each sector.

2.2.4.3. Major Activities Performed by Different Versions of Planning and Budgeting Sub Process

2.2.4.3.1. Annual Development Planning and Budgeting Version

As indicated above, annual planning and budgeting version again classified into three roles, namely economic sector planning and budgeting role, social sector planning and budgeting role, and administrative and general service sector planning and budgeting role. These roles, together with planning, budgeting, monitoring and evaluation teams found in all sectors prepare Regional and sectoral annual development plan in general. The three roles perform similar activities of which the following are the major ones.

- Prepare standardized formats used for the collection of people's priority needs and basic socio-economic data and submit to Regional Statistics and Information Preparation and Dissemination Core Process in order to collect and deliver back,
- Identify Regional government's focus targets and indicators and transfer for sectors and offices (by receiving from Regional development policy and strategy study, long term development planning and population affairs follow-up and annual development plan organizing version),

- Analyze and organize major people's priority needs lists, basic socio-economic data and profiles analyzed and organized by Regional Statistics and Information Core Process,
- Analyze and compile summary of prioritized government, NGO's and international agency or donors projects and programs planned at Regional level and give feed-back;
- Analyze, evaluate and organize prior year sectoral plan implementation performance,
- Prepare planning ToR indicating major development indicators, strategies and goals that should be accomplished in the budget year, tentative budget ceiling of the sectors and contents of the plan, and distribute for budget sectors and offices,
- Cause executive sectors to collect basic data, identify problems and prioritize people's needs in respect of their mandate and prepare their plan,
- Follow-up and provide technical support for sectors in the preparation and presentation of plans, projects and programs,
- Analyze, appraise and support the draft plans and projects of the sectors whether they have prepared according to the given Regional government's focus targets and indicators or not, and parallel prepare annual development plan of the Region, jointly with the sectors based on the Federal and Regional government's economic development policy and strategy,
- Develop and submit appropriate resource allocation criteria, conduct discussion on it with the concerned sectors and finally submit to the Regional Cabinet for fair distribution of budget for the executive sectors,
- Organize and distribute funds for sectors and higher projects proposed according to sectors prior year's performance, development indicators, etc and announce the approved budget for the sectors to be executed according to the plan,
- Cause all line bureaus prepare their annual plans based on the given Regional government's focus targets, budget ceiling and indicators, and finally submit the draft to BoFED for analysis, appraisal and budget support,

- Cause all line bureaus to finalize their annual development plans based on the given focus targets, indicators and adjusted actual budget, then conduct discussion on it with the concerned sectors, and finally submit the approved plan by the management to BoFED on time for final appraisal and budget support,
- Parallel finalize annual development plans of the Region with the adjusted actual budget, conduct discussion on it with the concerned sectors, and finally submit it to Regional development policy and strategy study, long term development planning and population affairs follow-up and annual plan organizing version, to be submitted to the Regional Council for final amendment and then to Council for approval,
- Cause budget sectors to prepare and submit their plan of action as soon as they received their approved annual budget/plan,
- Prepare approved annual development plan document (Green Document),
- Record the approved annual budget into IBEX, print and distribute approved/declared budget for the concerned sectors,
- Perform payments for those sectors and offices having budget in the Region,
- Monitor budget adjustment executed by budget sectors whether executed according to budget adjustment guideline or not and take corrective measure, and transfer adjusted plan and budget to IBEX and finance administration section,
- Collect, analyze, organize and submit supplementary budget requisition to Regional development policy and strategy study, long term development planning and population affairs follow-up and annual plan organizing version to be presented to Regional Council for decision and finally to Council for declaration,
- Provide professional and technical support as well as training on plan and budget preparation for the sectors and
- Perform additional activities given by Planning and Budgeting Sub Process.

2.2.4.3.2. Regional Annual Development Plan Organizing, Policy and Strategy Study, Medium/Long Term Development Plan Preparation- Version

This version organizes annual development plan, prepares medium and long term Regional development plan, studies Regional development policies, strategies and population affairs, and organize and allocate budgets for the sectors and weredas in block grant. In general major activities performed by this version are indicated as follows.

- Prepare/update standardized formats for the collection of people's priority needs and basic socio-economic data that are used for the preparation of medium/long term plan,
- Submit the standardized formats to Regional Statistics and Information Preparation and Dissemination Core Process in order to collect and deliver back the required data and information,
- Consolidate Regional annual development budget/plan, and then prepare Regional annual budget/plan declaration and submit to Regional Council for amendment and then to Council/Caffe for the final approval, and after approval deliver to Regional annual planning and budgeting version in order to conduct budget announcement for the budget sectors,
- Follow-up the subsidiary budget or the resource share of Region assigned from the Federal Government,
- Assess and estimate available resources (revenue, treasury, budget support, etc), develop and submit appropriate resource allocation criteria to the Regional Cabinet for fair distribution of budget for the weredas and executive sectors,
- Analyze and organize people's priority needs lists, basic socio-economic data and profiles analyzed and organized by Regional Statistics and Information Preparation and Dissemination Core Process,
- Regionally, evaluate implementation of development plans, outputs and impacts of prior years so as to shape planning and implementing modalities in the next period,
- Based on the Federal government's economic development policy and strategy, identify and indicate Regional government's development policy, strategies,

programs and focus targets that should be incorporated in the coming medium/long term development plan,

- Submit planning ToR indicating Regional development policy, major development indicators, strategies, programs and goals that should be incorporated in the coming medium/long term plan to Regional Council for amendment and approval,
- Distribute planning ToR indicating Regional development's policy, major development focus targets, strategies, programs and goals that should be incorporated in the coming years plan to Regional executive sectors and Offices in order to prepare their respective long term sectoral plan*,
- Call all Executive Sectors and brief/orient them on the planning ToR prepared for the preparation and presentation of medium/long term plans,
- Provide professional and technical support for all line bureaus to prepare their respective sectoral medium/long term plans based on the given Regional government's policy, major development indicators, strategies, programs and goals, and submit the proposals to BoFED for analysis, appraisal and support on time,
- Analyze and evaluate whether all executive sectoral medium/long term development plans are prepared according to the given Regional government's policy, major development indicators, strategies, programs and goals or not, then appraise, support,
- Cause and follow-up all sectors to submit their respective sectoral medium/long term draft development plans on time,
- Compile sectoral medium/long term Regional draft development plans that will be expected to be implemented by government budget, UN Agencies or donors fund and other sources,
- Submit compiled Regional medium/long term draft development plan to the Regional Council for comment and approval,
- Conduct discussion with customers and stakeholders on Regional medium/long term draft development plan,

- Develop the Regional medium/long term draft development plan by the comments obtained from the discussions conducted with customers and stakeholders,
- Consolidate Regional medium/long term draft development plan and submit to the Regional Cabinet for amendment and then to Council for approval,
- Print and distribute medium/long term approved Regional development plan for the executive sectors and other concerned sections,
- Cause and study decisive projects and programs that are crucial for the development of the Region and submit for the Regional Cabinet for approval and implementation and
- Perform additional activities given by Planning and Budgeting Sub Process.

N.B.(*). For the preparation of Regional medium/long term development or strategic plan, virtual team is organized from all line bureaus or executive sectors under the supervision of annual plan organizing, Regional development policy and strategy study, medium/long term development plan preparation and population affairs follow-up version of BoFED. Then Regional medium/long term development plan will be prepared based on people's needs, government policies, strategies and programs. A lot of discussions will be conducted on it at several levels with the concerned sectors, including customers and stakeholders; developing with the obtained comments and lastly will be amended by Regional Council and approved by Council.

2.2.4.3.3. Wereda Budget Allocation Criteria Study, Organizing and Follow-Up-Version

This version studies and organizes budget allocation criteria, presents to Regional council for approval and lastly allocates budgets in the form of block grants for the weredas based on the selected and approved criteria, and hand over to them. Furthermore, the following are the major activities performed by this version.

- Prepare/update standardized formats for the collection of data used for the wereda's block grant budget allocation,
- Submit the standardized formats to the Regional Statistics and Information Preparation and Dissemination Core Process in order to collect and deliver back the required data starting from wereda Offices,

- Follow-up the collection of weredas' budget allocation data in order to be collected and delivered on time,
- Receive collected data from Regional Statistics and Information Preparation and Dissemination Core Process,
- Analyze, organize and computerize data received from Regional Statistics and Information Core Process,
- Submit organized appropriate resource allocation criteria/data to the Regional Council for approval and fair distribution of budget for the weredas,
- Receive total wereda's block grant budget share from Regional development policy and strategy study, medium/long term development plan preparation and population affairs follow-up version,
- Allocate and analyze budgets allocated for the weredas in block grant based on approved budget allocation criteria,
- Conduct discussion on it with the concerned sectors on the budgets allocated for the weredas and adjust with the comments obtained,
- Submit budgets allocated for the weredas to the Regional Council for discussion, comment and approval,
- Submit to the Regional annual plan/budget organizing version in order to be delivered to the Regional council and then to council for final approval,
- Announce approved/declared budget for the weredas ,
- Receive, organize and submit weredas declared budget to Ministry of Finance and Economic Development,
- Collect and analyze weredas supplementary budget requisition and dissatisfaction on allocated budget and give feed-back,
- Collect and organize data on over collected revenue and submit to Regional Council for decision, and give feed-back for the weredas/towns,
- Submit supplementary budget allocated for the weredas to the Regional development policy and strategy study, medium/long term development plan preparation and population affairs follow-up and annual plan organizing version to be presented to Regional Council and then to Council for declaration,

- Cause weredas to declare supplementary budget allocated for them,
- Administer, monitor and evaluate implementation of Local Investment Grant given for the selected weredas,
- Supervise recording of the weredas approved annual budget into IBEX,
- Provide professional and technical support as well as training on the weredas resource allocation data and
- Perform additional activities given by Planning and Budgeting Sub Process.

2.2.4.3.4. UN-EXCOM Agencies Budget and Development Plan Organizing and Follow-up Version

This version organizes bi-lateral and multi-lateral or UN-Agencies budget, development plans and activity reports separately. It also collects activity reports from sectors, organizes and submits to the concerned sectors. In general, this version performs the following major activities.

- Prepare planning ToR, conduct budget call for sectors and give explanation on it and distribute for them to prepare their plan and budget according to the ToR and agreements made with the donors/multilateral and bilateral and given budget ceiling,
- Follow-up and provide professional and technical support for the sectors to prepare and present their physical and budget plan on time,
- Organize and compile UN-EXCOM supported development plan at Regional level,
- Submit UN-EXCOM supported development plan to Ministry of Finance and Economic Development and to UN Agencies respectively,
- Announce for the sectors budgets allowed/obtained from UN Agencies,
- Monitor and follow-up whether plan performance report is delivered according to the standardized format prepared for preparing report or not,
- Organize reports received from sectors by sources of finance and activities,
- Submit reports prepared by sources of finance to Ministry of Finance and Economic Development, UN Agencies and concerned sectors,
- Give explanation/orientation for the sectors on how to prepare plan re-programming whenever it is required and accordingly present,

- Follow-up UNEX-COM or UN Agencies development plan improvement,
- Analyze and organize improved UNEX-COM development plans at Regional level,
- Submit improved UNEX-COM development plans to Ministry of Finance and Economic Development, UNEX-COM/UN Agencies and concerned sectors,
- Monitor and evaluate in the field all development activities under operation by development support program budget, and produce report,
- Conduct monthly, quarterly, mid-year and annual review meeting on the implementation and performance of UNEX-COM supported development activities,
- Receive and treat program/budget/plan adjustment requisition from sectors, and give feed-back for them and
- Provide capacity building activities like IT equipments and training for the sectors.

2.2.4.3.4.1. Required Logistics for the Core Process

1. Computers, Lap Top, Tables and Chair for each performer,
2. Stationery materials,
3. Networked printers,
4. Network, internet, fax,
5. Telephone,
6. Two cars,
7. Favorable room
8. One Record Center, etc.

3. Organization Of Planning Activities

A/ At Regional Level

Table 1:- Place & standard of performance (work flow, place to be performed, time, standard)

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
A	Regional Medium and Long Term Planning				18
1	Prepare/update formats used for the collection of people's needs and basic socio-economic data as well as working guidelines,	BoFED/Executive Sectors	Up to August 15	15 days	
2	Distribute people's needs and basic socio-economic data collection formats and working guidelines for the sectors,	BoFED/Executive Sectors	Up to August 20	15 days	
3	Analyze and organize people's needs and basic socio-economic data collected and give feed-back,	BoFED/Executive Sectors	Up to November 30	60 days or two months	
4	Analyze, evaluate and organize prior years Regional development plan performance,	BoFED/Executive Sectors	Up to December 30	30 days	
5	Based on Federal economic development policy and strategy, identify and indicate Regional government's development policy, strategies, programs and focus targets that should be incorporated in the coming medium/long term development plan,	BoFED/Executive Sectors	Up to January 30	30 days	
6	Submit Regional development policy, strategies, programs and focus targets that should be incorporated in the coming medium/long term development plan to the Regional council for approval,	BoFED/Executive Sectors	Up to February 7	7 days	
7	Distribute planning ToR indicating Regional development's policy, strategies, programs, focus targets and goals that should be incorporated in the coming medium/long term development plan to Regional executive sectors and offices in order to prepare their respective medium/long term sectoral plan,	BoFED/Executive Sectors	Up to February 12	5 days	
8	Give orientation for the sectors on the prepared and approved planning ToR,	BoFED/Executive Sectors	Up to February 15	3 days	
9	Cause the sectors to submit their medium/long term development plan on time, follow-up and provide technical support for sectors in the preparation and presentation of development plans,	BoFED/Executive Sectors	Up to March 20	Twice a week	

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
10	Follow-up the preparation and presentation of medium/long term development plans whether they are prepared according to the given Regional development policy, strategies and programs, and provide technical and professional support as well as comments for the sectors,	BoFED/Executive Sectors	Up to April 20	30 days	
11	Cause all executive sectors to finalize their plans according to the given comments, follow-up, /	BoFED/Executive Sectors	Up to May 5	15 days	
12	Consolidate and finalize Regional draft development plans document,	BoFED/Executive Sectors	Up to May 25	20 days	
13	Submit draft Regional development plan to Regional council for comment and approval,	BoFED/Executive Sectors	Up to May 30	5 days	
14	Develop and adjust Regional development plan by the given comments,	BoFED/Executive Sectors	Up to June 5	5 days	
15	Cause the customers and stakeholders to discuss on the Regional draft development plan,	BoFED/Executive Sectors	Up to June 15	10 days	
16	Develop Regional draft development plan by the comments obtained from the meetings conducted with customers and stakeholders,	BoFED/Executive Sectors	Up to June 20	5 days	
17	Finalize Regional medium/long term draft development plan and submit to Regional Cabinet and then to Regional council or Caffee for final approval,	BoFED/Executive Sectors	Up to June 30	5 days	
18	Distribute Regional medium/long term approved development plan document for the concerned sectors,	BoFED/Executive Sectors	Up to July 30	30 days	
B	Conducting capacity building activities on population affairs and development	BoFED/Executive Sectors			8
1	Assess, identify and know training needs on the integration of population issues into Regional development,	BoFED/Executive Sectors	As per work schedule	10 days	
2	Prepare training proposal on on the integration of population issues into Regional development plan,	BoFED/Executive Sectors	As per work schedule	5 days	
3	Approve prepared proposal for delivering training,	BoFED/Executive Sectors	As per work schedule	One day	

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
4	Prepare or update training manual,	BoFED/Executive Sectors	As per work schedule	2.5 days	
5	Finalize and duplicate training documents,	BoFED/Executive Sectors	As per work schedule	5 days	
6	Prepare different formats required for training, and organize all training activities,	BoFED/Executive Sectors	As per work schedule	5 days	
7	Give training according to the set schedule,	BoFED/Executive Sectors	As per work schedule	Days set in the proposal	
8	Prepare report regarding training and deliver to the concerned sectors,	BoFED/Executive Sectors	As per work schedule	5 days	
C	Prepare document on the integration of population and development for Media Program,	BoFED/Executive Sectors	As per work schedule		10
1	Identify population issues and development that needs attention and should be disseminated for the people through Radio,	BoFED/Executive Sectors	As per work schedule	5 days	
2	Prepare proposal and ToR for preparing document on population issues and development,	BoFED/Executive Sectors	As per work schedule	7 days	
3	Approve the prepared proposal and ToR,	BoFED/Executive Sectors	As per work schedule	One day	
4	Identify Government Medias that disseminate information/education on population issues and development, and conduct discussion with them on how to disseminate the information,	BoFED/Executive Sectors	As per work schedule	3 days	
5	Select the best Communication media for the dissemination of population issues and development,	BoFED/Executive Sectors	As per work schedule	One day	
6	Prepare agreement document and approve,	BoFED/Executive Sectors	As per work schedule	7 days	
7	Signing project agreement,	BoFED/Executive Sectors	As per work schedule	One day	
8	Prepare and analyze different documents on the selected topics and sub-topics for printing on News Paper,	BoFED/Executive Sectors	As per work schedule	For one topic 7 days	

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
9	Approve the prepared documents and send the documents to printing press for printing,	BoFED/Executive Sectors	As per work schedule	2 days	
10	Follow-up and monitor whether population education is disseminated according to the agreement made or not, give feed-back and receive comment,	BoFED/Executive Sectors	As per work schedule	Once a week	
D	Prepare important documents regarding integration of population issues and development, and disseminate to different sectors,	BoFED/Executive Sectors	As per work schedule		9
1	Identify important issues on population affairs and development,	BoFED/Executive Sectors	As per work schedule	5 days	
2	Prepare proposal and ToR on the issues identified,	BoFED/Executive Sectors	As per work schedule	7 days	
3	Approve the prepared proposal and ToR,	BoFED/Executive Sectors	As per work schedule	One day	
4	Collect data and information on the selected issues and prepare different literature or document,	BoFED/Executive Sectors	As per work schedule	20 days	
5	Invite external sectors that can produce different literature/document on the selected topics regarding population issues and development, follow-up and receive the documents,	BoFED/Executive Sectors	As per work schedule	Once a week	
6	Select received documents by establishing selection committee and cause the selected sector to develop the documents,	BoFED/Executive Sectors	As per work schedule	2 days	
7	Prepare and finalize the selected documents for printing,	BoFED/Executive Sectors	As per work schedule	3 days	
8	Facilitate pre conditions for printing, approve printing and follow-up printing process,	BoFED/Executive Sectors	As per work schedule	Once a week	
9	Facilitate pre-conditions for the dissemination of the printed documents,	BoFED/Executive Sectors	As per work schedule	5 days	
E	Regional development policy, strategy and population issues study	BoFED/Executive Sectors	As per work schedule		9

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
1	Identify major Regional development and population issues for research purpose,	BoFED/Executive Sectors	As per work schedule	15 days	
2	Substantiate the significance of conducting research on the selected topics and approve the topics by the concerned class,	BoFED/Executive Sectors	As per work schedule	One day	
3	Prepare research proposal and ToR on the selected topics to conduct research,	BoFED/Executive Sectors	As per work schedule	10 days	
4	Cause to approve the prepared research proposal and ToR,	BoFED/Executive Sectors	As per work schedule	One day	
5	Collect and analyze data, information and different literature that are required for study,	BoFED/Executive Sectors	As per work schedule	30 days	
6	Prepare draft research and computerize,	BoFED/Executive Sectors	As per work schedule	60 days	
7	Collect different information and comment on the draft research from individuals or by conducting discussion on it with different sectors and develop the draft by the obtained information or comment,	BoFED/Executive Sectors	As per work schedule	5 days	
8	Analyze, correct and finalize research document,	BoFED/Executive Sectors	As per work schedule	20 days	
9	Print the document and disseminate for the concerned sectors,	BoFED/Executive Sectors	As per work schedule	10 days	
F	Annual Development Planning and Budgeting	BoFED/Executive Sectors			35
1.	Prepare /update standardized formats used for the collection of people's priority needs and basic socio-economic data,	BoFED/Executive Sectors	July 1-20	20 days	
2.	Submit the formats to Regional Statistics and Information Core Process in order to collect and deliver back the required data,	BoFED/Executive Sectors	Up to July 30	10 days	
3.	Analyze and organize people's priority needs lists, basic socio-economic data and profiles analyzed and organized by Regional Statistics and Information Core Process, and give feed-back,	BoFED/Executive Sectors	Up to October 30	30 days	

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
4	Analyze and compile development plans that are beyond the capacity of wereds (received from zones),	BoFED/Executive Sectors	Up to October 30	20 days	
5	Analyze, evaluate and organize prior year sectoral plan performance,	BoFED/Executive Sectors	Up to September 1	20 days	
6	Identify and know Regional government's development and population targets policy, strategies and indicators,	BoFED/Executive Sectors	Up to November 25	25 days	
7	Prepare planning ToR indicating Regional development indicators, strategies, population programs and major goals that should be accomplished in the budget year as well as tentative budget ceiling of the sectors and contents of the plan, and distribute for the sectors and offices,	BoFED/Executive Sectors	November 26 to December 10	10 days	
8	Call all sectors and orient them on the planning ToR for the preparation and presentation of annual development plan,	BoFED/Executive Sectors	Up to December 15	3 days	
9	Follow-up and provide professional and technical support for sectors in the preparation and presentation of plans and projects based on the given development indicators, strategies and budget ceiling,	BoFED/Executive Sectors	Up to January 30	Once a week	
10	Analyze, appraise and support the draft plans and projects of the sectors,	BoFED/Executive Sectors	Up to February 30	30 days	
11	Collect and organize appropriate resource allocation data for the sectors,	BoFED/Executive Sectors	Up to December 15	15 days	
12	Develop appropriate resource allocation criteria, conduct discussion on it with the concerned sectors and finally submit to the Regional Cabinet for approval,	BoFED/Executive Sectors	Up to December 30	15 days	
13	Know total block grant budgets allocated for the sectors,	BoFED/Executive Sectors	Up to January 10	10 days	
14	Allocate block grant budgets for the sectors based on the developed budget allocation criteria,	BoFED/Executive Sectors	Up to January 20	10 days	
15	Organize and submit draft block grant budgets allocated for the sectors to the Regional council for approval,	BoFED/Executive Sectors	Up to January 30	Days 2	
16	Announce ceiling/estimated budget for the sectors with budget allocation manuals,	BoFED/Executive Sectors	Up to Bit.30	15 days	

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
17	Provide professional and technical support for the sectors in preparing their draft physical annual plan based on the given development strategies and ceiling budget,	BoFED/Executive Sectors	Up to April 10	10 days	
18	Analyze, appraise and support draft physical development plan and budget submitted by the sectors,	BoFED/Executive Sectors	Up to April 30	20 days	
19	Announce adjusted/actual budget for all executive sectors,	BoFED/Executive Sectors	Up to April 5	7 days	
20	Cause and follow-up all executive sectors to finalize and present their adjusted physical plan and budget based on the adjusted budget,	BoFED/Executive Sectors	Up to May 20	10 days	
21	Prepare and organize annual draft development document,	BoFED/Executive Sectors	Up to May 30	8 days	
22	Submit annual draft development plan document to annual development plan organizing, Regional development policy and strategy study, long term development planning and population programs follow-up version to be submitted to Regional council and then to Caffee for approval,	BoFED/Executive Sectors	Up to Wax. 7	Days 7	
23	Correct and develop annual draft development document if constructive additional comments are given,	BoFED/Executive Sectors	Up to Wax. 15	Days 7	
24	Finalize annual draft development document and submit to annual development plan organizing, Regional development policy and strategy study, long term development planning and population programs follow-up version,	BoFED/Executive Sectors	Up to Wax. 25	Days 7	
25	Receive approved annual development plan from annual development plan organizing, Regional development policy and strategy study, long term development planning and population programs follow-up version, announce approved budget for the sectors, and	BoFED/Executive Sectors	June 30 to July 13	Days 5	
26	Cause budget sectors to prepare and submit their plan of action as soon as they received their approved annual budget/plan,	BoFED/Executive Sectors	Up to June 30	Days 7	
27	Organize and computerize approved and announced annual budget into IBEX program,	BoFED/Executive Sectors	Up to Hag. 15	Days 5	
28	Prepare approved annual development plan document and disseminate for the concerned sectors,	BoFED/Executive Sectors	October 25 to November 15		

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
29	Prepare description of major projects and programs being implemented at wereda level by government and donors capital budget, NGOS and community participation,	BoFED/Executive Sectors	Up to November 20	30 days	
30	Disseminate description of major projects and programs document for the concerned sectors,	BoFED/Executive Sectors	Up to November 30	5 days	
31	Perform budget/plan adjustment based on quarterly reports of monitoring and evaluation,	BoFED/Executive Sectors	Every quarter	2:00 hours	
32	Administer the approved development plans or budgets, monitors and supervises the implementation of budget/plan adjustment guidelines, and report budget/plan adjustment to Regional finance administration section and IBEX,	BoFED/Executive Sectors	Every quarter	3:00 hours	
33	Collect, analyze and organize sectors supplementary budget requisition,	BoFED/Executive Sectors	Up to November 30	always	
34	Submit organized supplementary budget requisition to annual development plan organizing, Regional development policy and strategy study, long term development planning and population programs follow-up version, to be presented to Regional council and then to Caffee for approval,	BoFED/Executive Sectors	Up to July 7	5 days	
35	Administer contingency budget, treat supplementary budget requisition and payments, and prepare performance report.	BoFED/Executive Sectors	As requested	One to two days	
G	UN-EXCOM/Donors Plan and Budget Management	BoFED/Executive Sectors			17
1	Prepare planning ToR, conduct budget call for sectors and give explanation on it and distribute for them to prepare their plan and budget according to the ToR and agreements made with the donors/multilateral and bilateral and given budget ceiling,	BoFED/Executive Sectors	Up to February 20	20 days	
2	Follow-up and provide professional and technical support for the sectors to prepare and present their physical and budget plan on time,	BoFED/Executive Sectors	Up to April 20	30 days	
3	Organize and compile UN-EXCOM supported development plan at Regional level,	BoFED/Executive Sectors	EblaUp to May 15	20 days	
4	Submit UN-EXCOM supported development plan to Ministry of Finance and Economic Development and to UN Agencies respectively,	BoFED/Executive Sectors	Up to May 20	Days 5	

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
5	Announce for the sectors budgets allowed/obtained from UN Agencies,	BoFED/Executive Sectors	Quarterly	10 days	
6	Monitor and follow-up whether plan performance report is delivered according to the standardized format prepared for preparing report or not,	BoFED/Executive Sectors	Quarterly	10 days	
7	Organize reports received from sectors by sources of finance and activities,	BoFED/Executive Sectors	Quarterly	Days 7	
8	Submit reports prepared by sources of finance to Ministry of Finance and Economic Development, UN Agencies and concerned sectors,	BoFED/Executive Sectors	Quarterly	2 days	
9	Give explanation/orientation for the sectors on how to prepare plan re-programming whenever it is required and accordingly present,	BoFED/Executive Sectors	End of 2nd % 4th quarter	3 days	
10	Follow-up UNEX-COM or UN Agencies development plan improvement,	BoFED/Executive Sectors	In the 2nd and 3rd quarter	10 days	
11	Analyze and organize improved UNEX-COM development plans at Regional level,	BoFED/Executive Sectors	In the 2nd and 4th quarter	7 days	
12	Submit improved UNEX-COM development plans to Ministry of Finance and Economic Development, UNEX-COM/UN Agencies and concerned sectors,	BoFED/Executive Sectors	End of 2nd & 4th quarter	2 days	
13	Monitor and evaluate in the field all development activities under operation by development support program budget, and produce report,	BoFED/Executive Sectors	Quarterly	15 days	
14	Conduct monthly, quarterly, mid-year and annual review meeting on the implementation and performance of UNEX-COM supported development activities,	BoFED/Executive Sectors	Monthly, quarterly, mid-year % annual	Monthly & quarterly one day & 2 days for the rest	
15	Receive and treat program/budget/plan adjustment requisition from sectors, and give feed-back for them,	BoFED/Executive Sectors	On presentation	One day	
116	Provide capacity building activities like IT equipments and training for the sectors,	BoFED/Executive Sectors	As required	Within the set schedule	
H	Wereda Block grant Budget Allocation Activity	BoFED/Executive Sectors			24
1	Prepare/update standardized format for the collection of basic data for the wereda's block grant budget allocation,	BoFED/Executive Sectors	Up to October 30	10 days	

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
2	Submit standardized format used for the collection of basic data from wereda Offices to the Regional Statistics and Information Core Process in order to collect, organize and deliver the required data starting from wereda Offices,	BoFED/Executive Sectors	Up to November 10	2 days	
3	Follow-up the collection of basic data in order to be collected and delivered on time,	BoFED/Executive Sectors	Up to February 30	Once every two weeks	
4	Analyze, organize and computerize resource allocation data received from Regional Statistics and Information Core Process,	BoFED/Executive Sectors	Up to March 20	20 days	
5	Analyze, correct and organize the collected basic data, and cause those incorrect data to be corrected by the concerned sectors,	BoFED/Executive Sectors	Up to March 30	10 days	
6	Identify, analyze and computerize wereda budget allocation data,	BoFED/Executive Sectors	Up to April 20	20 days	
7	Receive total weredas' budget share from Regional annual development plan organizing, Regional development policy and strategy study, long term development planning and population programs follow-up version,	BoFED/Executive Sectors	Up to March 30	Days 2	
8	Based on the approved budget allocation criteria, allocate total weredas budget share for the weredas,	BoFED/Executive Sectors	Up to April 30	Days 20	
9	Analyze and approve budgets allocated for the weredas based on the approved data/criteria,	BoFED/Executive Sectors	Up to May 20	20 days	
10	Conduct discussion at Bureau level on the budgets allocated for the weredas,	BoFED/Executive Sectors	Up to May 25	2 days	
11	Adjust block grant budget allocated for the weredas by the comments obtained from the discussion,	BoFED/Executive Sectors	Up to May 30	3 days3	
12	Submit budgets allocated for the weredas to the Regional Council for discussion, comment and lastly for approval,	BoFED/Executive Sectors	Up to June10	One day	
13	Adjust and finalize block grant budget allocated for the weredas by the comments obtained from Regional council,	BoFED/Executive Sectors	Up to June 15	5 days	
14	Submit to the Regional annual budget organizing, Regional development policy and strategy study, long term development planning and population programs	BoFED/Executive Sectors	Up to June 18	3 days3	

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
	follow-up version				
15	Announce approved/declared budget for the weredas ,	BoFED/Executive Sectors	Up to July 15	15 days	
16	Receive, analyze and organize weredas declared budget,	BoFED/Executive Sectors	Up to September 1	20 days	
17	Organize and submit weredas declared budget to Ministry of Finance and Economic Development,	BoFED/Executive Sectors	As requested	2 days	
18	Receive complain/dissatisfaction if there is on the allocated budget for the weredas and give feed-back,	BoFED/Executive Sectors	As presented	Half day	
19	Collect and analyze weredas supplementary budget requisition,	BoFED/Executive Sectors	Up to November 30	10 days	
20	Collect and organize data on over collected revenue at weredas/towns,	BoFED/Executive Sectors	Up to November 30	10 days	
21	Submit data collected on weredas supplementary budget requisition and over collected revenue to the Regional Cabilmet for discussion and decision,	BoFED/Executive Sectors	Up to December 20	One day	
22	Announce supplementary budget allowed for the weredas,	BoFED/Executive Sectors	Up to December 30	10 days	
23	Cause weredas to declare supplementary budget allocated for them,	BoFED/Executive Sectors	Up to January 20	Every two days	
24	Submit supplementary budget allocated for the weredas to the Regional development policy and strategy study, long term development planning and population affairs follow-up and annual plan organizing version	BoFED/Executive Sectors	Up to March 30	5 days	
I	Development plan performance monitoring and evaluation	BoFED/Executive Sectors			14
1	Receive approved development plan and Plan of Action from Annual Planning and Budgeting Version,	BoFED/Executive Sectors	Up to August 30	2 days	
2	Prepare/update standardized formats used for reporting monitoring and evaluation of development plan performance including packages of good governance,	BoFED/Executive Sectors	Up to July 25	10 days	
3	Distribute formats used for reporting monitoring and evaluation results for the sectors,	BoFED/Executive Sectors	Up to August 10	10 days	

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
4	Prepare ToR indicating contents of monitoring & evaluation, including packages of good governance and monthly, quarterly and yearly action plan and call sectors,	BoFED/Executive Sectors	Up to August 20	20 days	
5	Give orientation/explanation on the prepared ToR for the sectors/offices,	BoFED/Executive Sectors	Up to August 20	2 days	
7	Collect, organize and deliver monthly regular routine activities report for the concerned sectors,	BoFED/Executive Sectors	Every month	Every month up to 7 days	
8	Monitor and evaluate quarterly in the field projects, programs, regular routine activities and packages of good governance,	BoFED/Executive Sectors	Quarterly	Every 3rd month from 20-30	
9	Collect and organize monthly regular routine activities and quarterly evaluation report, and cause the concerned sectors to have discussion on the report quarterly, take remedial measure on prevailed problems and approve the report,	BoFED/Executive Sectors	Quarterly	First month of next quarter 5-10 days	
10	Conduct mid-year and yearly review meeting on plan performance evaluation,	BoFED/Executive Sectors	Mid year and yearly	January and May	
11	Give-feedback for the sectors regarding the outputs of plan performance evaluation,	BoFED/Executive Sectors	Quarterly	3 days	
12	Follow-up implementation of remedial measures decided to be taken to correct problems prevailed by monitoring and evaluation report,	BoFED/Executive Sectors	Monthly	Monthly once	
13	Conduct emergency monitoring and evaluation activities whenever required,	BoFED/Executive Sectors	As required	As per the schedule	
14	Provide professional and technical support as well as training on monitoring and evaluation.	BoFED/Executive Sectors	As per the schedule	As per the schedule	
J	Performing Long Term Development Plan Evaluation	BoFED/Executive Sectors			6
1	Prepare proposal and ToR indicating contents of medium/long term development plan evaluation,	BoFED/Executive Sectors	Up to Fulb. 15	15 days	
2	Prepare and distribute formats used for the collection of necessary data and people's opinion,	BoFED/Executive Sectors	Up to September 30	15 days	
3	Collect and analyze different necessary data,	BoFED/Executive Sectors	Up to November 15	45 days	
4	Prepare development plan outputs evaluation report,	BoFED/Executive Sectors	Up to December 15	30 days	

S.No	Natural workflow	Where it is performed	When it is performed	Standard accomplishment	
				Time	Steps
5	Cause concerned sectors to conduct discussion on the obtained outputs of development plan evaluation,	BoFED/Executive Sectors	Up to December 30	15 days	
6	Prepare final development plan evaluation document and disseminate for the concerned sectors,	BoFED/Executive Sectors	Up to January 30	15 days	

Table. 2 Pinpoint responsibilities (workflow, reorganized work, pinpoint responsibility, job & title)

Natural workflow	Pinpoint responsibility	Qualification of performers (Education type & level, training, skills & experience)	Performers of the activity	
			Job title	No. of performers
Workflow and standard accomplishment indicated in table 1(A-G)	<p>I. Annual Development Planning & budgeting Sub Process</p> <p>A. Regional annual plan organizing, Regional development policy and strategy study, long term development planning and population programs follow-up version,</p> <p>1. Prepare & organize Regional medium & long term development plans,</p> <p>2. Conduct Regional development policy, strategy and population programs study,</p> <p>3. Conduct capacity building activities on development and population issues,</p> <p>4. Prepare educational program on development and population issues for media,</p> <p>5. Prepare & disseminate materials used for teaching about population and development issues,</p> <p>6. Manage contingency budget,</p> <p>B. Annual development planning & budgeting version,</p>	<p>1. Degree and above, Education type:- Economics, Regional Development Studies, Geography, Agricultural Engineering, Sociology, Demography, Plant & Animal Science, Management, Statistics, etc</p> <p>2.) Work experience (years) Year 3=2 Year 4=2 Year 6 & above=2 (direct work experience)</p> <p>3. Different computer programs training, 4. Research conducting & proposal preparation capacity,</p>	<p>Regional annual plan organizing, Regional development policy and strategy study, long term development planning and population programs follow-up performers,</p>	6
		<p>1. Degree and above, Education type:- Economics, Regional Development Studies, Geography, Agricultural Engineering, Sociology, Demography, Plant & Animal Science, Management, Statistics, etc</p>		10 performers and two UNEX-COM or

Natural workflow	Pinpoint responsibility	Qualification of performers (Education type & level, training, skills & experience)	Performers of the activity	
			Job title	No. of performers
	<p>B. Annual development planning and budgeting version</p> <ol style="list-style-type: none"> 1. Prepare & organize Regional annual development plan and budget, 2. Administer sectoral budget, 3. Participate in Regional development strategy, projects & population programs study, 4. Provide professional and technical support and conduct training on capacity building, 5. Prepare and organize UNEX-COM or UN Agencies development plan and budget, 6. Monitor and evaluate UN Agencies development activities, <p>C. Weredas blockgrant budget allocation and administration version</p> <ol style="list-style-type: none"> 1. Conduct weredas blockgrant budget allocation and budget announce, 2. Organize weredas supplementary budget requisition, and treat them, 	<p>Plant & Animal Science, Management, Istatistics, etc</p> <ol style="list-style-type: none"> 2. Work experience (years) Year 0=3 " 2=2 " 4=3 " 5=2 = direct work experience 3. Different computer programs training, 4. Research conducting, and project proposal preparation and support capacity. 	<p>Annual development planning and budgeting performers</p>	<p>UN Agencies development activities coordinating performers (12)</p>
	<ol style="list-style-type: none"> 1. Conduct weredas blockgrant budget allocation and budget announce, 2. Organize weredas supplementary budget requisition, and treat them, 	<ol style="list-style-type: none"> 1. Degree and above, Education type:- Economics, Regional Development Studies, Geography, Agricultural Engineering, Sosciology, Demography, Plant & Animal Science, Management, Istatistics, etc 2. Direct work experience (years) Year 2=1 Year 4=1 Year 5=1 3. Different computer programs training, 4. Research conducting, and project proposal preparation and support capacity. 	<p>Weredas coordinating performers</p>	<p>3</p>

Natural workflow	Pinpoint responsibility	Qualification of performers (Education type & level, training, skills & experience)	Performers of the activity	
			Job title	No. of performers
	<p>II. All development activities performance and packages of good governance monitoring and evaluation sub process</p> <ol style="list-style-type: none"> 1. Performs monitoring and evaluation of all development activities and packages of good governance, 2. Provides professional and technical support as well as training for sectors and lower structures, 	<ol style="list-style-type: none"> 1. Degree and above, Education type:- Economics, Regional Development Studies, Geography, Agricultural Engineering, Sociology, Demography, Plant & Animal Science, Management, Istatistics, etc 2.) Direct work experience (years) Year 0=1 Year 2=3 Year 4=2 Year 5=1. 3. Different computer programs training, 4. Research conducting, and project proposal preparation and support ing capacity. 	Development plan performance and packages of good governance monitoring and evaluation performers	7 performers