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WESTERN KENYA SANITATION PROJECT (WKSP)

QUARTER 2 (Q2) PROGRESS REPORT (FEBRUARY 16, 2022 – MARCH 31, 2022)

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ACRONYMS AND ABBREVIATIONS

AMREF	African Medical and Research Foundation (also known as Amref Health Africa)
AMLEP	Activity Monitoring, Evaluation, and Learning Plan
APHRC	African Population and Health Research Consortium
ARO	RTI Regional Office
BCC	Behavior Change Communication
BDS	Business Development Services
CEC	County Executive Committee
CLT	County Liaison Team
CLTS	Community-Led Total Sanitation
COP	Chief of Party
COR	Contracting Officer's Representative
CSO	civil society organization
DCOP	Deputy Chief of Party
DQA	Data Quality Assessment
EMMP	Environmental Mitigation and Monitoring Plan
FSM	fecal sludge management
GIZ	German Agency for International Cooperation
GLUK	Great Lakes University of Kisumu
GOK	Government of Kenya
GUC	grants under contract
GYSI	Gender, Youth, and Social Inclusion
IEE	Initial Environmental Examination
JD	job description
KEA	Kenya and East Africa
KWAHO	Kenya Water for Health Organization
LOA	Letter of Authorization
LREB	Lake Region Economic Bloc
M&E	monitoring and evaluation
MHM	menstrual hygiene management
NGO	non-governmental organization
OD	open defecation
ODF	open defecation free
PEA	political economy analysis
PMU	project management unit
PSI	Population Services International

R&D	research and development
RTI	RTI International (registered trademark and trade name of Research Triangle Institute)
S&H	sanitation and hygiene
SAF	strategic activities fund
SC	Steering Committee
SO	Sub-Objective
STTA	short-term technical assistance
TVET	technical and vocational education and training institutions
TOC	Theory of Change
TOR	Terms of Reference
TWG	technical working group
UNICEF	United Nations Children’s Fund
USAID	United States Agency for International Development
WASH	water, sanitation, and hygiene
WKSP	Western Kenya Sanitation Project
WP	work plan
WSP	water service providers

EXECUTIVE SUMMARY

The Government of Kenya (GOK) faces challenges in providing access to basic sanitation and enabling better menstrual hygiene management (MHM). Its Vision 2030 agenda, and the establishment of national policies on environmental sanitation, hygiene and menstrual hygiene management (MHM), set frameworks for county governments to legislate and invest in sanitation and MHM, including through market-based solutions. To help county governments accelerate sanitation and MHM, and in alignment with established GOK frameworks, the United States Agency for International Development/Kenya and East Africa (USAID/KEA) launched the Western Kenya Sanitation Project (WKSP) on February 16, 2022. USAID WKSP is a five-year project that engages multiple stakeholders in eight western Kenya counties to create a financially sustainable, transformative, replicable, and locally owned sanitation and MHM marketplace.

This report presents the first quarterly progress report for USAID WKSP, providing updates on project activities, accomplishments, and potential challenges (and corresponding mitigation actions) for the period February 16 – March 31, 2022. This report coincides with the reporting period of Quarter 2 (Q2) of Fiscal Year 2022 (FY22). Given its recent launch, USAID WKSP has focused primarily on startup, establishing operations that will allow effective and efficient implementation (e.g., staffing, operational tools and systems, team building and coordination, etc.), conducting initial activity planning for Year 1 (FY22), and organizing initial outreach to key stakeholders in western Kenya and at the national GOK level.

Initial project coordination and management meetings. USAID WKSP held and/or participated in key inception meetings with USAID/KEA and project consortium partners Population Services International (PSI) and Amref Health Africa (AMREF) to revisit project goals, objectives and expected outcomes, coordinate on operations and reporting and roles, and understand overall expectations. USAID WKSP also held an inception activity-planning workshop with selected project staff to introduce the team; clarify roles and responsibilities; discuss and confirm key tasks, outputs, outcomes and performance monitoring; and lay out and prioritize tasks for FY22 and Year 1 (Y1). These meetings will inform the drafting of the Y1 Work Plan and Activity, Monitoring, Evaluation and Learning Plan (AMELP).

Rapid project operational start-up. USAID WKSP immediately began project staff recruitment and office infrastructure procurement processes. The Chief of Party (COP) joined at inception, followed shortly by the Deputy COP (DCOP). Outreach also began for other key personnel and technical staff. Office-space selection and procurement of selected IT equipment and basic office set-up needs concluded in this quarter, while procurement started for additional office infrastructure and project operations requirements (e.g., vehicles, security details, etc.). The RTI regional office, based in Nairobi, provided strategic support during this rapid start-up phase.

Outreach to stakeholders. In Q2, the COP met with over 15 stakeholders including five county governments, four learning/research institutes, five non-government/WASH sector organizations, and three development partners (UNICEF, GIZ, and the World Bank) to introduce the project, explore potential collaboration, and coordinate current and future activities.

In the next quarter (Q3), per the draft Y1 Work Plan, USAID WKSP will advance implementation progress and focus on the launch of critical activities, including completing for approval the draft Year 1 Work Plan and AMELP; targeted analyses and assessments related to market profiling and segmentation, enabling environment and political economy; county-specific co-creation activities (starting in May); and further outreach and collaboration with national government agencies and USAID/KEA sister projects.

PROGRAM OVERVIEW

The Government of Kenya (GOK) faces the challenges of providing access to basic sanitation, which remained at 30 percent nationwide in 2017¹, and enabling better menstrual hygiene management (MHM), given that 65 percent of women and girls cannot afford sanitary pads and have no access to adequate disposal facilities. The GOK is working to raise awareness about, and find solutions to, these service-delivery constraints. In line with its goal of achieving 100 percent open-defecation-free (ODF) status by 2030 and providing citizens with a clean and secure environment, as outlined in its Vision 2030 agenda, as well as establishing policies on environmental sanitation, hygiene, and MHM, the GOK has set frameworks for county governments to legislate and invest in sanitation and menstrual hygiene management, including through market-based solutions. The GOK has also initiated the ODF Rural Kenya Campaign, adopting Community-Led Total Sanitation (CLTS) as the core strategy to advance improved sanitation services delivery.

To help county governments improve their sanitation and menstrual hygiene management, in alignment with established GOK frameworks, the United States Agency for International Development/Kenya and East Africa (USAID/KEA) has launched the Western Kenya Sanitation Project (WKSP). USAID WKSP is a five-year program that engages multiple stakeholders in eight western Kenya counties to create a financially sustainable, transformative, replicable and locally owned sanitation and MHM marketplace that goes beyond (and also supplements) the traditional “Do-It-Yourself” model promoted through the CLTS approach.

USAID WKSP aims to lay the groundwork for a financially sustainable and locally owned sanitation marketplace, where customers can easily find and procure the products and services that they need and where enterprises are motivated to improve their products and services and invest in marketing and sales. By the end of the five-year program, USAID WKSP anticipates facilitating at least 500,000 people in eight counties with improved access to basic or safely managed sanitation and hygiene-management services, supported by a dynamic sanitation market system and targeting women and youth.

The objectives of USAID WKSP include: (1) increased access to and uptake of market-based, improved sanitation and fecal sludge management (FSM) products and services; and (2) increased access to and uptake of market-based, improved MHM products and services at the household level. USAID WKSP works towards these objectives through four sub-objectives:

- Sub-Objective 1 (SO1): Analyze the market system, the target market, and the business-enabling environment for sanitation and hygiene (S&H)
- Sub-Objective 2 (SO2): Identify, implement, and scale pilots to strengthen the sanitation market system
- Sub-Objective 3 (SO3): Identify, implement, and scale pilots to strengthen the market for MHM products
- Sub-Objective 4 (SO4): Strengthen the enabling environment

PROJECT HIGHLIGHTS

Given the USAID WKSP award date of February 16, 2022, this report represents the first quarter of project implementation from that date through March 31, 2022. The project's first quarter coincides with the second quarter (Q2) of FY22. In the first six weeks, the project focused on start-up operations covering staffing, office-space preparation, management inception meetings with USAID/KEA, internal processes, and overall coordination. USAID WKSP, led by its Chief of Party (COP), also held key initial meetings with targeted stakeholders. Highlights from this reporting period include:

Operational

- Inception coordination (kick-off) meeting with USAID/KEA on February 24
- Inception management meeting of USAID WKSP consortium partners, led by RTI, with AMREF Health Africa (AMREF) and Population Services International (PSI)
- COP and Deputy COP (DCOP) recruitment and onboarding
- Start of recruitment of other key personnel, as well as technical leads and coordinators
- Identification and negotiation of office-space lease

Technical

- Introductory visits to county governments in five counties (Busia, Kakamega, Kiisi, Kisumu and Migori), to inform stakeholders about USAID WKSP and garner subsequent project support and coordination
- Introductory meeting with, and participation in, a summit of the Lake Economic Region Economic Bloc (LREB) in Kisumu to inform stakeholders about USAID WKSP and its activities in sanitation and MHM
- Participation in the Donors' Group Secretariat in Nairobi to inform stakeholders about USAID WKSP and start exploring leveraging and partnerships with development partners operating in western Kenya and in the WASH space, such as UNICEF, GIZ and the World Bank
- Introductory meetings with research institutes, such as Maseno University, Kisumu University, Great Lakes University of Kisumu (GLUK), and African Population and Health Research Consortium (APHRC) to inform stakeholders about USAID WKSP and seek potential partnerships
- Introductory meetings with select non-governmental organizations (NGOs) active in sanitation and hygiene activities in western Kenya, including Sanivation, WASH Alliance, KWAHO and Matibabu Foundation, to introduce the project and explore synergies
- Implementation of an inception activity-planning workshop, on March 28-31, including project team introductions, USAID KEA guidance, and project work plan and performance measures

Activity Monitoring, Evaluation and Learning

Since USAID WKSP just started developing the AMELP in this reporting period, the project will be reporting against milestones and indicators in subsequent quarterly reports, upon AMELP approval.

IMPLEMENTATION PROGRESS AND ACCOMPLISHMENTS

This section summarizes USAID WKSP's implementation progress and accomplishments in project management and technical activities. In preparing and undertaking implementation, USAID WKSP monitors COVID-19 safety protocols and public health news across Kenya, through its Nairobi office. The project did not encounter any COVID-19 disruptions to activities during this reporting period.

MANAGEMENT

USAID WKSP immediately began start-up activities on the effective date of February 16, and began execution in the first 60 days. The RTI regional office (ARO) in Nairobi, Kenya was strategic in facilitating the rapid start-up, in close coordination with the U.S.-based Project Management Unit (PMU), consisting of the Project Manager, Project Coordinator, and Project Associate. The USAID WKSP Project Coordinator, as part of the PMU, led administrative and operational start-up tasks in Kisumu (March 13-29) supported by the RTI ARO. The USAID WKSP COP, with the support of the Project Manager as part of the PMU, led technical start-up (March 22-April 4 in Nairobi and Kisumu), including development of key start-up deliverables, technical outreach, and an initial activity-planning workshop.

Start-up activities included attending an inception coordination meeting with USAID/KEA on February 24, to review contractual agreements and confirm expected deliverables and milestones; organizing a management meeting with USAID WKSP consortium partners (AMREF and PSI) on March 7; establishing an office in Kisumu; holding an inception activity-planning workshop for development of the initial Year 1 (Y1) Work Plan (WP) and AMELP from March 28-31; starting procurement and vendor collection for project supplies; and recruiting local staff, including all key personnel and technical leads. The following sections describe operational start-up tasks in greater detail.

OPERATIONS

Through the project PMU and RTI ARO, USAID WKSP worked on procurement of office and IT equipment and vehicles, and conducted other ad-hoc operational tasks. In early March, the Project Coordinator reached out to two real-estate agents to identify properties in Kisumu suitable for office space, and viewed a total of sixteen properties in mid-March. Only six of these properties met the technical eligibility and specification requirements, per RTI office and security protocols. An office space was subsequently selected and a lease agreement signed on March 29, with minor repairs to be completed by mid-April. USAID WKSP anticipates official opening on May 2.

The team completed the procurement of IT equipment in mid-March, including delivery of laptops. The RTI ARO immediately started programming the laptops to prepare them for staff being onboarded. Other initial procurements included IT support services, vehicles, office furniture, and office security.

STAFFING

The COP was immediately onboarded through a short-term agreement, and then a long-term agreement in early March. The DCOP was onboarded in the third week of March. Other personnel, including the Governance and Partnerships Lead, MHM Lead and selected specialists, were in the process of being recruited and onboarded during this reporting period. In addition, throughout March the team posted job advertisements for other positions on the project organizational chart, on the RTI Careers Page and a job-search platform (Taleo), and conducted screenings and interviews

for the Finance Manager, Communications Director, Accountant, Senior MEL Specialist, and Data Analyst. The project identified finalists for the first four positions, and employment agreements were processed in this reporting period. Staffing will continue into the next quarter. Table I, below, shows a complete list of staff positions and expected start dates.

TABLE I. STAFFING TABLE			
NAME	TITLE	LOCATION	START DATE
██████████	Chief of Party (COP)	Kisumu, Kenya	February 23, 2022
██████████ (PSI)	Deputy COP/Market-Based Sanitation Lead	Kisumu, Kenya	March 21, 2022
██████████	Governance and Partnership Lead	Kisumu, Kenya	April 4, 2022
██████████	Finance and Administration Director	Kisumu, Kenya	April 25, 2022
██████████ (AMREF)	Menstrual Hygiene Management Lead	Kisumu, Kenya	May 2022
██████████ (AMREF)	Access to Finance Lead	Kisumu, Kenya	May 2022
██████████	Finance Manager	Kisumu, Kenya	May 4, 2022
██████████	Accountant	Kisumu, Kenya	May 4, 2022
██████████	Communications Director	Kisumu, Kenya	May 9, 2022
██████████	Senior MEL Specialist	Kisumu, Kenya	June 1, 2022
TBD	R&D Lead	Kisumu, Kenya	June 2022
TBD	SAF/Grants Manager	Kisumu, Kenya	June 2022
TBD	Policy/Training Coordinator	Kisumu, Kenya	June 2022
TBD	Data Analyst	Kisumu, Kenya	June 2022
██████████ TBD (AMREF)	County Market Advisors (AMREF)	Kakamega, Bugoma, Busia, Migori, Homa Bay, Kissi	June/July 2022
TBD (PSI)	Urban Sanitation & BDS Manager	Kisumu, Kenya	June 2022
TBD (PSI)	Supply chain Manager	Kisumu, Kenya	June 2022
TBD (PSI)	Civil Engineer	Kisumu, Kenya	June 2022
TBD (PSI)	BDS Manager	Kisumu, Siaya	June 2022
TBD (PSI)	Product R&D specialist	Kisumu, Kenya	June 2022
TBD (PSI)	Sales and Marketing Officer	Kisumu, Kenya	June 2022

CONSORTIUM PARTNERS

On February 28, USAID WKSP issued authorizations for PSI and AMREF to mobilize quickly and support immediate implementation. The project also held a management meeting with consortium

partners on March 7 to further confirm partner roles and responsibilities, plan staff recruitment, and revisit overall project goals, objectives, and expected outputs and outcomes.

INCEPTION ACTIVITY PLANNING WORKSHOP

USAID WKSP held its first in-person team meeting on March 28-31, in Nairobi. Led by the COP and Project Manager, and attended by selected project technical leads, USAID/KEA and consortium partner representatives, the meeting introduced the overarching goals, objectives, sub-objectives and proposed tasks/activities; familiarized team members with one another; discussed priorities and other pertinent project information from USAID KEA; validated the proposed approach, results framework and indicators; and outlined major tasks for FY22 (Y1) to meet USAID WKSP goals and objectives. As part of the WP development process, USAID WKSP developed activity work sheets detailing step-by-step stages of individual tasks planned for Y1 for each strategic objective. Outputs from the meetings included minor revisions to the Theory of Change and results framework, additions and removal of selected indicators, and development of key tasks and timeline for SO1-SO4 activities, with a focus on SO1 and SO3 assessments. USAID WKSP incorporated these outputs into the draft Y1 FY22 WP and AMELP.

TECHNICAL ACTIVITIES

As USAID WKSP just started operations during this reporting period, key project activities revolved around start-up, project staff, and broad plans to carry out activities. This included outreach to stakeholders, as described in the Cross-Cutting Activities section. Since detailed work planning has had just started at the end of this reporting period, activities noted in each SO below will be updated in the next quarterly (Q3) report.

SUB-OBJECTIVE 1: ANALYZE THE MARKET SYSTEM, THE TARGET SYSTEM, AND THE BUSINESS ENABLING ENVIRONMENT FOR SANITATION AND HYGIENE

No substantive activity was implemented beyond development of the WP and AMELP related to this SO. USAID WKSP anticipates starting this activity in early Q3 (April 2022).

SUB-OBJECTIVE 2: IDENTIFY, IMPLEMENT, AND SCALE PILOTS TO STRENGTHEN THE SANITATION MARKET

No substantive activity was implemented beyond development of the WP and AMELP related to this SO. USAID WKSP anticipates starting this activity in mid-Q3.

SUB-OBJECTIVE 3: IDENTIFY, IMPLEMENT, AND SCALE PILOTS TO STRENGTHEN THE MARKET FOR MHM PRODUCTS

No substantive activity was implemented beyond development of the WP and AMELP related to this SO. USAID WKSP anticipates starting this activity in early Q3 (April).

SUB-OBJECTIVE 4: STRENGTHEN THE ENABLING ENVIRONMENT

No substantive activity was implemented beyond development of the WP and AMELP related to this SO. USAID WKSP anticipates starting this activity in mid-Q3 (May).

CROSS-CUTTING ACTIVITIES

COLLABORATION AND COORDINATION

In this reporting period, USAID WKSP, led by the COP, held key outreach and stakeholder meetings and participated in selected events. These meetings informed stakeholders about the new project and sought partnerships and coordination. Initial outreach included:

- A meeting with the USAID/KEA Kisumu County Liaison Team (CLT) Lead to understand the existing collaborations framework between USAID/KEA and the Kisumu County Government, to ensure coordinated engagement with the County toward a co-created joint activity. USAID WKSP benefited from the CLT quarterly progress briefing and insights on potential complementarity with other USAID projects.
- Courtesy visits to USAID/KEA sister projects, including Afya Halisi and Boresha Jamii, to explore complementarity on sanitation- and hygiene-related interventions across counties of common interest. USAID WKSP will extend an invitation to select USAID projects to participate in the co-creation workshops planned for Q3.
- Introductory visits to governments in five counties (Migori, Kisii, Kisumu, Busia, and Kakamega) to support start-up and subsequent implementation. The visits marked the start of a series of outreach engagements, to familiarize county governments with USAID WKSP objectives, explore the project's alignment with respective county strategic and developmental plans, and plan joint entry activities, including co-creation workshops with individual county governments. The COP held meetings with County Executive Committee (CEC) members responsible for health, water, environment, and finance, Chief Officers from these departments, and water service providers (WSPs). The county leaders applauded the selection of their respective counties and underscored the need to collaborate and work in close coordination with existing county structures and stakeholders in the WASH sectors. Bungoma, in particular, thanked USAID/KEA for including them in its sanitation interventions.
- A meeting with the Lake Region Economic Bloc (LREB) Secretariat, a bloc of 14 western Kenya counties responsible for county coordination and convening, to introduce the project to the Secretariat and its membership (among which are USAID WKSP-focused counties). As part of this introductory engagement, the Secretariat extended an invitation to the project to participate in the ninth LREB Summit, attended by Governors from the 14 member counties. On March 15, the Summit formally admitted USAID WKSP into its Development Partners' Caucus, under the Health Pillar. USAID WKSP thus became the first partner, on a panel of eight, to support the public and environmental health priorities of LREB counties, with a focus on sanitation management and MHM.
- An introductory meeting with the WASH focal person at the Donor Groups' Secretariat, to introduce the project and explore complementarity with other development partner interventions in the region. As result, USAID WKSP identified UNICEF, the World Bank, and GIZ as potential partners working on or intending to launch sanitation and hygiene management activities in selected USAID WKSP counties.
- Engagement with research organizations and institutions of higher learning, including Maseno University, Kisii University, Great Lakes University of Kisumu (GLUK) and the African Population and Health Research Consortium (APHRC), to introduce the project, understand these institutions' WASH reserach capacities, and identify the most appropriare knowledge partner with in-house capabilities and experience in WASH knowledge management, research, and extension.

- Participation in multiple meet-and-greets with select NGOs working on sanitation and hygiene in western Kenya, including Sanivation, WASH Alliance, KWAHO and Matibabu Foundation, to introduce the project and explore potential collaboration.

ENVIRONMENTAL COMPLIANCE

USAID WKSP is coordinating with USAID/KEA on the submission of an Environmental Mitigation and Monitoring Plan (EMMP) based on the Initial Environmental Examination (IEE).

CLIMATE CHANGE

USAID WKSP is taking account the impacts of climate change on potential activities related to sanitation-management services like site selection and intends to note potential climate change impacts to planned activities in the draft YI WP.

GENDER & YOUTH

USAID WKSP intentionally discussed Gender, Youth, and Social Inclusion (GYSI) considerations at its Inception Team Meeting, and will note the discussion outputs in the YI WP.

DELIVERABLES

USAID WKSP deliverables, under Section F of the contract, are due in Q3.

CONSTRAINTS AND OPPORTUNITIES

While USAID WKSP's assessments and analyses in YI will uncover gaps, risks, and opportunities in subsequent technical activity design and stakeholder engagement modalities, the project has assumed minimal operating conditions and has anticipated selected risks that may affect implementation. USAID WKSP will continue to use adaptive management to navigate potential project roadblocks and minimize associated risks.

Assumptions for sustained and effective project operations include:

- Political will and commitment from county governments to support the project and participate in needed reforms
- No interruption from upcoming national elections in August 2022, and the preceding primaries, that may hamper field activities
- Smooth transition of national and county government leadership after the elections
- Minimal impacts from COVID-19 variants
- Adequate presence of private and public sector partners in all counties to collaborate in project activities
- Speedy approval, or no need for approval, of selected surveys by in-country research and ethics boards

In addition to the above assumptions, USAID WKSP identifies risks and potential mitigation plans in Table 2, below.

TABLE 2. POTENTIAL MITIGATION PLANS

RISKS AND CHALLENGES	PROJECT IMPLICATIONS AND IMPACTS	RISK MITIGATION PLANS
<p>COVID-19-related restrictions on movement and gatherings</p>	<p>Slower delivery of all planned activities will impact the effectiveness of hands-on trainings, daily technical assistance, direct advocacy, and behavior-change promotion interventions</p> <p>Limited human-to-human connectivity affects how USAID WKSP can properly monitor and facilitate activities</p> <p>Shifts in priorities of county government partners may put more attention on COVID-19 mitigation efforts</p> <p>Continued need to recognize limitations in engaging USAID WKSP personnel and counterpart staff (e.g., county governments, enterprises, TVETs, funds and others) due to restrictions/lockdowns</p>	<p>Adapt to and deploy virtual platforms, such as Zoom, WhatsApp, Skype, Google, and others, whenever appropriate for all trainings, meetings, signings, etc.</p> <p>Support county government partners in their refocused efforts toward mitigating the further spread of COVID-19</p> <p>Continue to prepare contingency and restart plans when local and national governments begin to remove restrictions</p> <p>Social distancing, mask-wearing, and adequate hygiene to ensure the safety of USAID WKSP staff and stakeholders during limited activities with small gatherings</p> <p>Work from home remains the established procedure for USAID WKSP staff</p>
<p>Change in government and/or leadership</p>	<p>Delays in reform processes and gains, since the new national/county government and leadership will require an adjustment period; leadership will also require focused advocacy from USAID WKSP to continue implementing changes and to build trust and commitment for reform</p>	<p>Focus efforts to advocate with new national and county government leadership and staff, and deploy the activities via the USAID WKSP grants under contract to local partners to support this advocacy</p> <p>Work with development partners to leverage their delivery of technical assistance and investment plans</p>
<p>Increase in security challenges</p>	<p>Limited travel and movement impacts the facilitation of technical-support activities</p>	<p>Security Consultant to carry out routine and periodic assessment of security situations</p> <p>Use PEA results to check on potential conflicts</p> <p>Set contingency plans, including safety and emergency preparedness</p>

MONITORING AND EVALUATION

In this reporting period, USAID WKSP began preparing the draft AMELP in consultation with the COP and technical leads. The draft AMELP will align with outputs from the March 28-31 workshop, such as validation of the Theory of Change (TOC), results framework, key results, and proposed indicators. As a result of these discussions, USAID WKSP made minor revisions to the TOC and results-framework language, and recommended several new indicators for all SOs, for a total of 22. The project also started to review the feasibility and applicability of these indicators, and to determine annual targets and reporting frequencies to form the AMELP. Draft AMELP progress will be reported in the Q3 progress report.

PLANNED ACTIVITIES IN THE NEXT QUARTER (Q3)

Table 3, below, highlights anticipated key activities in Q3 that follow on the preparatory and start-up activities in Q2.

TABLE 3. PLANNED ACTIVITIES FOR Q3				
COUNTY	SO 1	SO 2	SO 3	SO 4
All counties	<ul style="list-style-type: none"> Conduct outreach, organize consultations, and hold co-creation workshops with WKSP stakeholders and county governments Identify key issues and opportunities to focus the baseline Political Economy Analysis (PEA), write the PEA from desk study/background research, hold PEA workshop with key staff and partners, gather stakeholder feedback and insights Develop sanitation and hygiene assessment protocols, objectives, study questions and data-collection tools, and conduct data collection Develop a Terms of Reference (TOR) for customer segmentation and sizing, procure local partners, develop survey/study protocols, obtain necessary approvals, and develop data-collection tools Develop TOR and procure technical specialist to conduct county-level assessments on county enabling environment for market-based solutions 	<ul style="list-style-type: none"> Select technologies/product to be promoted, select potential masons/fundis for capacity building and technical support, work with Technical and Vocational Education Training (TVETs) and county government to train artisans/masons on construction of improved sanitation technologies Develop a database of existing artisans/fundis, and conduct periodic join follow-ups Establish learning agenda, identify and select Business Development Services (BDS) partners, conduct capacity assessments for service providers, and establish monitoring system for sales data Convene a financial inclusion clinic with financial institutions, design mentorship and coaching tools on financial literacy, develop coaching on sanitation businesses, develop a manual to guide business to business activities, and create client linkages Assess and carry out initial product iterations, to offer improved products and identify business partner readiness 	<ul style="list-style-type: none"> Draft a TOR and procure services from local partners, develop MHM Barriers and Enablers study protocols, hold inception training, develop data-collection tools, and begin collecting data Establish MHM Steering Committees (SCs) through consultative workshops, support formation of SCs in each county, and provide technical support to SCs on key deliverables Develop and Launch MHM campaigns via literature review on past MHM behavior change and communication (BCC) strategies, and hold workshops with MHM partners to validate findings and work with local groups Conduct desk review of menstrual waste management options and capacity gaps, and review MHM Enablers and Barriers study to determine how users dispose of menstrual waste 	<ul style="list-style-type: none"> Identify reform champions in each county and conduct initial engagement meetings Conduct reviews with county government and development partners to understand the effectiveness of current M&E framework for sanitation Develop concept note for consultative workshops on regulatory reform Develop a TOR to establish a county-level sanitation planning team to prepare sanitation financing plans Conduct desk review of existing financial institutions and the nature of sanitation financial products offered, and formulate a tool for financial institution scoping for all counties

MANAGEMENT

During the next quarter, USAID WKSP will continue start-up activities while also working toward implementation of key tasks. The office in Kisumu will be opened on May 2, with full-time staff hired and onboarded. USAID WKSP anticipates staff orientation and onboarding to be completed by June 15, 2022. In addition, the team will continue working on initial procurement needs, including but not limited to vehicles, office furniture, office security, cleaning services, and IT support services.

Q3 DELIVERABLES

TABLE 4. Q3 DELIVERABLES	
DELIVERABLE	DATE
Annual Work Plan submission	April 18, 2022
Draft AMELP submission	April 18, 2022
Draft Quarterly and Financial Report submission	April 30, 2022
Draft GUC Manual submission	May 17, 2022

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