

Section 5: Annex 2

Detailed Workplan

	Activities and Key Milestones	Deliverables	Inception	2013 Mar	13 Apr	13 Mau	13 June	13 July	13 Aug	13 Sep	13 Oct	13 Nov	13 Dec	2014 Q1	14 Q2	14 Q3	14 Q4	2015 Q1	15Q2	15 Q3	15 Q4	2016 Q1	16 Q2	16 Q3	16 Q4	2017 Jan
Inception Activities	All key staff onboard	All key staff contracts signed																								
	RFP posted for baseline contractors	RFP Announcement																								
	Start-up workshop with all partners	Workshop notes																								
	Draft Annual work plan submitted to DFID	Draft report submitted to DFID via email																								
	Draft strategies for: i) communications and outreach, ii) learning and dissemination, iii) catalysing action, and iv) technical capacity building / human capital development submitted to DFID	Draft strategy report																								
	Draft Funding guidelines submitted to SC for funding stream 1	Draft funding guidelines stream 1 report																								
	Draft Funding guidelines submitted to SC for funding stream 2	Draft funding guidelines stream 2 report																								
	Draft Funding guidelines submitted to SC for funding stream 3	Draft funding guidelines stream 3 report																								
	Draft Templates for application forms, grant agreements, financial management under outputs 1-3 submitted to DFID	Draft templates for application forms, grant agreements, and financial management (outputs 1-3)																								
	Draft Materials for first round of Calls for Proposals in windows 1-3 submitted to DFID	Draft CFP materials (outputs 1-3)																								
	Draft Detailed description of the application processes (including timelines) for outputs 1-3 submitted to DFID	Draft description of the application process (outputs 1-3)																								
Draft Terms of reference for Quality Assurance Panel submitted to DFID	Terms of Reference submitted																									
Program me Manage	Annual Narrative Report Draft Submission	Draft annual 2013 report submitted																								
	Annual Narrative Report Draft Submission	Draft annual 2014 report submitted																								
	Annual Narrative Report Draft Submission	Draft annual 2015 report submitted																								

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		Annual Narrative Report Draft Submission	Draft annual 2016 report submitted																							
Annual Narrative Report Draft Submission	Draft annual 2017 report submitted																									
Annual Workplan Draft Submission	Draft annual 2014 workplan submitted																									
Annual Workplan Draft Submission	Draft annual 2015 workplan submitted																									
Annual Workplan Draft Submission	Draft annual 2016 workplan submitted																									
Annual 2013 Financial Reports and Audited Financial Statements Submission	2013 Financial Report and Audited Financial Statements submitted																									
Annual 2014 Financial Reports and Audited Financial Statements Submission	2014 Financial Report and Audited Financial Statements submitted																									
Annual 2015 Financial Reports and Audited Financial Statements Submission	2015 Financial Report and Audited Financial Statements submitted																									
Annual 2016 Financial Reports and Audited Financial Statements Submission	2016 Financial Report and Audited Financial Statements submitted																									
2013 Annual Reporting Against Results Framework (Logical Framework)	2013 Results Framework Report submitted																									
2014 Annual Reporting Against Results Framework (Logical Framework)	2014 Results Framework Report submitted																									
2015 Annual Reporting Against Results Framework (Logical Framework)	2015 Results Framework Report submitted																									
2016 Annual Reporting Against Results Framework (Logical Framework)	2016 Results Framework Report submitted																									
Draft Solicitation for Baseline Survey	RFP Submitted to SC																									
Solicitation Issued for Baseline Survey	RFP posted																									
Draft Marketplace EOI for Technical Assistance Partners	EOI Submitted to SC																									
Solicitation Issued for EOI for Technical Assistance Partners	EOI posted																									
Baseline Survey report submitted	Baseline report submitted																									
Hold Catalyzing APS workshop	Agenda and Notes submitted																									

	Activities and Key Milestones	Deliverables	Inception	2013 Mar	13 Apr	13 May	13 June	13 July	13 Aug	13 Sep	13 Oct	13 Nov	13 Dec	2014 Q1	14 Q2	14 Q3	14 Q4	2015 Q1	15Q2	15 Q3	15 Q4	2016 Q1	16 Q2	16 Q3	16 Q4	2017 Jan	
				Results Framework completed	Draft results framework submitted																						
	MAVC metric guidance completed	Draft MAVC metric guidance completed																									
	List of Priority Countries drafted	List Submitted to SC																									
	Launch announcement of MAVC activities	Announcement submitted																									
Output 1 Activities	Draft APS for Grants Stream 1	Draft APS submitted to SC																									
	Release first APS for Stream 1	APS published																									
	APS for Grant Stream 1 Review	Evaluation report submitted																									
	APS for Grant Stream 1 Review	Evaluation report submitted																									
	5 grants Issued for Q3 APS Grant Stream 1	5 Award letters sent out																									
	6 grants Issued for Q4 APS Grant Stream 1	6 Award letters sent out																									
	Conduct MCAT for 5 Stream 1 grantees	5 Stream 1 MCAT reports submitted																									
	Conduct MCAT for 6 Stream 1 grantees	6 Stream 1 MCAT reports submitted																									
	5 ITOCAs completed for Stream 1 Grantees	5 Stream 1 ITOCA reports submitted																									
	6 ITOCAs completed for Stream 1 Grantees	6 Stream 1 ITOCA reports submitted																									
	Draft 6 Country-specific RFA for Grant Stream 1	RFA Submitted to SC																									
	6 RFA for Country-specific Grant Stream 1 Reviewed	Evaluation forms submitted																									
	Grant #1 Issued for RFA Country-specific Grant Stream 1	Award letter sent out																									
	Grant #2 Issued for RFA Country-specific Grant Stream 1	Award letter sent out																									
	Draft APS for Grants Stream 1	Draft APS submitted to SC																									
	Release first APS for Stream 1	APS published																									
	APS for Grant Stream 1 Quarterly Review	Evaluation report submitted																									
	APS for Grant Stream 1 Quarterly Review	Evaluation report submitted																									
APS for Grant Stream 1 Quarterly Review	Evaluation report submitted																										

Activities and Key Milestones	Deliverables	Inception	2013 Mar	13 Apr	13 Mau	13 June	13 July	13 Aug	13 Sep	13 Oct	13 Nov	13 Dec	2014 Q1	14 Q2	14 Q3	14 Q4	2015 Q1	15Q2	15 Q3	15 Q4	2016 Q1	16 Q2	16 Q3	16 Q4	2017 Jan	
		APS for Grant Stream 1 Quarterly Review	Evaluation report submitted																							
5 grants Issued for Q1 APS Grant Stream 1	5 Award letters sent out																									
5 grants Issued for Q2 APS Grant Stream 1	5 Award letters sent out																									
6 grants Issued for Q3 APS Grant Stream 1	6 Award letters sent out																									
6 grants Issued for Q4 APS Grant Stream 1	6 Award letters sent out																									
Conduct 11 MCAT for Stream 1 grantees	11 Stream 1 MCAT reports submitted																									
Conduct 11 MCAT for Stream 1 grantees	11 Stream 1 MCAT reports submitted																									
11 ITOCAs completed for Stream 1 Grantees	11 Stream 1 ITOCA reports submitted																									
11 ITOCAs completed for Stream 1 Grantees	11 Stream 1 ITOCA reports submitted																									
Draft 6 Country-specific RFA for Grant Stream 1	RFA Submitted to SC																									
6 RFA Issued for Country-specific Grant Stream 1	RFA posted																									
Grant #3 Issued for RFA Country-specific Grant Stream 1	Award letter sent out																									
Grant #4 Issued for RFA Country-specific Grant Stream 1	Award letter sent out																									
Draft APS for Grants Stream 1	Draft APS submitted to SC																									
Release first APS for Stream 1	APS published																									
APS for Grant Stream 1 Quarterly Review	Evaluation report submitted																									
APS for Grant Stream 1 Quarterly Review	Evaluation report submitted																									
APS for Grant Stream 1 Quarterly Review	Evaluation report submitted																									
APS for Grant Stream 1 Quarterly Review	Evaluation report submitted																									
3 grants Issued for Q1 APS Grant Stream 1	3 Award letters sent out																									
3 grants Issued for Q2 APS Grant Stream 1	3 Award letters sent out																									
4 grants Issued for Q3 APS Grant Stream 1	4 Award letters sent out																									
5 grants Issued for Q4 APS Grant Stream 1	5 Award letters sent out																									

	Activities and Key Milestones	Deliverables	Inception	2013 Mar	13 Apr	13 Mau	13 June	13 July	13 Aug	13 Sep	13 Oct	13 Nov	13 Dec	2014 Q1	14 Q2	14 Q3	14 Q4	2015 Q1	15Q2	15 Q3	15 Q4	2016 Q1	16 Q2	16 Q3	16 Q4	2017 Jan	
	Conduct 5 MCATs for Stream 1 Grantees	5 Stream 1 MCAT reports submitted																									
	Conduct 5 MCATs for Stream 1 Grantees	5 Stream 1 MCAT reports submitted																									
	5 ITOCAs completed for Stream 1 Grantees	5 Stream 1 ITOCA reports submitted																									
	5 ITOCAs completed for Stream 1 Grantees	5 Stream 1 ITOCA reports submitted																									
	Grant #5 Issued for RFA Country-specific Grant Stream 1	Award letter sent out																									
	Grant #6 Issued for RFA Country-specific Grant Stream 1	Award letter sent out																									
Output 2 Activities	Draft APS for Grants Stream 2	Draft APS submitted to SC																									
	Release first APS for Stream 2	APS published																									
	APS for Grant Stream 2 Quarterly Review	Evaluation report submitted																									
	APS for Grant Stream 2 Quarterly Review	Evaluation report submitted																									
	APS for Grant Stream 2 Quarterly Review	Evaluation report submitted																									
	15 grants Issued for Q3 APS Grant Stream 2	15 Award letters sent out																									
	15 grants Issued for Q4 APS Grant Stream 2	15 Award letters sent out																									
	10 grants Issued for Open APS Grant Stream 2	10 Award letters sent out																									
	Conduct 20 MCATs for Grant Stream 2 Grantees	20 Stream 2 MCAT reports submitted																									
	Conduct 20 MCATs for Grant Stream 2 Grantees	20 Stream 2 MCAT reports submitted																									
	20 ITOCAs completed for Grant Stream 2 Grantees	20 Stream 2 ITOCA reports submitted																									
	20 ITOCAs completed for Grant Stream 2 Grantees	20 Stream 2 ITOCA reports submitted																									
	Draft 6 Country-specific RFA for Grant Stream 2	RFA Submitted to SC																									
	6 RFA for Country-specific Grant Stream 2 Reviewed	Evaluation forms submitted																									
	Grant #1 Issued for RFA Country-specific Grant Stream 2	Award letter sent out																									
	Grant #2 Issued for RFA Country-specific Grant Stream 2	Award letter sent out																									

Activities and Key Milestones	Deliverables	Inception	2013 Mar	13 Apr	13 May	13 June	13 July	13 Aug	13 Sep	13 Oct	13 Nov	13 Dec	2014 Q1	14 Q2	14 Q3	14 Q4	2015 Q1	15Q2	15 Q3	15 Q4	2016 Q1	16 Q2	16 Q3	16 Q4	2017 Jan	
		Draft APS for Grants Stream 2	Draft APS submitted to SC																							
Release first APS for Stream 2	APS published																									
APS for Grant Stream 2 Quarterly Review	Evaluation report submitted																									
APS for Grant Stream 2 Quarterly Review	Evaluation report submitted																									
APS for Grant Stream 2 Quarterly Review	Evaluation report submitted																									
APS for Grant Stream 2 Quarterly Review	Evaluation report submitted																									
20 grants Issued for Q1 APS Grant Stream 2	20 Award letters sent out																									
20 grants Issued for Q2 APS Grant Stream 2	20 Award letters sent out																									
20 grants Issued for Q3 APS Grant Stream 2	20 Award letters sent out																									
20 grants Issued for Q4 APS Grant Stream 2	20 Award letters sent out																									
25 grants Issued for Open APS Grant Stream 2	25 Award letters sent out																									
Conduct 35 MCATs for Stream 2 Grantees	25 Stream 2 MCAT reports submitted																									
Conduct 35 MCATs for Stream 2 Grantees	25 Stream 2 MCAT reports submitted																									
Conduct 35 MCATs for Stream 2 Grantees	25 Stream 2 MCAT reports submitted																									
35 ITOCAs completed for Stream 2 Grantees	25 Stream 2 ITOCA reports submitted																									
35 ITOCAs completed for Stream 2 Grantees	25 Stream 2 ITOCA reports submitted																									
35 ITOCAs completed for Stream 2 Grantees	25 Stream 2 ITOCA reports submitted																									
Draft 6 Country-specific RFA for Grant Stream 2	RFA Submitted to SC																									
6 RFA Issued for Country-specific Grant Stream 2	RFA posted																									
Grant #3 Issued for RFA Country-specific Grant Stream 2	Award letter sent out																									
Grant #4 Issued for RFA Country-specific Grant Stream 2	Award letter sent out																									
Grant #5 Issued for RFA Country-specific Grant Stream 2	Award letter sent out																									
Grant #6 Issued for RFA Country-specific Grant	Award letter sent out																									

	Activities and Key Milestones	Deliverables	Inception	2013 Mar	13 Apr	13 Mau	13 June	13 July	13 Aug	13 Sep	13 Oct	13 Nov	13 Dec	2014 Q1	14 Q2	14 Q3	14 Q4	2015 Q1	15Q2	15 Q3	15 Q4	2016 Q1	16 Q2	16 Q3	16 Q4	2017 Jan	
			Stream 2																								
Output 3 Activities	Draft APS for Grants Stream 3	Draft APS submitted to SC																									
	Release first APS for Stream 3	APS published																									
	APS for Grant Stream 3 Review	Evaluation report submitted																									
	23 Grants Issued for APS Grant Stream 3	23 award letters sent out																									
	Conduct 23 MCAT for Stream 3 Grantees	23 Stream 3 MCAT reports submitted																									
	23 ITOCAs Completed for Stream 3 Grantees	23 Stream 3 ITOCA reports submitted																									
	Draft 6 Country-specific RFA for Grant Stream 3	RFA Submitted to SC																									
	6 RFA for Country-specific Grant Stream 3 Reviewed	Evaluation forms submitted																									
	Grant #1 Issued for RFA Country-specific Grant Stream 3	Award letter sent out																									
	Grant #2 Issued for RFA Country-specific Grant Stream 3	Award letter sent out																									
	Draft APS for Grants Stream 3	Draft APS submitted to SC																									
	Release first APS for Stream 3	APS published																									
	APS for Grant Stream 3 Review	Evaluation report submitted																									
	46 Grants Issued for APS Grant Stream 3	46 award letters sent out																									
	Conduct 46 MCAT for Stream 3 Grantees	46 Stream 3 MCAT reports submitted																									
	46 ITOCAs Completed for Stream 3 Grantees	46 Stream 3 ITOCA reports submitted																									
	Draft 6 Country-specific RFA for Grant Stream 3	RFA Submitted to SC																									
	6 RFA Issued for Country-specific Grant Stream 3	RFA posted																									
	Grant #3 Issued for RFA Country-specific Grant Stream 3	Award letter sent out																									
	Grant #4 Issued for RFA Country-specific Grant Stream 3	Award letter sent out																									
Draft APS for Grants Stream 3	Draft APS submitted to SC																										

	Activities and Key Milestones	Deliverables	Inception	2013 Mar	13 Apr	13 Mau	13 June	13 July	13 Aug	13 Sep	13 Oct	13 Nov	13 Dec	2014 Q1	14 Q2	14 Q3	14 Q4	2015 Q1	15Q2	15 Q3	15 Q4	2016 Q1	16 Q2	16 Q3	16 Q4	2017 Jan
	Release first APS for Stream 3	APS published																								
	APS for Grant Stream 3 Review	Evaluation report submitted																								
	31 Grants Issued for APS Grant Stream 3	31 award letters sent out																								
	Conduct 15 MCAT for Stream 3 Grantees	15 Stream 3 MCAT reports submitted																								
	Conduct 16 MCAT for Stream 3 Grantees	16 Stream 3 MCAT reports submitted																								
	15 ITOCAs Completed for Stream 3 Grantees	15 Stream 3 ITOCA reports submitted																								
	16 ITOCAs Completed for Stream 3 Grantees	16 Stream 3 ITOCA reports submitted																								
	Ethics Training Development	Training Syllabi submitted																								
	Learning and Research Briefing Report # 1	Report submitted																								
	Learning and Research Briefing Report # 2	Report submitted																								
	Learning and Research Briefing Report # 3	Report submitted																								
	Learning and Research Briefing Report # 4	Report submitted																								
	Learning and Research Briefing Report # 5	Report submitted																								
	Learning and Research Briefing Report # 6	Report submitted																								
	Learning and Research Briefing Report # 7	Report submitted																								
	Learning and Research Briefing Report # 8	Report submitted																								
	Code of Ethics draft completed	Draft code of ethics submitted																								
	Grant #5 Issued for RFA Country-specific Grant Stream 3	Award letter sent out																								
	Grant #6 Issued for RFA Country-specific Grant Stream 3	Award letter sent out																								
Output 4 Activities	Website Up and Running	Website launched																								
	Conference Attendance with booth and/or speech	Conference notes submitted																								
	Regional Conference and Roundtable Year 1	Conference agenda and notes submitted																								
	Regional Conference and Roundtable Year 2	Conference agenda and notes submitted																								

	Activities and Key Milestones	Deliverables	Inception	2013 Mar	13 Apr	13 May	13 June	13 July	13 Aug	13 Sep	13 Oct	13 Nov	13 Dec	2014 Q1	14 Q2	14 Q3	14 Q4	2015 Q1	15Q2	15 Q3	15 Q4	2016 Q1	16 Q2	16 Q3	16 Q4	2017 Jan	
				Regional Conference and Roundtable Year 3	Conference agenda and notes submitted																						
	Regional Conference and Roundtable Year 4	Conference agenda and notes submitted																									
	Donor Roundtable, including consideration of modified programmatic emphases Year 1	Roundtable notes submitted																									
	Donor Roundtable, including consideration of modified programmatic emphases Year 2	Roundtable notes submitted																									
	Donor Roundtable, including consideration of modified programmatic emphases Year 3	Roundtable notes submitted																									
	Donor Roundtable, including consideration of modified programmatic emphases Year 4	Roundtable notes submitted																									
Exit Activities	Exit Strategy	Strategy with sustainability plan approved																									
	Programme closure	Closure documentations and data handover																									