GEF

KCDP

KENYA COASTAL DEVELOPMENT PROJECT

COMPONENT 4

Sub Component 4.3
CAPACITY BUILDING

Strategy

Prepared By
KCDP Working Team

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PROJECT SUMMARY

Title	Kenya Coastal Development Project (KCDP)
Project Development Objective (PDO)	To improve management effectiveness and enhance revenue generation of Kenya's coastal and marine resources.
Overall Objective for component 4	To promote capacity in the project coordination and implementation teams, promote dialogue amongst national partners and regional stakeholders and develop a communication strategy for development outreach.
Project Structure	KCDP has four components namely: • Sustainable Management of Fisheries Resources. • Sound Management of Natural Resources. • Support for Alternative Livelihoods. • Capacity Building, Monitoring & Evaluation System, Project Management, Communication and Development Fund for the Coast: Hazina ya Mandeleo ya Pwani (HMP)
Structure of Component 4	• Sub component 4.1 - Project Management • Sub component 4.2 - Monitoring & Evaluation • Sub component 4.3 - Capacity Building • Sub component 4.4 - Communication • Sub component 4.5 - Implementation of Hazina ya Maendeleo ya Pwani (HMP)
Specific objectives for capacity building sub-component	• To strengthen the existing and build new human capacity among implementing institutions • To strengthen existing and build new capacities amongst the community for effective and sustainable utilisation of available resources
Expected Outputs for sub component 4.3	• Enhanced capacity of coastal communities for implementing partners and communities • Enhanced collaboration and partnerships amongst stakeholders implementing KCDP • Effective and efficient implementation of sub component 4.3 assured
Implementation period/Schedule	July 2011 – 29 October 2016
Geographical Coverage	Coast Region of Kenya
Source of funding	World Bank (IDA and GEF) and Government of Kenya

1.0   INTRODUCTION

1.1   Kenya Coastal Development Project

KCDP is a multi-sectoral development project being implemented by government institutions based on the coast, namely: Kenya Marine and Fisheries Research Institute (KMFRI); Coast Development Authority (CDA); Kenya Wildlife Service (KWS); Kenya Forestry Research Institute (KEFRI); Fisheries Department; Department of Physical Planning and National Environment Management Authority (NEMA) with the overall coordination by KMFRI. The project is financed by the World Bank in the amount of 40 million US dollars (IDA credit of 35 million US dollars and GEF grant of 5 million US dollars) to be implemented over a period of six years.

The KCDP is structured into four components which include:
1. Component 1: Sustainable Management of Fisheries Resources;
2. Component 2: Sound Management of Natural Resources;
3. Component 3: Support for Alternative Livelihoods; and
4. Component4: Capacity Building, Monitoring & Evaluation System, Project Management, Communication and Development Fund for the Coast: Hazina ya Maendeleo ya Pwani (HMP).

Component four is further divided into the following sub components:
1. Sub component 4.1 - Project Management
2. Sub component 4.2 - Monitoring & Evaluation
3. Sub component 4.3 - Capacity Building
4. Sub component 4.4 - Communication
5. Sub component 4.5 - Implementation of Hazina ya Maendeleo ya Pwani (HMP)

KMFRI is tasked with implementing component 4 which has the capacity building sub-component under it. The capacity building strategy therefore highlights the implementation strategy to be adopted in realizing the expected deliverables for the realisation of overall project implementation.

KCDP intends to strengthen the existing and build new human capacity to enhance the capability of partner institutions, staff and the community through short term and long term priority and relevant that contributes to the overall Project Development objective.

The capacity building strategy acknowledges the existing capacity and strengths amongst the government agencies and the communities. However, to ensure high quality performance of the KCDP, the sub component 4.5 will identify gaps and specific training needs and organise for targeted training that will enhance effective implementation of the project.

2.0   OBJECTIVES

The overall objective of component 4 is to promote capacity in the project coordination and implementation teams, promote dialogue amongst national partners and regional stakeholders and develop a communication strategy for development outreach.

2.1   Specific objectives of capacity building sub-component

The overall objective is to enhance capacity in the project coordination and implementation teams. The specific objectives are:

i)   To strengthen existing and build new capacities amongst the community for effective and sustainable utilisation of available resources.

ii) To strengthen the existing and build new human capacity among implementing institutions.

3.0   IMPLEMENTATION STRATEGY

The capacity building strategies has two approaches

3.1   Community Capacity building

In this approach, the community's capacity is built through:

1.   Targeted and activity prompted training,

2.   Through initiation of community based projects under the HMP sub component (see HMP strategy).

3.2   Institutional Capacity building

The second approach entails building the capacity of government agencies in effective delivery of the KCDP targets and this is done through the following categories:

1. Infrastructural development of the responsible agencies in the form of purchasing vehicles, equipment and tools necessary for implementing the KCDP activities.

2. Engagement of staff and hiring of consultants for specific tasks directly linked to the project objectives.

3. Short term and long term training of KCDP staff is organised through two different approaches which comprise:

   a. Respective agencies identify short and long term training needs for the staff

   b. The Project Coordination Unit (PCU) identify cross cutting training needs for all the implementing agency staff that are necessary to implement KCDP. Such include training on financial, procurement and environmental safeguard among others.

4.0 APPLICATION PROCEDURES

4.1 Application to conduct community training

In order to conduct community training, the implementing agencies are required to develop and submit a training plan for approval. This plan should highlight at least the following:

   a. Location of training;

   b. Number of people to be trained with a disaggregation on gender;

   c. Topic to be covered;

   d. Facilitator (s) responsible;

   e. The cost of training.

For the activity prompted training, a report should be filed after training indicating the rationale and the number of community members trained.

4.2 Application Procedure for short term training for KCDP staff

The application procedure for short term training follows the steps below:

1. Identification of relevant skill gaps by implementing agencies

2. Identification of relevant staff

3. Identification of credible training institutions and the cost

4. Input in the training plan and submit for approval (See Annex 1)

5. Fill training request forms for facilitation (See Annex 2)

6. Participate in training

7. Develop a six months action plan (See Annex 3)

8. Evaluate the action plan (See Annex 4)

9. Report on quarterly basis on the training plan for KCDP staff (See Annex 5)

4.3 Application Procedure for long term training for KCDP staff

In the context of KCDP, long term training will apply to the post graduate training, particularly Masters degree. However, the support will only be for the research part of the Masters course. Implicitly, the successful student must have completed the first year of the Master programme. The goal is to have students undertake research in topics that are relevant to the KCDP and therefore assist to answer some key deliverables of the project. The long term training opportunities will be made open to both the KCDP implementing agencies as well as coastal communities at the ratio of 50:50. The Project Coordination Unit, will assume the full responsibility of rolling out this scholarship programme on behalf of all the government agencies working in KCDP. Specific research questions will be formulated by the KCDP management and calls for scholarship application made in the local dailies to increase publicity. In addition, workshops will be held in the local universities to create awareness of the scholarship opportunities. Once the successful students are on board, mentoring and technical backstopping sessions will be provided by the KCDP staff to ensure that the research conforms with the KCDP deliverables.

Some of the eligibility criteria for applicants include:
1. Must have registered degree in accredited Kenyan university;
2. Must have completed 1st year of Masters degree;
3. For non GoK staff, they must be a resident in coast province ;
4. For GoK staff, must be affiliated to the KCDP;
5. Must be willing to undertake research that is relevant to KCDP.

Broadly, the application procedure will entail completing a pre designed form as per the guidelines and selection done based on eligibility criteria. A template of this form is attached in Annex 6.

5.0 MONITORING OF CAPACITY BUILDING SUB COMPONENT

In order to monitor the impact of the training, the beneficiary will submit to the Component Managers (CMs) a filled training evaluation form indicating the skill learnt and an action plan of how to apply it in the KCDP context. After six months, the beneficiary will again submit a brief progress report regarding the earlier action plan. In addition to this, the Project

Coordinator will periodically engage the CMs in the respective agencies to verify and confirm the impact of the training as reported.

4.0   CONCLUSION

The implementation of this strategy will provide guidance for effective coordination of capacity building plan which is critical for effective delivery of the expected results by KCDP.

ANNEXES

ANNEX 1: TRAINING PLAN TEMPLATE

No	Training Description	Expected outcome/link to indicators	Names & positions of staff to be trained	Cost breakdown	Estimated cost of each category (Ksh)	Total Cost (Ksh)	Training institution & Location	Estimated Duration (days/months)	Start and End Date	Further Comments
Component: ………………………………..										
Sub - component										
1				Tuition						
				Travel costs						
				DSA/Accomodation						
2				Tuition						
				Travel costs						
				DSA/Accomodation						
3				Tuition						
				Travel costs						
				DSA/Accomodation						
4				Tuition						
				Travel costs						
				DSA/Accomodation						
5				Tuition						
				Travel costs						
				DSA/Accomodation						

ANNEX 2: APPLICATION FORM FOR SHORT TERM TRAINING

APPLICATION FORM FOR SHORT TERM TRAINING

Name:		Position/Role in KCDP:	
Training course	Duration of training	Relevance of training	Application of the training skills

Trainee's signature: …………………………………….   Date:……………………………………………….

Recommendation by Component Manager:

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Signature: …………………………………………….   Date: …………………………………………………

Approval by Project Coordinator

Signature: …………………………………………………..   Date: ……………………………………………

ANNEX 3: TRAINING ACTION PLAN FORM

ACTION PLAN ON COURSES ATTENDED BY KCDP STAFF
Six months action plan

Name: …………………………………………………. **Period:** ……………………… to …………………………………….

Proposed areas of intervention	Proposed mode of intervention	Expected Impacts from the interventions

Trainee's Signature: …………………………………………………..

Remarks by Component Manager:

Signature: ……………………………………………………….Date: …………………………………………………

Approval by Project Cordinator

Signature: ……………………………………………………….Date: …………………………………………………

NB: Attach training report, training certificate

ANNEX 4: TRAINING EVALUATION FORM

KCDP

EVALUATION REPORT ON IMPACT OF TRAINING ATTENDED BY KCDP STAFF
Report on six months action plan

Name: ……………………………………….	**Period:** ………………………. to ………………………………..	
Areas of intervention	**Actions undertaken**	**Impacts and remarks**

Trainee's Signature: …………………………………………………..

Remarks by Component Manager:

Signature: …………………………………………………Date: ……………………………………………

Approval by Project Coordinator

Signature: …………………………………………………Date: ……………………………………………

NB: Attach detailed report with photos

ANNEX 5: TRAINING REPORT TEMPLATE

LIST OF CAPACITY BUILDING ACTIVITIES UNDERTAKEN UNDER THE KCDP PROJECT FROM …………………… TO ……………………. AND TRAINING OUTCOMES

To be submitted by the Component Managers on quarterly basis

NO.	COURSE	DATE & VENUE	BENEFICIARIES	TRAINING OUTCOMES
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

Component: …………………………….

Name: ………………………………………

Date: …………………………………….

ANNEX 6: APPLICATION FORM FOR POST GRADUATE COURSES

KENYA COASTAL DEVELOPMENT PROJECT
(KCDP)

^C/o Kenya Marine and Fisheries Research Institute, PO Box 81651-80100, Mombasa, Kenya.

Telephone: +254-(0) 412007789   **E-mail:** kcdp@kmfri.co.ke

KCDP Support for Postgraduate Training

APPLICATION FORM

The contents of this form are strictly confidential.

Complete this application form and e-mail or post to the address provided above following the Call for Applications. The application must be accompanied by **a two-page project proposal** in the space provided at the bottom of this form.

All documentation required in the Call for Applications must accompany the duly completed application form. Only successful applicants will be contacted within six weeks after acknowledgement of receipt of you application form the Project Coordinating Unit (PCU). Unsuccessful applicants shall receive no further communication.

PERSONAL DETAILS

SURNAME: MAIDEN NAME (if applicable):

FIRST NAMES:
DATE OF BIRTH
ID NUMBER (attach copy):
ADDRESS:

POST CODE:
TELEPHONE-HOME:
TELEPHONE-CELL:

EMAIL:
 FAX:

SCHOOL EDUCATION

LAST SCHOOL ATTENDED:
LOCATION (CITY/TOWN):
HIGHEST STANDARD ATTAINED: YEAR:
SUBJECTS TAKEN (give symbols if known):

Subject	Grade	Symbol	Subject	Grade	Symbol

EXTRACURICULA ACHIEVEMENTS:

TERTIARY EDUCATION

DEGREE OR DIPLOMA:

UNIVERSITY :

YEAR COMPLETED:
LIST SUBJECTS AND RESULTS ATTAINED ANNUALLY IN CHRONOLOGICAL ORDER:

Year of study (FINAL):

Subject	Result	Subject	Result	Subject	Result

Year of study:

Subject	Result	Subject	Result	Subject	Result

Year of study:

Subject	Result	Subject	Result	Subject	Result

Year of study: FIRST

Subject	Result	Subject	Result	Subject	Result

POST GRADUATE/DIPLOMA EDUCATION

INSTITUTION: YEAR:

Subject	Result	Project Title

OTHER EXPERIENCE, QUALIFICATION OR RELEVANT TRAINING:

LANGUAGES (indicate level of proficiency, i.e. good, fair or poor):

Language	Speak	Read	Write

PUBLICATIONS, ARTICLES, REPORTS, etc.

EMPLOYMENT RECORD Chronological order beginning with current

Employer	Year/s	Job title and responsibilities

REFEREES

Furnish the following details of three referees:

Name	Address	Contact

CURRENT SPECIFIC RESPONSIBILITIES OF THE APPLICANT IN KCDP PARTNER AGENCY

Signature: _____ Date:

PROJECT PROPOSAL

Title of Project
KCDP Component to which the proposed project/study will contribute; Clear linkage to PDO
University where candidate is affiliated:
Name and e-mail address of supervisor at the University:
Year of first registration and expected duration of the project: YEAR OF REGISTRATION :   EXPECTED DURATION :

Summary of Project proposal
(*Detailed 5-page project proposal with scheduled activities and budget to be submitted separately*)