

Programme: ENR Project: School and Community *Sustainable WASH (SusWASH)* Project Date: 27th February, 2019.

Title: concept note for a half day Inception meeting for the local leaders in the project area i.e. Kamwokya and Kansanga parish.

Project title	School and Community <i>Sustainable WASH (SusWASH)</i>	
Planned Activity	Inception meeting for the local leaders in the project area i.e. Kamwokya and Kansanga parish.	
Justification/ Rationale	<p>EA in partnership with Water Aid is implementing a 3-months project on Water Sanitation and Hygiene project titled Sustainable WASH (SusWASH) project. This project also supports KCCA directorates for Health, Education and Strategic Planning to include elements that strengthen the sustainability of WASH services within their current plans.</p> <p>This project aims at applying the learning and evidence generated from the SusWASH project to support Urban WASH policy processes as well as informing sector capacity development initiatives towards sustainability of water and sanitation services. The project shall be carried out in two selected communities of Kamwokya Parish in central division and Kansanga in Makindye division, Kampala and schools of Mirembe primary school, Kansanga seed secondary School, Railway primary school, Nateete secondary school in Rubaga Division and Ntinda school for the deaf in Nakawa division.</p> <p>Against that background, a day inception meeting has been organized to introduce and orient the local leaders as key stakeholders in the project. During morning hours a meeting will be held in Kansanga and after lunch another meeting will be held in Kamokya .</p>	<p>Annual Milestone #1: At least four policy issues and recommendations identified from the studies, presented and discussed in policy processes in ENR and Agriculture sector at both local and national level by November 2019;</p> <p>Annual Milestone #4: At least 5 Joint Partnership programs developed by June and implementation starting by November 2019.</p>
Purpose of activity	<p>The main purpose of the meeting is to:</p> <ol style="list-style-type: none"> i. To introduce the project to the local leaders; ii. To clarify on their role and support required from them during the upcoming community meetings; iii. To provide an opportunity to identify WASH challenges in their community for subsequent planning. 	
When is the activity scheduled	This meeting has been scheduled for 6th and 7th March, 2019 and will take place at village trading centres.	

Who are the target group (include numbers of males and females)?	The meeting targets local leaders in the project areas of Kamwokya and Kasanga parish. These will include; LC 1 chairpersons, and VHTs. A total of 20 participants will be engaged i.e. <i>(2 people from each of the 10 selected villages)</i>	
What methods/approaches will be used?¹	The meeting will be conducted in a participatory manner to ensure active participation of members to give their views and recommendation with regards to sustainable WASH issues in their communities.	
Expected output / results	<ul style="list-style-type: none"> i) Clarity on the roles / responsibilities of the local leaders; ii) Get preliminary information on the WASH situation in these communities. 	
Summarized write-up about the activity (2-3 sentences) for posting on the EA website and social media platforms	<p><u>UPCOMING EVENT:</u> EA with support from Water Aid Uganda is organizing a one day inception meeting with the local leaders in Kansanga and Kamwokya parishes. The meetings are aimed at introducing the project and providing clarity on the roles and support needed from the leaders during the upcoming community meetings.</p> <p>The inception meeting has been scheduled for 6th and 7th March, 2019. Attendance is by invite only.</p>	
Budget line as stipulated in the project agreement/annual work plan		
How much funds required? – Summary of total activity budget	188,440	

Annex 1 - Tentative Program for the meeting

Time	Activity in Kamokya	Responsibility
9: 00-9:30am	Arrival and registration	All
9:30- 9:50 am	Opening remarks	LCI Chairperson
9:50 – 10:10am	Project background and meeting objectives	EA
10:10- 10:40am	Sharing expectations and roles	All
10:40- 11: 30am	Plenary Discussions and points for clarifications	LCI-WASH representative
11:30-11:50am	Way forward	EA
11:50pm-12:00pm	Closing remarks and departure	Community representative
12:00- 2:00pm	Travel and lunch for EA staff	EA

Time	Activity in Kansanga	Responsibility
2: 30-3:00pm	Arrival and registration	All
3:00- 3: 20pm	Opening remarks	LCI Chairperson
3:20pm - 3:40pm	Project background and meeting objectives	EA
3: 40pm- 4:10pm	Sharing expectations and roles	All
4:10pm-5:00pm	Plenary Discussions and points for clarifications	LCI-WASH representative
5:00pm-5:10pm	Way forward	EA
5:10pm-5:30pm	Closing remarks and departure	Community representative

Annex 2. Proposed budget

No	Item	Qty	Unit cost	Freq.	Total cost
1.	Refreshments	26	2000	1	52,000
2	Transport refund for participants	20	10,000	1	200,000
3	Lunch for 3 staff (2 from MEL , 1 from ENR & 1 Driver)	4	20,000	1	80,000
2.	Stationery, printing and photocopy of the guiding tool	1	50,000	1	50,000
4	communication	1	30,000	1	30,000
5	Mileage	20	3222	1	64,440
	Grand total				476,440

Compiled by: Racheal Nalule (Programme officer)

Approved by: Executive Director

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