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USAID KENYA DISABILITY LIVELIHOODS DEVELOPMENT ACTIVITY (DLDA)

QUARTERLY PROGRESS REPORT

MAY 2017

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USAID KENYA Disability Livelihoods Development Activity

FY 2017 Q1 PROGRESS REPORT

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The authors' views expressed in this report do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

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ACRONYMS AND ABBREVIATIONS

AWP	Annual Work Plan
CPD	Country Programme Document
DESK	Deaf Empowerment Society of Kenya
DLDA	Disability Livelihoods Development Activity
DPO	Disabled Peoples' Organization
EEP	Economic Empowerment Programme
GoK	Government of Kenya
HACT	Harmonized Approach to Cash Transfers
IEG	Inclusive Economic Growth
LOA	Letter of Agreement
PLWD	People Living with Disability
UNCRPD	United Nations Convention on the Rights of People living with Disability
UNDAF	United Nations Development Assistance Framework
UNDP	United Nations Development Programme
USAID	United States Agency for International Development

I. DISABILITY LIVELIHOODS DEVELOPMENT ACTIVITY (DLDA) EXECUTIVE SUMMARY

The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) was established by State Parties to promote, protect and ensure the full and equal enjoyment of all human rights and fundamental freedoms by all persons with disabilities, and to promote respect for their inherent dignity. Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others.

In response to the invitation by the United States Agency for International Development Mission to Kenya and East Africa (USAID/KEA), and guided by the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD), UNDP Kenya, in consultation with the Deaf Empowerment Society of Kenya (DESK), undertook to implement the Deaf Livelihoods Development Activity (DLDA) as part of the Economic Empowerment Programme (EEP). DLDA seeks to empower extremely poor deaf and hard of hearing people and their families in Kenya to lift themselves out of poverty through self-employment activities and strengthening of inclusive business development. The Government of Kenya (GoK) has approved the DLDA as shown by the attached Minutes of the EEP PSC and by signing the Letter of Agreement (LOA).

The main goal of the Deaf Livelihoods Development Activity (DLDA) is to “economically empower deaf and hard of hearing individuals in Kenya”. This will be achieved through an all-inclusive approach with state and non-state partners to increase the participation of deaf and hard of hearing people, develop their business skills, enhance employment creation for deaf and hard of hearing people and establish sustainable linkages. The main objectives of this initiative are:

1. Increase the participation of deaf and hard of hearing individuals (ensuring the utility and identification of sex disaggregated data) in Kenya’s economic development
2. Strengthen the organizational capacity and services of a Disabled Peoples’ Organization (DPO)

This is the second report of the DLDA. In this reporting period, UNDP decided to physically visit the DESK offices in Embu to meet the key staff and making initial contact about the project. An initial mission was planned for January, after which serious concerns were raised on the capacity of DESK. The management of UNDP decided to carry out a Micro Assessment for DESK. The outcome of the micro and capacity assessment was that DESK has a **significant** rating in the functional area of Financial management – this means that the financial management system risks have a significant likelihood of occurring and a potentially negative impact on the DESK’s ability to execute the programme in accordance with the work plan and stated objectives; and a **satisfactory** rating for the functional area of programme management – which means that DESK systems, policies, procedures and programmatic capacity are satisfactory to manage UNDP funds.

The total budget for the project is US\$ 259,000. In this period, US\$ 3,742,16

II. KEY ACHIEVEMENTS (QUALITATIVE IMPACT)

During this period, two (2) missions to Embu were executed. These were fact-finding missions to ascertain the management and organizational capacity of DESK. In one of the missions, the Activity AOR accompanied the UNDP team to Embu.

The other qualitative achievement was to agree with the Government of Kenya to implement the DLDA within the ongoing Economic Empowerment Programme (EEP), implemented for UNDP by the Ministry of Devolution and Planning (MoDP). A Letter of Agreement (LOA) was signed by the Principal Secretary in the State Department of Planning and Statistics and the UNDP's Country Director. The LOA gives UNDP full authority to implement the DLDA under the "full country office support" modality of project implementation.

Lessons Learned

Full compliance to GoK guidelines for UN project managements is key.



III. ACTIVITY PROGRESS (QUANTITATIVE IMPACT)

The major achievement for this quarter was the assessment of the DESK. The objective of the Assessments was to undertake a review of the financial and programmatic capacity of the DESK.

The Assessment scope included an overall assessment of:

1. Micro Assessment – an assessment of the Implementing Partner’s Financial Management Capacity, Review Funds Management, Staffing, Accounting Policies and Procedures, Internal Audit, Reporting and Monitoring and Information Systems.
2. Capacity Assessment – an assessment of the Implementing Partner’s programme management capacity will review its capacity to implement programmes, projects and activities that includes the review of the IP’s previous experience working with the UN or other programmes. Existing skills to carry out “result-based” Management and Monitoring mechanisms will also be assessed.

The risk rating per functional area for DESK is as illustrated below:

Nature of Assessment	Functional Area	Rating	Comments
Micro Assessment	Financial Management Capacity		Significant - The financial management system risks have a Significant likelihood of occurring and a potentially negative impact on the DESK’s ability to execute the programme in accordance with the work plan and stated objectives.
Capacity assessment	Programme Management Capacity		Satisfactory – DESK systems, policies, procedures and programmatic capacity are satisfactory to manage UNDP funds.

Lessons Learned

Overall, there exists opportunity for capacity building in the areas of governance, accounting policies and procedures, financial reporting and monitoring, procurement and control processes to enhance existing control systems.

**NUMBER OF SMEs OPERATED BY DEAF AND HARD OF HEARING PEOPLE
INDICATOR NUMBER 1.2**

UNIT	DISAGGREGATE BY: Gender					
	Geographic Location	Activity Title	Date	W	M	Subtotal
	n/a	DLDA	-	-	-	-
	Totals					

Results:

Additional Criteria If other criteria are important, add lines for setting targets and tracking	Baseline		Results Achieved Prior Periods		This Reporting Period 31-Dec-16				Reporting Period 31-Mar-17		Reporting Period 30-Jun-17		Reporting Period 30-Sep-17		FY 2017 Target		FY 2018 Target		End of Activity Target	
			Achieved		Target		Achieved		Target		Target		Target		Target		Target		Target	
	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M
Sex*: Women (W), Men (M)	0	0	-	-	25	25	0	0	25	25	25	25	25	25	75	75	25	25	100	100
Embu																				
Meru																				
Tharaka Nithi																				
Machakos																				

This table is the format to be used for reporting against the MEP. The table should be copied and completed separately for each indicator.

PERCENTAGE INCREASE IN EMPLOYMENT RATE FOR DEAF AND HARD OF HEARING PEOPLE						
INDICATOR NUMBER I.3						
UNIT	DISAGGREGATE BY: Gender					
	Geographic Location	Activity Title	Date	W	M	Subtotal
	n/a	DLDA	-	-	-	-
	Totals					

Results:

Additional Criteria If other criteria are important, add lines for setting targets and tracking	Baseline		Results Achieved Prior Periods		This Reporting Period 31-Dec-16				Reporting Period 31-Mar-17		Reporting Period 30-Jun-17		Reporting Period 30-Sep-17		FY 2017 Target		FY 2018 Target		End of Activity Target	
			Achieved		Target		Achieved		Target		Target		Target		Target		Target		Target	
	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M
Sex*: Women (W), Men (M)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Embu																				
Meru																				
Tharaka Nithi																				
Machakos																				

This table is the format to be used for reporting against the MEP. The table should be copied and completed separately for each indicator.

LOAN-TO-VALUE RATIO INDICATOR NUMBER I.4						
UNIT	DISAGGREGATE BY: Gender					
	Geographic Location	Activity Title	Date	W	M	Subtotal
	n/a	DLDA	-	-	-	-
	Totals					

Results:

Additional Criteria If other criteria are important, add lines for setting targets and tracking	Baseline		Results Achieved Prior Periods		This Reporting Period 31-Dec-16				Reporting Period 31-Mar-17		Reporting Period 30-Jun-17		Reporting Period 30-Sep-17		FY 2017 Target		FY 2018 Target		End of Activity Target	
			Achieved		Target		Achieved		Target		Target		Target		Target		Target		Target	
	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M
Sex*: Women (W), Men (M)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Embu																				
Meru																				
Tharaka Nithi																				
Machakos																				

This table is the format to be used for reporting against the MEP. The table should be copied and completed separately for each indicator.

NUMBER OF DESK STAFF TRAINED INDICATOR NUMBER 2.1						
UNIT	DISAGGREGATE BY: Gender					
	Geographic Location	Activity Title	Date	W	M	Subtotal
	n/a	DLDA	-	-	-	-
	Totals					

Results:

Additional Criteria If other criteria are important, add lines for setting targets and tracking	Baseline		Results Achieved Prior Periods		This Reporting Period 31-Dec-16				Reporting Period 31-Mar-17		Reporting Period 30-Jun-17		Reporting Period 30-Sep-17		FY 2017 Target		FY 2018 Target		End of Activity Target	
			Achieved		Target		Achieved		Target		Target		Target		Target		Target		Target	
	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M
Sex*: Women (W), Men (M)	0	0	0	0	0	0	0	0	1	1	1	1	1	1	3	3	0	0	3	3
5																				
Meru																				
Tharaka Nithi																				
Machakos																				

This table is the format to be used for reporting against the MEP. The table should be copied and completed separately for each indicator.

NUMBER OF DESK STANDARD OPERATING PROCEDURES (SOPS) IN PLACE							
INDICATOR NUMBER 2.2							
UNIT	DISAGGREGATE BY: SOPs						
	Geographic Location	Activity Title		Date	W	M	Subtotal
	n/a	DLDA		-	-	-	-
	Totals						

Results:

Additional Criteria If other criteria are important, add lines for setting targets and tracking	Baseline		Results Achieved Prior Periods		This Reporting Period 31-Dec-16				Reporting Period 31-Mar-17		Reporting Period 30-Jun-17		Reporting Period 30-Sep-17		FY 2017 Target		FY 2018 Target		End of Activity Target	
			Achieved		Target		Achieved		Target		Target		Target		Target		Target		Target	
	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M
Sex*: Women (W), Men (M)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Embu	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Meru	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Tharaka Nithi	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Machakos	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

This table is the format to be used for reporting against the MEP. The table should be copied and completed separately for each indicator.

NUMBER TORS FOR STAFF AND BOARD INDICATOR NUMBER 2.3						
UNIT	DISAGGREGATE BY: TORs					
	Geographic Location	Activity Title	Date	W	M	Subtotal
	n/a	DLDA	-	-	-	-
	Totals					

Results:

Additional Criteria If other criteria are important, add lines for setting targets and tracking	Baseline		Results Achieved Prior Periods		This Reporting Period 31-Dec-16				Reporting Period 31-Mar-17		Reporting Period 30-Jun-17		Reporting Period 30-Sep-17		FY 2017 Target		FY 2018 Target		End of Activity Target	
			Achieved		Target		Achieved		Target		Target		Target		Target		Target		Target	
	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M	W	M
Sex*: Women (W), Men (M)	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Embu	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Meru	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Tharaka Nithi	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Machakos	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

IV. CONSTRAINTS AND OPPORTUNITIES

There are no major constraints to the project in this quarter.

V. PERFORMANCE MONITORING

Performance monitoring for the DLDA has been carried out by constant engagement with DESK as well monitoring visits to DESK.

VI. PROGRESS ON GENDER STRATEGY

DLDA was designed to ensure that both women and men are targeted, the data to be collected MUST be disaggregated by gender to ensure results are specifically targeting women.

VII. PROGRESS ON ENVIRONMENTAL MITIGATION AND MONITORING

Environmental monitoring will be carried out in accordance with the UNDP's policy on Environmental Assessments as well as the USAID Kenya D03 on "Initial Environmental Examination". This will be done on all the business plans that will be submitted for funding by the trained deaf and hard of hearing people.

Environmental awareness will be in the training curriculum for the planned training for deaf and hard of hearing people on business and entrepreneurship skills.

VIII. PROGRESS ON LINKS TO OTHER USAID PROGRAMS

UNDP is currently implementing the "Kenya Support to Devolution" programme which is partly funded by USAID. DLDA will make efforts to ensure that a direct linkage with this programme especially at the County levels.

IX. PROGRESS ON LINKS WITH GOK AGENCIES

DLDA shall be implemented within the ongoing Economic Empowerment Programme (EEP) which is implemented for UNDP by the Ministry of Devolution and Planning (MoDP). Other government partners in EEP include:

- Ministry of Agriculture, Livestock and Fisheries
- Ministry of Education, Science and Technology
- Ministry of Industrialization & Enterprise Development
- Micro and Small Enterprise Authority (MSEA)
- National Industrial Training Authority (NITA)
- Kenya Investment Authority (KenInvest)
- Women Enterprise Fund (WEF)
- Youth Enterprise Development Fund (YEDF)
- County Governments (various)

X. PROGRESS ON USAID FORWARD

DLDA's Outcome 2 seeks to "strengthen the capacity and services of Disabled People's Organization (DPO); at the end of the project, it is expected that one DPO will have improved organizational capacity.

In this Outcome, UNDP shall provide targeted technical advisory services to DESK to identify key organization gaps and then assist in developing key policies, procedures and manuals like for human resources, finance, and various staff job descriptions. At the same time, the project will organize leadership training programs for at least four (4) key staff at DESK. To ensure a strong and modernized capacity, the project will equip the DESK offices with modern office equipment.

XI. SUSTAINABILITY AND EXIT STRATEGY

The DLDA seeks to empower extremely poor deaf and hard of hearing people and their families in Kenya to lift themselves out of poverty through self-employment activities and strengthening of inclusive business development. To ensure this is sustained after the life of the project, the implementation will ensure the active participation of the community and other stakeholders in project activities like planning, implementation, monitoring and evaluation. Organizational capacity building for existing organizations for deaf and hard of hearing people will be emphasized throughout the project.

Ownership and exit strategies shall be developed and negotiated with the project beneficiaries. This shall include clarifying roles and responsibilities for respective stakeholders including technical support team. To track progress and build up for phase out, project activities shall be included in the M&E plan and monitored closely. Above all, and in accordance with the mandate of this initiative, capacity building shall continuously be carried out to stakeholders and thus ensure that they can manage their development interventions sustainably.

XII. GLOBAL DEVELOPMENT ALLIANCE (IF APPLICABLE)

N/A

XIII. SUBSEQUENT QUARTER'S WORK PLAN

Planned Actions from Previous Quarter	Actual Status this Quarter	Explanations for Deviations
Inception meetings, rapid needs and capacity assessment of DESK	Nil	None
Carry out one (1) training program for fifty (50) deaf and hard of hearing people on business and entrepreneurship skills	Nil	None
Provide financial and technical support to fifty (50) deaf and hard of hearing people to establish and operate SMEs	Nil	None
Organize and facilitate one (1) National and County level knowledge sharing event to support / lobby for improved access to business development support services for deaf and hard of hearing people	Nil	None

XIV. FINANCIAL INFORMATION

The total budget for the project is US\$ 259,000. In this period, US\$ 3,742,16

See annexes for the detailed UNDP financial report.

TABLE 3: BUDGET DETAILS

T.E.C.: \$259,142.74

Cum Oblig: \$259,000

Cum Expenditure: \$3,742,16

Obligation	1st Quarter Actual Expenditures	2nd Quarter Projected Expenditures	3rd Quarter Projected Expenditures	4th Quarter Projected Expenditures
<i>Total: 259,000</i>	0	0	0	0
Salary and Wages	0	0	0	0
Fringe Benefits	0	0	0	0
Travel, Transport, Per Diem	0	0	0	0
Equipment and Supplies	0	0	0	0
Subcontracts*	0	0	0	0
Allowances	0	0	0	0
Participant Training*	0	0	0	0
Construction*	0	0	0	0
Other Direct Costs	0	0	0	0
Sub-grants*	0	0	0	0
Overhead*	0	0	0	0
G&A*	0	0	0	0
Material Overhead*	0	0	0	0

TABLE 4: NEW SUB-AWARD DETAILS

The project does not anticipate any sub-awards.

XV.ACTIVITY ADMINISTRATION

Due to the delays reported earlier, USAID is notified that there will be further delays in implementing some of the activities in Quarters 1 and 2 of 2017.

Personnel

There are no anticipated major changes in personnel for this Activity.

Contract, Award or Cooperative Agreement Modifications and Amendments

No modifications and amendments anticipated.

XVI. INFORMATION FOR ANNUAL REPORTS ONLY

A. Budget Disaggregated by County

N/A

B. Budget Disaggregated by Earmarks

N/A

C. Sub-Awards

N/A

D. List of Deliverables

N/A

E. Summary of Non-USG Funding

N/A

F. Type of Accounting System Used During Reporting Period

N/A

XVII. GPS INFORMATION

The DLDA will be working with the deaf and hard of hearing persons in Kenya, but specifically with the Deaf Empowerment Society of Kenya (DESK) which is based in Embu County. The participants in the training programmes will be drawn from the larger Mount Kenya region.

TABLE X: GPS INFORMATION

Implementing Mechanism/ Activity	Task	Activity Name	Implementing Partner	Sub-Awardee	Amount	Start Date	End Date	Nationwide?	Location	Admin 1 (County)	Longitude	Latitude	Precision Code	Admin 2 (Constituency)	Admin 3 (Location)	Admin 4 (Sub location)	Admin 5 (Town/Village)

XVIII. SUCCESS STORY GUIDELINES & PREP SHEETS

There is no success story to share in this reporting period.

ANNEXES & ATTACHMENTS (MAXIMUM 10 PAGES)

There are no annexes and attachments for this reporting period.

Annex 1: Financial Report



DLDA Expenditure
Report.PDF

Annex 2: Micro Assessment Report



DESK Micro
Assessment Report.i

Annex I: Schedule of Future Events

DATE	LOCATION	ACTIVITY
April - June 2017	Embu & Nairobi	Provide targeted technical advisory services to DESK to identify key organization gaps and then assist in developing key policies, procedures and manuals - HR, Finance, TORs for the Board, staff job descriptions)
April - June 2017	Embu & Nairobi	Inception meetings, rapid needs and capacity assessment of DESK
April - June 2017	Embu & Nairobi	DESK - Project Management & Staff salaries
April - June 2017	Embu & Nairobi	Carry out one (1) training programs for fifty (50) deaf and hard of hearing people on business and entrepreneurship skills
April - June 2017	Embu & Nairobi	Provide financial and technical support to fifty (50) deaf and hard of hearing people to establish and operate SMEs

Annex II: List of Deliverable Products

1. DLDA Financial Report
2. DESK Micro Assessment Report