

PLANNING DEPARTMENT

Objective

To provide expertise and services in planning, budgeting implementation, monitoring and evaluation.

Functions

- (i) To coordinate preparations and implementations of Commission plans and budgets;
- (ii) To encourage and facilitate the provision of services by the Private sector;
- (iii) To prepare office contributions to the budget speech and annual economic report;
- (iv) To institutionalize strategic planning and budget skills;
- (v) To coordinate and monitor implementation of Government policies;
- (vi) To analyze policies from other sector and advise accordingly;
- (vii) To carry out monitoring and evaluation of the Commission plans and budgets and prepare performance reports;
- (viii) To carry out research, assessments and evaluation of plans and provide a basis for making informed decisions on the future direction of the Commission;
- (ix) To ensure that Commission plans and budgets are integrated into the government budgeting process; and
- (x) To coordinate preparation and implementation of development projects/programs and resource mobilization.

This Department will be led by a Director and will be assisted by two Assistant Directors of:-

- (i) Planning Section; and
- (ii) Monitoring, Evaluation and Performance Reporting Section.

Planning Section

The Section will perform the following activities:-

- (i) Monitor implementation of the Commission`s Annual Plan and Medium Term strategic Plan;
- (ii) Prepare periodic (weekly, monthly, quarterly, mid-year, and annual) performance reports;
- (iii) Collect, study and analyze statistics needed in the formulation and implementation of policies plans and budgetary proposals;
- (iv) Provide inputs in preparation of plans, programs and budgetary activities of the office including establishment of performance targets and indicators;
- (v) Provided technical support including institutionalization of M&E process;
- (vi) Undertake research and impact studies of plans, projects and programs;
- (vii) Undertake service delivery surveys to collect stakeholders`/ clients` views on services rendered; and
- (viii) Coordinate mid-year and annual performance reviews.

Monitoring, Evaluation and Performance Reporting Section

The Section will perform the following activities:-

- (i) Monitor implementation of the Commission`s Annual Plan and Medium Term Strategic Plan;
- (ii) Prepare periodic (weekly, monthly, quarterly, mid-year, and annual) performance reports;
- (iii) Collect, study and analyze statistic s needed in the formulation and implementation of policies, plans and budgetary proposals;
- (iv) Provide inputs in preparation of plans, programs and budgetary activities of the office including establishment of performance targets and indicators;
- (v) Provide technical support including institutionalization of M & E process;

- (vi) Undertake research and impact studies of plans, projects and programs;
- (vii) Undertake service delivery surveys to collect stakeholders'/clients' views on services rendered; and
- (viii) Coordinate mid-year and annual performance reviews.