



KENYA PLANT HEALTH INSPECTORATE SERVICE

STANDARD OPERATING PROCEDURE

Department: Planning & Strategy

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SOP FOR PLANNING, MONITORING & EVALUATION

SOP/KEPHIS/P&S/01

Issued by: 

Planning & Strategy Officer

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Approved by: ... 

Deputy Director

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1.0 Purpose

This procedure describes the various steps involved in the development of the strategic plan, work plan and performance contract. It also defines the process of monitoring and evaluation of activities.

2.0 Scope

The procedure covers development, monitoring, evaluation and reporting of the strategic plan, work plan and performance contract activities.

3.0 References

- 3.1 Preceding Strategic Plan(s)
- 3.2 Preceding Work Plan(s)
- 3.3 Relevant statutory and regulatory requirements
- 3.4 PC Guidelines
- 3.5 Relevant Government Economic blue prints and policies.

4.0 Abbreviations/ Acronyms

- 4.1 DDCC – Deputy Director Corporate Communications
- 4.2 DDP&S – Deputy Director Planning and Strategy
- 4.3 GPCIS – Government Performance Contracting Information System
- 4.4 ICT – Information Communication and Technology
- 4.5 KPI – Key Performance Indicator
- 4.6 M&E – Monitoring & Evaluation
- 4.7 MD – Managing Director
- 4.8 PAS – Performance Appraisal System
- 4.9 P&S – Planning and Strategy



- 4.10 PC – Performance Contract
- 4.11 PSPMU – Public Service Performance Management Unit
- 4.12 SP – Strategic Plan
- 4.13 WP – Work Plan

5.0 Responsibilities

Deputy Director Planning and Strategy shall be responsible for the implementation of this procedure.

6.0 Schematic Representation

Planning, Monitoring & Evaluation							
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs	Risks	Checks/Controls	Resources
- Interested parties - Relevant Government policies and other strategy papers - Relevant statutory and regulatory requirements - PC guidelines - ISO 9001:2015 - ISO/IEC 27001:2022	- Relevant Government Economic blue prints and policies. - Relevant data - Evaluation of implementation of the previous strategic plan - Preceding SP, WP and PC	- Appointments - Development - Validation - Approvals - Publication - Launch of SP - Implementation - Monitoring - Evaluation - Reporting	- Strategic Plan - Annual Work Plan - Performance Contract - M&E reports	- Board of Directors - Directorates - Departments - Staff - Interested parties	- Changes in government policies - Dynamic operating environment - Inadequate funding - Under/Over targeting - Data errors	- Consultations with parent Ministry - Reviews in strategies and plans - Resource mobilization - Prioritisation and harmonisation of targets - Training of M&E officers - Validation and verification of data - Evaluation of activities	- Personnel - Finance - General infrastructure - ICT infrastructure - Stationery - M & E framework



7.0 Procedure

7.1 The Strategic Plan

The Strategic Plan shall be developed every five years and shall guide the organisation's strategic focus and direction in terms of delivery of its mandate. Developing the Strategic Plan shall follow the sequence below:

- 7.1.1 At the beginning of the fifth year of implementation of the current strategic plan, the DDP&S shall notify the MD of the need to review the Strategic Plan.
- 7.1.2 The MD appoints a steering committee to spearhead the development of the strategic plan.
- 7.1.3 The DDP&S shall organise committee meetings to brainstorm and come up with a draft considering:
 - a) Government policies and other strategy papers;
 - b) Relevant statutory and regulatory requirements;
 - c) The organisation's local, regional and international obligations;
 - d) Evaluation of implementation of the previous strategic plan;
 - e) The vision, mission and core values of the organisation;
 - f) Contribution from interested parties through public participation forums;
 - g) The prevailing operating environment.
- 7.1.4 The steering committee forwards the draft Strategic plan to the MD for review.
- 7.1.5 The MD presents the draft strategy to the Board for scrutiny and comments.
- 7.1.6 DDP&S shall circulate the draft strategy to all staff for comments and contribution.
- 7.1.7 DDP&S shall organise a stakeholder validation workshop for the draft strategy and collate comments of the interested parties.
- 7.1.8 DDP&S presents the validation report to the steering committee for review and incorporation into the draft strategy.



- 7.1.9 The steering committee presents the draft strategy to the parent ministry and the national treasury for comments.
- 7.1.10 By the end of quarter III, the committee forwards the final draft to the MD for review.
- 7.1.11 The MD presents the final draft to the board for review and approval.
- 7.1.12 DDP&S forwards the approved strategy to DDCC for publishing in preparation for launch.
- 7.1.13 The new strategic plan is launched.
- 7.1.14 DDP&S circulates the new Strategic Plan to staff and other interested parties by the 11th month of the 5th year of implementation of the current Strategic Plan.

7.2 Annual Work plan

- 7.2.1 On the 1st Week of April every year, DDP&S shall invite proposals from all directorates, stations and departments for respective draft departmental/Regional Work plans.
- 7.2.2 Draft departmental/regional work plans shall be submitted to DDP&S by 30th April of every year.
- 7.2.3 The DDP&S shall compile the proposals and ensure that they are consistent with the Strategic Plan.
- 7.2.4 The DDP&S shall develop a draft work plan and circulate the draft compiled work plan to all managers for comments by 15th May.
- 7.2.5 All managers shall make comments by 30th May.
- 7.2.6 The DDP&S shall forward the draft Work plan to the MD for review and approval by 10th June.
- 7.2.7 The approved Work plan shall then be circulated by DDP&S to all staff by 30th June.
- 7.2.8 The work plan shall be cascaded to directorates and departments for incorporation into the performance appraisal system (PAS).



7.3 Performance Contract

- 7.3.1 The corporation receives the performance contract guidelines from the relevant government authority.
- 7.3.2 On the 1st Week of April every year, DDP&S shall invite submissions of proposed targets from directorates and departments.
- 7.3.3 Draft targets shall be submitted to DDP&S by 30th April.
- 7.3.4 The DDP&S shall compile, develop and submit the draft performance contract to the PC committee for deliberations.
- 7.3.5 The DDP&S shall upload the reviewed draft to the GPCIS.
- 7.3.6 The DDP&S shall circulate the draft PC to all managers for comments by the 15th of May.
- 7.3.7 All managers shall make comments by 30th May.
- 7.3.8 The DDP&S shall forward the draft PC to the MD for review by 10th June and onward submission to the board for approval.
- 7.3.9 The approved PC shall then be taken through the negotiation and vetting by the parent ministry and relevant government authorities through the GPCIS.
- 7.3.10 Once vetted, the PC is signed by KEPHIS Board, the parent ministry and national treasury.
- 7.3.11 The signed PC is cascaded by the board to the MD, management and staff for implementation.

7.4 Monitoring and Evaluation

- 7.4.1 The DDP&S develops a monitoring and evaluation framework for the SP, WP and PC by 15th July of every year.
- 7.4.2 The M&E framework shall include the activities, KPIs, targets, timelines, budgets and responsibilities.
- 7.4.3 M&E officers from each department and station shall be appointed by the MD to report on progress of implementation.



- 7.4.4 Work plan M&E reports shall be prepared and submitted by departments and stations to the DDP&S by 5th of every month whereas the quarterly SP and PC reports shall be submitted by 30th of the last month of the quarter.
- 7.4.5 The DDP&S shall compile and submit the monthly and quarterly reports to the MD by the 10th of every Month and 5th of the month after the quarter respectively.
- 7.4.6 The DDP&S submits the PC quarterly report to the Public Service Performance management unit (PSPMU) by uploading to the GPCIS by 15th of the month after the quarter.
- 7.4.7 Copies of the PC quarterly report are also submitted to the parent ministry, Inspectorate of Corporations and National Treasury by 15th of the month after the quarter.
- 7.4.8 Evaluations of the SP, PC and WP shall be done biannually by the P&S officers.

8.0 Records

- 8.1 Strategic Plan
- 8.2 Annual Work Plan
- 8.3 Performance Contract
- 8.4 M&E reports
- 8.5 Minutes of SP steering committee
- 8.6 Appointment letters of PC committee and M&E officers
- 8.7 M&E framework
- 8.8 Records of SP validation
- 8.9 SP Launch invitation letters
- 8.10 Media coverage of SP launch
- 8.11 GPCIS uploads



REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER
1. Change Issuer & Approver of Document 2. Change title Coordinator Monitoring & Evaluation to head Planning & Implementation.	Appointment of new HPI The position no longer exists	22/01/2014	QMR	3	0
3. Change of timeline of submitting M & E reports by H-PI to the MD from 10 th to 30 th of the month and for from departments from 5 th to 10 th of every month	Reports from the departments were not reaching the QMR on time for consultation. There are challenges from sections to send reports on time	08/07/2016	QMR	4	0
4. Review of entire SOP	To meet requirements of ISO 9001:2015	20/02/2018	QMR	1	1
5. Review of entire SOP	For continual Improvement	02/09/2021	QMR	1	2
6. Review of entire SOP	For continual Improvement	14/11/2024	QMR	1	3