

Steps for first level Mason Training SDR-ASAL

| Step n° | Activity | Responsible [Team/ Name] | Due Date [days before graduation] | done |
|----------|---|---------------------------------------|--------------------------------------|--------------------------|
| 1 | General Decisions for Mason Training (1 week) | | | |
| 1.1 | Process manager is selected | [Management Team/_____] | [70] | <input type="checkbox"/> |
| 1.2 | Responsible persons for each step are selected | [Management Team/_____] | [68] | <input type="checkbox"/> |
| 1.3 | Woreda of first level mason training is selected | [Management Team/_____] | [63] | <input type="checkbox"/> |
| 1.4 | Agreement of Woreda is received | [Jemal + Abdul Kadir] | [63] | <input type="checkbox"/> |
| 1.5 | Site(s) for practical training is/ are selected | [Technical Team/_____] | [63] | <input type="checkbox"/> |
| 2 | Technical Preparation for training site(s) (1 week) | | | |
| 2.1 | Profile(s) is/ are taken | [Technical Team/_____] | [65] | <input type="checkbox"/> |
| 2.2 | Site design(s) is/ are done | [Technical Team/_____] | [63] | <input type="checkbox"/> |
| 2.3 | Bill(s) of Quantities is/ are calculated | [Technical Team/_____] | [63] | <input type="checkbox"/> |
| 2.4 | Required construction material (stone, sand & water) availability & quality is assessed | [Technical Team/_____] | [65] | <input type="checkbox"/> |
| 2.5 | Storage level of cement, hand tools & construction material in close woreda storages is assessed | [Logistics- and Technical Team/_____] | [64] | <input type="checkbox"/> |
| 2.6 | Amount of construction material (stone, sand, gravel, cement, HBC, Cobble stone and others) material required for training is estimated & requested | [Technical Team/_____] | [62] | <input type="checkbox"/> |
| 3 | Administration and Organization of training (1 week) | | | |
| 3.1 | Number of trainees is set | [Techn.+Mgmt. Team/_____] | [65] | <input type="checkbox"/> |

| | | | | |
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| 3.2 | Payment level of trainees is confirmed by MGMT | [Mgmt. _____] | [65] | <input type="checkbox"/> |
| 3.5 | MoU(s) signed with PADO | [Abdul Kadir H.] | [55] | <input type="checkbox"/> |
| 3.6 | Selected Trainees are invited and MoUs with Trainees are signed | [Jemal + Abdul Kadir] | [50] | <input type="checkbox"/> |
| 3.7 | Payment schedule for trainees is set | [MGMT/ Admin Finance _____] | [50] | <input type="checkbox"/> |
| 3 | Financial preparation for theoretical & practical training | | | |
| 3.1 | Prepared budget estimation for trainer, trainee and examiner payment and request | [Technical Team/_____] | [63] | <input type="checkbox"/> |
| 3.2 | Approved estimated budget | [MGMT _____] | [62] | <input type="checkbox"/> |
| 3.3 | Advance transfred | [MGMT/ Admin Finance _____] | [60] | <input type="checkbox"/> |
| 4 | Procurement & preparation of hand tools & construction material | | | |
| 4.1 | Purchase request for construction material & hand tools | [tech team] _____] | [63] | <input type="checkbox"/> |
| 4.2 | Procurement of cement, HCB, Cobble stone & gravel has started | Logistics- and Finance Team/_____] | [63] | <input type="checkbox"/> |
| 4.3 | purchase of hand tools and preparation of baralla, measuring box and others | Logistics- and Finance Team/_____] | [60] | <input type="checkbox"/> |
| 4.4 | Prepared hand tools for practical exercise | [logistict Team/_____] | [60] | <input type="checkbox"/> |
| 5 | Trasporation contract | | | |
| 5.1 | Transport requirements are calculated | [Technical Team/_____] | [68] | <input type="checkbox"/> |

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| 5.2 | Requested contract of transport | [Technical Team/_____] | [68] <input type="checkbox"/> |
| 5.3 | Contractors for transportation of stone, sand and water are contacted | [Logistics- and Finance Team/_____] | [60] <input type="checkbox"/> |
| 6 | Start of theoretical training (3 weeks) | | |
| 6.1 | facilitate trainee from adadala collage | [Abdul Kadir Hassen/ College trainers] | [60] <input type="checkbox"/> |
| 6.2 | arrange theoretical training place | [Abdul Kadir Hassen / Jemal] | [55] <input type="checkbox"/> |
| 6.3 | Start theoretical training for the first group | [Adadala collage & Technical Team/_____] | [45] <input type="checkbox"/> |
| 7 | Start of practical training in Selected Woreda (3 weeks) | | |
| 7.1 | Site(s) is/ are setting out | [Technical Team/_____] | [55] <input type="checkbox"/> |
| 7.2 | organized daily labor for excavation | Abdul Kadir Hassen + Tech team] _____] | [52] <input type="checkbox"/> |
| 7.3 | 50 % of necessary stones and sand are unloaded on site(s) | [Techn. +Logist. Team/_____] | [45] <input type="checkbox"/> |
| 7.4 | Water is available at site | [Techn. +Logist. Team/_____] | [45] <input type="checkbox"/> |
| 7.5 | Cement is available at site | [Techn. +Logist. Team/_____] | [45] <input type="checkbox"/> |
| 7.6 | 75% of excavation is done | [Technical Team/_____] | [45] <input type="checkbox"/> |
| 7.7 | Trainees have arrived at practical training site | [Logist. Team + technical team _____] | [45] <input type="checkbox"/> |
| 8 | Organize COC exam | | |
| 8.1 | Communicate with ETVT agency for arrange examiner | [Jemal] _____] | [60] <input type="checkbox"/> |

| | | | | |
|-----------|---|---------------------------------------|------|--------------------------|
| 8.2 | Arranged payment of examiner | [Jemal+ F&A team_____] | [55] | <input type="checkbox"/> |
| 8.3 | Arranged material for exam | [Logist. Team + technical team_____] | [50] | <input type="checkbox"/> |
| 8.4 | Taking first group exam | Examiner & technical team[_____] | [7] | <input type="checkbox"/> |
| 8.5 | Taking Second group exam | Examiner & technical team[_____] | [5] | <input type="checkbox"/> |
| 8.6 | facilitate certificate finalization, printing & laminating | Jemal and ETVT agene y [_____] | [2] | <input type="checkbox"/> |
| 9 | Preparation of Graduation Ceremony | | | |
| 9.1 | Graduation location is set | [Jemal & tech team/ _____] | [21] | <input type="checkbox"/> |
| 9.2 | Budget for graduation is calculated (incl. per diems for partners, refreshments, etc.) | [Jemal + F&A] / _____] | [18] | <input type="checkbox"/> |
| 9.3 | Invitation letters for graduation ceremony are sent | [Mgmt. + Jemal] / _____] | [14] | <input type="checkbox"/> |
| 9.4 | Participants from GIZ are selected | Jemal + tech Team [_____] | [10] | <input type="checkbox"/> |
| 9.5 | Participation list for graduation ceremony is finalised and communicated to F&A team | [Office Assistant _____] | [17] | <input type="checkbox"/> |
| 9.7 | Sound system and generator available | [Afar Logistical Team _____] | [1] | <input type="checkbox"/> |
| 9.8 | Responsibilities, if sites are not finished by end of practical training time, are set. | [Mgmt. +Techn. Team/_____] | [7] | <input type="checkbox"/> |
| 9.9 | Finish practical training | [tech team] / _____] | [1] | <input type="checkbox"/> |
| 10 | Graduation ceremony. | | [0] | <input type="checkbox"/> |
| 11 | MoU for WSW site handing over signed. | [jemal +Abdulkadier+Mohammed] | [-8] | <input type="checkbox"/> |