

Deliverable	Timeline
<p>Work Plans <i>The Work plan is the operational document for the consultancy and is used to determine the required inputs for the development and delivery of the output of the consultancy.</i> <i>As such the Work plan must detail:</i></p> <ul style="list-style-type: none"> • <i>Major task – outlining the area of focus for the consultancy</i> • <i>Key Activities – specific activities to be undertaken</i> • <i>Performance standards - Time line for the achievement of tasks associated with the consultant deliverables</i> • <i>Critical Resources - Resources required to effectively carry out all deliverables</i> 	Quarterly
<p>Monthly Report <i>The Consultant will be required to submit Monthly Progress Reports summarizing: - the progress made during the period (planned vs. - actual targets, etc.) - the proposed activities for the ensuing month, - risks, challenges, gaps, and recommendations for addressing them - adjustments to be made to project plans as required</i></p>	Monthly
Annual and Special Reports	To be determined based on work plan activities
<p>All information and or documentation attained during the Consultancy will remain the property of the MOHW.</p>	