USAID KEA DCFA-IL PROCESS ROAD MAP

Implementation Letter (IL) is a formal correspondence between USAID and another party implementing its activities following a bilateral agreement (DCFA) signed with a host government to obligate funding. It serves various functions outlined in ADS 201.

Launch

- 1. Inaugural meeting between USAID Mission Director / Technical officers and the Ministry, State departments and agencies
- 2. Technical departments/sectors identify USAID IL process representatives who form part of the team.
- 3. Advance copies of DCFA shared with State department to enhance understanding of the bi-lateral financing agreement

Formation of IL development team

Technical Meeting to present the DCFA and IL process and respond to questions or clarifications

Development of IL Technical annexes

- 1. Discussion of technical annexes with the State Departments and Parastatal and COG
- 2. Identification of joint activities and Technical Review of the draft annexes
- 3. Discuss coordination and accountability framework

Development of IL reporting structure

- 1. Budget, Reporting and costing of activities as per Annex 5
- 2. Monitoring and Evaluation indicators E-promise and NIMES
- 3. Meeting with TNT and KRA to discuss Tax exemption process

Offsite workshop to finalize the IL

 Workshop to review the draft technical annex and implementation, collaboration, and accountability framework

IL and Technical annexes internal reviews

Final Review and preparation for IL signature/ RLO Legal Review

IL, Technical
Annexes and
Accountability
Framework
submission

- 1. Drafting Concurrence letters with the Line Ministries
- 2. IL Submission to TNT for signature

GoK socialize final IL suit with ministry leadership

Virtual Meeting between IPs and Ministry