DETAILED WORKPLAN FOR THE DEVELOPMENT OF GREEN BUILDING STANDARDS FOR GHANA

***Field work pending the progression of the current corona pandemic and directives from Government**

Meetings / Workshops / Trainings

	Activities	Responsibilities	Deliverables		Timeline																
#	Description		Ouput expected (draft and finals)	Delivery date (DD/MM/YYYY)	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
1	Output 1: Development of the work plan and related communication documents.																				
1,1	Prepare a detailed work plan of all activities, deliveries, outputs, deadlines and responsible persons/organizations and detailed budget to implement the Response Plan. The detailed work plan	Team Leader	Detailed work plan																		
1,2	Development of the monitoring and evaluation plan	Team Leader	M&E Plan																		
1,3	Impact description document (initial and final version)	Team Leader	Impact description		x																
1,4	Closure and Data Collection Report	Team Leader	Closure Report																		
2	Output 2: Introduction of project coordination mechanism																				
2,1	Map relevant stakeholders and establish a stakeholder working group	Team Leader/Local consultant	Stakeholder Map, List of participants of SWG, and its ToR.																		
2,2	Conduct an inception meeting and complete an inception report.	Team leader	Inception report																		
2,3	Conduct of regular working group meetings	Local consultant	Meeting Notes																		
3	Output 3: Assessment of building groups and regulations in Zimbabwe, and diagnosis of technological needs																				
3,1	Assessment of the current performance of building groups and existing regulations	National Architect	Assessment report on building performance and regulations.																		
3,2	Identification of international best practices and technologies	Team leader / National Architect	Benchmark report on international best practices and technologies.																		
3,3	Gap analysis and evaluation of savings potential	Team leader / National Architect	Report on gap analysis and savings potential evaluation.																		
4	Output 4: Development of green building standards																				
4,1	Development of draft green building standards and policy guidelines	International Legal Expert /National Legal Expert	Draft green buildings standards and policy guidelines.																		
4,2	Public consultation process	Team leader / National Legal Expert	Public consultation report																		
4,3	Finalization of green building standards and policy guidelines	International Legal Expert /National Legal Expert	Final green buildings standards and policy guidelines.																		
5	Output 5: Development of effective mechanisms and tools for the implementation of building standards																				
5,1	Development of an effective MV&E framework	Team leader / International Legal Expert	MV&E Framework																		
5.1.1	Development of user manuals	Capacity building expert	User manuals																		
5.1.2	Delivery of a training the trainers programme	Team leader	Capacity building material, programme report including agenda and (gender disaggregated) list of participants.																		