

# THE NATIONAL TREASURY AND PLANNING STATE DEPARTMENT FOR PLANNING

## GUIDELINES FOR IDENTIFICATION, DOCUMENTATION AND SHARING OF GOOD PRACTICES IN THE IMPLEMENTATION OF SUSTAINABLE DEVELOPMENT GOALS IN KENYA



JULY, 2021

# TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS.....	IV
FOREWORD .....	V
ACKNOWLEDGEMENT .....	VI
SECTION ONE INTRODUCTION .....	1
1.1 BACKGROUND .....	1
1.2 OVERVIEW OF SDGs IMPLEMENTATION IN KENYA .....	2
1.3 RATIONALE FOR THE GUIDELINES .....	3
1.4 OBJECTIVES OF THE GUIDELINES .....	4
1.5 SCOPE OF THE GUIDELINES .....	4
1.6 ORGANIZATION OF THE GUIDELINES.....	4
SECTION TWO IDENTIFICATION OF GOOD PRACTICES.....	5
2.1 CRITERIA FOR IDENTIFYING GOOD PRACTICES.....	5
2.2 METHODOLOGY OF IDENTIFYING GOOD PRACTICES.....	6
SECTION THREE DOCUMENTATION, STORAGE AND SHARING.....	9
3.1 DOCUMENTATION .....	9
3.2 STORAGE.....	9
3.3 DISSEMINATION.....	9
SECTION FOUR SCALING UP AND REPLICATION.....	11
SECTION FIVE OPERATIONALIZATION OF THE GUIDELINES .....	13
5.1 IMPLEMENTATION PROCESSES.....	13
5.1.1 Circulate Widely .....	13
5.1.2 Documentation, Storage and dissemination .....	13
5.1.3 Monitoring, Evaluation and Learning .....	13
ANNEXES.....	14
ANNEX I: CALL FOR SUBMISSION OF SUSTAINABLE DEVELOPMENT GOALS GOOD PRACTICES .....	14
ANNEX II: TOOL FOR DOCUMENTING SDGs GOOD PRACTICES.....	16
ANNEX III: TOOL FOR SCALING UP OF THE SDGs GOOD PRACTICES.....	20
LIST OF REFERENCES .....	21

## LIST OF TABLES

Table 2-1: Roadmap to Guide the Identification Process.....	7
Table 4-1: Attributes and Elements for Upscaling and replicating Sustainable Development Goals Good Practice .....	12

## ABBREVIATIONS AND ACRONYMS

ADPs	Annual Development Plans
CIDPs	County Integrated Development Plans
CoG	Council of Governors
COVID-19	Corona Virus Disease 2019
CSOs	Civil Society Organizations
HLPF	High-Level Political Forum
IATWC	Inter-Agency Technical Working Committee
KAM	Kenya Association of Manufacturers
KEPSA	Kenya Private Sector Alliance
MDACs	Ministries, Departments, Agencies and Counties
MTP III	Third Medium Term Plan
NGOs	Non-Governmental Organizations
NSA	Non-State Actors
SDGs	Sustainable Development Goals
SMART	Specific, Measurable, Achievable, Realistic and Timely
UN	United Nations
UNDESA	United Nations Department of Economic and Social Affairs
UNDP	United Nations Development Programme
UNGA	United Nations General Assembly
UNRCO	UN Resident Coordinator Office

## FOREWORD

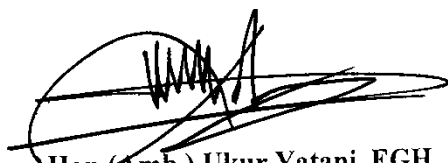
The Government of Kenya is committed to the achievement of all the Sustainable Development Goals (SDGs). Since the adoption of the SDGs in 2015, the Government has mainstreamed the SDGs in policy, planning, budgeting and development processes through various government policy documents at both national and county levels. Other initiatives have also been undertaken that have led to substantial progress in a number of goals. However, the rate of progress in achieving these goals is still very low, which has been worsened by the COVID-19 pandemic. Should this trend continue, and without drastic prioritized interventions, the Country is unlikely to meet some of the SDGs targets by 2030.

The Government is therefore focusing on identifying innovative ways that will help in accelerating the pace of SDGs implementation. One of the areas of focus is identification, documentation, sharing and replication of good practices which is the core aim of this document.

Recognising the importance that the Government attaches to accelerating the implementation of the SDGs during the Decade of Action, the State Department for Planning has developed these Guidelines to be used by all stakeholders in the SDGs process. The development of the Guideline is premised on various success stories and lessons learnt on SDGs implementation actions initiated by the Government and various actors individually or in partnerships which can help accelerate the achievement of the SDGs in the Country through replication and scaling up.

These Guidelines will enhance efforts in identification, documentation, scaling up, sharing and storage of SDGs good practices that have proved to work in Kenya and which can be replicated. Further, the Guidelines will ensure that ambitious acceleration actions are mobilized by all stakeholders at all levels to achieve the 2030 Agenda. The good practices identified will be documented and made available to stakeholders through an online platform and stakeholder engagements forums.

In conclusion, achieving SDGs in the remaining period is only possible through working in partnership with all stakeholders, taking decisive and bold actions and financial investment in SDGs. I expect that this Guide will facilitate the sharing of information on what works in achieving the SDGs, be embraced by all stakeholders and, therefore, accelerate their implementation.



**Hon. (Amb.) Ukur Yatani, EGH**  
**CABINET SECRETARY**  
**THE NATIONAL TREASURY AND PLANNING**

## ACKNOWLEDGEMENT

These Guidelines have been developed to help in identification, documentation, scaling up and sharing of good practices in SDGs implementation for replication by other stakeholders. The preparation of these Guidelines was informed by the need to accelerate the implementation of the SDGs through information sharing. This will complement other activities being undertaken to fast track the implementation of the SDGs in the country.

The document was prepared through a consultative and inclusive process involving various stakeholders drawn from national and county governments, Civil Society Organizations (CSOs), academia, parliament, private sector and the UN system in Kenya. The process involved review of relevant documents, and convening of consultative and validation workshops.

I would like to acknowledge and appreciate the Inter-Agency Technical Working Committee on SDGs for the time, commitment and valuable inputs into the development of these Guidelines. The Committee includes representatives from Ministries, Departments and Agencies (MDAs), SDGs Kenya Forum, Academia, Parliamentary Caucus on Business and SDGs, Kenya Private Sector Alliance (KEPSA) and the UN system. Special thanks goes to Economic Planning Secretary and any other person who ensured quality assurance of this document. I also thank Director SDGs Coordination Directorate for coordinating and guiding the process. I congratulate the team from the SDGs Coordination Directorate for their dedication and ensuring the development and finalization of the document.



Saitoti Torome, CBS

**PRINCIPAL SECRETARY  
STATE DEPARTMENT FOR PLANNING**

# CONCEPTS AND TERMINOLOGIES

**Accelerator:** Catalytic development policy and/or programme area that can trigger positive multiplier effects across the SDGs.

**Centralized repository:** Common database that stores information gathered from different sources for purposes of sharing or analyzing.

**Documentation:** The process of identifying, collecting and compiling the necessary information regarding the good practice.

**Ethical code:** Adhering to a certain set of moral standards.

**Good Practice:** An initiative that has proven to work well and produce desired results in addressing any of the 17 SDGs and therefore recommended as a model.

**Indicator:** A sign of progress/change that results from a project. It measures a change in a situation or condition and confirms progress towards the achievement of a specific result.

**Intervention:** Action that can support progress on a key driver of an accelerator. An intervention can consist of the delivery of enabling policies and/or a package of goods, services and infrastructure.

**Knowledge capturing:** The process of converting experience that resides in the mind of an individual into an explicit representation, whether in print, electronic, or multimedia form.

**Knowledge management:** Promoting an integrated approach to identifying, capturing, evaluating, retrieving, and sharing all of an enterprise's knowledge assets.

**Knowledge sharing:** Encompasses the exchange of knowledge (information, skills, experiences, or expertise) within and across organizations.

**Learning curve:** Visual representation of the period taken to acquire new skills.

**Policy coherence:** An approach and policy tool for integrating the economic, social, environmental and governance dimensions of sustainable development at all stages of domestic and international policy-making.

**Programme:** A grouping of similar projects and/or services performed to achieve a specific objective.

**Project:** A set of coordinated activities implemented to meet specific objectives within defined time, cost and performance parameters.

**Relevance:** Having a connection or appropriate with what is under consideration.

**Replication:** Copying or reproducing something, similar to another.

**Repository:** Central location in which data is stored and managed

**Scale up:** Increase something by numbers, size or capacity.

**Sustainability:** Ability to be maintained at a certain rate or standard.

**Sustainable development:** Development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

**Target:** Planned level of an indicator achievement.



# SECTION ONE

## INTRODUCTION

### 1.1 Background

The 2030 Agenda for sustainable development was adopted in 2015 by UN member states at the United Nations Headquarters in New York. Member States committed themselves to the achievement of the Sustainable Development Goals (SDGs) by 2030. Subsequently, the Agenda and its 17 SDGs have been driving and inspiring Governments and all stakeholders to take transformative actions, individually and collectively, for people, planet and prosperity, through partnership while strengthening universal peace.

Since the adoption of the 2030 Agenda, progress has been made towards its achievement. However, the status of progress is still low, which has been worsened by COVID-19 pandemic and therefore more efforts are needed if countries are to achieve the SDGs by 2030. This calls for an integrated approach to sustainable development and collective actions at all levels to address the various challenges inhibiting realization of the Goals, taking into consideration the overarching principle of 'leaving no one behind' in achieving this ambitious and universal agenda.

During the 74th United Nations General Assembly (UNGA) held in September 2019, the UN Secretary-General called on all sectors of society to mobilize for a decade of action on three levels: global action to secure greater leadership, more resources and smarter solutions for the SDGs; local action embedding the needed transitions in the policies, budgets, institutions and regulatory frameworks of governments, cities and local authorities; and people action, including by youth, civil society, the media, the private sector, unions, academia and other stakeholders, to generate an unstoppable movement pushing for the required transformations.

As the world pursues a transformative recovery from COVID-19 and embarks on the Decade of Action for accelerating the implementation of SDGs, good practices showing results and impacting the world over should be replicated and scaled up to address the existing gaps and constraints in the implementation of SDGs. This inspires Governments and other stakeholders in their efforts to address the crisis, reduce the risk of future potential emergencies and deliver on the ambitious and inclusive vision of the 2030 Agenda.

## 1.2 Overview of SDGs Implementation in Kenya

Kenya was among the 193 United Nations member states and international organizations that endorsed SDGs in September 2015. The implementation commenced in January 2016 with the State Department for Planning under the National Treasury and Planning being mandated to coordinate the implementation and monitoring of the same across the Country. Since then, several initiatives have been put in place towards the realization of 2030 Agenda in the Country.

The SDGs have been integrated into the Third Medium Term Plan (MTP III) of Kenya Vision 2030 that seeks to achieve accelerated, high, inclusive, broad-based and sustainable economic growth as well as socio-economic transformation and development over the five years to 2022. All the three dimensions of sustainable development namely economic, social and environmental have been mainstreamed in various sectors of the Plan. Mainstreaming of SDGs has also been undertaken through the “Big Four Agenda” that aims at provision of Decent and Affordable Housing; Robust, Diversified, and Competitive Manufacturing; Quality, Affordable and Universal Health Coverage; and Attaining Food and Nutrition Security. At the county level, SDGs have been mainstreamed into the County Integrated Development Plans (CIDPs) 2018-2022 and Annual Development Plans (ADPs). Further, Kenya has integrated SDGs in the budgeting process and priority investments at both the national and county levels as these are anchored in the national and county development plans respectively.

The overall management and coordination of the implementation, monitoring and reporting of the SDGs process in Kenya is the responsibility of the State Department for Planning through the SDGs Coordination Directorate. The Directorate is supported by the Inter-Agency Technical Working Committee (IATWC) that was set up in early 2016. The IATWC is co-chaired by the Government, Kenya Private Sector Alliance (KEPSA) and SDGs Kenya Forum. The membership of IATWC comprises Ministries, Departments and Agencies (MDAs), the Council of Governors (CoG), Kenya Private Sector Alliance (KEPSA), Kenya Association of Manufacturers (KAM), Parliamentary Caucus on SDGs and Business, National Council for Population and Development (NCPD), Persons Living With Disability (PLWD), SDGs Kenya Forum, United Nations Development Programme (UNDP), UN Resident Coordinator Office (UNRCO) and Academia.

Since the adoption of the 2030 Agenda, Kenya has made good progress in the implementation of SDGs. Some of the areas with remarkable progress include poverty reduction, provision of quality health and education services, provision of clean water and sanitation, increased access to electricity, combating climate change and ensuring sustainable cities and human settlements. However, some goals and targets need to be fast-

tracked as they are still lagging behind. These include employment, a number of gender related indicators, some health-related indicators, and indicators addressing inequalities among others. Moving forward, more effort will be required to accelerate the implementation of these goals, targets and indicators. This calls for innovative ways by all stakeholders at all levels to fast track them. The documentation and sharing of good practices for scaling up and replication by various implementers is expected to aid in accelerating the implementation of the SDGs including fast tracking those indicators that are left behind.

### **1.3 Rationale for the Guidelines**

There are several creative and constructive actions being undertaken by various stakeholders in accelerating the implementation of SDGs towards the realization of the 2030 Agenda. Although these actions can be replicated elsewhere to fast-track the implementation, there has been inadequate documentation and sharing of information on these initiatives. Documenting and disseminating these actions for scaling up and replication is, therefore, considered one of the most effective approaches to fast-track implementation of SDGs and their targets. This process will facilitate stakeholders to acquire knowledge on lessons learnt, how to improve and adapt strategies and activities through feedback, reflection and analysis, and implement sustainable and more effective interventions. The guidelines will aid in standardizing identification and documentation of good practices on various initiatives being implemented across all sectors.

Thus, the main rationale for documenting and sharing good practices is to enable individuals and organizations working around SDGs to avoid reinventing the wheel; to cut cost through better productivity and efficiency in the implementation of the goals hence improving performance and avoid the mistakes of others and loss of valuable time; decrease the learning curve among stakeholders and across regions; minimize knowledge loss; and identification and avoidance of poor practices.

The database for the good practices will be shared with United Nations Department of Economic and Social Affairs (UNDESA) for publication, relevant stakeholders for replication, partnerships and resource mobilization as well as CoG for dissemination through CoG Maarifa Centre best practices sharing platform. The practices will also be included in various SDGs reports and briefs, form part of Annual SDGs National Awards process, and be presented at the High-Level Political Forum (HLPF) and other SDGs international, national and county fora.

## **1.4 Objectives of the Guidelines**

The main objective is to provide a guideline on how to identify a good practice in SDGs implementation, how this can be documented, replicated, scaled up and operationalized for the achievement of SDGs in Kenya. The specific objectives include:

- i. Ensure standardized identification and documentation of SDGs good practices across all sectors.
- ii. Provide a core set of criteria to select good practices in the implementation of the SDGs;
- iii. Make selected practices systematically available to other stakeholders in SDGs process in order to avoid re-inventing the wheel;
- iv. Support transfer of good practices among stakeholders; and
- v. Accelerate the achievement of SDGs through scaling up and replication of SDGs good practices.

## **1.5 Scope of the Guidelines**

These Guidelines cover what is considered to be a good practice in the context of SDGs including the process of identification, documentation, replication and scaling up. They guide on how to identify good practices in SDGs implementation, how this can be documented while highlighting what needs to be scaled up for other stakeholders to replicate. Key to the Guidelines is its operationalization for effective utilization of SDGs good practices in the implementation of the 2030 Agenda in Kenya. The Guidelines apply to all stakeholders including MDAs; County Governments; Private Sector; CSOs; Development Partners and the public among others.

## **1.6 Organization of the Guidelines**

The Guidelines are organized into five sections. Section one focuses on introduction to the Guidelines; section two provides information on identification of good practices; section three focuses on documentation, storage and sharing of good practices; section four is on scaling up and replication of good practices; and the last section provides information on operationalization of the Guidelines.

## SECTION TWO

### IDENTIFICATION OF GOOD PRACTICES

As the world embarks on the Decade of Action to deliver SDGs while tackling the unprecedented challenges imposed by the COVID-19 pandemic, there is need to draw on the continued support of stakeholders to secure, accelerate and strengthen existing efforts to fulfill the commitments of the 2030 Agenda. In these circumstances, it is important to document and share knowledge on what works or not, how they work and why. It is also important to document and apply lessons learnt on what does not work so that the same types of mistakes can be avoided in other and future programmes and projects.

The SDGs good practices initiative covers all the 17 SDGs and ranges from government action plans for long-term development to community-based projects that support the most vulnerable groups to overcome challenges in their daily routines to actions by other stakeholders all of which address the SDGs. The good practices should showcase how the integration of SDGs is taking place at all levels through various multi-stakeholder partnerships and with a common priority of reaching the most vulnerable communities and groups. It could be related to the implementation of an existing or new programme, a project, a policy, legislation, a strategy, an activity or a manual which have a high impact. They are mainly as a result of the need to respond to the desperate needs of the vulnerable groups as well as filling in a gap in the provision of service. It may be partial or related to one or more components of the practice being considered. These practices when adopted, implemented, replicated, scaled up, institutionalized, and sustained will accelerate the achievement of the goals that they address.

#### 2.1 Criteria for Identifying Good Practices

In general, this will involve judgment using set criteria which includes: effectiveness, efficiency, relevance, sustainability, possibility of replication, involvement of stakeholders and political commitment. For an initiative to be considered a good practice for accelerating the implementation of the SDGs, it should have the following minimum criteria;

- i. Address a specific goal(s), target(s) and indicator(s);
- ii. Facilitate and accelerate the implementation of the 2030 Agenda and SDGs and contribute to policy coherence;

- iii. Respect the Constitutional provisions under the Bill of Rights and principles of the United Nations Charter and the 2030 Agenda (human dignity, needs and rights of vulnerable, social inclusion of all groups, gender perspective and equity);
- iv. Include and fast-track means of implementation of the SDGs such as finance, technology, and capacity building as an element to ensure longevity and sustainability of the initiative;
- v. Follow the Specific, Measurable, Achievable Realistic, and Timely (SMART) criterion;
- vi. Have the potential for adoption in a new context by having an expansion or growth plan and demonstrate beneficiary demand for the services (replicability);
- vii. Provide access to additional information on the actions (for example website, contacts);
- viii. Provide on-going monitoring, evaluation and learning of the initiative(s);
  - ix. Be cost-effective;
  - x. Should not have harmful effects on the environment (environmentally friendly);
  - xi. Embrace partnership between various stakeholders;
  - xii. Should be sustainable;
- xiii. Should demonstrate ownership and social acceptance by the target communities; and
- xiv. Brings tangible impact on improving people's living conditions.

## 2.2 Methodology of Identifying Good Practices

The process of identification, analysis/evaluation and vetting of potential good practices will adopt a multi-agency approach. It will be done by different stakeholders including judging panel/experts and in collaboration with IATWC that comprise various actors and SDGs Coordination Directorate which is the secretariat.

This process will ensure that the selection procedures are open, transparent and inclusive, and will be guided by the criteria highlighted above. Table 1 below elaborates the roadmap to guide the identification process.

**Table 2-1: Roadmap to Guide the Identification Process**

Organization	Role	Methodology	Notes	Timelines
Ministry in charge of coordinating SDGs	Development and review of guidelines and call for submission of good practices from state and Non-State Actors (NSA) as shown in annex 1	Official letters to the institutions  Online platforms available (website, SDGs portal)	This will include a brief covering the scope, objectives, eligibility and key qualifications/ criteria sent out including the relevant templates	July
Ministries, Departments and Agencies	Identification and submission of good practices in their organizations to State Department in charge of coordinating SDGs	Desk reviews of existing good practices, evaluations and reports  Field reports and M&E reports	Identified good practices to be submitted in the relevant format	July– September
County Governments	Identification and submission of good practices from counties to the State Department in charge of coordinating SDGs through the CoG	Desk reviews of existing good practices, evaluations and reports  Field reports and M&E reports	Identified good practices to be submitted in the relevant format	July – September
NSA and Development Partners	Identification and submission of good practices to County Government and Ministry in charge of	Desk reviews of existing good practices, evaluations and reports  Field reports and M&E reports	Identified good practices to be submitted in the stipulated format	July – September

Organization	Role	Methodology	Notes	Timelines
	coordinating SDGs			
SDGs Coordination Directorate	Compile submissions from State and NSA	Desk review of submitted good practices	Identified good practices to be reviewed to ensure they conform to the stipulated format	July – September
Inter-Agency Technical Working Committee in collaboration with the judging panel/experts	Technical review for the good practices	Desk reviews of submitted good practices, evaluations and reports  Carry out field visits of potential projects, programmes or interventions identified during the selection process	The categorisation of the good practices will be done against the criteria stipulated in the guidelines	October
Inter-Agency Technical Working Committee	Coordinate the documentation process	Elaborated in section 3 ( <i>Documentation, Storage and Sharing of Good Practices</i> )	The documented good practices will be accessible in both printable and electronic formats	October

A call for submission of SDGs good practices template is in annex 1. This will be reviewed annually.



## **SECTION THREE**

### **DOCUMENTATION, STORAGE AND SHARING**

#### **3.1 Documentation**

The documentation process will be coordinated by the State Department for Planning in collaboration with CoG and in consultation with the relevant stakeholders including; MDACs, NSA, development partners, private sector, academia, communities and individuals among others. The process will be voluntary and the information and data collected will be used for peer learning purposes among the stakeholders. The documentation will be guided by a tool provided in annex II.

The tool will be shared with all the stakeholders in both printable and electronic formats and will be accessible through the State Department for Planning, SDGs Coordination Directorate and CoG's websites. Similarly, the information and data collected will also be accessible through the same websites.

#### **3.2 Storage**

The identified good practices will be documented and stored in a centralized repository including a database by the SDGs Coordination Directorate at the State Department for Planning. They will be made available in an organized, secure and user-friendly manner which will be accessed through a formal request procedure to safeguard intellectual property. The database will be updated regularly to include new information and data. Where necessary, measures will be taken to ensure privacy and confidentiality. A central dashboard will be developed to visualize all good practices from both the national and county levels which will provide SDGs Stakeholders with an opportunity to track good practices every year.

#### **3.3 Dissemination**

The good practices documented will be disseminated to key stakeholders including the public. The dissemination methods will include but not limited to:

- i. Publishing good practices in SDGs progress reports;
- ii. Presenting good practices at annual national conferences; regional and international fora; SDGs Awards fora; and to community groups and other stakeholders;

- iii. Creating and distributing Information, Education and Communication (IEC) materials, such as flyers and pamphlets on the good practices;
- iv. Sharing information through social media; State Department for Planning, SDGs Coordination, CoG and other relevant websites;
- v. TV and radio stations.

## SECTION FOUR

### SCALING UP AND REPLICATION

Scaling up and replication provides the opportunity to build on existing good practices, lessons learnt, expand the reach and increase the impact to benefit more people and foster its development on lasting and sustainable basis. It also provides the opportunity to foster policy and programme development. There are many good practices in SDGs that have not been given due recognition and that could be replicated.

To scale up good practices effectively, an assessment of both the qualitative and quantitative aspects of the initiative will be done. This will establish the growth potential, identify potential bottlenecks and mitigation measures, strengthen the relevant structures and add more ideas to the project. This will guarantee project/initiative longevity.

Selection of good practices for scaling up and replication will be guided by the following features:

- i. Good practice should address SDGs;
- ii. Initiative should demonstrate ownership and social acceptance by the target communities;
- iii. Affordable and doable within short and medium timeframe(s);
- iv. Brings tangible impact on improving people's living conditions;
- v. Requires partnerships between two or more key actors;
- vi. Assurance of sustainability;
- vii. Has potential multiplier effect;
- viii. Enhances and supports innovativeness;
- ix. Be transferable; and
- x. Inclusive – addresses social inequalities, gender inequality and provide access to opportunities and resources for People with Disabilities (PWDs), youth, women and children.

For the initiative to be up scaled and replicated it must have some attributes and elements as outlined in Table 4-1.

**Table 4-1: Attributes and Elements for Upscaling and Replicating Sustainable Development Goals Good Practice**

Attributes	Elements for Upscaling
Credibility	Documented evidence/results have been advocated by a recognised person or institution
Observability	See the results in practice by the potential users
Relevance	Demonstrate clear need and demand in the community – must solve a problem of the community
Easy to understand and replicate	Process is simple
Relative advantage	Offer a benefit/gain over existing practices if it is a new initiative
Compatibility	Be in harmony with government priorities and also with the potential users' values and norms
Testability	Implement the initiative on a small pilot basis before adopting it on a large scale
Innovative approach	Apply such technologies systems, methodologies and raw materials, that can work in other communities/areas
Sustainability	Demonstrate that the concerned communities are in a position to continue with the project after the completion and the benefits of scale-up will persist for a long time
Equity	Absence of disparities in accessing the intervention
Effects of other goals	Demonstrate the effects of scaling up on other SDGs
Community involvement	Community participation in the achievement of a common goal
Scalability	Ease of scaling up based on the attributes determinants of success identified
Cost effectiveness	The productivity is relative to the implementation cost

Annex III is a tool for scaling up of the SDGs good practices.

## **SECTION FIVE**

### **OPERATIONALIZATION OF THE GUIDELINES**

These Guidelines are intended for all stakeholders; both state and NSA working on SDGs related interventions. The Guidelines will be used to identify interventions that can be shared with the international community on accelerated actions being undertaken in the Country as well as contribute to the knowledge base on the implementation of SDGs. They will also be used for guiding in scaling up good practices and therefore accelerate the achievement of SDGs.

The following are the key areas of focus to ensure operationalization of the Guidelines.

#### **5.1 Implementation Processes**

Implementation of the Guidelines will showcase the innovativeness of programmes and projects put in place by different stakeholders to advance SDGs. The Guidelines will be implemented by all stakeholders involved in SDGs implementation and will follow the phases outlined below.

##### **5.1.1 Circulate Widely**

One of the key factors which may contribute to low implementation may be general lack of awareness of the existence of the Guidelines. In this regard, these Guidelines will be shared with as many stakeholders as possible. They will be uploaded to the State Department for Planning, SDGs Coordination Directorate and CoG websites.

##### **5.1.2 Documentation, Storage and dissemination**

The SDGs Coordination Directorate will coordinate documentation, storage and dissemination of the good practices. The good practices documented will be disseminated to key stakeholders including the public. The dissemination methods will include but not limited to: SDGs reports and other publications, websites and other media platforms.

##### **5.1.3 Monitoring, Evaluation and Learning**

The State Department for Planning through SDGs Coordination Directorate will coordinate monitoring and evaluation on the implementation of the Guidelines and prepare report on an annual basis. This report will be shared during the annual Multi-Stakeholder forum among other relevant SDGs fora and platforms. The Directorate will also undertake regular capacity development programs to key stakeholders on the Guidelines and other related SDGs matters.

## ANNEXES

### Annex I: Call for Submission of Sustainable Development Goals Good Practices

#### ***DOCUMENTATION AND SHARING OF GOOD PRACTICES IN THE IMPLEMENTATION OF SUSTAINABLE DEVELOPMENT GOALS IN KENYA (CALL FOR ENTRIES)***

##### **Background**

The 2030 Agenda for sustainable development was adopted in 2015 and member states committed themselves to the achievement of the Sustainable Development Goals (SDGs) by 2030. Subsequently, the Agenda and its 17 SDGs have been driving and inspiring Governments and all stakeholders to take transformative actions, individually and collectively, for people, planet and prosperity, through partnership while strengthening universal peace.

During the 74<sup>th</sup> United Nations General Assembly (UNGA) held in September 2019, world leaders adopted a political declaration aimed at gearing up for a Decade of Action and delivery of sustainable development. The leaders expressed concern that progress is low in many areas. In this regard, they launched an ambitious and accelerated response to reach a common vision by 2030 and called for concerted, accelerated actions by all stakeholders at all levels to achieve the 2030 Agenda.

As the world pursues a transformative recovery from COVID-19 and embarks on the Decade of Action for accelerating the implementation of SDGs, it is hoped that SDGs good practices showing results and impacting all over the world can be replicated and scaled up to address existing gaps and constraints in the implementation of SDGs. The National Treasury and Planning through the State Department for Planning is in the process of identifying, documenting and sharing of such good practices and is calling on stakeholders to submit proposals on SDGs good practices.

##### **Eligibility for Participation**

- i. The call is open to Ministries, Departments and Agencies (MDAs), Semi-Autonomous Government Agencies (SAGAs), County Governments, Non-State Actors (NSA) and individuals implementing SDGs;
- ii. The applicants need to fill out the *Submission Form* available on the State Department for Planning, SDGs Coordination Directorate and CoG websites and briefly describe their good practice;

- iii. By participating in this activity, it demonstrates the applicants' willingness to work with the Inter-Agency Technical Working Committee (IATWC) on SDGs to document their good practices for purpose of information sharing, scaling up and replication; and
- iv. The final documentation will be shared on the SDGs portal for purpose of learning and replication.

### Round 1: Submission of Entries

- i. The *Submission Form* should only contain TEXT;
- ii. Relevant documents that show proof of results attributable to the implementation of the good practice entry must be submitted together with the submission form. Those with videos may also submit them;
- iii. The submission shall include a maximum of xxx words;
- iv. Submission of entries starts on July 1st and ends on September 30<sup>th</sup> every year. Applicants may send entries to [insert email] with Subject: SDGs Good Practice, ,Name of Organization and Department;
- v. You may download the *Submission Form* by clicking this link: xxxxxxxxxxxx;
- vi. Submitted entries received after the deadline will not be accepted unless an extension of the submission is announced; and
- vii. Submitted entries will be subjected to initial screening and analysis/evaluation by IATWC with support from select judges/experts.

### Entry Fee

Submission of entries is free of charge.

### Summary of dates to remember

- i. Submission of entries starts July and ends in September;
- ii. Analysis/Evaluation and vetting of submitted good practices is done in October; and
- iii. Documentation of selected good practices starts in October and ends in November.

For clarifications and inquiries, please get in touch with Name: \*\*\*\*\*, State Department for Planning, National Treasury and Planning Email: \*\*\*\*\* Mobile: \*\*\*\*\*

## Annex II: Tool for Documenting SDGs Good Practices

<b>SECTION ONE</b>	<b>This section gives a summarized description of the intervention/initiative</b>
Title of the Initiative/Intervention:	
Name of Implementing entity <sup>1</sup> (s):	
Entity type: (National Government, County Government, NGO, CBO, Private Sector, Academia or Others)	
Geographical location/coverage: (Specify the County/Sub-County/ Ward)	
Implementation period:	
Key stakeholders and partners:	
Relevant SDGs addressed:	
Budget(USD/KSHs):	
A summary of the initiative/intervention:	
URL of initiative/intervention:	
<b>SECTION TWO</b>	<b>This section gives a detailed description of the intervention/initiative</b>
1. Indicate the overall objective of the initiative/intervention:	
2. Indicate the specific objectives of the initiative/intervention:	
3. What specific SDGs targets and indicators were being addressed by the initiative/intervention?	

<sup>1</sup> This includes; National or County Government, UN, CSO, NGOs, private sector, Individuals, etc.



4. Problem Analysis ( <i>this should be supported by evidence, including data and figures where applicable</i> ).	What was the actual problem being addressed?	
	What caused this problem to arise?	
	What were its implications or consequences?	
	Who was affected?	
5. Who were the targeted beneficiaries including the number and disaggregated by sex, age and other demographics?		
6. Describe the implementation process for the initiative/intervention:	What was the sequence of the activities en route to the solution?	
	Who was involved in the actions, and in what role?	
	Which key decisions were made in the implementation of the initiative/intervention?	
	Were mistakes made and, if so, what were they?	
7. What resources (Financial and Human) were used to implement the initiative/intervention?		
8. Results realized in the implementation of the initiative/intervention:	<ul style="list-style-type: none"> <li>What are the critical activities that have contributed to the successful implementation of the initiative/intervention?</li> </ul>	

	<ul style="list-style-type: none"> <li>What do you consider the key results (outcomes and outputs) from the initiative/intervention?</li> </ul>	
	Are these results fully attributable to the actions taken? To what extent did other elements influence the results?	
	Were there any additional positive or negative results worth mentioning?	
	How did the various stakeholders react to the initiative/intervention? Why?	
9. How has the initiative/intervention integrated the vulnerable/special groups (PWDs, Women, Youth, among others)?		
10. How is the community involved in the implementation and review of the initiative/intervention? Support with evidence?		
11. Explain how you carry out monitoring and evaluation of the initiative/intervention?		
12. What mechanisms exist for incorporating the feedback on the initiative/intervention?		
13. Explain the challenges/ bottlenecks you have encountered in the implementation of the intervention/initiative?		
14. Explain the mitigations measures you have applied to address the challenges.		
15. Experiences and lessons learnt:	Briefly share the experiences and lessons learnt during the implementation of the initiative/ intervention.	

	What were the most important lessons learned?	
	What would you do differently? What would you do the same way?	
	How did these lessons affect the success or failure of the actions?	
	What would you avoid?	
	Whose involvement was important and why?	
16. Explain whether the practice is sustainable		
17. COVID -19 Pandemic:	Describe the impacts of COVID-19 on the initiative/intervention?	
	What mitigation measures have been taken to address the impact of COVID-19 on the initiative/intervention?	
18. Recommendations:	What recommendations can you give for those intending to adopt the initiative/intervention?	
	What aspects merit particular attention and why?	
	In your view, can the initiative/intervention be replicated? And if yes which areas/organization?	
19. Any additional information to support the initiative/intervention <sup>2</sup> .		

<sup>2</sup> This may include a relevant photo on the initiative/intervention

### Annex III: Tool for scaling up of the SDGs Good Practices

Focus	Description
Scale up the initiative/intervention	Emphasis will be on ongoing process of planning.
	Budgets in place for scale-up.
	Sustainability of the practice.
Institutional framework	Assess an organization before or during scaling up to plan and track necessary changes in the adopting organization.
	Strength and weaknesses.
	Measure progress against goals.
Stakeholder responsibility	Shows the responsibility of each major actor for each significant task.
Monitoring and evaluation guidelines	Helps to monitor, report on and evaluate the scaling-up process.

## LIST OF REFERENCES

*Republic of Kenya (2007): Kenya Vision 2030; A Globally Competitive and Prosperous Kenya.*

*The National Treasury and Planning (2018). Third Medium Term Plan (MTP III) 2018-2022, Transforming Lives: Advancing Socioeconomic Development through the “Big Four”.*

*The National Treasury and Planning (2019): SDGs Status Report; Implementation of the Agenda 2030 for Sustainable Development in Kenya.*

*The National Treasury and Planning (2020): Second Voluntary National Review on the Implementation of the Sustainable Development Goals in Kenya.*

*The National Treasury and Planning (2020): Strategic Plan 2018/19 – 2022/23; Sustained Socio-Economic Transformation for Job Creation and Shared Prosperity.*

*United Nations Department of Economic and Social Affairs (2020): First Edition SDGs Good Practices; A Compilation of Success Stories and Lessons Learned in SDG Implementation.*



THE NATIONAL TREASURY AND PLANNING  
STATE DEPARTMENT FOR PLANNING

GUIDELINES FOR IDENTIFICATION, DOCUMENTATION AND SHARING OF GOOD  
PRACTICES IN THE IMPLEMENTATION OF SUSTAINABLE DEVELOPMENT GOALS IN  
KENYA

**The Principal Secretary**  
**State Department for Planning**  
P.O. BOX 30005 - 00100  
NAIROBI  
Tel: +254-020-2252299  
Email: [psplanning@planning.go.ke](mailto:psplanning@planning.go.ke)  
Web: [www.planning.go.ke](http://www.planning.go.ke)