**The Process of managing a project for the construction of the energy-saving Jiko (cookstoves) and solar installation at Evojo Primary and Secondary School in Vihiga County, Kenya By Mugalizi Dianey.**

The process ideally involves several key steps that we have undertaken and we will continue to undertake. Here's a comprehensive outline of my the project management process bearing in mind the Kenyan context:

**1. Project Initiation:**

Define Project Objectives: I Clearly outlined the goals of the project, focusing on energy efficiency, sustainability, and benefits its to Evojo Primary and Secondary School.

Stakeholder Identification: I identified key stakeholders, including school administrators, teachers, students, local community members, and relevant government authorities who will make my project a key success and amply it.

Establish Project Team: I formed a dedicated project team with roles and responsibilities clearly defined. My team comprises of:,

a) The Project Manager - Dianey Mugalizi

b) The Communications Manager- Michelle Uvya

c) The Community Engagement & Impact Assessment Officer – Daisy Muthoni

d) The Procurement & Quality Assurance Manager- Gloria Oside

e) Site Engineer / Construction Manager – Mohamed Almas

Budgeting and Funding:

As a team we clearly determined the budget required for the project and explored funding sources, including grants and partnerships. Dianey, Sweney and Mohamed have high skills in proposal grant writing, with previous records of successful grant awards and they will back to back work on this.

**2. Project Planning:**

We have develop a Detailed Project Plan which clearly:

a) Outlines the team tasks

The success of a project relies on effective collaboration among various individuals, each playing a specific role. Here are the roles of key individuals in the construction of energy-saving Jikos and solar installations at Evojo Primary and Secondary School:

**i)Project Manager:**

Responsibilities:

Overall project oversight and coordination.

Development and implementation of the project plan.

Budget management and resource allocation.

Risk identification and mitigation.

Communication with stakeholders.

Ensuring adherence to timelines and quality standards.

**ii)Site Engineer/Construction Manager:**

Responsibilities:

Supervision of on-site construction activities.

Ensuring compliance with design and safety standards.

Managing subcontractors and construction workers.

Progress monitoring and reporting.

Quality control and assurance.

**iii)Solar Engineer: To be hired**

Responsibilities:

Designing the solar installation system.

Overseeing the installation of solar panels, inverters, and related equipment.

Conducting technical assessments and troubleshooting.

Collaborating with the construction manager for seamless integration with the overall project.

**iv)Jiko (Cookstove) Specialist: To be Hired**

Responsibilities:

Selection of the materials for the construction of the energy-efficient Jikos.

Providing technical expertise on Jiko installation.

Ensuring Jikos meet safety and efficiency standards.

Training school staff and community members on proper Jiko use and maintenance.

**v)Community Engagement & Impact Assessment Officer:**

Responsibilities:

Facilitating the school community involvement in the project.

Conducting awareness programs on the benefits of the project.

Gathering the school community feedback and addressing concerns.

Ensuring cultural considerations are integrated into project activities.

Conducting an environmental impact assessment for the project.

Advising on sustainable practices and minimizing environmental impact.

Ensuring project activities align with environmental regulations and guidelines

**vi)Procurement & Quality Assurance Manager:**

Responsibilities:

Identifying and engaging suppliers for Jikos, solar panels, and related equipment.

Managing procurement processes in compliance with regulations.

Negotiating contracts and ensuring timely delivery of materials.

Establishing and implementing quality control measures.

Conducting inspections to ensure construction and installations meet standards.

Addressing any deviations from quality requirements.

**vii)Communication and Reporting Officer:**

Responsibilities:

Managing internal and external communication related to the project.

Preparing regular progress reports for stakeholders.

Ensuring transparency and maintaining positive relationships with the community.

These roles are interdependent, and effective communication and collaboration among team members are crucial for the success of the project.

Ensuring the project progress is shared on social media

Developing and delivering training programs for school staff and community members.

Creating educational materials on the use and benefits of energy-saving Jikos and solar installations.

Monitoring the effectiveness of training initiatives.

**3.Timelines, and milestones for the construction of energy-saving Jikos and solar installations.**

1. Site Assessment: The team has conducted a thorough assessment of Evojo Primary and Secondary School to determine the optimal locations for construction of the Kitchen that will hold the clean cook stove and solar panels.

2. Procurement Planning: We have identified and engaged suppliers for energy-efficient Jikos and solar equipment through a competitive procurement process.

3. Risk Assessment: We have identified potential risks related to construction, procurement, and community involvement. We have develop strategies to mitigate these risks by ensuring we have expert engineers in construction, we have a reliable supply of the materials needed and we involve the students and the community at large so that the project is understood, accepted and owned by the entire community..

4.Regulatory Compliance: Once we have finances we shall get the relevant certificates to ensure compliance with local regulations through acquiring necessary permits for construction and solar installations.

5. Design and Development:

We will collaborate with Engineers and Designers: Work with professionals to design energy-efficient Jikos and a solar installation system suitable for the school's needs.

Environmental Impact Assessment: The officer shall through the project implementation conduct an assessment to ensure the project aligns with environmental sustainability goals.

Community Engagement: We have involved the local community in the design phase and we have taken into account cultural considerations.

6. Construction and Installation:

Execute Construction: Begin the construction of energy-saving Jikos, ensuring they meet safety and efficiency standards.

Solar Installation: Proceed with the installation of solar panels, inverters, and other necessary equipment.

7.Quality Control: Implement stringent quality control measures to ensure the durability and effectiveness of the Jikos and solar installations.

8. Community Involvement: Engage the local community in the construction process, providing training and awareness about the benefits of the new energy systems.

9. Monitoring and Evaluation:

Implement Monitoring Systems: We have establish systems to monitor the performance of the energy-saving Jikos and solar installations. Our communications manager will use focused group discussions, questionnaires, photography, videography, individual interviews and report on the uptake and progress. This will help evaluate Energy Efficiency, measure and assess the actual energy savings achieved by the new systems.Gather Feedback while collecting feedback from school staff, students, and the community to identify areas for improvement.

10. Project Closure:

Final Inspections: Conduct final inspections to ensure all aspects of the project meet the required standards.

Handover Process: Officially hand over the energy-saving Jikos and solar installations to Evojo Primary and Secondary School.

11. Documentation: Complete all necessary project documentation, including "as-built" drawings, warranties, and maintenance guidelines.

Celebrate Achievements: Organize an event to celebrate the successful completion of the project with the school and local community.

12. Post-Implementation Support:

Provide Training: Offer training sessions for school staff and community members on the proper use and maintenance of the energy-saving Jikos and solar installations.

Establish Maintenance Protocols: Develop and communicate maintenance protocols to ensure the longevity of the systems.

Address Issues: Address any issues or concerns that arise post-implementation promptly.

13. Documentation and Reporting:

Maintain Records: Keep detailed records of project activities, expenditures, and outcomes.

Prepare Progress Reports: Provide regular progress reports to stakeholders and funding partners.

Share Success Stories: Share success stories and lessons learned to contribute to broader knowledge in the field.

This comprehensive outline will help guide the successful execution of the construction of energy-saving Jikos and solar installations at Evojo Primary and Secondary School in Vihiga County, Kenya.