

**1. FORM 1: ANNUAL WORK PLAN FORMAT**

ADA PREVENTION ANNUAL WORK PLAN						
<b>Name of the Institution:</b>						
<b>Parent Ministry:</b>				<b>Number of staff in the Institution:</b>		
				<b>Number of students in the institution:</b>		
<b>CATEGORY OF INSTITUTION (MINISTRY STATE DEPARTMENT, PUBLIC UNIVERSITY, TERTIARY INSTITUTION , STATE CORPORATION, COUNTY GOVERNMENT OR ANY OTHER)</b>						
List of activities for ADA prevention	QUARTERLY TARGETS IN PERCENTAGE (%) TOWARDS ACHIEVING THE AGREED TARGETS					Activity Performance Indicator (s)
	Q1	Q2	Q3	Q4	Total	
1.						
2.						
3.						
4.						
5.						
<b>Quarterly totals</b>						
<b>Contact Person</b>						
<b>Telephone Number</b>		<b>Email Address</b>				

**2. FORM 2: QUARTERLY/ANNUAL REPORTING TEMPLATE**

ADA PREVENTION QUARTERLY REPORTING TEMPLATE									
<b>Name of Institution:</b>									
<b>Parent Ministry</b>					<b>REPORTING PERIOD</b>				
<b>CATEGORY OF INSTITUTION</b> (MINISTRY STATE DEPARTMENT, PUBLIC UNIVERSITY, TERTIARY INSTITUTION, STATE CORPORATION, COUNTY GOVERNMENT OR ANY OTHER)									
Annual ADA Prevention activities	Progress during the quarter/reporting period (provide notes)	Indicator(s) of quarter achievement	Performance for the quarter in (%)	Target for the quarter (%)	Variance for the quarter (%)	Cumulative achievement to date	Annual activity target in (%)	Variance from annual target (%)	Comments on any variance, challenges or learnings
1.									
2.									
3.									
4.									
5.									
<b>Quarterly totals</b>									
<b>I certify that this report submitted to NACADA is accurate</b>									
<b>Name of reporter</b>	<b>Designation</b>	<b>Tel. No</b>	<b>Email address</b>				<b>Date.</b>		

**NB: Quarterly ADA prevention coordinating units/committee meetings minutes should be annexed to the report.**

### 3. INSTRUCTIONS FOR COMPLETING REPORTS

#### 3.1. ANNUAL WORK PLAN FORMAT

- 3.1.1. **Name of Institution:** The Name of the reporting institution
- 3.1.2. **Parent Ministry:** The ministry that the reporting institution comes under
- 3.1.3. **Number of staff in the Organization:** Total number of staff of the reporting entity
- 3.1.4. **Category of institution:** Public sector institution are categorized as (Ministries, State Department, Public University, Tertiary Institution, State Corporation, County Government or any other) categorize the reporting institution as appropriate
- 3.1.5. **List of activities for ADA prevention indicator:** List the activities for prevention of alcohol and drug abuse as they are in the work plan.
- 3.1.6. **Annual ADA Prevention Activities Quarterly targets:** Each of the activities for ADA prevention have been assigned a percentage for the financial year. It is expected that the ADA prevention Committee /Unit meet and set its own quarterly targets towards achieving the agreed target for contract period. The target should be a percentage.
- 3.1.7. **Activity Performance Indicator(s):** This denotes the evidence that will be the resultant of achievement of the performance target.
- 3.1.8. **Name and contact:** The name and contact details of the institutions ADA Committee/Unit Head:

#### 3.2. QUARTERLY/ANNUAL REPORTING TEMPLATE

- 3.2.1. **Name of Institution:** Same as A1.
- 3.2.2. **Parent Ministry:** Same as A2
- 3.2.3. **Reporting Period:** The reporting period for which the report is being submitted
- 3.2.4. **Category of institution:** Same as A4
- 3.2.5. **Annual ADA Prevention activities:** Same as A
- 3.2.6. **Progress during the quarter/reporting period:** Institutions are expected to progressively provide brief notes on the progress towards achieving respective targets. This is to support quarterly monitoring of performance.
- 3.2.7. **Indicator(s) of quarter achievement:** This denotes the evidence available to support the reported progress during the quarter/reporting period.
- 3.2.8. **Performance for the quarter:** This is a self–assessment of the progressive trend as a percentage of the target.
- 3.2.9. **Target for the quarter:** The projected target for the quarter of each of the activities. This is referenced in the annual work plan.
- 3.2.10. **Variance for the quarter:** Computed as a percentage value of performance with reference to the target for the quarter.
- 3.2.11. **Annual activity target:** Same as A6.
- 3.2.12. **Cumulative achievement to date:** Progress percentage of achievement of the target at the reporting date.

3.2.12.1. **Variance from annual target:** Computed as a percentage value of reported cumulative performance with reference to the cumulative target for the previous quarters.

#### **4. GENERAL INFORMATION**

Institutions that expect technical support of NACADA in the implementation of their ADA prevention activities should submit requests by the third quarter of the current FY through **ceo@nacada.go.ke**. All ADA training needs are supported by NACADA and requests should be submitted to **training@nacada.go.ke**. Annual work-plans and quarterly reporting templates and should be returned to the Authority **training@nacada.go.ke** or posted to:

The Chief Executive Officer,  
NACADA  
NSSF Building Block "A", Wing 18th Floor,  
P.O. Box 10774-00100,  
**NAIROBI.**