

July 2008

Draft Terms of Reference (TOR)
Agency for Accelerated Regional Development (AFARD)
Participatory Budgeting Peer Learning Initiative in Sub-Saharan Africa
July – December 2008

Econsult#: [Filled by WB]	
Activity Title: Communication for Inclusion and Gender Sensitivity of Participatory Budgeting in Sub-Saharan Africa.	
TTL Name: [Filled by WB]	
WBS Title: [Filled by WB]	Project Code: [Filled by WB]
Name of Company: Integrated Social Development Centre (ISODEC)	
Vendor Number: [Filled by WB]	Type of appointment: [Filled by WB]
Contact Person Name: Dr. Alfred Lakwo	Total Contract Amount: US\$20 000
Contact Person Email: Alfred.lakwo@gmail.com	
Contact Person Mailing Address: Address City: Accra State: Country: Ghana ZIP Code	
Currency: USD	Total Budget:
Begin Date: August 01, 2008	End date: December 19, 2008
HR – Procurement Policies for Sole/Single Sourcing http://intresources.worldbank.org/INTGSDPROCUREMENT/Publications/20323545/singleSourceSoleSource.pdf	

Figure 1: Activity Summary Table

1. Background

Since its introduction in Brazil, Participatory Budgeting (PB) has been one of the most recognized innovations from developing countries in promoting citizen demand for good governance. It has since been embraced by many other countries in Latin America, North America, Europe, Asia, and more recently Africa. Underlying this success is the recognition that PB is an effective policy instrument for responsive governance, offering a platform for citizens to learn about public expenditure management, voice their preferences in budget planning, scrutinize procurement and monitor the delivery of services and infrastructure.

While participatory budgeting is evolving rapidly throughout these regions in multiple forms and shapes, there is a growing recognition of the need to create spaces where practitioners can share their innovations and lessons to overcome common challenges more effectively, particularly in the Africa continent. Taking this into consideration, and building upon successful peer-to-peer learning programs, the key development partners of the Africa Regional Seminar on Participatory Budgeting launched a pilot Mutual Learning Initiative in March 2008.

The overarching objective of this initiative is to promote South-South cooperation and learning on good governance by means of facilitating peer learning among policy-makers, practitioners, and researcher on the subject of Participatory Budgeting. By creating a space of mutual learning in the field of participatory budgeting, this initiative expect to:

1. Launch a peer-to-peer platform for direct cooperation between Africa and Latin America, which could help transferring and development new capacities;
2. Enable participating institutions to enhance their capacity by means of sharing their innovations and lessons, as well as developing new knowledge and skills; and,

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3. Contribute to improving good governance by means of strengthening budget transparency and literacy, citizen's voice in public expenditure management, and independent oversight of service delivery and infrastructure.

This initiative was built based on a demand-driven approach help the participating institutions to reflect upon areas which they could learn from other peers, and which they could share their own experience. During the course of the Durban Seminar, participants from the African continent were invited to partner with each other to form clusters based on common peer learning objectives. Each cluster was subsequently paired up with one or more Latin American institutions to develop a preliminary proposal on a peer-to-peer mutual action learning activities. An evaluation committee short listed those preliminary proposals which were subsequently invited to develop full peer-to-peer learning proposals. After an interactive quality review process, final proposals were presented and selected to receive funding from the World Bank.

2. Objectives and Impacts

The main objectives of this project is to document and disseminate the different approaches used in promoting inclusiveness and gender sensitivity in Participatory Planning and Budgeting as well as to acquire knowledge and skills of the different approaches for inclusion and Participatory Gender Budgeting (PGB) in Sub-Saharan Africa. In terms of impacts, of this project is expected to:

- Improve State-community synergy by way of increasing women and men's participation;
- Improve government responsiveness to service needs of women/men through services budget increase and beneficiary satisfaction;
- Ultimately increase people's trust in government and co-funding government projects; and
- Result in peer learners acquiring knowledge and skills of inclusion and PGB with which to better their PPB practices.

3. Tasks, Responsibilities, and Outputs

Task A: Conduct a study on current approaches of inclusiveness and PGB among peer learners and other interested institutions in Latin America and Sub-Saharan Africa that may be able to participate.

Responsibility: Dr. Alfred Lakwo, Programme Director, Agency for Accelerated Regional Development (AFARD), Uganda;
Ms. Tatyana Saltos,
Mr. Joseph Kimbowa, Town Clerk, Entebbe Municipal Council, Uganda

Output/Product: A Report and policy briefs on the current approaches of inclusiveness and Participatory Gender Budgeting among peer learners and other agencies in Sub-Saharan Africa.

Timeframe: *Start: August 01/End: Sept 15*

Task B: Developing a training manual and thereafter organize a skills enhancement seminar to train peer learners and others who may be interested on the current approaches of inclusiveness and Participatory Gender Budgeting in Sub-Saharan Africa.

Responsibility: Dr. Alfred Lakwo, Programme Director, Agency for Accelerated Regional Development (AFARD), Uganda;
Ms. Ama Blankson Anaman, Policy Officer, Integrated Social Development Centre (ISODEC), Ghana
Mr. Abysai Mwakipole, Economist, Mbeya Municipal Council, Tanzania

Output/Product: A training manual and workshop Report generated from the training of peers on the current approaches of inclusiveness and Participatory Gender Budgeting

Timeframe: *Start: September 01/End: October 15*

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Task C: Development of impact assessment indicators and data collection tools for Participatory Gender Budgeting Processes

Responsibility: Dr. Alfred Lakwo, Programme Director, Agency for Accelerated Regional Development (AFARD), Uganda;
Ms. Ama Blankson Anaman, Policy Officer, Integrated Social Development Centre (ISODEC), Ghana
Ms. Tatyana Saltos,

Mr. Nicholas Adamtey, Programme Officer, Integrated Social Development Centre (ISODEC), Ghana

Output/Product: *A How-to User Guide on Assessing the Impact of Participatory Gender Budgeting and data collection techniques*

Timeframe: *Start: October 15/End: November 30*

Task D: Presentation of the project findings via VC including the impact/outcomes and lessons learnt as well as the way forward.

Responsibility: Dr. Alfred Lakwo, Programme Director, Agency for Accelerated Regional Development (AFARD), Uganda;
Ms. Ama Blankson Anaman, Policy Officer, Integrated Social Development Centre (ISODEC), Ghana
Ms. Tatyana Saltos,

Output/Product: A proceedings report generated from the VC meeting

Timeframe: *Start: December 01/End: December 19*

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4. Deliverable Plan

<i>Tasks</i>	<i>Responsibility</i>	<i>Output/Product</i>	<i>Timeframe</i>	<i>Disbursement</i>
<p>Task A: <i>Conduct a study on current approaches of inclusiveness and PGB among peer learners and other interested institutions that will be able to participate in Sub-Sahara Africa.</i></p>	<p><i>Dr. Alfred Lakwo, Programme Director, Agency for Accelerated Regional Development (AFARD), Uganda;</i></p> <p><i>Ms. Tatyana Saltos Cotacahi, Ecuador,</i></p> <p><i>Mr. Joseph Kimbowa, Town Clerk, Entebbe Municipal Council, Uganda</i></p>	<p><i>A Report and policy briefs on the current approaches of inclusiveness and Participatory Gender Budgeting among peer learners and other agencies</i></p>	<p><i>August 01-Sept 15</i></p>	<p><i>10%</i></p>
<p>Task B: <i>Develop a training manual and thereafter organize a skills enhancement seminar to train peer learners and other interested institutions on the current approaches of inclusiveness and Participatory Gender Budgeting in Sub-Sahara Africa.</i></p>	<p><i>Dr. Alfred Lakwo, Programme Director, Agency for Accelerated Regional Development (AFARD), Uganda;</i></p> <p><i>Ms. Ama Blankson Anaman, Policy Officer, Integrated Social Development Centre (ISODEC)</i></p> <p><i>Mr. Abysai Mwakipole, Economist, Mbeya Municipal Council, Tanzania</i></p>	<p><i>A training manual and workshop report generated from the training of peers on the current approaches of inclusiveness and Participatory Gender Budgeting</i></p>	<p><i>Sept 01-Oct 15</i></p>	<p><i>40%</i></p>
<p>Task C: <i>Development of impact assessment indicators and data collection tools for Participatory Gender Budgeting Processes in Sub-Sahara Africa.</i></p>	<p><i>Dr. Alfred Lakwo, Programme Director, Agency for Accelerated Regional Development (AFARD), Uganda;</i></p> <p><i>Ms. Ama Blankson Anaman, Policy Officer, Integrated Social Development Centre (ISODEC), Ghana</i></p> <p><i>Ms. Tatyana Saltos, Cotacahi, Ecuador</i></p>	<p><i>A How-to User Guide on Assessing the Impact of Participatory Gender Budgeting and data collection techniques</i></p>	<p><i>Oct 15-Nov 30</i></p>	<p><i>40%</i></p>

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	<p><i>Mr. Nicholas Adamtey, Programme Officer, Integrated Social Development Centre (ISODEC), Ghana</i></p>			
<p><i>Task D: Presentation of the findings via VC including, its impact/outcomes, lessons learnt and the way forward.</i></p>	<p><i>Dr. Alfred Lakwo, Programme Director, Agency for Accelerated Regional Development (AFARD), Uganda; Ms. Ama Blankson Anaman, Policy Officer, Integrated Social Development Centre (ISODEC), Ghana</i></p> <p><i>Ms. Tatyana Saltos, Cotacahi, Ecuador</i></p>	<p><i>A proceedings report generated from the VC meeting</i></p>	<p><i>Dec 01-Dec 19</i></p>	<p><i>10%</i></p>

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5. Budget Breakdown

[Instructions: Please open the excel table below and input the information according to the categories: fees, travel, miscellaneous. In blue, just an example for reference]

[We will request the team to submit a more detailed budget (we have been doing this with other teams who have been selected for funding) once we know if they have been selected for funding. The WB will fund 20 K]

Expenditure Category	1 st Date for Disbursement		2 nd Date for Disbursement		Last Date for Disbursement	
	Requested amount	Cash or non-cash contribution	Requested amount	Cash or non-cash contribution	Requested amount	Cash or non-cash contribution
Coordination	1000		1000		500	
Travel/subsistence			9000		2000	
Workshops, publication and dissemination			12000	venue		
Other expenses (Give explanation in the box below)	2000	Literature review from team members				
Total	3000		23000		2500	

6. Reporting Responsibilities

The “vendor” will work under the direct supervision of André Herzog, Sr. Urban Specialist/WBISD, and Hiam Abbas/WBISD.

7. Contract Conditions

The “vendor’s” contract will start on August 01, 2008 and end on December 19, 2008. The “vendor” will be paid according to the successful implementation of the deliverable plan stayed above.

8. Selection Justification

[to be completed by WB]

9. Supporting Documents

[Once we know if the team has been selected we will request them for this information. This is what we have been doing with the teams that have already secured funding.]

[Instructions: Please attach the following supporting documents: a) technical proposal; and, b) CVs of all technical team]