

July 2008

**Draft Terms of Reference (TOR)  
Malawi Economic Justice Network (MEJN)  
Participatory Budgeting Peer Learning Initiative  
July – December 2008**

Econsult#: <i>[Filled by WB]</i>	
Activity Title: <b>A pilot Engagement of Peer Institutions in Participatory Budgeting Across West, East and Southern Africa on Government Dialogue and Advocacy.</b>	
TTL Name: <i>[Filled by WB]</i>	
WBS Title: <i>[Filled by WB]</i>	Project Code: <i>[Filled by WB]</i>
Name of Company: <b>Malawi Economic Justice Network (MEJN)</b>	
Vendor Number: <i>[Filled by WB]</i>	Type of appointment: <i>[Filled by WB]</i>
Contact Person Name: <b>Dalitso Kubalasa</b>	Total Contract Amount: US\$20 000
Contact Person Email: dkubalasa@mejn.mw or dkubalasa@gmail.com	
Contact Person Mailing Address: <i>Malawi Economic Justice Network Centre House Arcade, First Floor City Centre P.O. Box 20135 City: Lilongwe 2 State Country: Malawi ZIP Code</i>	
Currency: USD	Total Budget: 20, 000.00
Begin Date: August 01, 2008	End date: December 19, 2008
HR – Procurement Policies for Sole/Single Sourcing <a href="http://intresources.worldbank.org/INTGSDPROCUREMENT/Publications/20323545/singleSourceSoleSource.pdf">http://intresources.worldbank.org/INTGSDPROCUREMENT/Publications/20323545/singleSourceSoleSource.pdf</a>	

**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,
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 to 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 key objective of the proposed project is to provide a platform for peer-to-peer learning institutions in Participatory Budgeting and CSO–Government Dialogue and Advocacy.

In terms of its impact, this project will among other things bring out much more understanding to the beginners at different entry points and levels of engagement in the participating countries and a much more warranted support, mentorship and continuity, which lacks in most of the civil society initiatives in Africa. Specifically the following key elements are expected as impacts:

- Peer platform institutions that are adequately informed about the attributes of participatory budgeting particularly with a very strong and healthy civil society and government dialogue and advocacy;
- Platform institutions championing the participatory budgeting model based on a widely approved and tested methodologies adapted to the local and national realities; and
- Project to be used as the basis and evidence for a bigger and sustainable support program fostering the member stakeholders' active engagement with the local government participatory budgeting process not common in Africa.

## **3. Tasks, Responsibilities, and Outputs**

Task A: Carrying out an online survey/identification and documentation of best PB practices from Latin America on civil society-government dialogue and advocacy that are relevant to the African context.

Responsibility: Mr. Dalitso Kingsley Kubalasa, Director of Programmes, Malawi Economic Justice Network;  
Mr. Tunde Afolabi; Executive Director, AbujaFCT, Nigeria  
Mrs. Wambui Kanyi, Executive Director, Centre for Gender Development

Output/Product: A best practices and success stories booklet for use by the peer learners

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

Task B: Organizing and hosting Sensitization and Capacity Building meetings via VC and a web blog

Responsibility: Mr. Dalitso Kingsley Kubalasa, Director of Programmes, Malawi Economic Justice Network;  
Mr. Tunde Afolabi; Executive Director, AbujaFCT, Nigeria  
Mrs. Wambui Kanyi, Executive Director, Centre for Gender Development

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Output/Product: Evaluation and impact assessment reports on the effect of the adopted new PB practices resulting from the sensitization and capacity building meetings

Timeframe: *Start: Sept 16/End: Nov 30*

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

Responsibility: Mr. Dalitso Kingsley KUBALASA, Director of Programmes, Malawi Economic Justice Network;  
Mr. Tunde Afolabi; Executive Director, AbujaFCT, Nigeria  
Mrs. Wambui Kanyi, Executive Director, Centre for Gender Development

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

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

#### 4. Deliverable Plan

The work plan for carrying out the strategy development and implementation has been organized as follows:

<b>Activity</b>	<b>Time-frame</b>	<b>Number of Person Days</b>
<u>Task A:</u> <i>Carrying out an online survey/identification and documentation of best PB practices from Latin America on civil society-government dialogue and advocacy that are relevant to the African context.</i>	August 01-Sept 15	45
Sourcing, collection and review of literature, and consolidation of findings		
Collaborations with key stakeholders		
<u>Tasks B:</u> <i>Organizing and hosting Sensitization and Capacity Building meetings via VC and a web blog</i>	Sept 16-Nov 30	45
Preparations, Communications and Implementation		
<u>Task C:</u> <i>Presentation of the project findings via VC including the impact/outcomes and lessons learnt as well as the way forward.</i>	Dec 01- Dec 15	15
Drafting of the report for outcomes and finalization of proceedings and findings' report		
<b>Total Person Days</b>		<b>105</b>

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<i>Tasks</i>	<i>Responsibility</i>	<i>Output/Product</i>	<i>Timeframe</i>	<i>Disbursement</i>
<i>Task A: Carrying out an online survey/identification and documentation of best PB practices from Latin America on civil society-government dialogue and advocacy that are relevant to the African context.</i>	<i>Mr. Dalitso Kingsley Kubalasa, Director of Programme, Malawi Economic Justice Network;  Mr. Tunde Afolabi; Executive Director, AbujaFCT, Nigeria  Mrs. Wambui Kanyi, Executive Director, Centre for Gender Development</i>	<i>A best practices and success stories booklet for use by the peer learners</i>	<i>August 01-Sept 15</i>	<i>50%</i>
<i>Tasks B: Organizing and hosting Sensitization and Capacity Building meetings via VC and a web blog</i>	<i>Mr. Dalitso Kingsley Kubalasa, Director of Programme, Malawi Economic Justice Network;  Mr. Tunde Afolabi; Executive Director, AbujaFCT, Nigeria  Mrs. Wambui Kanyi, Executive Director, Centre for Gender Development</i>	<i>Evaluation and impact assessment reports on the effect of the adopted new PB practices resulting from the sensitization and capacity building meetings</i>	<i>Sept 16-Nov 30</i>	<i>40%</i>
<i>Task C: Presentation of the</i>	<i>Mr. Dalitso Kingsley</i>	<i>A proceedings report generated from the VC</i>	<i>Dec 01- Dec 15</i>	<i>10%</i>

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<p><i>project findings via VC including the impact/outcomes and lessons learnt as well as the way forward.</i></p>	<p><i>Kubalasa, Director of Programme, Malawi Economic Justice Network;</i></p> <p><i>Mr. Tunde Afolabi; Executive Director, AbujaFCT, Nigeria</i></p> <p><i>Mrs. Wambui Kanyi, Executive Director, Centre for Gender Development</i></p>	<p><i>meeting</i></p>		
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**5. Budget Breakdown**

<b>Serial No.</b>	<b>Item</b>	<b>Unit</b>	<b>Cost (US\$)</b>	<b>Total Cost (US\$)</b>
1.	Professional fees (in days)			
	Desk Researcher	28	350	9,800.00
	IT Specialist and Web blog consultant	14	350	4,900.00
	Communications' Specialist	11	350	3,850.00
2.	Transport provision (fuel costs, etc)	1	350	350.00
3.	Stationery	1	100	100.00
4.	Communication (phone, internet and e-mail)	1	400	400.00
5.	Accommodation and Meals (in days)	10	60	600.00
	<b>Total</b>			<b>20,000.00</b>

**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**

*a) CVs of the team and co-team leader; and, b) CVs of all (available) other team members]*