

**Draft Terms of Reference (TOR)**  
**MSE CONSULTANTS**  
**Participatory Budgeting Peer Learning Initiative for Sub-Sahara Africa**  
**July – December 2008**

*[Instructions: Please complete the fields below of activity summary table, which are not specified as “filled by WB]*

Econsult#: <i>[Filled by WB]</i>	
Activity Title: <b>Monitoring Participatory Budgeting and its Impact on the Performance of Service Delivery in Sub-Sahara Africa.</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>MSE CONSULTANTS</b>	
Vendor Number: <i>[Filled by WB]</i>	Type of appointment: <i>[Filled by WB]</i>
Contact Person Name: <b>Zerubabel Ojoo</b>	Total Contract Amount: US\$20 000
Contact Person Email: <b>stalight@africaonline.co.ug</b>	
Contact Person Mailing Address: <i>Address</i> <i>City: Kampala</i> <i>State</i> <i>Country: Uganda</i> <i>ZIP Code</i>	
Currency: USD	Total Budget:
Begin Date:	End date:
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 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 project is the development and testing of the tool for monitoring service delivery through peer to peer learning in Sub-Sahara Africa. Therefore the main aim of this project is to develop a tool for application in all situations within Sub-Sahara Africa where PB is being used. In fact the idea is to use this tool as PB is implemented in Sub-Sahara Africa. In terms of its impact, we expect the project to result in the improvement in monitoring service delivery and the quality and level of participation by citizens in the PB process in Sub-Sahara Africa.

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

Task A: Development of indicators for monitoring the impact of PB on the quality of citizen participation, quality of resource allocation, quality of infrastructure and service delivery in Sub-Saharan Africa.

Responsibility: Mr. Zerubabel Ojoo, Executive Director, MSE CONSULTANTS, Uganda;  
Mr. Bara Gueye; Executive Director, IIED, Senegal  
Ms. Roseline Callisto, Executive Director, Maadili Centre, Tanzania

Output/Product: A "How-to do it" Manual or user guides for monitoring the impact of Participation in Sub-Sahara Africa.

Timeframe: Start: August 15/End: Sept 15

Task B: Organizing training and capacity building VC meetings and online courses for the participating peer institutions and municipalities in Sub-Sahara Africa.

Responsibility: Mr. Zerubabel Ojoo, Executive Director, MSE CONSULTANTS, Uganda;  
Mr. Bara Gueye; Executive Director, IIED, Senegal  
Ms. Roseline Callisto, Executive Director, Maadili Centre, Tanzania

Output/Product: Progress reports on implementation of the training and capacity building VC meetings and online training courses

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. Zerubabel Ojoo, Executive Director, MSE CONSULTANTS, Uganda;  
Mr. Bara Gueye; Executive Director, IIED, Senegal  
Ms. Roseline Callisto, Executive Director, Maadili Centre, Tanzania

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

**July 2008**

Timeframe: *Start: Dec 01/End: Dec 15*

**4. Deliverable Plan**

July 2008

<i>Tasks</i>	<i>Responsibility</i>	<i>Output/Product</i>	<i>Timeframe</i>	<i>Disbursement</i>
<u>Task A:</u> <i>Development of indicators for monitoring the impact of PB on the quality of citizen participation, quality of resource allocation, quality of infrastructure and service delivery in Sub-Saharan Africa.</i>	<i>Mr. Zerubabel Ojoo, Executive Director, MSE CONSULTANTS, Uganda;</i>  <i>Mr. Bara Gueye; Executive Director, IIED, Senegal</i>  <i>Ms. Roseline Callisto, Executive Director, Maadili Centre, Tanzania</i>	<i>A How-to do it Manual or user guides for monitoring the impact of Participatory Budgeting on citizen participation, quality of resource allocation, infrastructure and service delivery in Sub-Saharan Africa</i>	<i>August 15-Sept 15</i>	<i>40%</i>
<u>Task B:</u> <i>Organizing training and capacity building VC meetings and online courses for the participating peer institutions and municipalities in Sub-Saharan Africa.</i>	<i>Mr. Zerubabel Ojoo, Executive Director, MSE CONSULTANTS, Uganda;</i>  <i>Mr. Bara Gueye; Executive Director, IIED, Senegal</i>  <i>Ms. Roseline Callisto, Executive Director, Maadili Centre, Tanzania</i>	<i>Progress reports on implementation of the training and capacity building VC meetings and online training courses</i>	<i>Sept 16-Nov 30</i>	<i>50%</i>
<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>	<i>Mr. Zerubabel Ojoo, Executive Director, MSE CONSULTANTS, Uganda;</i>	<i>A proceedings report generated from the VC meeting</i>	<i>Dec 01-Dec 15</i>	<i>10%</i>

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	<p><i>Mr. Bara Gueye; Executive Director, IIED, Senegal</i></p> <p><i>Ms. Roseline Callisto, Executive Director, Maadili Centre, Tanzania</i></p>			
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**5. Budget Breakdown**

[We will request the team to submit more detailed budget (*we have been doing this with other teams who have been selected for funding*) with the same total amount once we know if they have been selected for funding. The WB will fund 20 K and the team is contributing 6K to this activity]

*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]*

Expenditure Category	1 <sup>st</sup> Date for Disbursement		2 <sup>nd</sup> 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	900	900	900	900	900	900
Travel/subsistence	3600		3600			
Workshops, publication and dissemination	4000	1200	4000	2100	1200	900
Other expenses (Give explanation in the box below)						
<b>Total</b>	8500	2100	8500	2100	3000	1800

**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 [date] and end on [date]. 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**

**10.**

[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]*