

July 2008

Draft Terms of Reference (TOR)
Economic Policy Research Centre (EPRC)
Participatory Budgeting Peer Learning Initiative
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: Results Based Participatory Budgeting	
TTL Name: <i>[Filled by WB]</i>	
WBS Title: <i>[Filled by WB]</i>	Project Code: <i>[Filled by WB]</i>
Name of Company: Economic Policy Research Centre (EPRC)	
Vendor Number: <i>[Filled by WB]</i>	Type of appointment: <i>[Filled by WB]</i>
Contact Person Name: Nicholas Kilimani	Total Contract Amount: US\$35 000
Contact Person Email: Kilimani@eprc.or.ug	
Contact Person Mailing Address: <i>Address: Economic Policy Research Centre Makere University, Kampala, Uganda City: Kampala State: N/A Country: Uganda ZIP Code: N/A</i>	
Currency: USD	Total Budget: US\$35 000
Begin Date: September 01, 2008	End date: December 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:

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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 objectives of this project are to develop a framework for a result oriented participatory budgeting process and to foster an understanding of focusing on results through resource allocation decision making process in Africa and Latin America. The project is expected to have multiple impacts. These include:

- Developing a framework for a process of participation that is focused on results;
- To enable all citizens of a community to identify ways that will lead to the betterment of the community and to its development;
- Improving access to and quality of service delivery, to give confidence to citizens and to foster a feeling of belonging as well as improving their living standards; and
- To enhance country progress in achieving the Millennium Development Goals as they are in line with what most public programs set out to achieve.

3. Tasks, Responsibilities, and Outputs

Task A: Identifying a municipality in one of the participating countries and assess its existing PB framework and how it is linked with its performance

Responsibility: Ms. Yacine Bio-Tchane, Economist, Collaborative Africa Budget Reform Initiative (CABRI);
Mr. Nicholas Kilimani, Assistant research fellow, Economic Policy Research Centre, Kampala, Uganda
Mr. Roger Salhuana, Economist, National Department of Public Budget, Ministry of Finance, Peru

Output/Product: A fact finding report on the PB activities of the identified municipality and how they are linked with its performance

Timeframe: *Start: September 01-September 30*

Task B: Development of a results based PB methodology

Responsibility: Ms. Yacine Bio-Tchane, Economist, Collaborative Africa Budget Reform Initiative (CABRI);

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Mr. Nicholas Kilimani, Assistant research fellow, Economic Policy Research Centre, Kampala, Uganda

Mr. Roger Salhuana, Economist, National Department of Public Budget, Ministry of Finance, Peru

Output/Product: A report containing clear cut recommendations for the selected municipality on how it can refine its participatory budgeting process to be performance or results based. It is intended that these recommendations can then be adopted and modified as needed by other municipalities that are interested in adopting a results-based PB approach to their budgeting process.

Timeframe: *Start: October 01-November 30*

Task C: Carrying out an impact assessment of implementing results based participatory budgeting in the selected municipality

Responsibility: Ms. Yacine Bio-Tchane, Economist, Collaborative Africa Budget Reform Initiative (CABRI);

Mr. Nicholas Kilimani, Assistant research fellow, Economic Policy Research Centre, Kampala, Uganda

Mr. Roger Salhuana, Economist, National Department of Public Budget, Ministry of Finance, Peru

Output/Product: *A impact assessment report covering the effect of results based PB on budget oversight, quality delivery of public services and increase in citizen participation*

Timeframe: *Start: December01-December15*

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

Responsibility: Ms. Yacine Bio-Tchane, Economist, Collaborative Africa Budget Reform Initiative (CABRI);

Mr. Nicholas Kilimani, Assistant research fellow, Economic Policy Research Centre, Kampala, Uganda

Mr. Roger Salhuana, Economist, National Department of Public Budget, Ministry of Finance, Peru

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

Timeframe: *Start: December20-/End: December 20*

4. Deliverable Plan

<i>Tasks</i>	<i>Responsibility</i>	<i>Output/Product</i>	<i>Timeframe</i>	<i>Disbursement</i>
<p>Task A: <i>Identifying a municipality in one of the participating countries and assess its existing PB framework and how it is linked with its performance</i></p>	<p><i>Ms. Yacine Bio-Tchane, Economist, Collaborative Africa Budget Reform Initiative (CABRI);</i></p> <p><i>Mr. Nicholas Kilimani, Assistant research fellow, Economic Policy Research Centre, Kampala, Uganda</i></p> <p><i>Mr. Roger Salhuana, Economist, National Department of Public Budget, Ministry of Finance, Peru</i></p> <p><i>Mr. Joseph Kimbowa, Town Clerk Entebbe Municipal Council, Uganda</i></p>	<p><i>A fact finding report on the PB activities of the identified municipality and how they are linked with its performance</i></p>	<p><i>September 01-September 30</i></p>	<p><i>10%</i></p>
<p>Task B: <i>Development of a results based PB methodology</i></p>	<p><i>Ms. Yacine Bio-Tchane, Economist, Collaborative Africa Budget Reform Initiative (CABRI);</i></p> <p><i>Mr. Nicholas Kilimani, Assistant research fellow, Economic Policy Research</i></p>	<p><i>A report containing clear cut recommendations for the selected municipality on it can refine its participatory budgeting process to be performance or results based that can be used by other municipalities that may be interested in adopting similar methodologies</i></p>	<p><i>October 01-November 30</i></p>	<p><i>40%</i></p>

	<p><i>Centre, Kampala, Uganda</i></p> <p><i>Mr. Roger Salhuana,</i> <i>Economist, National</i> <i>Department of Public Budget,</i> <i>Ministry of Finance, Peru</i></p> <p><i>Mr. Joseph Kimbowa, Town</i> <i>Clerk Entebbe Municipal</i> <i>Council, Uganda</i></p>			
<p><i>Task C: Carrying out an</i> <i>impact assessment of</i> <i>implementing results based</i> <i>participatory budgeting in the</i> <i>selected municipality</i></p>	<p><i>Ms. Yacine Bio-Tchane,</i> <i>Economist, Collaborative</i> <i>Africa Budget Reform</i> <i>Initiative (CABRI);</i></p> <p><i>Mr. Nicholas Kilimani,</i> <i>Assistant research fellow,</i> <i>Economic Policy Research</i> <i>Centre, Kampala, Uganda</i></p> <p><i>Mr. Roger Salhuana,</i> <i>Economist, National</i> <i>Department of Public Budget,</i> <i>Ministry of Finance, Peru</i></p>	<p><i>A impact assessment report</i> <i>covering the effect of results</i> <i>based PB on budget</i> <i>oversight, quality delivery of</i> <i>public services and increase</i> <i>on citizen participation</i></p>	<p><i>December01-December15</i></p>	<p><i>40%</i></p>
<p><i>Task D: Presentation of the</i> <i>project findings via VC</i></p>	<p><i>Ms. Yacine Bio-Tchane,</i> <i>Economist, Collaborative</i></p>	<p><i>A proceedings report</i> <i>generated from the VC</i> <i>meeting</i></p>	<p><i>December 20</i></p>	<p><i>10%</i></p>

<p><i>including the impact/outcomes and lessons learnt as well as the way forward.</i></p>	<p><i>Africa Budget Reform Initiative (CABRI);</i></p> <p><i>Mr. Nicholas Kilimani,</i> <i>Assistant research fellow,</i> <i>Economic Policy Research Centre, Kampala, Uganda</i></p> <p><i>Mr. Roger Salhuana,</i> <i>Economist, National Department of Public Budget, Ministry of Finance, Peru</i></p> <p><i>Mr. Joseph Kimbowa, Town Clerk Entebbe Municipal Council, Uganda</i></p>			
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5. Budget Breakdown

[Instructions: Please insert detailed budget breakdown here]

Total amount of funding requested (\$) 35,000 Counterpart funds either in cash or non-cash (\$)

Expenditure Category	1 st Date for Disbursement (September 2008)		2 nd Date for Disbursement (November 2008)		December 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	5,000					
Travel/subsistence			11,500			
Workshops, publication and dissemination					2500	
Travel (2 nd Visit)					6,500	
Stationary, photocopying and Printing			3,500			
Other expenses (Give explanation in the box below) Honorarium to Team Members					6,000	
Total	5,000		1,5000		15,000	

Explanation of other expenses:

First Visit : 3 People

- All team members will visit one Latin American Country for 5days. The ticket is estimated at 1,500 (return ticket), subsistence allowance of \$150 per day per person and Hotel room of \$200 per day per person.
- Co-ordination expensed involve the payment for communication services
- Members will be paid a honorarium of 1,500 each at the end of the project
- Visit in one country (Peru) for all members of the team, excluding Rogers who is already in Peru.
- Travel expenses: $1500 \times 3 = 45,000$
- Subsistence allowance = $350 \times 4 \times 5 = 7,000$ (For subsistence and hotel)
- Workshop dissemination will involve organizing workshop material after the VC which will be circulated within the network
- Each member will receive a honorarium of 1500
- The Roger will organize in country internal transport for the members (field visits)
- The members or the organization in which they are working for will pay visa fees, pocket money and other related costs.

-Second visit: Evaluation mission: 2 people.

- Two people will participate and the arrangements will be like in the first visit

More money for report compilation.

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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 September 01, 2008 and end on February 19, 2009. 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

[Instructions: Please attach the following supporting documents: a) CVs of the team and core team leader; and, b) CVs of all the other team members]