

## **TERMS OF REFERENCE FOR CIVIL SOCIETY ORGANIATIONS (CSOs) SERVICES TO FACILITATE THE PARTICPATORY BUDGETING INTERV ENTION**

### **1. BACKGROUND**

Sierra Leone introduced the Decentralization process in 2004, just after the conclusion of the civil war to address urgent needs for recovery and reconstruction; restore core functions of Government for effective economic and fiscal management; reduce conflict by opening up space for political participation (Governance and Development at the door steps of the Local People); promote transparency, accountability, inclusion & prudent public financial management; improve democratic accountability of the state to citizens and restore citizens' trust in government; and reverse the economic downturn and bring about improved service delivery.

The Local Councils (LCs) have assumed the responsibility of generating community development plans for over a decade. However, challenges remain to ensure citizens participation in this process. For example, this include concerns over the effective participation of local communities/villages in problem identification and needs assessment to prioritize development interventions; and (ii) the validity of LCs' development plans to reflect citizen voices. The local level planning process lacks the closure of feedback loops to ensure that local communities are fully informed about interventions and how they are prioritized. Furthermore, LCs' development plans have largely remained as "wish lists" with no guaranteed source of financing.

To better allocate existing resources, citizens need to involve in the decision-making processes. Public sector activities under the Japan Social Development Fund (JSDF) funded project 'Strengthening Community Mobilization and Local Council Service Delivery in the Post-Ebola Context', introduces Participatory Budgeting (PB). Under the project, PB will be piloted in two target Local Councils that were most affected by the EVD i.e., the Freetown City Council and the Port Loko District Council. Through PB, beneficiaries will determine which service delivery sub-projects to be implemented in their communities. This will provide LCs an opportunity to align service delivery with the priorities of beneficiaries (or community members). This approach is instrumental in making the budget allocation of government resources more inclusive and equitable. PB is expected to advance the inclusiveness of the public deliberation processes within the target LCs, including the participation of marginalized and EVD-affected groups.

Community Monitoring Intervention and PB will be piloted in the two districts most affected by EVD, according to the total number of EVD laboratory-confirmed cases (these are Western Urban District/Freetown and Port Loko District) and this require the services of reputable Civil Society Organizations for the implementation and facilitator of the PB processes. In this regard, a fix contract sum of US\$25,000 will be awarded to a successful CSO in each implementation district to: (i) conduct additional social sensitization activities; and (ii) support the PB initiative in the localities where they will be operating. These resources will be provided to support communities' right through the life of the project. It is believed that Civil Society Organizations are closer to the local people and are often considered effective and most appropriate conduit through which the voice of the local people can be heard and for their effective mobilization to participate in governance and local development.

The Ministry of Local Government and Rural Development through the Decentralization Secretariat in collaboration with the Freetown City Council and the Port Loko District Council will engage the services of Civil Society Organizations to undertake the assignment as indicated in the scope of services.

## **2. OBJECTIVES OF THE ASSIGNMENT**

The main objective of the assignment is to undertake social sensitization activities that will promote social cohesion, resilience and support the Participatory Budgeting processes in the pilot localities. In order to achieve this, the successful CSO would be required to:

- Participate in a Training of Trainers on the PB process, facilitation, mentoring and coaching support, needs assessment, prioritization, preparation of simple project budgets.
- Work with the relevant officials of the Local Councils to pilot the PB process. This will include the training of Ward Committees, provision of coaching and mentoring support, rolling out of the training to target community groups and conducting the community-based needs assessment, prioritization and costing activities;
- Supporting communities in the voting process and prioritization of needs
- Mobilize citizens and document beneficiary numbers by sex
- Support and participate in Information, Education and Communication activities as will be required in implementing the PB; and
- Support all activities geared towards mainstreaming gender in the implementation of the initiative

## **3. SCOPE OF SERVICES AND EXPECTED DELIVERABLES**

### **3.1 Scope of Services of the CSOs**

The principal scope of services will include the following:

- i. The CSOs will be expected to undertake extensive desk review that will involve going through the project documents, manuals and reports and other relevant documents to have an appreciation of the project;  
Participate in the development of manuals, guidelines and other related documents for the effective implementation of the PB;
- ii. Support the capacity building efforts at all levels for effective implementation of the initiative;
- iii. Support Ward Committees in the execution of their activities;
- iv. Mobilize communities and citizens for meetings,
- v. Ensure that all activities are gender sensitive;
- vi. Organize community wide sensitization meetings and forums to engage local people for enhanced understanding and appreciation of the Project and PB particularly;
- vii. Ensure that community meetings are held to identify needs and prepare project proposals which the community had voted on;
- viii. Ensure that the activity is fair and objective;

- ix. Support the Local Councils in undertaking screening of proposals and budgets and preparing the necessary reports for the attention of the Local Council Executive Body;
- x. Support communities voting processes at the Ward level
- xi. Provide weekly updates on activities and debrief the Secretariat at least once every month, preferably after submitting the monthly report;
- xii. Prepare series of reports including an Inception Report, monthly reports, mid-term report and end of subproject report; and
- xiii. Perform all other tasks not specifically mentioned above, but which are necessary and essential to successfully undertake the assignment.

### **3.2 Expected Deliverables**

It is expected that the CSOs will deliver the following:

- Balanced and objective information on the Participatory Budgeting Initiative provided to citizens and communities
- Report on training programs successfully prepared;
- Well attended and successful community meetings held;
- Communities with prioritized needs identified through voting
- Proposals developed with simple budgets;
- Voting sessions organized at Ward Level
- Proposals voted on by communities and budgets submitted to Ward Committees
- Proposals screened by Ward Committees on a fair basis,
- Reports on the screening process prepared and submitted;
- Documented feedback on the final outcome of the screening process;
- Projects approved by Local Council Executive Body;
- Report on citizens participation and gender responses prepared.

## **4. METHODOLOGY**

The CSOs will be expected to utilize participatory tools in the execution of their assignments. They will be required to develop a methodology that will demonstrate their understanding and ability to undertake the assignment using the PB Manual.

Even though the assignment will be partly attained through sensitization meetings and forums, it is essential to ensure adequate dissemination of key information in the local media.

They will support the Local Councils PB Committees in the training of Ward Committees. Funds provided to CSOs will be for the life of the project, though provided in tranches.

## 5. DURATION OF THE ASSIGNMENT

The assignment will commence in March, 2019, and will be completed by April 2020. It is expected that the final reports and deliverables shall be submitted two weeks before the assignment completion date (March 15, 2020)

## 6. GENERAL QUALIFICATION AND EXPERIENCE

Participating CSOs will be chosen based on prior involvement in addressing EVD and adequate capacity on psychosocial support. The capacity of the CSO will also be assessed to determine whether it has the required manpower, institutional and management set-up and logistical capacity to effectively undertake the assignment. The CSO will have to provide evidence of its legal status and profile indicating its activities and turnover for the last three years. The CSO will provide proof of having the required staff to be able to smoothly undertake the assignment.

## 7. MANAGEMENT ARRANGEMENTS

The CSOs shall work directly with the Monitoring and Evaluation Manager of the Decentralization Secretariat and report to the Director of the Secretariat on a monthly basis. The CSO will also need to submit monthly updates. The CSOs will be required to arrange and cover the costs of transportation, accommodation, printing and completion of reports, and other logistics associated with the subproject. The M&E Manager will report findings and outputs to the PFMU Coordinator and Task Team Leader of the World Bank Project.

## 8. REPORTING

The CSOs shall prepare and submit the following reports and documents as follows:

- i. Inception Report - Three (3) original copies of the Inception Report shall be submitted to the client two weeks after the signing of the Contract. The report is expected to capture aspects such as: the work plan, the approved methodology and fieldwork plan, outcomes of deskwork and preliminary engagements: **8th<sup>th</sup> April, 2019**
- ii. Monthly Report – Three (3) copies of monthly report will be submitted. This report is expected to detail out the activities undertaken, achievements, challenges, lessons learnt and outstanding

issues. Both hard and electronic copies shall be submitted to the Director of the Decentralization Secretariat: **1st April 2019-30th March 2020**

- iii. Mid-term Report - Three (3) copies of mid-term report will be submitted. This report is expected to detail out the activities undertaken, achievements, challenges, and lessons learnt and outstanding issues. Both hard and electronic copies shall be submitted to the Director of the Decentralization Secretariat: **30th October,2019**
- iv. Final Report – Three (3) copies will be submitted. Both hard and electronic copies shall be submitted to the Director of the Decentralization Secretariat: **15th March,2020**
- v. Brief Weekly Updates – The CSOs will submit written updates to the Director of the Decentralization Secretariat on a weekly basis. The updates are expected to detail out progress that has been made, challenges and activities for the succeeding week.
- vi. The CSOs will be required, as part of the submission of the monthly reports, to prepare and present a power-point presentation to the Director of the Decentralization Secretariat and other relevant officials of the Project, and hold briefing and debriefing sessions on progress of implementation of the assignment.

The CSOs will be accountable for:

- i. timely and high-quality production of all activities of the assignment; and
- ii. quality consultation provided to client and partners, including accurate and timely completion of all reports and deliverables, implementation support and knowledge dissemination activities under their responsibility.

## **9. SUPPORT TO BE PROVIDED BY THE CLIENT**

The Monitoring and Evaluation Unit of DecSec will prepare the PB Manual and guidelines in collaboration with the Local Councils and other key stakeholders. These materials will be provided to the CSOs to guide and facilitate the enhancement of their work. The CSOs will benefit from training on the Manual and other relevant areas.

The CSOs will be provided with other relevant documents for the assignment. The Decentralization Secretariat will introduce the CSOs to the Local Councils, and will serve as a link between them and the Ministry of Local Government and Rural Development, the Project and the Local Councils.

The Decentralization Secretariat will provide technical and advisory support and receive, review and provide comments on all deliverables submitted by the CSOs in respect of this assignment as a basis for the release of tranches of the contract sum as will be specified in the signed contract; and the Decentralization Secretariat in collaboration with the Local Government Finance Department will monitor the implementation of the assignment. The Local Government Finance Department will provide expertise in terms of budgeting and finance.

## 10. COST AND MODE OF PAYMENT FOR CONSULTANTS' INPUTS

### 10.1 Cost of Assignment

This is a fixed sum consultancy implying the Consultant shall be paid a **composite fee of –US\$25,000** covering all other costs including travels during the agreed period.

### 10.2 Mode of Payment

The Consultant shall be paid in three installments/tranches:

**First tranche: 50%** upon signing of the contract;

**Second tranche 30%:** After submission of Inception report; and

**Final 20%:** upon submission of acceptable final report.

## 11. CONFIDENTIALITY STATEMENT

All data and information generated for the purpose of this agreement are to be treated confidentially and are only to be used in connection with the execution of these Terms of Reference. The contents of written materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the Director of the Decentralization Secretariat.

## 12. REQUIRED DOCUMENTATION FOR THE AWARD OF CONTRACT

The approved CSOs will be required to submit the following to the M & E Manager at the Decentralization Secretariat, 9 Floor Youyi Building:

- Capability Statement
- Proposed methodology
- Staffing (Number, Tasks, Qualification and Experience)
- A detailed workplan
- Any other relevant information which may assist with the evaluation of the proposal.
- Bank account details

The CSOs must submit the above listed documents by 15<sup>th</sup> March, 2019.

### **13. AWARD OF CONTRACTS**

Successful Consultants will be invited to a negotiation process and on the basis of the outcome of the negotiation, contracts will be awarded and signed.