

LGCDP

INTERIM PROGRAMME COORDINATION UNIT

TERMS OF REFERENCE

BACKGROUND

During the period 15 July 2008 to 15 January 2009, the Local Governance and Community Development Programme (LGCDP) will start up its Inception Phase. In broad terms, LGCDP's Inception Phase will:

- Establish the pre-conditions for the full start-up of LGCDP in January 2009.
- Prepare implementation of a range of LGCDP activities.
- Begin implementation of a limited number of LGCDP activities.
- Wind down existing local governance and community development projects.

Inception Phase activities will be implemented by an Interim Programme Coordination Unit (IPCU). As its title indicates, the IPCU will be an interim arrangement and will be replaced by a full PCU by mid-January 2009 at the latest. These Terms of Reference specify the scope of work and expected deliverables of the IPCU during the Inception Phase.

SCOPE OF WORK

Under the overall supervision of the National Programme Director (NPD), and in collaboration with designated development partners, the IPCU will carry out the following tasks:

Programme activities

Outputs 1 and 2

- (i) Development of a comprehensive social mobilisation (SM) strategy for LGCDP, based on an assessment and review of previous approaches to SM in Nepal and elsewhere. The SM strategy will be consistent with the purpose of SM as described in the LGCDP document. In the light of the SM strategy, a set of LGCDP Social Mobilisation Guidelines will be developed.
- (ii) Identification of robust and institutionally sustainable mechanisms by which citizens and communities can actively participate in the local government planning, budgeting and implementation process. Guidelines will be prepared for establishing and operating such mechanisms.
- (iii) Development of a Gender Equality and Social Inclusion (GE/SI) strategy and mechanisms by which that strategy is to be operationally mainstreamed in LGCDP. Guidelines for this will be prepared.
- (iv) Detailed design of the semi-autonomous Local Governance and Accountability Facility (LG&AF), including financing, institutional and operational aspects of the Facility. This will be done in line with the broad LG&AF design that is provided in the LGCDP document.

- (v) Identification of the key elements to be included in the Information, Education and Communications component of LGCDP and drafting of the Terms of Reference for a specialist media firm to implement LGCDP IEC activities.

Outputs 3, 4 and 5

- (vi) Development of a detailed strategy through which LGCDP's Expanded Block Grants (EBGs) will be allocated and rolled out to DDCs, VDCs and municipalities. The strategy will cover a range of issues – allocations, minimum conditions, performance measures, selection of local governments to benefit from EBGs, guidelines for the use of EBG allocations, etc. The strategy will be drawn up on the basis of existing technical reports, as well as on the basis of the results of various ongoing studies of VDC block grants.
- (vii) Organisation and supervision of MC/PM assessments for all DDCs, VDCs and municipalities.
- (viii) Roll-out of first tranche of Expanded Block Grants to DDCs.
- (ix) Assessment/review of current financial management procedures and processes at the local level, identification of any fiduciary risks associated with them, and drafting of proposals to improve FM procedures and processes.
- (x) Detailed design of a Capacity Development Strategy (CDS) for local bodies and other local level stakeholders (line departments, user committees, community organisations, private sector contractors/suppliers). The capacity development strategy will cover both supply-driven and demand-driven aspects. The demand-driven capacity building component will include the design of: (i) local government CD planning procedures; and (ii) CD grants to be allocated to local bodies in order for them to finance the procurement of CD services.
- (xi) Development of pilot activities to be undertaken in the areas of local public expenditure/financial management (PE/FM), VDC management and administration of social assistance (conditional cash transfers), and sector conditional grants at the DDC level.

Outputs 6 and 7

- (xii) Development of reporting procedures and formats to be used by local bodies and finalisation of MLD's information management facility.
- (xiii) Elaboration of a comprehensive monitoring and results framework for the entire programme – including matrices and indicators, based on the LGCDP logical framework. This will need to be articulated with reporting processes and with any MIS facility.
- (xiv) Preparation and implementation of a baseline survey in a representative sample of localities. The baseline survey will enable LGCDP to collect detailed information on local governance and community development issues and will be coherent and consistent with the programme's monitoring and results framework. The survey will be out-sourced to an organisation with a proven track record of carrying out such work.

Other

- (xv) Supervision of the implementation and closure of DLGSP/QIPSI activities.

Management and operational issues

- (xvi) Establishment of the LGCDP National Advisory Committee (NAC) as described in the programme document and organisation of 6-monthly NAC meetings
- (xvii) Development of Terms of Reference for the fully-fledged LGCDP PCU and its staff of MLD officials and national specialists.
- (xviii) Recruitment of all national technical and support staff by 15 January 2009.
- (xix) Drafting and finalisation of JFA and Code of Conduct
- (xx) Development of an Operational Manual for LGCDP implementation.
- (xxi) Organisation of Joint Programme Review in December 2008.

MAJOR DELIVERABLES

The IPCU will deliver the following outputs.

Deliverable	Deadline
1. LGCDP Social Mobilisation Guidelines	1 October 2008
2. Guidelines for Participatory Planning, Budgeting and Implementation	1 October 2008
3. Guidelines for Mainstreaming GE/SI	1 October 2008
4. LG&AF sub-project document	1 October 2008
5. Terms of Reference for IEC Service Provider	1 November 2008
6. Expanded Block Grant Strategy	1 October 2008
7. Expanded Block Grant Guidelines for Local Bodies	1 October 2008
8. MC/PM assessments of all DDCs, VDCs and municipalities	30 November 2008
9. Transfer of Expanded Block Grants to eligible DDCs	15 October 2008
9. Report on Local Financial Management	1 November 2008
10. LGCDP Capacity Development Strategy	1 November 2008
11. Reports on design of LGCDP pilot activities	1 December 2008
12. LB Reporting Formats	1 October 2008
13. LGCDP Monitoring and Results Framework	1 October 2008
14. Report on Baseline Survey Results	1 November 2008
15. NAC in place	31 July 2008
16. First meeting of NAC	15 August 2008
17. Terms of Reference for PCU and technical assistance	1 September 2008
18. All national professionals and support staff recruited	15 January 2009
19. JFA and Code of Conduct	15 September 2008
20. LGCDP Operational Manual	1 November 2008
21. Joint Programme Review	31 December 2008
22. Final Report on DLGSP/QIPSI Closure	15 January 2009