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Miyiga Dawlada
PUNTLAND EE SOMALIYA

PUNTLAND STATE OF SOMALIA

Ministry of Interior, Local Government and Rural Development

District Participatory Planning and Budgeting
Guide (DPP&BG)

District Annual Planning and Budgeting Training

Assessment & Evaluation

December 2018



Notes for Trainers

Assessment Tasks

The assessment items below are designed to gauge the Knowledge, Skills and Attitudes developed as a result of training conducted in the DPP&BG Annual Planning & Budgeting Module, by way of pre- and post-testing. The pre- and post-testing will be based on the specific learning outcomes identified for each session in the Annual Planning & Budgeting Module. This type of assessment is in line with 'Kirkpatrick Level 2' of evaluation. Note that in the future, these assessment items may be further developed so that they contribute towards some kind of recognised certification through the LGI, or qualification by an accredited institution.

Pre-test

The pre-test is a brief assessment item which uses multiple choice, true/false, and short answer questions, designed to gauge existing levels of understanding of the subject matter to be covered, as well as to gauge attitudes towards the subject matter. There is also a 'self-assessment checklist' as part of the pre-test, which can be completed individually by participants, to determine their own perceptions of their existing ability to carry out certain tasks related to their role.

It is recommended that the pre-testing be carried out as part of the 'Getting Started' session, and as such, an extra 20-30 minutes may be required to accommodate this activity. Alternatively, the pre-test could be carried out in the week prior to training delivery, but this may be difficult to do from a logistical point of view.

If the pre-test is done as part of the 'Getting Started' session, it will be essential for trainers to be working in teams (e.g. of 2 or 3), to enable one trainer to be analysing the results of the pre-testing and feeding that information into the conduct of the training, while at the same time the other trainer/s can continue with the session, so that training is not delayed unnecessarily.

It is important to emphasise to participants that the results of the tests will be kept confidential and are designed to give an overall picture that can help the trainers – the tests are not designed to single out individuals who may be 'lacking' in some areas. Therefore, the more honest participants can be when filling out their self-assessment forms, the more useful the forms will be.

The benefit of conducting a pre-test is that it can help the trainer/s focus on specific areas needing improvement. It can also help participants identify their own weak areas. Importantly, a pre-test is useful to measure against post-test results, so that there is some basis for comparison in terms of determining participants' level of understanding at the end of the training, compared with before the training.

Post-test

A post-test is designed to measure a participant's transfer of learning as a result of the training just completed. It can help the trainer/s identify the effectiveness of the training, and it can help the participants identify areas for themselves where they have improved, or where they feel they need more support, or further learning opportunities.

The post-tests are usually conducted at the end of the training, usually in the same session that an evaluation is conducted. In this guide, the post-tests for each module are in the

form of a short assessment item, and another 'self-assessment checklist', which can be compared to the one completed as part of the pre-test.

Ideally, the post-test questions will be completed individually, but it may be appropriate to conduct the pre- and post-testing sessions in a more informal way, as an exercise in pairs or as a group activity, depending on the participants involved in the training.

An Answer Key is provided, which gives answers to pre- and post-test questions. It also gives a scoring mechanism for post-test questions.

Evaluation Questionnaire

A short questionnaire is also provided for participants to complete at the end of the Annual Planning & Budgeting Module face to face training component, to gauge their reactions to the training and what they have learned.

Workplace Assignments

The Annual Planning & Budgeting training is designed as a 'blended learning' approach, combining face to face training with follow up workplace assignments. The workplace assignments will be set by the training provider.

Pre-test questions: DPP&BG Annual Planning & Budgeting Module

Name/Position/District:

..... Date:

Note: Answer the following questions to the best of your ability. They are designed to give the trainer an indication of your existing knowledge of the subject area and do not contribute to your overall assessment score.

1. *Based on what you know*, who do you think are the main stakeholders in the district annual planning and budgeting process?

2. *In your opinion*, why is it important to raise awareness in the community about the district annual planning and budgeting process?

3. *Based on your ideas*, what is important to consider when preparing a revenue forecast for the district budget?

4. *Based on your ideas*, what is the difference between a development budget and a recurrent budget?

Pre-Test Self-Assessment Checklist – DPP&BG Annual Planning & Budgeting Module

Name/Position/District: Date:

Based on your *current* knowledge and experience, for each skill area please tick ✓ the box that applies most closely to your situation.

Skill Area	Self-Rating			
	I usually find this task confusing and unclear	I can do this task but I would like to improve further in this area	I feel confident in my ability to carry out this task	This task is not usually part of my role
1. Informing the community widely about the budgeting process of the district.				
2. Conducting a forum with all district stakeholders so there can be greater coordination of development activities in the district.				
3. Making accurate estimates of the likely Operations and Maintenance costs of any new projects that the district implements in the coming year.				
4. Preparing a Public Expenditure Review report, that analyses how the budget was executed in the previous year, and the reasons for any problems or challenges.				
5. Preparing an accurate forecast of revenue and expenditure, one which can include indicative figures for the years X+2 and X+3 (where X is the current year).				
6. Prioritising new district development activities for the coming year so that the district budget can implement its highest priority activities.				

7. Preparing an annual budget and work plans according to standard formats.				
8. Publicising the approved budget and annual work plans to the wider public.				
9. Preparing detailed procurement plans which outline the intended procurement in works, goods and services for the coming year, based on the budget and annual work plans.				

Post-test questions: DPP&BG Annual Planning & Budgeting Module

Name/Position/District:

..... Date:

- 1. According to the DPP&BG Planning & Budgeting Calendar, in which month is the Forecast of Revenue and Expenditure prepared?

1pt

- 2. Put the following activities in correct order of occurrence by numbering them 1-5:

_____ Budget Circular and Budget Conference

_____ Prepare District Budget Framework Paper, Chapters 1-3

_____ DDF Review Workshop

_____ Forum on District Development Activities

___**1**___ Community awareness raising on the planning and budgeting process

2pts (1/2 point for each correct answer)

- 3. What are the four (4) sections of the district budget.

1.

2.

3.

4.

2 pts (1/2 point for each correct answer)

4. True or False? The district budget and annual work plans should be publicised widely in the district after they have been approved.

TRUE / FALSE

1pt

5. Circle the correct answer. What is the purpose of conducting a DDF Review Workshop? (Step 2 of the annual planning and budgeting process)

- a) To review the contents of the DDF to ensure it is still relevant, particularly the district vision, priorities, targets and objectives.
- b) To present M&E data to demonstrate progress achieved towards the DDF objectives and targets.
- c) To incorporate any major changes to the District Profile over the past 12 months.
- d) All of the above.

1pt

6. Which district department has the main responsibility for preparing the draft budget and annual work plans?

1pt

7. What are the three (3) types of procurement plans that should be prepared and in what month are they prepared?

1.

2.

3.

What month?

2 pts (1/2 point for each correct answer)

Total Score = /10

Post-Test Self-Assessment Checklist – DPP&BG Annual Planning & Budgeting Module

Name/Position/District: Date:

Based on what *you have learned* in this training module, for each skill area please tick ✓ the box that you *now* feel applies most closely to your situation.

Skill Area	Self-Rating			
	I cannot see how to apply what I have learned in this training to do this task.	I can see how I can apply what I have learned in training to this task, but I need more follow up support to do so.	I can easily apply what I have learned in this training to this task.	This task is not usually part of my role.
1. Informing the community widely about the budgeting process of the district.				
2. Conducting a forum with all district stakeholders so there can be greater coordination of development activities in the district.				
3. Making accurate estimates of the likely Operations and Maintenance costs of any new projects that the district implements in the coming year.				
4. Preparing a Public Expenditure Review report, that analyses how the budget was executed in the previous year, and the reasons for any problems or challenges.				
5. Preparing an accurate forecast of revenue and expenditure, one which can include indicative figures for the years X+2 and X+3 (where X is the current year).				

6. Prioritising new district development activities for the coming year so that the district budget can implement its highest priority activities.				
7. Preparing an annual budget and work plans according to standard formats.				
8. Publicising the approved budget and annual work plans to the wider public.				
9. Preparing detailed procurement plans which outline the intended procurement in works, goods and services for the coming year, based on the budget and annual work plans.				

Answer Key: Pre and Post-Test, DPP&BG Annual Planning & Budgeting Module

**Note: Answers are not provided for the self-assessment checklists, as these will vary depending on the situation, perception and skill of each individual.*

Pre-test Questions

1. *Based on what you know*, who do you think are the main stakeholders in the district annual planning and budgeting process?

Look for answers such as:

- Administration & Finance Department—Prepares the draft budget.
- Mayor—Provides the political and administrative direction for the implementation of the planning and budgeting process.
- District Council—Discuss, review and approve the District Budget and Annual Work Plans.
- MOI—provides technical support and oversight to district Budget and AWP preparation, and receives and approves district Budgets and Annual Work Plans.

Note: there are many others that can be added, these are just an example.

2. *In your opinion*, why is it important to raise awareness in the community about the district annual planning and budgeting process?

Look for answers such as:

- For the wider community to know what the district Annual Planning and Budgeting Process is, and that there will be a process taking place in the coming months.
- For the wider community to understand how they can contribute to the Annual Planning and Budgeting process for example, through the review of the draft budget and annual workplans.
- For the community to know the proposed timeframe for the Annual Planning and Budgeting process, and who are those with the main responsibilities.
- For the community to know who they can ask if they have any questions about the Annual Planning and Budgeting process.

Note: there are many others that can be added, these are just an example.

3. *Based on your ideas*, what is important to consider when preparing a revenue forecast for the district budget?

Look for answers such as:

- Have we incorporated information received on allocations from MoF/MoI?

- Have we used the information from the District Public Expenditure Review?
- Is there scope to increase the collection of own source revenues in any areas over the coming 3 years and if so, how is that likely to impact on the amount of local revenue in our forecast?
- What factors might affect the support our district receives from external donors in the next 3 years?
- What factors in the coming years might affect the amount our district receives from the central government for recurrent expenditure?

Note: there are many others that can be added, these are just an example.

4. *Based on your ideas*, what is the difference between a development budget and a recurrent budget?

Look for answers such as:

- Development budget relates to the implementation of development activities and projects, such as building a new school or running a service.
- Recurrent budget relates to the items that are needed every year to run the district local government, such as stationery, salaries, fuel.

Post-test Questions

1. September

1pt for correct answer

2. Put the following activities in correct order of occurrence by numbering them 1-5:

5 Budget Circular and Budget Conference

3 Prepare District Budget Framework Paper, Chapters 1-3

2 DDF Review Workshop

4 Forum on District Development Activities

1 Community awareness raising on the planning and budgeting process

2pts (1/2 point for each correct answer)

3. What are the four (4) sections of the district budget?

1.----Section A: Recurrent Revenue-----

2.----Section B: Recurrent Expenditure-----

3.----Section C: Capital/Development Revenue-----

4.----Section D: Capital/Development Expenses-----

2pts (1/2 point for each correct answer)

4. True or False? The district budget and annual work plans should be publicised widely in the district after they have been approved. **TRUE** — These are public document and should be made publicly available.

1pt for correct answer

5. Circle the correct answer. What is the purpose of conducting a DDF Review Workshop? (Step 2 of the annual planning and budgeting process)

Correct Answer: d) All of the above

1pt for correct answer

6. Which district department has the main responsibility for preparing the draft budget and annual work plans?

Correct Answer: Administration and Finance Department

1pt for correct answer

7. What are the three (3) types of procurement plans that should be prepared and in what month are they prepared?

1.Works.....

2.Goods

3.Services.....

What month?December.....

2 pts (1/2 point for each correct answer)

Total Score = /10

Evaluation Questionnaire




Name of Training:

Date: **Location:**

Name and position of participant (optional):

.....

This questionnaire is to be completed by all participants following the face to face training component.

	Strongly Disagree 	Disagree	Half/ Half 	Agree	Strongly Agree 
Overall, the training session was high quality.					
The course covered the material I expected.					
This training will be beneficial to me in the performance of my job.					
I had opportunities to practice what I learned.					
The course gave me specific ideas and tools to implement in my workplace.					
The trainer was professional, well-prepared, and knowledgeable.					
The training facility was well-equipped and comfortable.					
Overall, this course was worth my time and effort.					

Final Thoughts

What was the most important thing that you learned in this training?

If you could change one thing about this course, what would it be?

Do you have anything else to share?

Thank you!