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PUNTLAND EE SOMALIYA

PUNTLAND STATE OF SOMALIA
Ministry of Interior, Local Government and Rural Development

District Participatory Planning and Budgeting
Guide (DPP&BG)

DDF and Annual Planning & Budgeting

Pocket Guide

December 2018





SUPPORT PROVIDED BY UNITED NATIONS

Diagram 1. District Planning and Budgeting Calendar

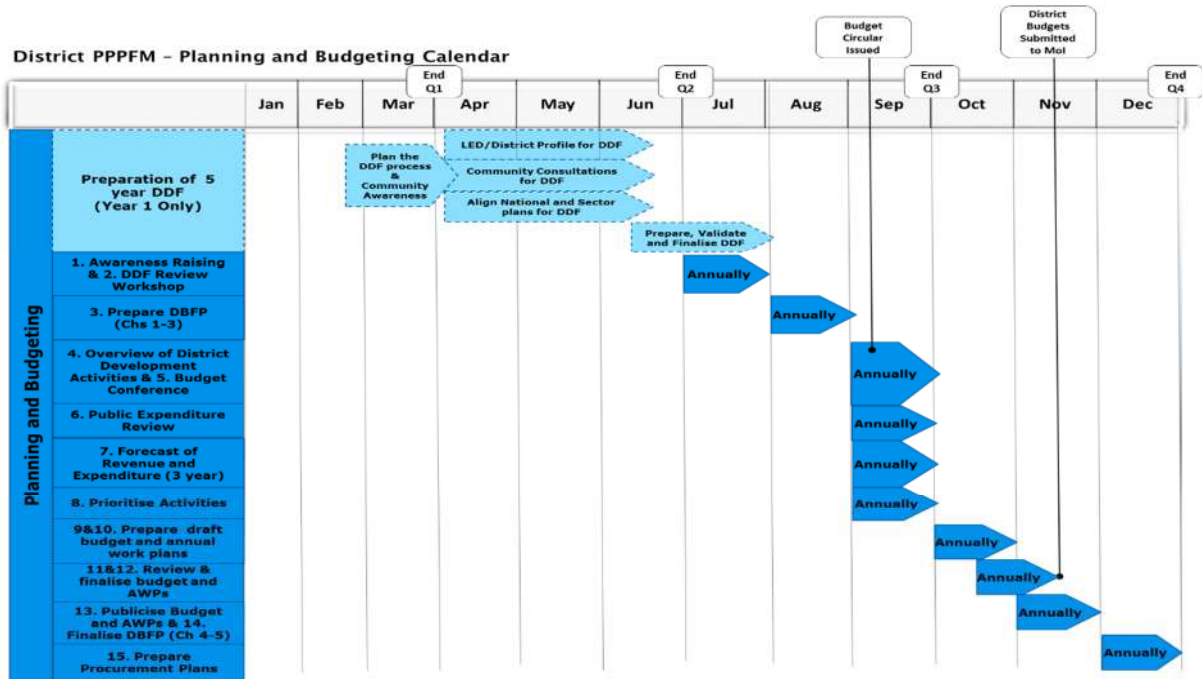


Diagram 2. DPP&BG Cycle

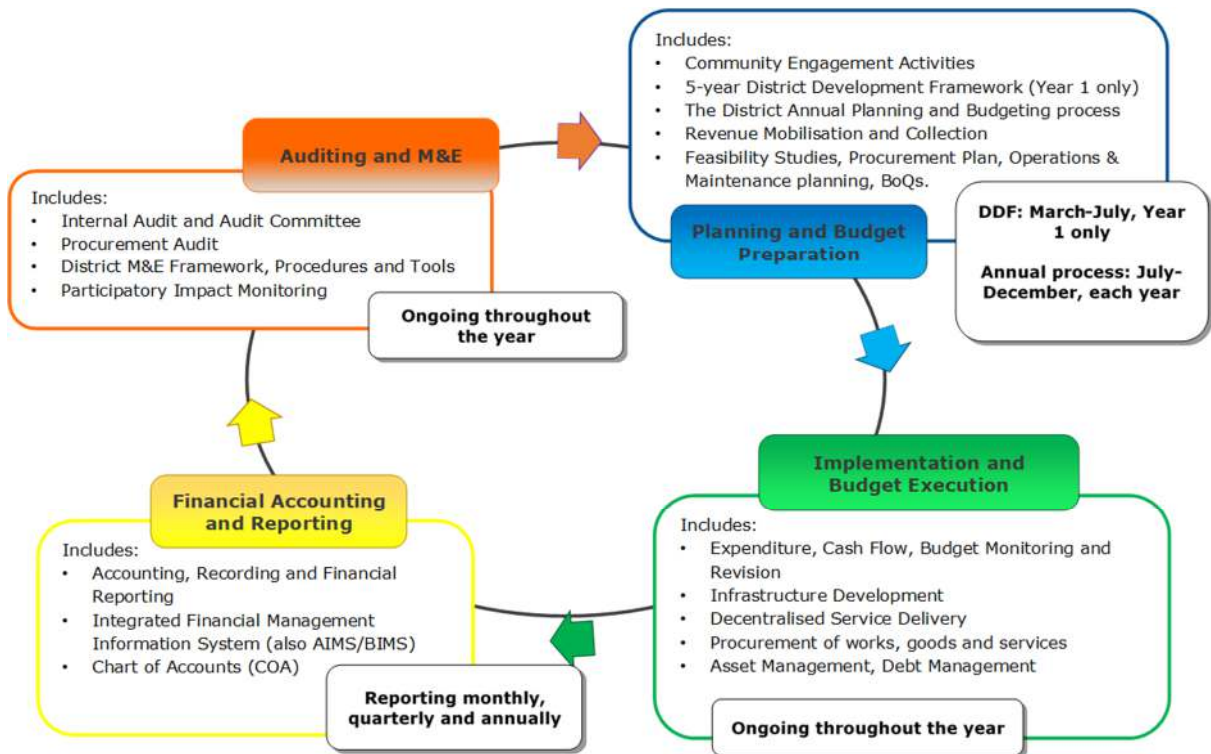


Diagram 3. District Planning Stakeholders

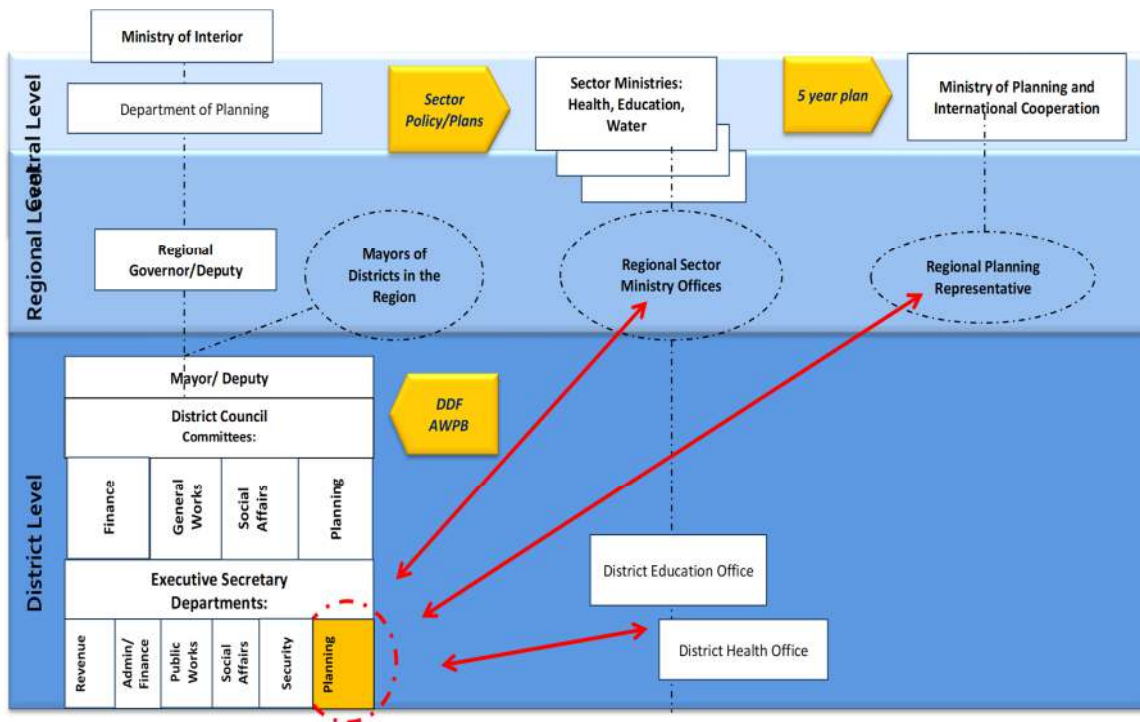


Diagram 4: Steps in DDF preparation (Year 1 only)

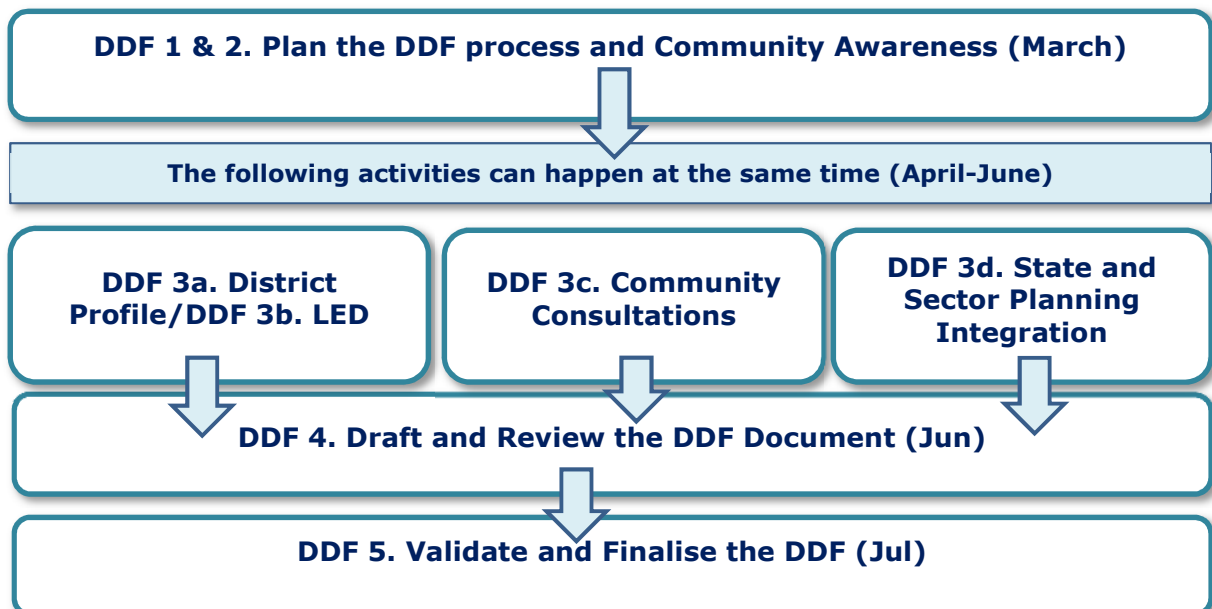


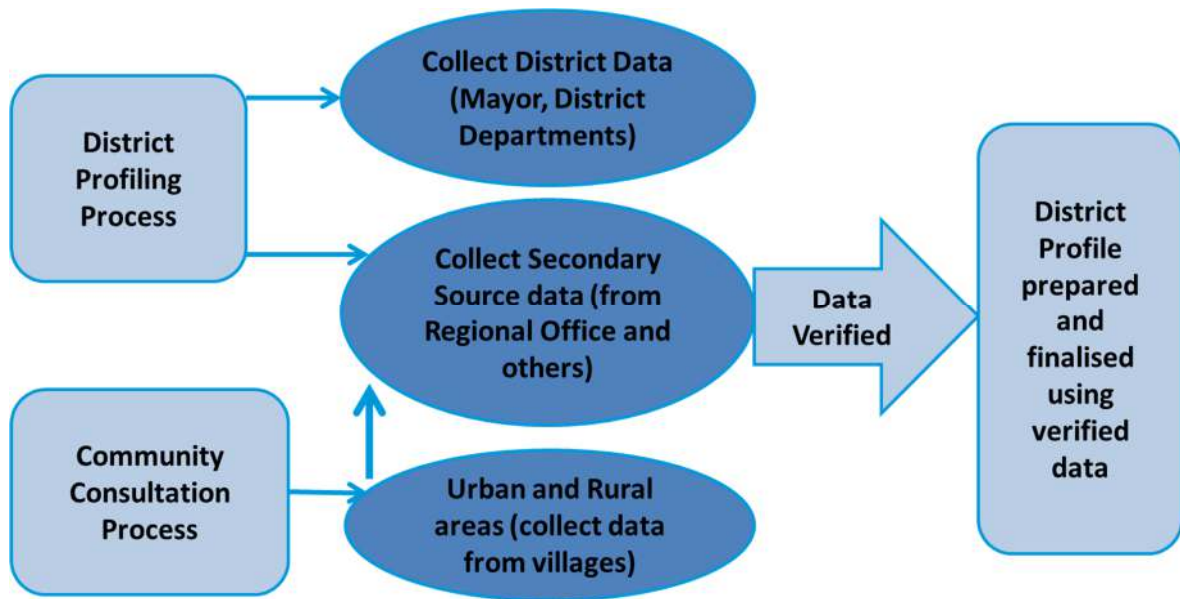
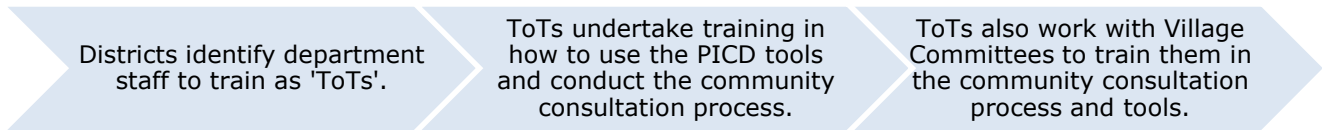
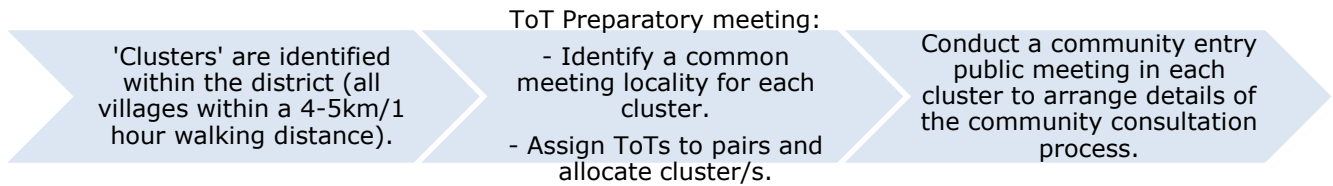
Diagram 5: District Profile Data Sources

Diagram 6: Community Consultation Process

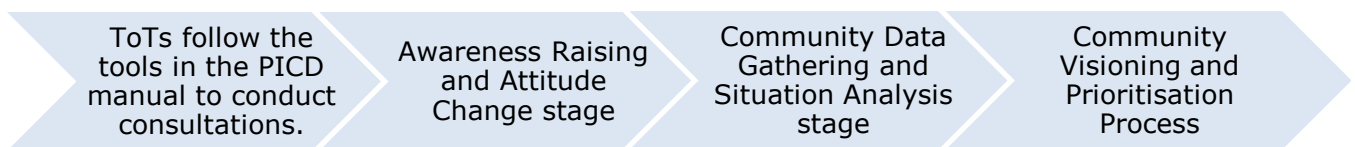
A. Identification and Training of ToTs



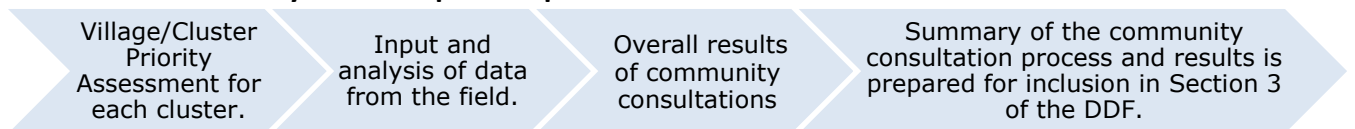
B. Preparation for Community Consultations



C. Conducting Community Consultations



D. Data Analysis and Report Preparation



E. Evaluation of the Community Consultation Process

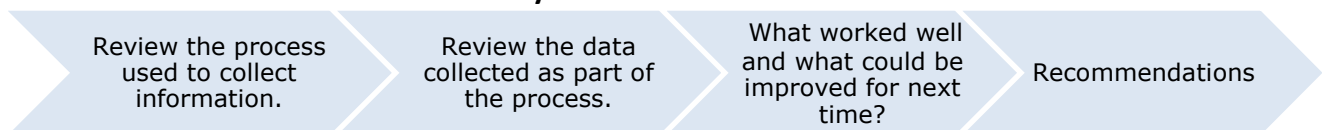


Diagram 7. Links between different levels of planning

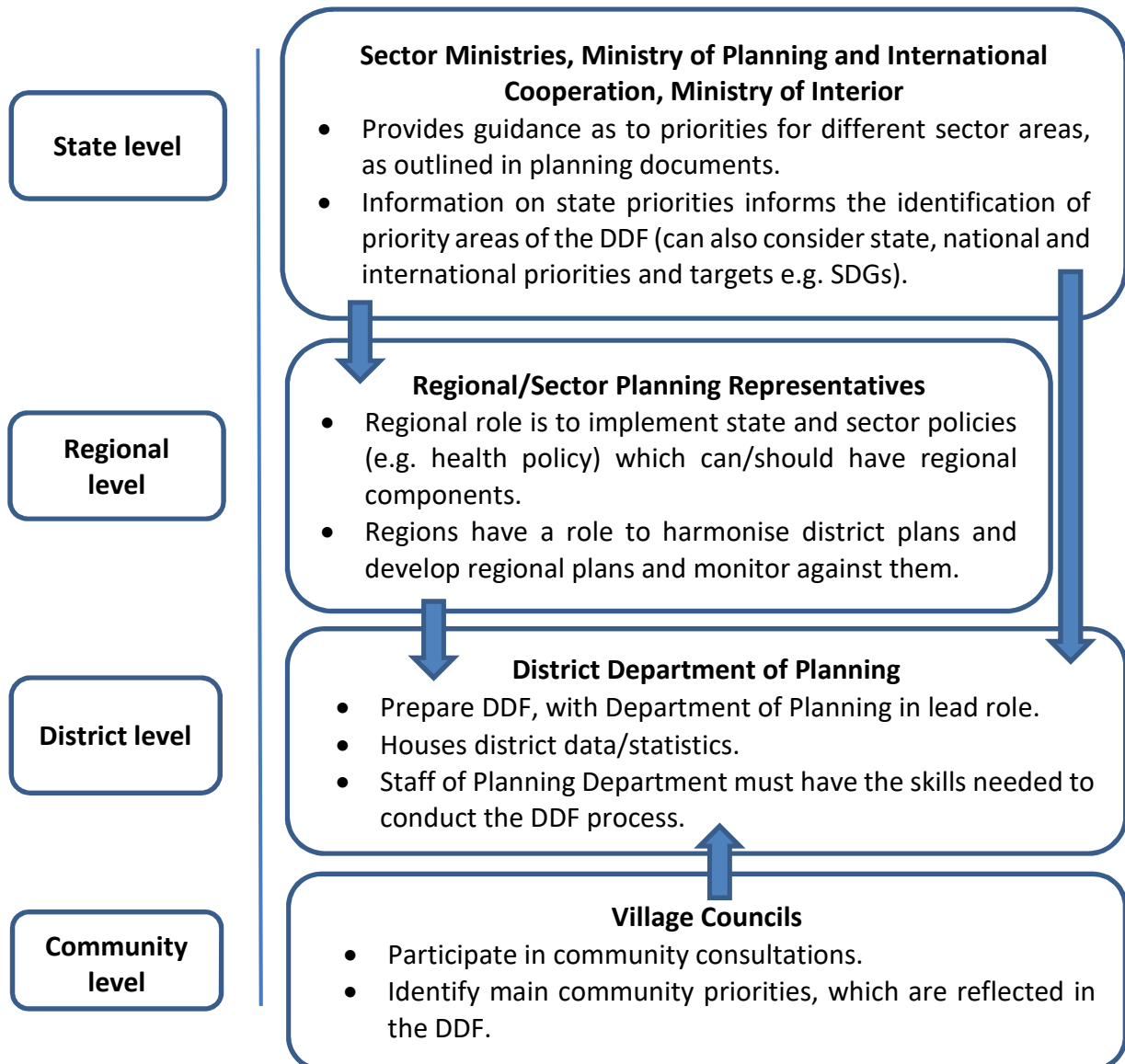


Diagram 8. Preparing the DDF

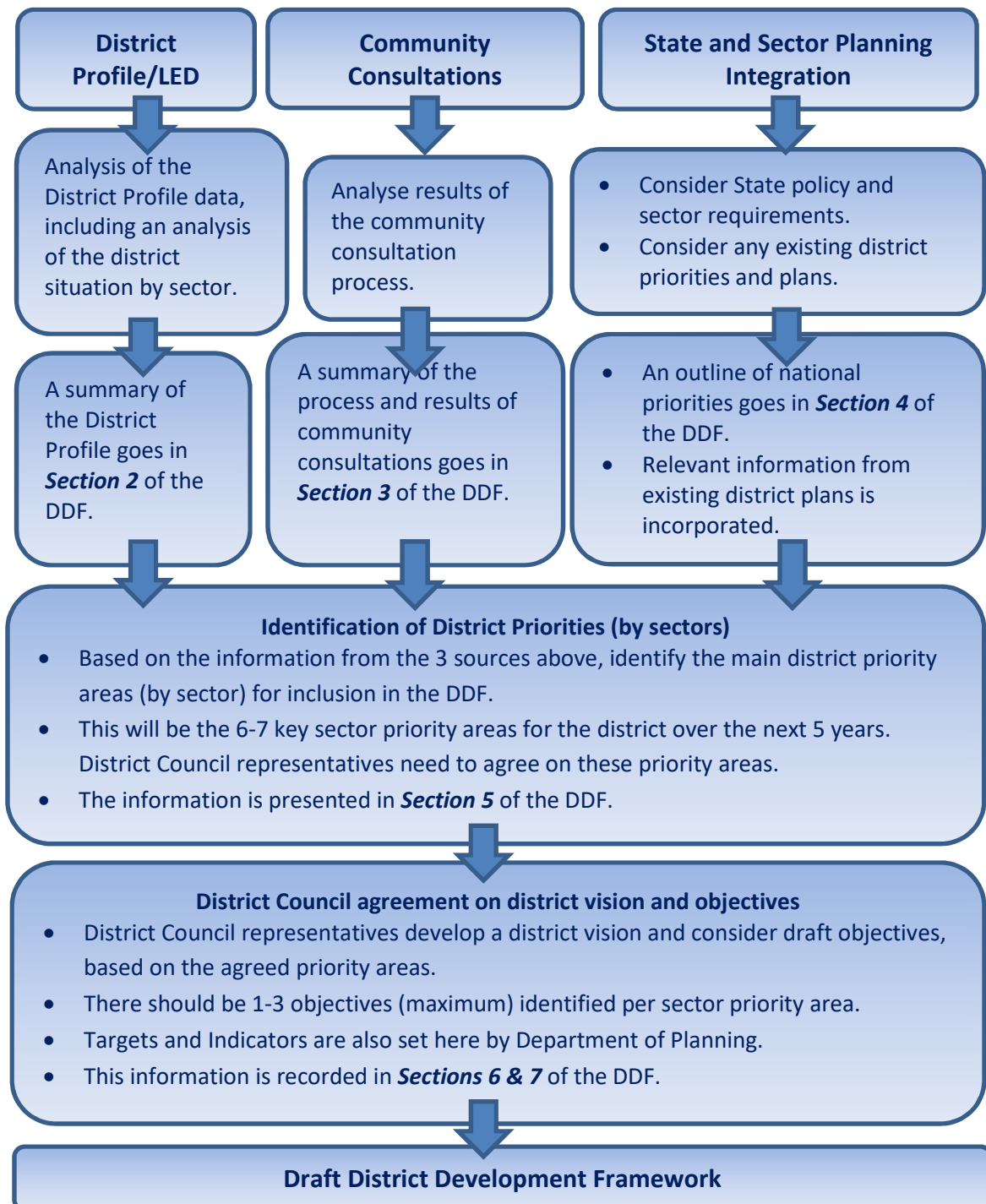


Diagram 9. Overview of DDF Contents

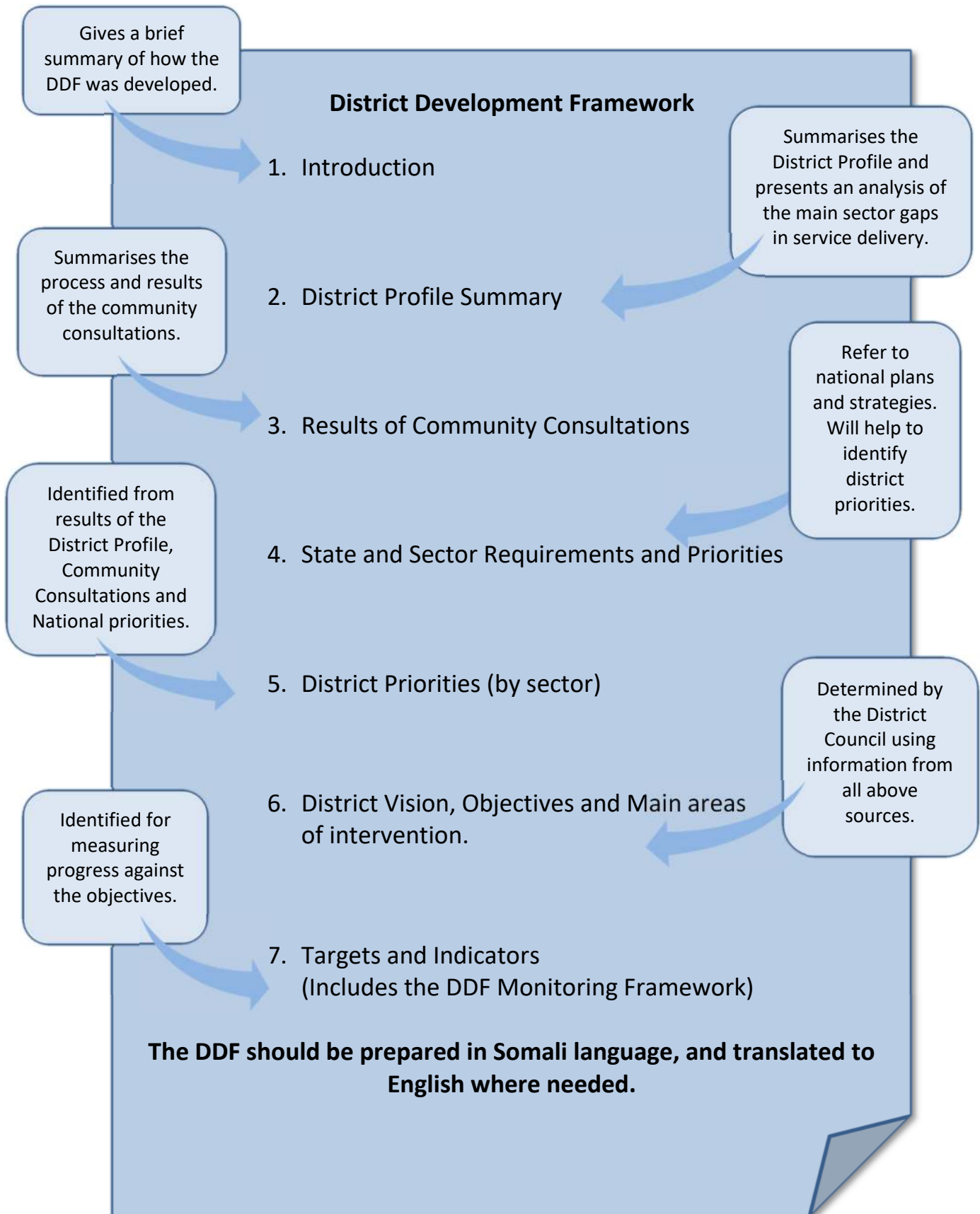
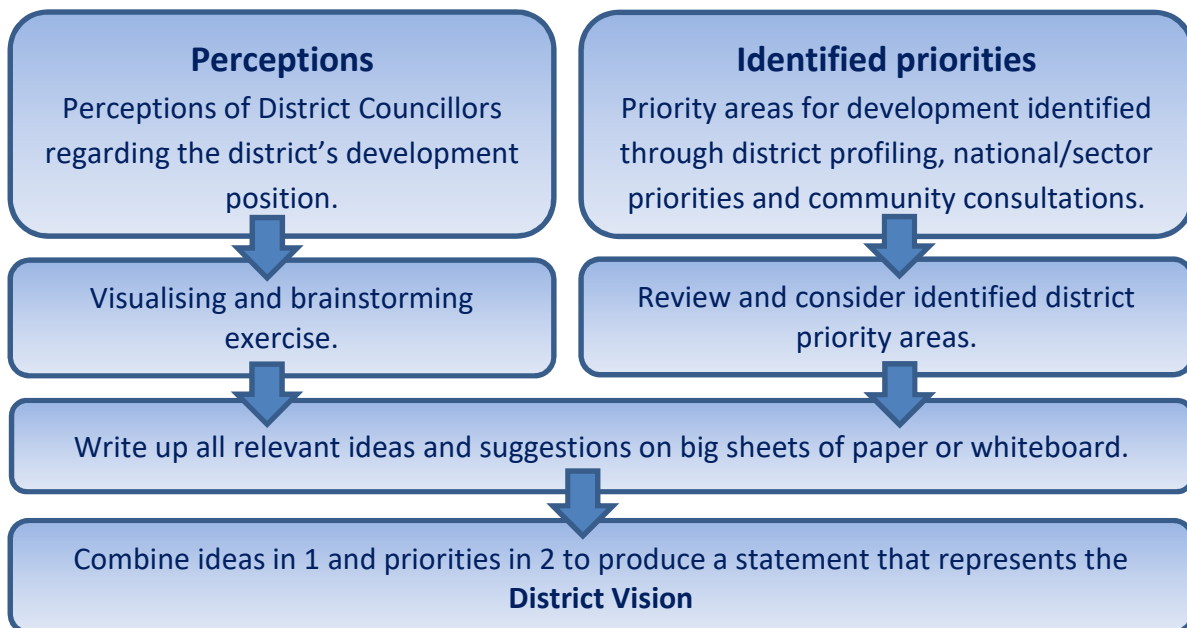


Diagram 10. Setting a District Vision

A District Vision is a statement which helps the District Council express how it sees the future development of the district. It is designed to be constant over the life of the DDF (5 years), although it can be revisited annually, to ensure its continued relevance.

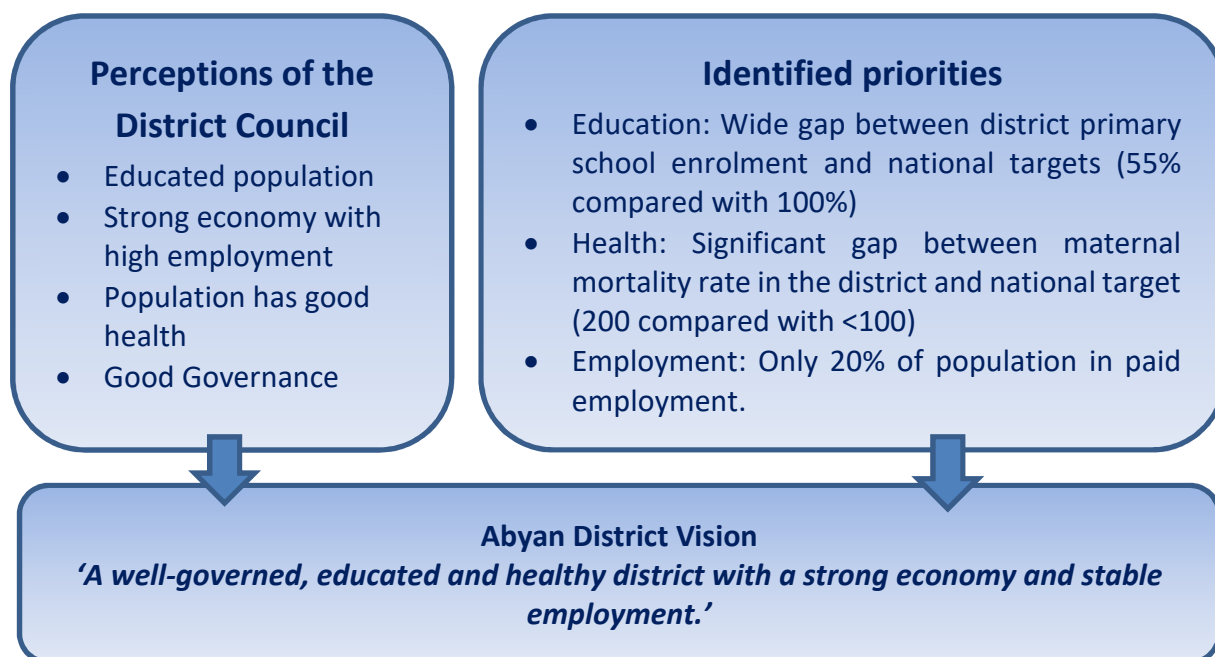
A district vision should be written as a short statement of aspirations, desires, or the ultimate aim of the district. It is a picture of the district's future as perceived in the present. See below for an example of how the district vision was developed in Abyan District.



Example: Setting a District Vision for Abyan District

Abyan District used the following process to set the vision for its DDF:

1. The District Council met to discuss what it thought the district vision should be. Councillors were asked to visualise and brainstorm how they saw their district in 5 years' time—What would it look like? What services and infrastructure would there be that are not there now? How are the governance systems functioning?
2. From that process, a list of perceptions was prepared, that summarised the Council's ideas for the district vision.
3. Then, a list of identified priorities was prepared, using information from the District Profile.
4. A discussion process followed, where the District Council combined the main ideas coming out of their list of perceptions, as well as the main priorities found in the District Profile. From these ideas, a short vision statement was written, which all Councillors agreed to, that reflects their vision for the District over the coming 5 years.



Examples of District Visions for 2018-2022

'A beautiful city with all essential community services, functioning infrastructure, good governance and local economic growth.'

'A peaceful district with efficient and equitable social service provision while achieving self-sufficiency.'

'A district with improved education and water services, protected environment and booming trade with other districts.'

'Contemporary city with quality service, growing economy, job creation, has sufficient infrastructure, green environment and free from conflicts.'

'A peaceful, well developed infrastructure city with growing socio-economic development, environment protected and modern service access.'

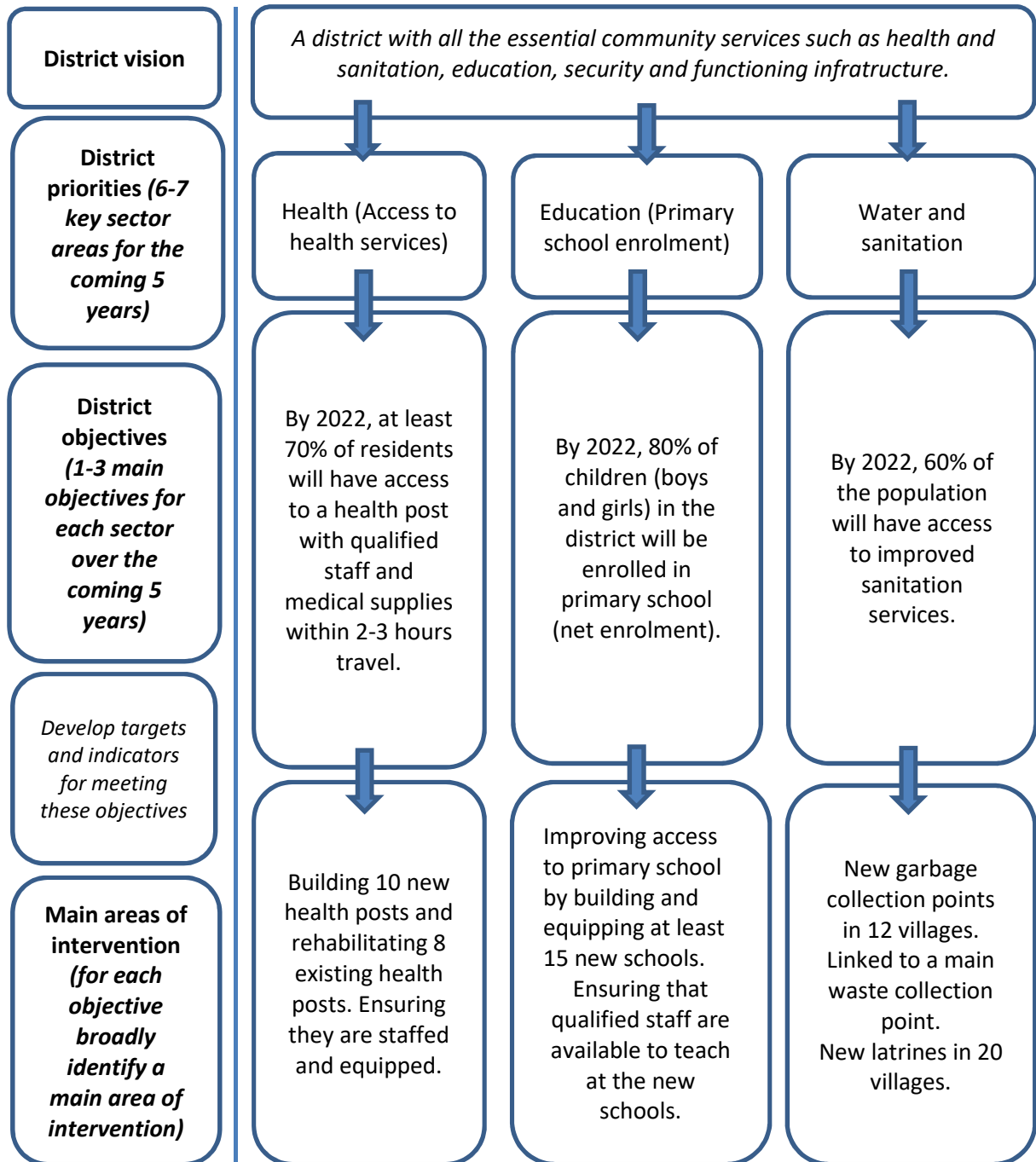
'A peaceful, well developed infrastructure district, with enhancing agriculture/growing economy and modern service access.'

'Socially and economically developed district.'

'A safe, healthy, green and well-governed district that brings people together, centre of trade and social services.'

'A peaceful, well developed infrastructure town with growing economy and modern service access, rich in fish and animal production.'

Diagram 11. DDF vision, priorities, objectives, interventions



Example Baseline, Objectives, Interventions

Priority area (Sector)	Areas of concern	Justification for listing as a priority area (Baseline)	Draft Objective	Main areas of intervention
Health	Infant mortality rates	District status is 70 deaths per 1000 births before 1 year of age. State status is 50 per 1000 births and target is 25 per 1000 births by 2022.	To reduce the infant mortality rate by 20% by 2022 (56 deaths per 1000 births before 1 year of age)	<ul style="list-style-type: none"> • Training of additional Birth Attendants. • Education about safe practice during pregnancy and childbirth.
	Access to health clinics	Currently only 50% of the population has access to a staffed, equipped health post within 2-3 hours travel.	By 2022, 70% of residents will have access to a health post with qualified staff and medical supplies within 2-3 hours travel.	Building new health posts (10-12) and rehabilitating existing health posts (8-10). Ensuring they are staffed and equipped.
Education	Enrolment in primary school	This is identified in the State Development Plan as one of the main state planning priorities for the next 10 years. State goal is 100% net enrolment. Current district enrolment rate is 55%.	To increase the net primary school enrolment rate by 25% by 2022 (from 55% to 80%).	<ul style="list-style-type: none"> • Education program on the importance of schooling for children. • Building and equipping additional primary schools for greater access. • Ensuring that qualified teachers are available.
	% enrolment of girls in primary school	This is identified in the State Development Plan as one of the main state planning priorities for the next 10 years. Current enrolment of girls in primary school is 30%	To increase the net primary school enrolment rate of girls by 20% by 2022 (from 30% to 50%).	<ul style="list-style-type: none"> • Education program on the importance of schooling for girls. • Ensuring that qualified teachers are available.

Example DDF Monitoring Framework

A **baseline** identifies the starting point for each DDF objective.

Indicators identify how progress towards each objective will be measured. Note the distinction between 'output' and 'outcome' indicators.

The **annual targets** identify the desired progress at the end of each year. These targets should be aligned to sector and national plans.

The **means of verification** shows the methods used to verify progress towards the targets and objective.

DDF Objectives (2018-2022)	Baseline	Indicators	Annual Targets	Means of Verification	Responsibility for data collection and update
Objective 1: By 2022, at least 70% of residents will have access to a health post with qualified staff and medical supplies within 2-3 hours travel.	In 2018, 50% of people have access within 2-3 hours travel.	No. of health centres (<i>output</i> indicator) % of people accessing health centres within 2-3 hours travel. (<i>outcome</i> indicator)	Increase access by 4% each year for 5 years.	User survey / questionnaires at health centres.	Social Affairs department collect data from health centres and send to Planning Department for updating.
Objective 2: The road network has improved so that 80% of the district population can travel on improved roads and have road access to markets.	In 2018, 40% have access to improved roads	Distance (kms) of improved road (<i>output</i> indicator) Purpose of usage of improved roads (<i>outcome</i> indicator)	Year 1,2,3 = 10% Year 4 & 5 = 5%	Maps, satellite images showing improved roads. User surveys on purpose of road usage.	Department of Public Works provides information to Department of Planning about road improvements in the district.
Objective 3: Primary school enrolment has increased so that 80% of children in the district are enrolled.	In 2018, 55% overall enrolment	Net primary school enrolment	Net increase in enrolments by 5% each year.	Enrolment statistics.	Department of Planning to seek relevant information from Ministry of Education.

Top tips for preparing the DDF

These tips are particularly designed for districts who may be preparing their DDF for the first time, and this advice comes from districts who have experience in developing a DDF.

Avoid 'copy-pasting' a DDF from another district. Your district's DDF must be a real one and using your own language.

Be mindful that community consultations are conflict sensitive and to call all people (because of clan issues). In addition, conflict mapping needs to be a first step in the DDF, and the PICD tools are useful to help in resolving conflict.

Districts who have done DDFs before could have a facilitation role for new districts, for example, individuals to go to a new district to help facilitate the process of district visioning.

Peer learning is important for those who are developing DDFs for the first time, they can learn from other districts who already have DDFs.

Districts need to establish a legitimate District Council who are representatives of the communities, before the DDF process can begin.

The DDF is a very important document and a very big process. When developing your DDF take time to consider all the priority areas.

While the DDF is development focused, there needs to be scope to consider emergency issues (for example, drought, disaster preparedness) which may arise during the five-year lifetime of the document.

Before starting a DDF process, a district needs to establish a Department of Planning, which should be well equipped with permanent staff and a competent director. There must be a budget so that the department can do the work it is tasked to do, in order to be effective.

Districts should consider both rural and urban needs when they are identifying their priority areas and interventions and ensure adequate attention is paid to the needs of rural communities.

Diagram 12. Steps in the Annual Planning & Budgeting Process

July–August

1. Community Engagement /Awareness-Raising

This includes:

- Community engagement and awareness raising on the upcoming annual planning and budgeting process. This can be through media, it does not necessarily require a public meeting.



2&3. DDF Review Workshop & DBFP

This includes:

- Internal workshop to review the contents of the DDF each year, to ensure it is still accurate and relevant, particularly in terms of district priorities, targets and objectives.
- State and sector plans should also be revisited as part of the process.
- M&E data is examined, to determine progress achieved in the previous year towards the DDF objectives and targets. Results to influence the activities in the Overview of District Development Activities.
- At this time, Chapters 1-3 of the District Budget Framework Paper are prepared/reviewed.



September

4. Forum on District Development Activities (includes O&M plans)

This includes:

- Planning forum to bring together all the relevant stakeholders, to capture all activities to be undertaken by the district in the coming year (includes projects and service delivery activities, also activities to be undertaken by other development 'actors' in the district e.g. INGOs.)
- Priority activities with estimated costings can be determined here, particularly from the sectors.

O&M plans for planned activities should be prepared here as part of this step.

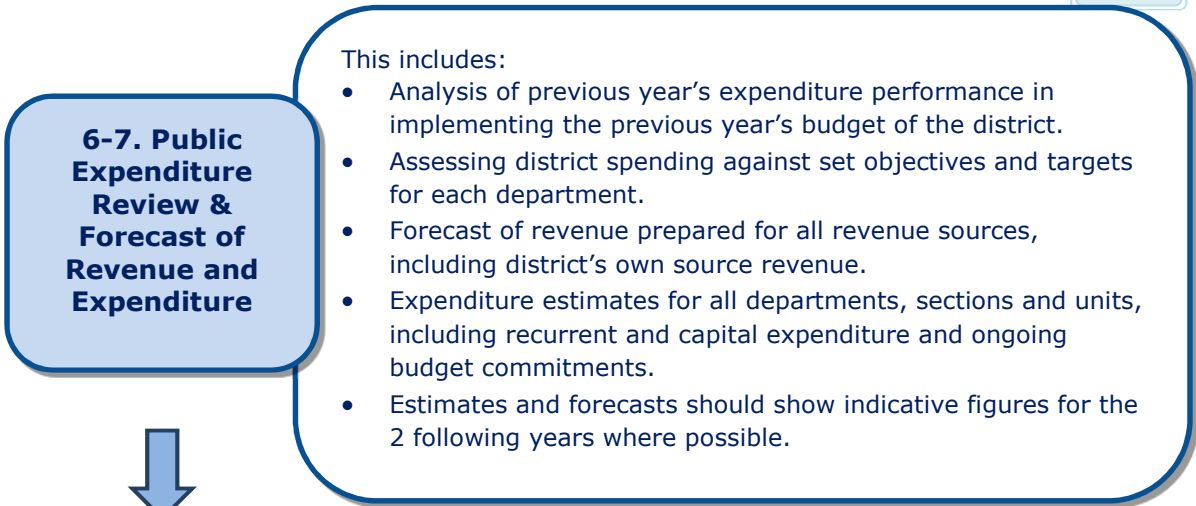


5. Budget Circular & Budget Conference

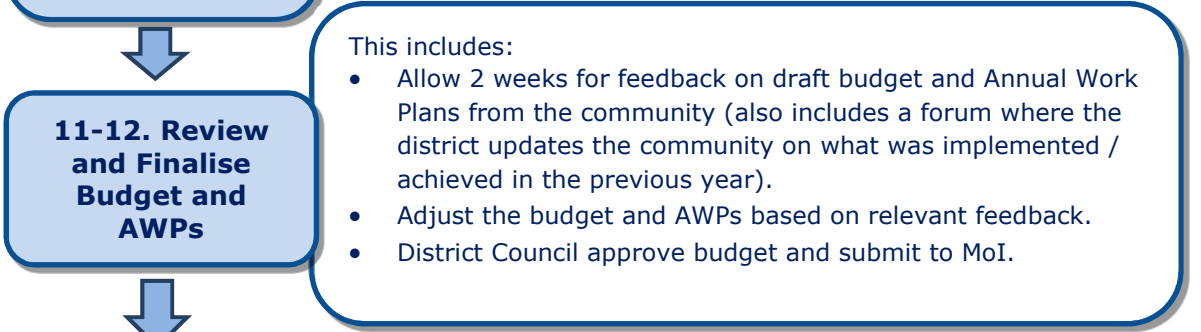
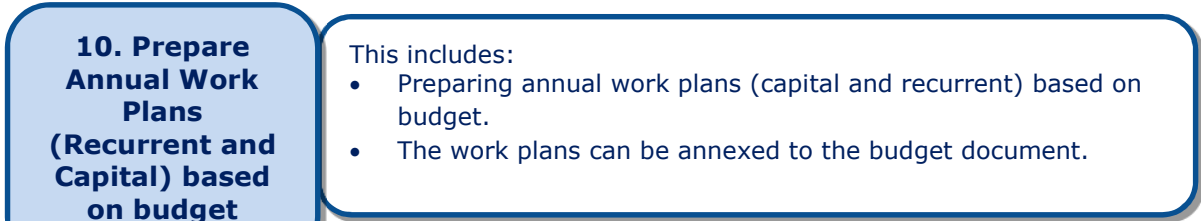
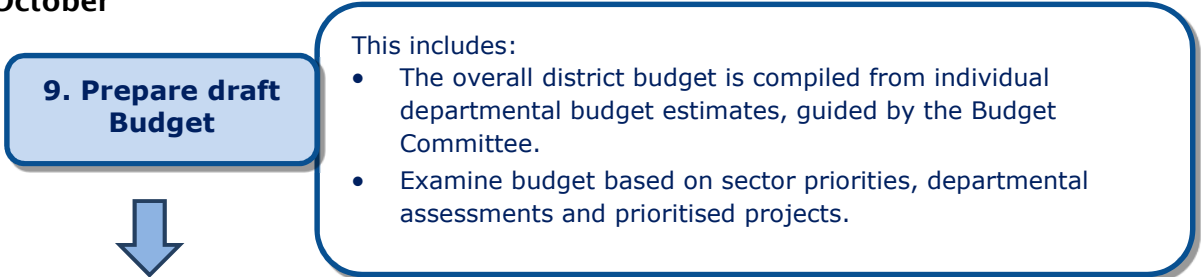
This includes:

- District Budget Conference of key stakeholders to discuss development priorities based on the budget envelope.
- Indicative planning figures of proposed central government transfers, and donor and NGO funding.
- Budget Circular issued just prior to Budget Conference.





October



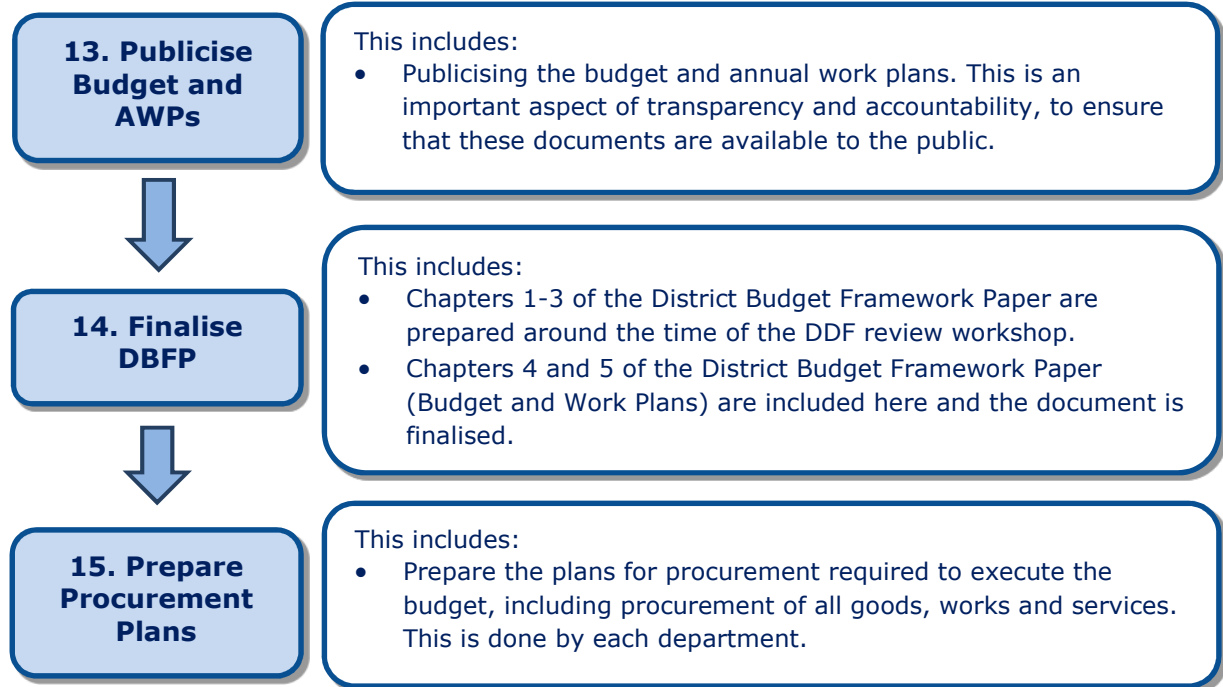
November-December

Diagram 13. Steps in preparing the revenue forecast

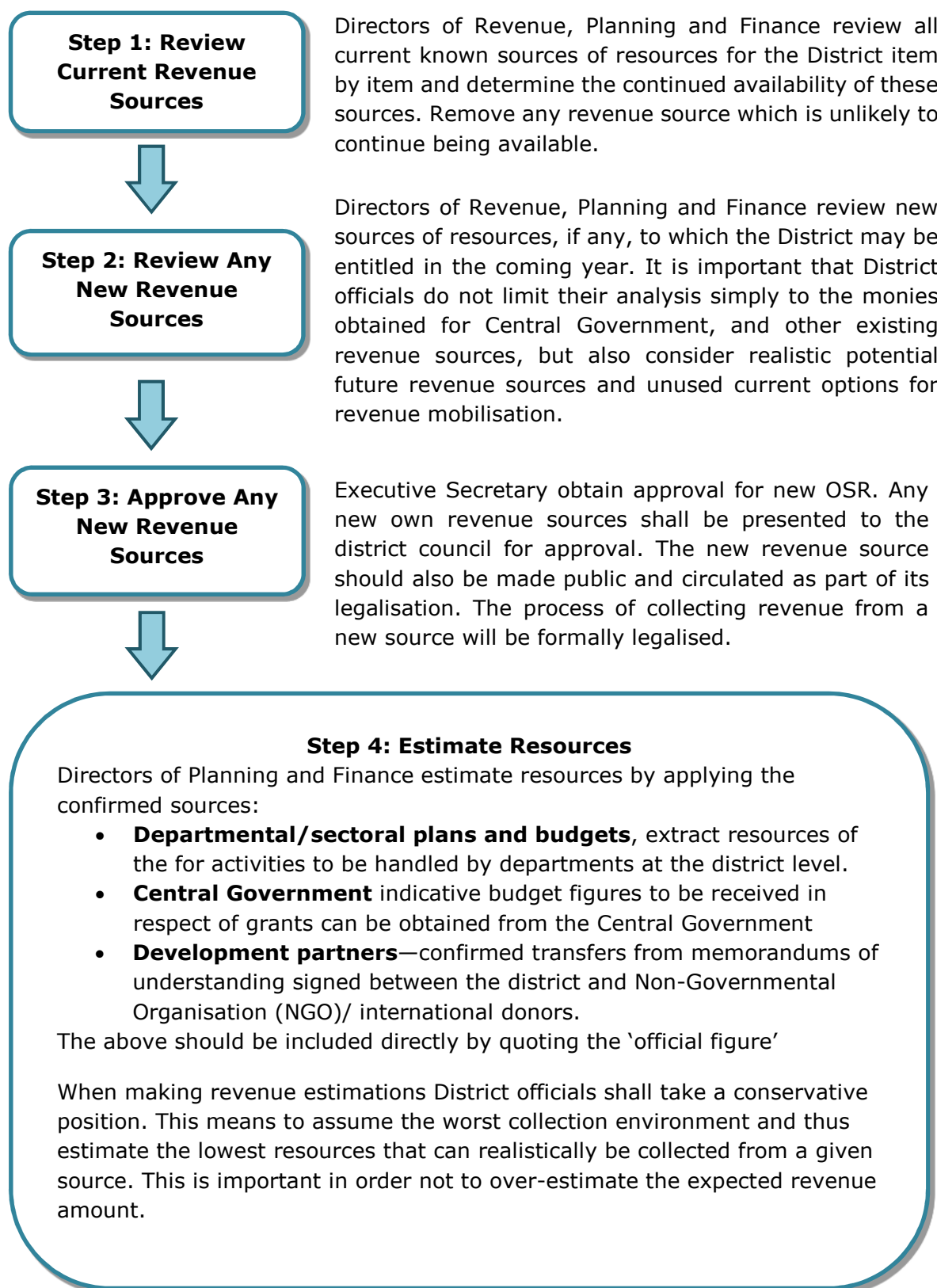


Diagram 14. Steps in Preparing the Expenditure Forecast

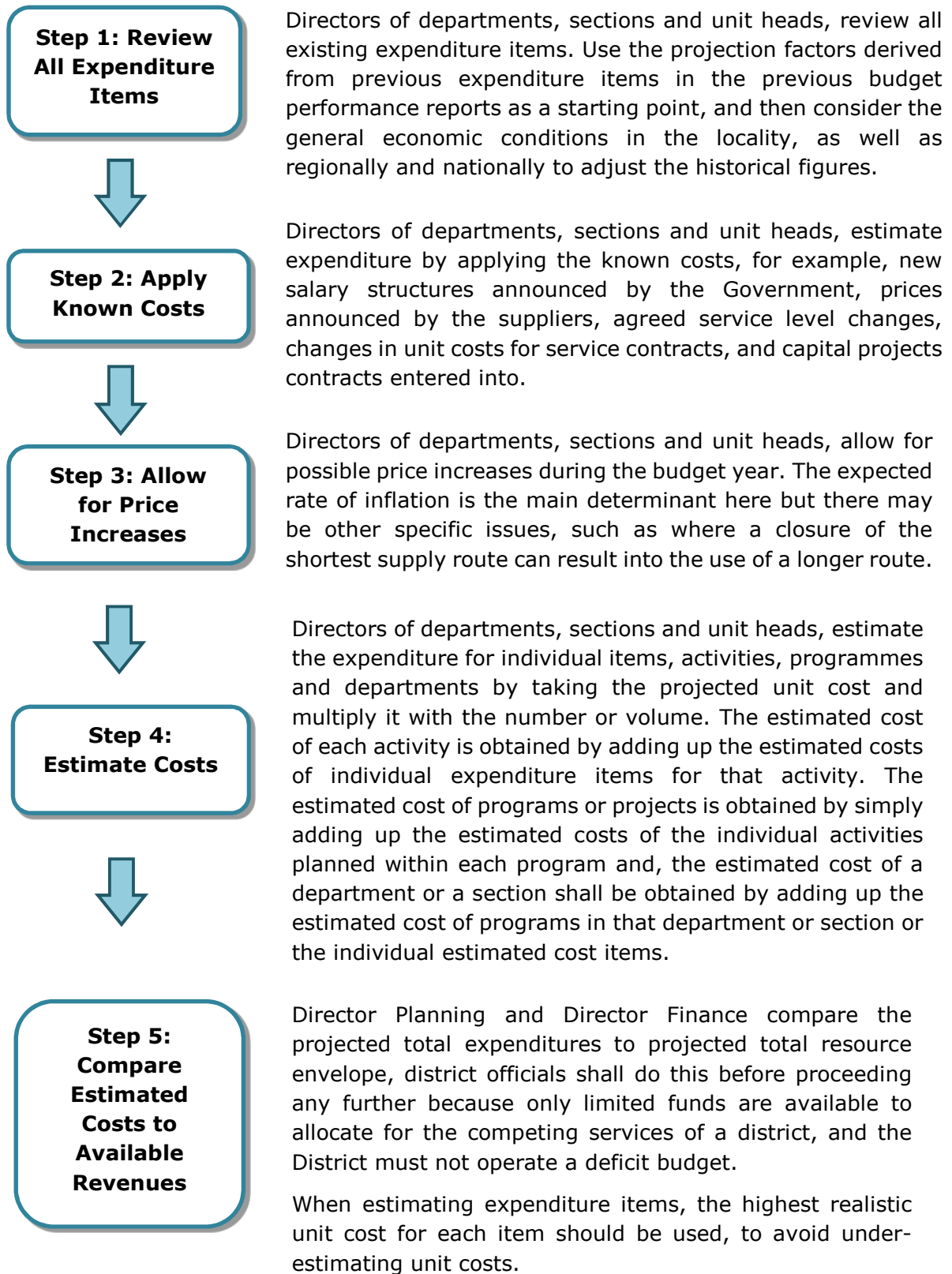


Diagram 15. Steps in Activity Prioritisation

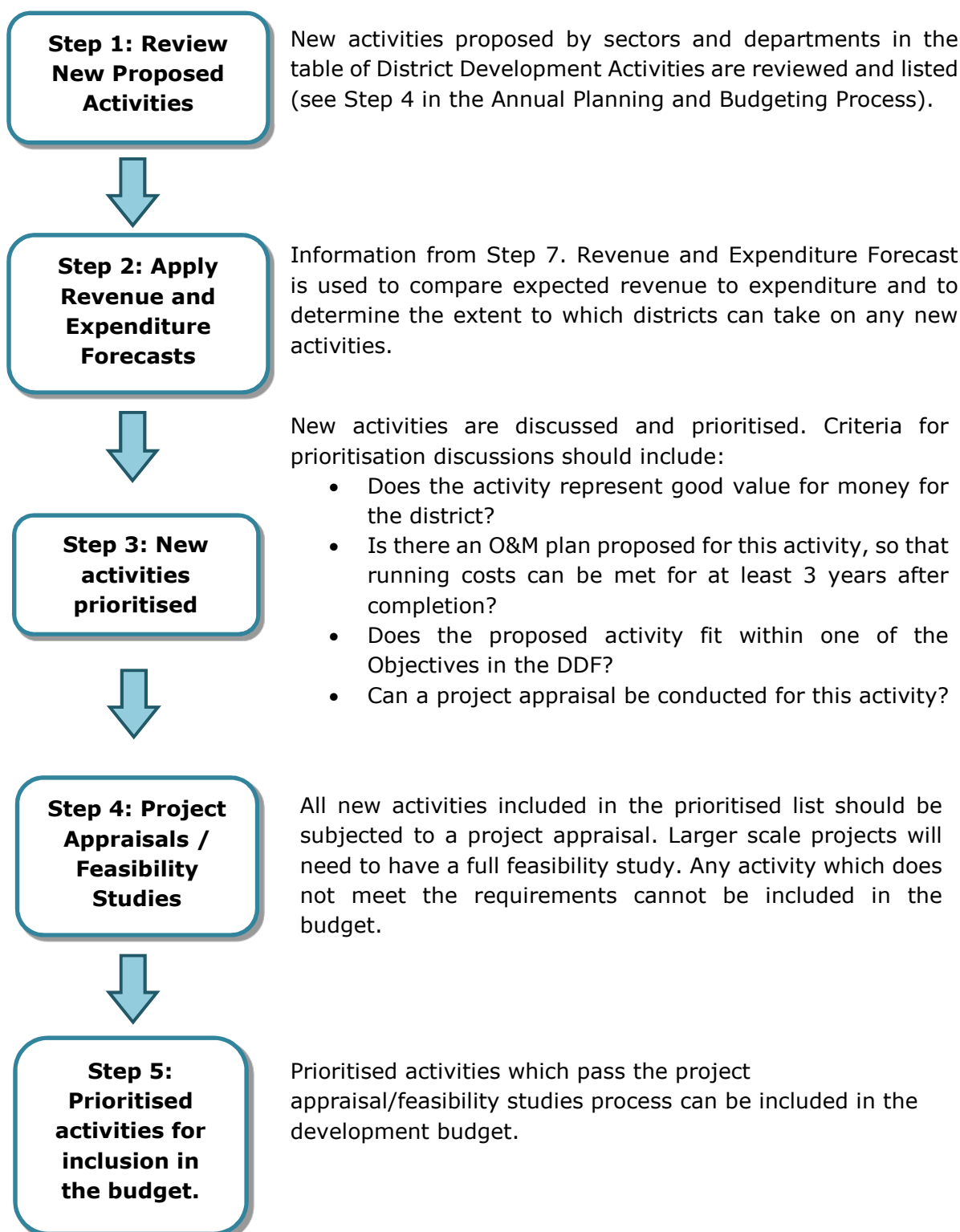


Diagram 16. Steps in drafting and compiling the district budget

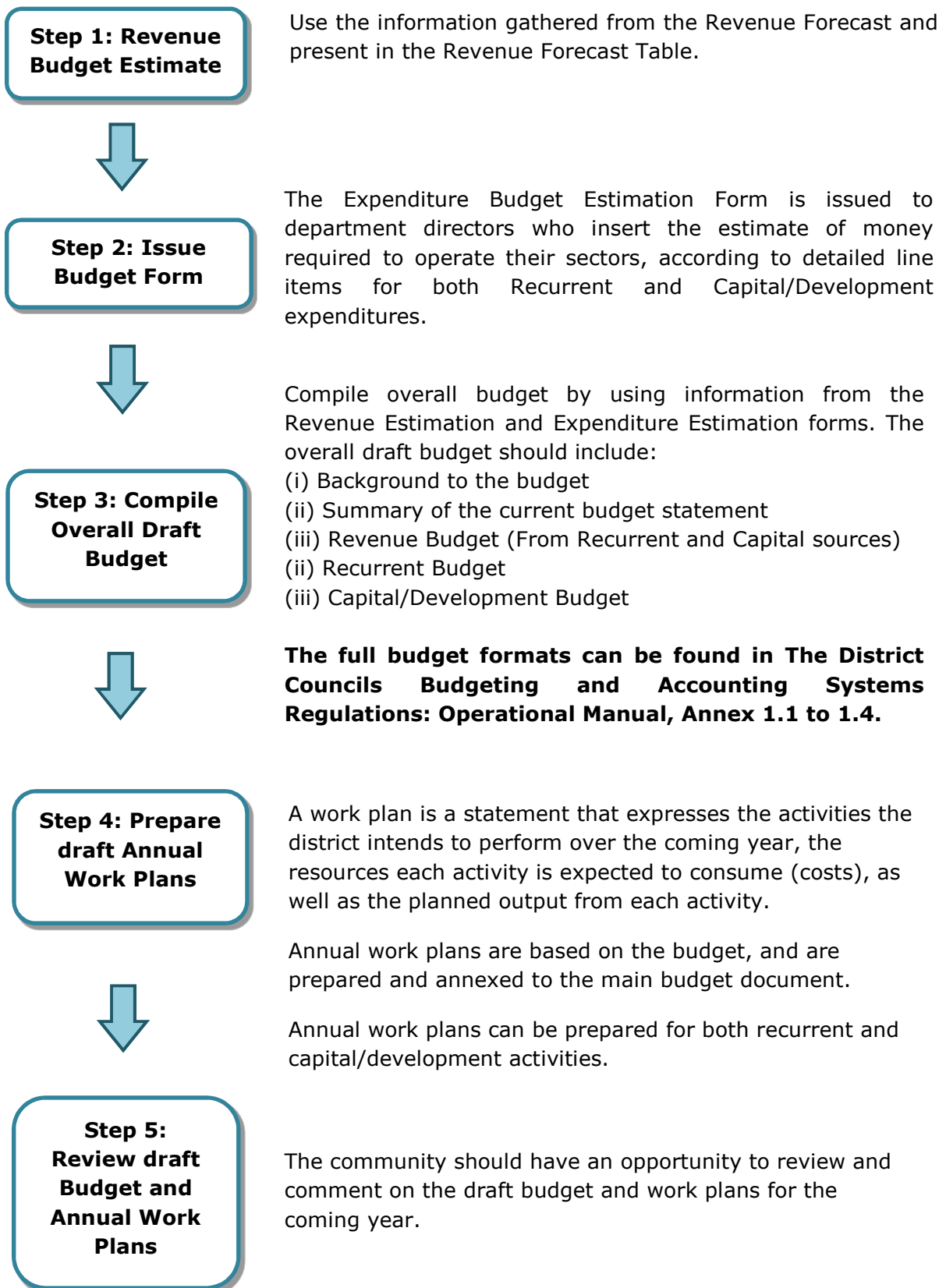


Diagram 17a. Budget and Annual Work Plans Approval Process

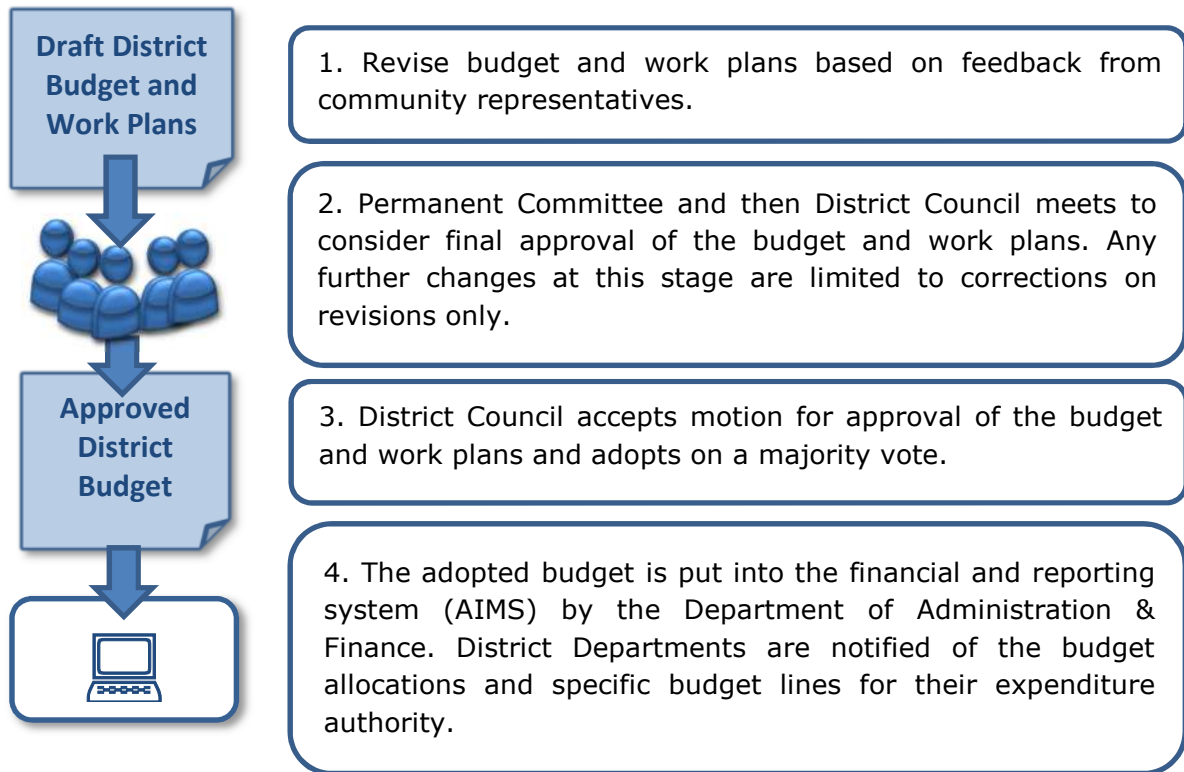


Diagram 17b. Budget and Annual Work Plans After Approval

