



**Local government institute**  
**Joint Program on Local Governance (JPLG)**  
**DPP&BG training report**



**Conducted by: *Puntland Local government Institute***

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## 1 Abstract

Local government institute together with conjunction of the UN JPLG have conducted a training intitled a District Participatory planning & Budget Giude(DPP&BG) for both the council and executive repressive. The training was aiming at the equipping the participants to be well acquitted about the planning and budgetary techniques to participate which is vital to the development of the districts and open ayes to the rest of the districts in Puntland by taking role model role.

The facilitator used a mixed method of training the DPP&BG with a vivid illustrations and group discussions. The facilitator breakdown four sessions to conduct the training and made sure each one to be a successfully delivered to the Then participants. The facilitator shared the participants all the rules and regulations during the training sessions. Different facilitators took party the training. Each session led by an expert in those areas among the consultant in the MOIFAD. All session was conduced as planned and the participants were shown a receptive about the training. Eight days; each day was given a three session.

The LGI consultant prepare the report and noted down all challenges within the training sessions, result achieved and the war forward to find a fully operational effectively in all those districts. Since the trainees were among the newly elected

## 2 Introduction

### Background

During this year the LGI had conducted several trainings to the districts, especially the three districts where council was elected by one person one vote. The LGI conducted induction training to the council members of those districts. Also the LGI conducted a TOT training to the districts for DDF development. The LGI conducted a Training need assessment to the UNJPLG districts to find out how the last training on HRM and OM&A as well as the DPPBG was implemented and utilized. But the result has indicated a poor implementation due to other factors that also need to be addressed, such as the support of the mayor and the council to implement the lessons learned during the training.

Since the approval of the standardized curriculum, the LGI conducted several trainings based on that curriculum. The LGI has successfully conducted training on HRM, OM&A and DPPBG, and DBPG in 2021. The participants were drawn from the UNJPLG districts staff in human resource management and planning department.

The oversight committee agreed to fast-track the training that the district needed to the elected council members in the three districts that election was held by TPEC. The LGI and the MOIFAD has agreed to divert this training directly to those districts (Gardo, Eyl and Ufayn) since the same training was given to all UNJPLG districts in last year, and giving them again will not yield much. This training also will be held in groups to train the intended staff in the executive as well as the permanent members of the newly elected council.

The LGI assigned a team of TOT (probably the MOIFAD pooling consultant to conduct the training).

The training given to Gardo, Eyl and Ufayn; Those districts are now having a direct elected council members and mayor by last one person one vote that were held in Puntland last Oct, 2021. The training is given an insight to the newly elected council members as the administration were given last year, but this will be a refresher training to the Planning sections.

Facilitator conducted the training successfully as they have an immense experience in the way to train the districts and gap that needs to be filled according the training. The trainees was given an pre and post test to evaluate the impact and the challenges.

### 3 Objectives of the training:

1. Understand their specific roles and responsibilities in the DPP&BG cycle.
2. Describe how their own roles and responsibilities relate to other activities in the wider DPP&BG cycle, and how this fits with other stakeholders.
3. Undertake their DPP&BG roles and responsibilities according to the steps outlined in the cycle.

Expected outcome of the training

After the training exercise the institute will expect the following expected outcome:

1. Understood their specific roles and responsibilities in the DPP&BG cycle.
2. Described how their own roles and responsibilities relate to other activities in the wider DPP&BG cycle, and how these fits with other stakeholders.
3. Undertaken their DPP&BG roles and responsibilities according to the steps outlined in the cycle

### 4 Training methodology

The training aims to be interactive and participatory. In addition to lecture/presentations, the following training methods used during the training:

- Group discussions
- Brainstorming
- Case study
- Presentations
- Home work
- Roleplay

- storytelling and expectance sharing

## 5 Instructional aid material

The participants were distributed a note books and pens for each member of the training. The facilitator used flipcharts, mark pen and mask tape, projector and laptop for presentations.

## 6 Ground rules/ regulations of the training

In the plenary discussion, the participants agreed on the following ground rules:

- Keeping time during all sessions
- Giving participants a chance to make presentations
- Participants should rise their hands in order to be allowed to make contributions/questions
- Put off/silence mode all mobile phones during sessions
- Respect ideas and views of the other participants
- To participate the session actively
- reduce movements and talking in the training Hall

## 7 Opening remarks

The Chairman of the oversight board committee of the LGI Mr. Abdullahi Said Aw-yuuf with opening remarks officially opens the training of the local government trainees. The chairman thanks the participants and talks the importance of the DPPBG to the districts. The director of MOIFAD argues the districts to take carefully these lessons as the DDF is under process to take place in the districts. The chairman hails the utmost effort of the LGI teams to conduct this training and other training of the district's capacity building.

The MOIFAD departmental director for planning also presented some opening remarks; the director shared the participants the importance of having a planning in each district, then the director also mentions the goodness of this time of training and the conduction of the DDF. Director also shared the districts should take the unequivocal role this upcoming planning process.

The LGI consultant also delivered some opening remarks to the districts participants as he argues the training should be focus on this training as the book to cover is an overview about five books, so understand and in-depth insights in each areas, they should focus and make sure to attend each session.

## 8 Training proceedings

### 9 Day one

#### 9.1 Session one

The facilitator welcomes the participants of the training and introduces himself and allows the participants; each parson stands and introduces himself to the house. Then the facilitator asks the participants to appoint a person who will be coordinator of the class. The facilitator shares the participants the ground rules of the training and argues the members to keep in mind each day of the training. The facilitator shares the members the expected outcome of the DBBPG training and allows each objective to be contemplated by the participants.

The facilitator asks some pre-test questions to the participants. The facilitator shared in a group WhatsApp created to share the notice and other significant information during the training. The participants responded to answer the pre-test. The facilitator shared the objectives of the training, the agenda and the topics to cover during those eight days. The facilitator ask some ice-breaking questions to the participants, as well as the faciliatory discusses with them the expected of each participants; each person rights down and shared to the participants for the will of the members.

#### 9.2 Session two

The facilitator shared the partisans the session objective and expected outcome that the training must make sure to be achieved. in the first and foremost the facilitator defines the DBBPG to the participants. Then, the facilitator used projector in a power point, the

objective of the DPP&BG by dividing three angles which is the fiscal discipline, value for money and strategic prioritization as the objectives of the public finance management. In addition to that the facilitator explains the importance of the DPP&BG to the district and the publics.

The facilitator shared the participants the DPP&BG cycle in a power point presentation. They have shown a receptive attitude about the cycle and sat some discussions in each phase of the cycle. The trainer made a clear-cut-illustration about how the cycle interlinked and importance of each level. The trainer also teaches the participants the stakeholders role in the cycle and allowed them to ask questions about their understand an how the cycle know is implied to the districts.

### 9.3 Session three

The trainer grouped the participants in a six group to discuss and make a group presentation. The exercise was given in the participants handbook in exercise 1(case study to distinguish the objectives of the public finance management objectives. The groups worked well and made a presentation about their findings in the case study. This facilitator added some remarks for each groups and lamented his comments for further explanations for deep understanding about the topics.

## 10 Day two

### 10.1 Session one

The facilitator gave the participants a recap of the day sessions in an energetic form by using the seven up energizer exercise. The facilitator introduced the participants the sessions leaning objectives and aims.

The facilitator tested the participants knowledge about the planning and the budgeting. Then the facilitator explained the definitions about the planning and budgeting and the importance of having a plan an budget in the districts. The facilitator described the steps of the planning and budgeting from the DDF to the feasibility study. The trainees were given an exercise to analyses the districts planning an budgeting using a diagram given in the participatory book.

## 10.2 Session two

The facilitator vividly explained the stakeholders of the planning and budgeting each well illustrated in each stakeholder role and responsibility. The facilitator throws a discussion about the stakeholders of the planning and budgeting before shared the stakeholder's role. Then the participants deeply study the participants book to know each stakeholder's role and responsibility.

## 10.3 Session three

The trainer teaches the participants the key documents in planning and budgeting process. The facilitator vividly illustrated the documents in the power point and to fill in each document and well as the who is to support to perform each document. The participants asked questions about the key documents. The facilitator aske some experience participants and higher-grade districts to further explain the way they use all those documents. It was fruitful discussion to each other as they share the experience and vowed to get contact to each other for further discussions and sharing knowledge and information.

## 11 Day three

### 11.1 Session one

After a rejoice recap of the previous day, the facilitator shared the session leaning objectives and expected outcome of the session. The facilitator makes a presentation about the planning and budget steps in an overview way. Then the facilitator sat to explain each step in a detail manner. Districts annual planning and budgeting (all years) were trained to the trainees and the facilitator teaches each step from the community consultations in sept to procurement in December.

The facilitator asked some questions about how the districts currently perform the exact way of explained one or not. The participants agree that they districts perform partially but not yet apply all of step in the planned time. The facilitator ignites some discussion about how to apply all those steps in the districts. They have agreed that the missing agent is the capacity building and having such manual to follow.

### 11.2 Session two

This is the backbone of the districts works; this is the vision and with out it the districts will be in havoc in performing their developmental duties, the facilitator motivated to the participants. The facilitator (A new one) is participated a previous DDF development and among a team leader in the upcoming DDF took the stage to share and teach the participants the DDF in details. The facilitator aske some question to attract the attention of the participants and test the knowledge of the participants. Some of the experained members form Eyl and Qardo shown some concepts while Ufayn and the newly elected members of the districts had little about the DDF.

The facilitator shared the steps for conducting the DDF in the first year in each five-year plan. The facilitator shared the process in each step by telling them: the purpose, output and stakeholder of each process. Questions and answer, role play and case studies were commonly used during the illustrations and explanations. The facilitator also shared the tools to use during the data collection in the field work. At the end of the session the facilitator show cased the DDF book from cover page to the appendix.

### 11.3 Session three

The facilitator sat a question for group work in the third session of the day. For more rehearsal the participants were asked to present the best way to conduct a community consultation in the preparation for the DDF. Each group presented their suggestions and best step to follow. The facilitator made some comments about other best options to use for conducting the planning process. The session ended with the ecstatic participants who they understood the DDF as some of the participants shown their first experience about the DDF.

## 12 Day four

### 12.1 Session one

The facilitator gave an exercise for recap of the day three. The participants are tested their understand and description about the period day lessons. The facilitator shares the sessions objectives of the learning sessions. The facilitator then elaborated the expenditure and cash follow of the implementation of the planning and budgeting of the districts. The facilitator aske some discussion question about the roles of the districts departments and analyzing function in group work. In exercise 5 of the participant book, the participant actively engaged in the exercise. Although the expenditure and cash flow lessons are detail available in the Local government Financial Management manual. The facilitator explained the purpose to follow up the approved budget and how to ensure the budget commitment to the districts.

### 12.2 Session two

The facilitator presented to the participants, when to conduct the budget monitoring, the purpose of budget monitoring, the stakeholders and related training about Budget monitoring and revision. The facilitator shared further knowledge about the budget monitoring as this was an interesting issue to the local government councils in the room. The facilitator opens the floor for discussions about the currently budget monitoring and the best way to improve the budget monitoring withing the districts.

### 12.3 Session three

The consultant of the UNJPLG in procurement were given the room to train the participants the procurement lessons in this overview module. The facilitator had a discussion with the participant, knowing how to conduct the procurement process in the districts and their understand about the procurement. The facilitator summed up his presentation in procurement cycle; giving an easy way to illustrate the procurement process and sequences steps. The participant was given a group exercise to discuss the best options to enhance the procurement in the districts in Puntland.

## 13 Day Five

### 13.1 Session one

The facilitator divided the participants in a group to work on the stakeholders' roles in budget execution. The group worked in to use the exercise in the participants book which is the diagram showing the work and the corresponding stakeholder. The participants worked well and presented their results. The participants asked question to each presenter for further clarification. The facilitator summed up the discussions with comments about the stakeholders and their roles.

### 13.2 Session two

This is the second session of day five. A new facilitator who has a special accounting background commenced the training of accounting and reporting of financial issues in the districts. The facilitator asked the background of the participants about the accounting and finance. View members shown that they have the knowledge about the field. The facilitator gave a lesson about an overview about the accounting and its importance to the districts. The facilitator described the key activities and step for the different aspect in accounting and reporting and to use that information during the budget execution. The facilitator clearly explained the importance and purpose of the districts accounting; eleven points were vividly explained to the trainees. The facilitator tapped the session with the basis of accounting in the districts; where it is the accrual, cash or modified.

### 13.3 Session three

The facilitator explained the bookkeeping definitions. The book of accounts that the districts should keep properly also illustrated in a projector for power point slides. The facilitator opens a discussion to the members for the currently in use of bookkeeping in each district who is present in the room of the training. The districts agree that still some books of accounts are not in use in the districts. Also, the members discussed how the technology is changing the dynamics of the bookkeeping systems.

## 14 Day six

### 14.1 Session one

The facilitator briefly explains the works of IMIS/BIMS and IFMIS. The facilitator shared the participants the background about the modern system of accounting and finance and the Somali context now adopting this system. The facilitator explains the importance and the implication of using the IFMIS and gave the participants a case study how the Garowe municipality is using these systems. Gardo districts also having work under progress but the B and C districts are underdog for IFMIS systems. The facilitator opens the floor for question and answer. The members asked question about the best way to implement and how the B grade districts can implement these systems. Other questions between the participants and facilitator have been highly interested and participated.

### 14.2 Session two

The facilitator explained to the participants the charts of accounts as most of the participants had no previous knowledge about the chart of accounts. The facilitator defined the chart of account and its purposes in the accounting systems. The facilitator showed how the chart of accounts in the districts should be structured. The facilitator tells that the participants should take as an overview as the members of the council will not put in practice. The facilitator but in attention about the financial reporting which is monthly and quarterly and annually: The facilitator explains the monthly financial statements which comprises four different types of statements. Then the facilitator elaborated the quarterly statements that the districts secretary should produce. Lastly the facilitator exemplified the annual financial statements.

### 14.3 Session three

In this session the facilitator gave an exercise to the participant; to work in pairs and march the given aspects of the good accounting practice. The participants worked and presented to their marching. The facilitator further clarified each principle to deepen the understand of the participants as this accounting practice is the basis of the accounting practice.

## 15 Day seven

### 15.1 Session one

The facilitator embarked an interested session as this could be seen the signaled of the participants, as the facilitator asked an ice-break question about the internal audit. The facilitator vividly explained the meaning of audit and the different types of audits. The facilitator asked a question about the duties of the internal audit. The participants gave an immense respond. The facilitator explained the right duties of the internal audit. The

facilitator shared the members that the internal audit manual have been prepared by UNHABITAT intended to apply in Puntland local governments. The manual in both internal audit and internal audit committee are available. The facilitator also explained the internal audit structure and procurement audit.

## 15.2 Session two

The facilitator asked a question about the understanding of the participants M&E. After a brief discussion the participants showed a receptive response by listening to the facilitator's explanation about the concepts and aspects of the participatory planning of monitoring and evaluation. The facilitator explained the monitoring and evaluation and their differences. The facilitator gave a question for discussion. The participants worked in pairs to discuss where monitoring and evaluation is useful in their districts.

## 15.3 Session three

This is the last lesson to the participants. The facilitator differentiated the audit and M&E. The differentiation was based in terms of purpose, time, what information to collect and how the information is used. The facilitator explained the key elements of the M&E, Gender and M&E and roles and responsibilities of districts M&E. Eventually, the facilitator organized a group work. They should work to identify the activities which are given between the audit and M&E. The groups worked well and presented their identifications. The participants showed a good sign of understanding between the audit and M&E.

## 16 Day eight

### 16.1 Model summary

The facilitator reached the culmination of the training in the eighth day. The facilitator made some refreshing training lessons and asked the training participants to volunteer each lesson's summary and their understanding. The facilitator made some form of summary for each chapter covered during the training.

### 16.2 Next steps

The facilitator gave a group work of preparing an action plan for the implementation of how to implement and pass this knowledge to the district. The groups created an action plan and the way forward for the next. The most steps that the groups presented were: to make an orientation to these lessons to all district staff; to keep a copy of the book in an accessible area to the district. The council members agreed that they will share the learning lesson to the other council member.

### 16.3 Evaluation

After the conclusion of the training, the facilitator used a post-training evaluation survey and shared through the WhatsApp group. Most of the participants responded the survey. All of the respondents agree that they have delighted about the training and the facilitators. They have recommended to give such training to all district staff.

### 16.4 Certification

After evaluation and closing remarks by the Director general of the MOIFAD. The members were awarded a participation certificate. The harbinger participant face was the sign of the rejoice of the training. Group photos and schmooze between the training participants given a goosebumps to the onlookers.

## 17 Result achieved

1. Understood their specific roles and responsibilities in the DPP&BG cycle.
2. Trainees can Describe how their own roles and responsibilities relate to other activities in the wider DPP&BG cycle, and how this fits with other stakeholders.
3. Undertook their DPP&BG roles and responsibilities according to the steps outlined in the cycle

## 18 Challenges

1. The trainees were not in an education level; this can give the facilitator a conundrum to make sure the trainees are in a same page.
2. Some of the participants were not happy about using the air-conditions, Natural ventilation is their demand; the outside note necessitated to close the windows and use the air-conditions.
3. It is a bit challenges to train a council member and the executive in same room. Some areas/ lessons were igniting a debate between them and you behave like a chairman in the house. To discuss is good sign of participation but due to time constrains we have to control to finish every lesson on the planned time.

## 19 Lesson learned and way forward

1. The training venue should be good to conduct a natural air ventilation room
2. Young graduates should be given a chance to participate each training as it will give a chance to the districts to have a trained member at them of staff leaves.
3. The ministry MOIFAD should create a monitoring scheme about the implementation about the Planning and budgeting, procurement and internal audit.

4. A refresher training is highly recommended; follow up for the use of the training and remembering the training lessons to the participants.

Photo gallery: DPP&BG Training



