**PROJECT PROPOSAL**

**Basic Information**

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| PROJECT TITLE | CONSOLIDATING REPRESENTATION AND PARTICIPATION IN GHANA |
| RESPONSIBLE PARTY | National African Peer Review Mechanism Governing Council |
| IMPLEMENTING PARTNER | Inter-Ministerial Coordinating Committee on Decentralisation (IMCC) |
| EXECUTING PARTNERS |  |
| DURATION | 12 months  |
| PROJECT COST | 310,000.00 |
| DOCUMENT DATE |  11 February, 2015 |
| CONTACT PERSON | Winniefred AsarePrincipal Program Officer  |

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| 1. UNDAF OUTPUT:

**OUTPUT 10.1:** Key national institutions of democracy are effective, accountable, gender responsive and promote peace, inclusive governance, human security with focus on vulnerable groups, by 2016 |

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| 1. KEY RESULTS:

Capacities of governance institutions strengthened to promote enhanced service delivery and increased participation of citizens; especially women, youth and other marginalised groups in governance  |

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| 1. APPLICABLE BASELINES, INDICATORS & TARGETS:

**Baseline 1.3.3:** At least 12,000 citizens participated in governance assessments in 2014**Indicator 1.3.3:** Number of citizens successfully participating in periodic nationwide governance assessment exercises (Source: GaP Poll and District Governance Assessment) (gender disaggregated data)**Target 1.3.3:** A total of 25,000 citizens participating in nationwide governance assessments by end of 2016  |

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| 1. PLANNED ACTIVITY:

Enhancing Citizens Participation in the District Governance Assessment |

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| 1. OVERVIEW:

 The need for both local government and civil society involvement in governance assessment emerged following the completion of the Ghana Country Self-assessment of the African Peer Review Mechanism (APRM) in June 2005. This report identified inadequate consultations with local stakeholders in district level planning, budgeting, implementation and monitoring of policies and programmes at the local level. Consultations at the national level have always been by invitation and have tended to exclude local level actors. For most communities therefore, their experience of development is a process that comes to them from the government, development partners and civil society organizations. Development is not a course of action that they initiate, implement, control, monitor or own. In such an environment civil society actors are unable to hold local government authorities accountable for their actions or inactions. Firstly, civil society actors are unable to monitor issues of governance and service delivery because of the absence of local level indicators and mechanisms to track such progress. Secondly, there are very few institutionalised platforms for local stakeholders to engage with local government authorities and public service providers (education, health, water and sanitation, etc) and hold them accountable for their stewardship. Thirdly, Civil society is unable to hold both local government actors and service providers accountable for the service they provide, because they lacked the requisite capacity (skills and knowledge) to monitor, manage and use local level data to demand improvement in governance and service delivery.The concept of the District APRM Oversight Committees (DOCs) was mooted in 2008. The members of the DOCs are drawn from local level civil society, private sector, identifiable groups, vulnerable groups and public sector actors who reside in the district. They serve as the decentralized arm of the Governing Council who operates on a voluntary basis to sensitize and educate the populace on the principles and objectives of the APRM. The reports the DOCs generate from the governance assessments serve as the rallying point for local level engagements. This has afforded local actors (right holders and duty bearers) the opportunity to jointly monitor progress in governance and service delivery and seek ways of addressing challenges.This activity aims at building the capacity of local civil society actors (District Oversight Committees ( DOCs) to collect local level data on governance and service delivery, prepare district-level reports, and to support the creation of a non-political platform for DOCs to engage local level duty bearers, service providers and the citizenry to demand improvements based on the outcomes of the district governance survey. In 2012 the APRM Secretariat with the support from UNDP piloted the use of mobile telephony as against the use of paper-based questionnaires in the collection of governance and service delivery data in 20 districts. Over the past 2 years the use of mobile telephony has been extended to 80 districts with an estimated 21,000 citizens participating in the surveys. The gains of mobile telephony includes enhanced data collection abilities, reduction in data analysis and report writing time, increased accuracy of survey data, increased level of citizens participation and an overall reduction of project costs.In 2015, the outreach for citizens expected to participate in the conduct of the governance assessments is targeted 100 districts nationwide. This will increase the number of citizens participating in the survey from 21,000 in 2013 to an estimated 25,000 in 2015. Local actors (DOCs) use Citizen’s Report Cards (CRC), the APRM data collection instrument to collect the lived experiences and perceptions of citizens on such governance indicators as: understanding of human rights, freedoms of speech and association; participation and inclusion; citizen’s contact with elected and appointed public officials, access to justice and security of life and property. Other indicators include issues on corruption; unemployment and empowerment; transparency and disclosure. Basic service delivery indicators cover education, health, water, and sanitation. The survey data is analysed and with inputs from focused group discussions (FGD) the District Governance Survey report is prepared. The reports from the assessments are validated and subsequently deliberated on at the District Assemblies who are expected to prioritize and draw up action plans to address major challenges. The committees then monitor the improvement or otherwise of the indicators annually. The monitoring is undertaken by means of Citizen Report Cards, focus group discussions (FGDs) and reports from local duty bearers.To promote participation through inclusiveness at the local level, a non-political platform is created at the district level to enable the citizenry validate the district governance reports prepared by the DOCs. This enables DAs to recognize the different constituencies within civil society to encourage inclusiveness and also create an evidence-based dialogue for right holders and duty bearers to interact to find solutions to their governance and service delivery challenges. The process helps to improve the level of trust among citizens, local authority and service providers leading to enhanced responsiveness, accountability and transparency. Again, there is an improved level of participation and empowerment of women, the youth and vulnerable groups to partake in the decision-making process.The District Governance Assessment Survey 2015 represents the 6th iteration of the baseline conducted in 2009. The 1st, 2nd, 3rd, 4th and 5th iterations were conducted in the years 2009, 2010, 2011, 2012 and 2013 respectively. |

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| 1. ACTIVITY SUMMARY :

1. Review of Citizen Report Card (CRC) Data Collection Instrument; there will be a one day stakeholder meeting to be organized in the 2nd week of April to review the indicators in the CRC so that all stakeholders are satisfied with fair representation on governance issues. 2. Upgrade of NAPRM-GC Master Mobile Telephony Server: The program officer together with the IT consultant will update the server to incorporate all changes that will be made as a result of the review meeting. Making sure all indicators are included3. Capacity Building of 40 DOCs in Mobile Telephony: A one day capacity building training workshop will be organized for 80 participants to update them on changes that might have occurred from the review.4. Conduct Governance Assessment Surveys in 40 Districts Nationwide: DOC members will collect and collate data from 40 districts within 25 working days 5. Conduct 15 Citizens Engagement and Dialogue Platform to Validate District Governance Survey Reports:  |

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| 1. GENDER MAINSTREAMING:

APRM being gender sensitive already made sure that the composition of the DOC (which is made up civil society groups) is well represented by all; Women, youth, men and PWDs. Again, the respondent category of the dta collection exercise emphasises on 44.5% inclusion of women from across the citizenry. This translates into 223 female respondents out of the 500. During citizen’s engagement with local authority, duty bearers and service providers, invitation is extended to all identifiable groups and everybody present is allowed to express him/herself freely without fear or intimidation.  |

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| 1. EXPECTED RESULTS:
2. The Citizens Report Card Data Collection Instrument updated to adequately capture relevant governance issues
3. The NAPRM-GC Master Mobile Telephony Server upgraded and updated to efficiently capture the Governance assessment survey indicators.
4. The Capacity of 40 DOCs built with skills and knowledge to undertake governance assessment surveys using mobile phone technology.
5. Governance assessment surveys conducted and draft survey reports prepared by DOCs in 40 districts
6. Enhanced citizens’ engagement and participation to dialogue local authority, duty bearers and service providers to validate draft district governance reports. The activity will further enhance participation of vulnerable groups and also increase the level of responsiveness and accountability for increased local economic development.
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| 1. STRATEGIC PARTNERSHIPS:

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| PARTNER  | ACTIVITY  |
| NCCE | General coordination of the activities of the DOCs in the district. They also provide quality control of APRM activities. In addition, NCCE facilitate the organization of the district dialogues between the duty bearers and the right holders in the district. |
| District APRM Oversight Committees (DOC) | They are representatives of CSO and Identifiable groups who implement APRM activities in the districts. They serve as enumerators and collect data under the District Governance Assessment survey. DOCs further collate, analyse and prepare draft district governance reports which are subsequently validated by the citizenry  |
| DISTRICT ASSEMBLIES  | They would provide support to both the DOC and NCCE in gathering secondary data for the Governance Assessment and also assist in the organization of the district dialogues between the duty bearers and the right holders in the district |

The District Governance Assessment Survey project is in collaboration among Government of Ghana, UNDP, DANIDA and the Hanns Seidel Foundation. The 2015 AWP Budget is therefore a contribution to the overall cost of implementation. Budget - Donor Contributions

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| Activity  | Partner  | Support GH ¢ |
| 1. Review of Citizen Report Card Data Collection Instrument
 | UNDPGoGDANIDA | 11,7005,00010,000 |
| 1. Upgrade of NAPRM-GC Mobile Telephony Server
 | UNDP | 15,000 |
| 1. Capacity Building of 40 DOCs in Mobile Telephony
 | UNDP 40 districtsDANIDA 30 districts HSF 20 districtsGoG 10 districts  | 78,300 90,00060,00030,000 |
| 1. Conduct Governance Assessment Surveys in 40 Districts Nationwide
 | UNDP 40 districts HSF 20 districts GoG 10 districts DANIDA 30 districts  | 220,00090,00060,000120,000 |
| 1. Conduct Citizens Engagement and Dialogue Platform to Validate District Governance Assessment Reports
 | UNDP 15 districtsDANIDA 20 districts  | 237,250270,000 |
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| Total  |  | 1,297,250 |

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| 1. BENEFICIARIES:

Generally, the citizens of Ghana are going to benefit from good governance and improved services delivery as well as enhanced participation especially women, youth and vulnerable groups in the governance process and local economic development particularly the 40 project coverage districts. The duty bearers like the District Assemblies would also benefit from the feedback they would receive from citizens, the district governance reports to inform the allocation of districts resources.  |

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| Sub activity  | Action  | Time frame  |
| Submit detailed work plan to program officer at UNDP  | Discuss and finalize work plan with focal person at UNDP  | By end of February 2015 |
| Review of Citizens Report Card ( CRC) Data Collection Instrument  | Organize a one day stakeholder meeting to review the Citizen Report Card | By week 2 in April |
| Upgrade of NAPRM-GC Mobile Telephony Server  | Consolidate all corrections that will be made at review meeting and upload onto the master server.  | 14 working days (By end of April correct version of the CRC must have been uploaded on the server and a pilot data collection completed by 2nd week in May , 2015 |
| Capacity building of 40 DOCs in Mobile Telephony | 2 rounds of capacity building for 40 DOC  | End of week 3 in June |
| Conduct Governance Assessment surveys in 40 Districts | DOC conduct Governance Assessment survey in 40 districts  | Week 1 in August |
| Preparation of draft District Governance Reports  | Various districts prepare draft reports  | Completed by week 2 in September  |
| Conduct Citizens Engagements and Dialogue platforms to Validate District Reports | Conduct 15 rounds of Citizens Engagements and Dialogue platforms to Validate District Reports | End of November, 2015  |

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| Target  | Sub activity  | Start date  | End date  | Date of monitoring  | Responsibility  | M&E method  |
| CRC review  | Review corrections over with IT consultant for upload onto muster server  | 13th April, 2015 | 30th April, 2015  | Daily  | Program officer  |  |
|  | Pilot Data collection with instrument  | 4nd May, 2015 | 18th May, 2015  | 8th May, 2015 | Program officer  | Field visit Desk review  |
| District Governance Assessment  | 40 DOCs conduct Governance Assessment  | 22nd June, 2015 | 7th August, 2015  | Daily  | -Program officer-Regional focal persons-Statistical service focal persons  | Desk reviewTelephone interviews and field visits |
| District Governance Assessment (DGA) report.  | DOCs prepare DGA draft reports  | 10th August, 2015 | 10th September, 2015  | Weekly  | Program Officer  | Telephone interviews  |

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| SUB-ACTIVITY | BUDGET (GH¢) |
| 1. Review of Citizens Report Card ( CRC) Data Collection Instrument
 | 11,700 |
| 1. Upgrade of NAPRM-GC Mobile Telephony Server
 | 15,000 |
| 1. Capacity building of 40 DOCs in Mobile Telephony
 | 78,300 |
| 1. Conduct Governance Assessment surveys in 40 Districts
 | 200,000 |
| * 1. Preparation of draft District Governance Reports
 | 20,000 |
| 1. Conduct Citizens Engagements and Dialogue platforms to Validate District Reports
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| 1. Finalize of Draft National Report
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| **Total**  | **325,000.00** |

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LOGICAL FRAMEWORK

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| Activity Title:Enhancing Citizens Participation in the District Governance Assessment | Verifiable Indicator*(sub indicators to the main Indicator in the AWP):* | Means of Verification (*where* can we verify *the results)* | Important Assumptions *(what are the factors that could influence the achievement of the results)* |
| Goal: | Mobilize Citizens, CSOs and government stakeholders at the local level to dialogue on transparency and accountability issues  | 1. Project reports2. DGA and APR Reports  | *Other institutions and agencies interested in the Governance Assessment help fund activities* *Funds released on schedule**Government of Ghana releases funds for District Governance Assessments and Dialogues* |
| Purpose/Objective | Number of citizens successfully participating in periodic nationwide governance assessment exercises | 1. Project reports2. DGA and APR Reports  | *Citizens’ willingness to participate in the Governance Assessment*  |
| Outputs | A total of 25,000 citizens participating in nationwide governance assessments by end of 2016 | 1. Project reports2. DGA and APR Reports  | *Citizens’ willingness to participate in the Governance Assessment*  |
| Sub Activities | 1. Review of Citizen Report Card (CRC) Data Collection Instrument 2. Upgrade of NAPRM-GC Master Mobile Telephony Server 3. Capacity Building of 40 DOCs in Mobile Telephony 4. Conduct Governance Assessment Surveys in 40 Districts Nationwide 5. Conduct 40 Citizens Engagement and Dialogue Platform to Validate District Governance Survey Reports  | * Report from stakeholder meeting
* The master server at the APRM secretariat and any android mobile phone
* Activity report from workshops
* Project reports.
* DGA and APR Reports
* Validation workshop reports
* Media coverage
 | *CRC Reviewed and uploaded onto the central server.**citizen will be to participation in Governance Assessment* *Civil society organizations will be willing to be trained to engage service providers**service providers and duty bearers are willing to attend town hall meetings for engagement* |

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| WORKPLAN: **DETAILED WORKPLAN FOR UNDP-funded PROJECT**

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| Title of Activity | Presentation and participating in the democratic process |

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|  Title of UNDP Project/AWP | CONSOLIDATING REPRESENTATION AND PARTICIPATION IN GHANA |

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| Name of Responsible Party (RP) | African Peer Review Mechanism |

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| Name of Implementing Partner (IP) | Inter-Ministerial Coordinating Committee on Decentralisation (IMCC) |

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|  | SUB-ACTIVITY | MONTH  | BUDGET(GH¢) | PAYEE |
| No. | Quarter 1 | Quarter 2 | Quarter 3 | Quarter 4 |
| J | F | M | A | M | J | J | A | S | O | N | D |
| 1 | Submit detailed work plan to program officer at UNDP  |  |  |  |  |  |  |  |  |  |  |  |  | - |  |
| 2 | Review of Citizens Report Card ( CRC) Data Collection Instrument  |  |  |  |  |  |  |  |  |  |  |  |  | 11,700 | APRM  |
| 3 | Upgrade of NAPRM-GC Mobile Telephony Server  |  |  |  |  |  |  |  |  |  |  |  |  | 15,000 | IT Consultant  |
| 4 | Capacity building of 40 DOCs in Mobile Telephony |  |  |  |  |  |  |  |  |  |  |  |  | 78,300 | APRM |
| 5 | Conduct Governance Assessment surveys in 40 Districts |  |  |  |  |  |  |  |  |  |  |  |  | 200,000 | APRM |
| 6 | Preparation of draft District Governance Reports  |  |  |  |  |  |  |  |  |  |  |  |  | 20,000 | APRM |
| 7 | Conduct Citizens Engagements and Dialogue platforms to Validate District Reports |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8  | Finalize of Draft National Report  | 2016 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Total | GH¢ 325,000.00 |

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