



The Criteria of 2nd installment of 2nd Tranche Release

Introduction

The conditional grant accessing criteria stipulates that district governments sign MoU and prepare Annual Sector Plans, approved from Councils. Several district governments have finalized their annual sector plans and have accessed the 2nd tranche of the conditional grants. As per the decision of Provincial Finance Commission the 2nd tranche of conditional grant will be provided in installments to district government. PSU-SDSSP has developed an M&E framework to structure the installment releases to districts governments.

It is important that M&E strategy should be so designed that it not only meshes well with the Program's aims and objectives but also aligned with the scope of activities. Following table lists some of the key facts:

SDSSP aims and objectives	<ul style="list-style-type: none">a. Strengthen the existing procedures and mechanismb. Vitalizing the systems and procedures of SLGO-2001c. Avoid creating parallel structuresd. Improve social service delivery
Scope of activities	<ul style="list-style-type: none">a. Over Rs. 2 billion budgetary grantb. 142 local governmentsc. Approx 1,136 dealing officesd. Some 300 schemese. Around 3,500 unitsf. Activities spread over 1,40,914 sq km (54,407 sq miles)



Monitoring & Evaluation Framework

The following M&E framework is designed to encapsulate the monitoring of input as well as output of various activities. Monitoring framework is inclusive involving government officials, elected representatives and Program officers.

Concerned EDOs /TMA office provide periodic and regular reports to SDSSP (PC-Is, sanction /release orders etc)	<p>LSUs to collect following documents</p> <ul style="list-style-type: none"> • Budget Books • PC-Is • DDC minutes • Administrative Approval • Release/ sanction Orders • Newspaper Clippings • Minutes of procurement committee meetings, • Monthly utilization report, • Pre-Audit Bills
The implementing agencies submit all pre-audit bills (reconciled)	LSUs: Collection of reconciled Statement from Implementing Agency
At least one Monitoring Committee report submitted to Council	District Monitoring Committees will submit periodic reports to district council.
On-Site visits	<ul style="list-style-type: none"> - LSUs will conduct field visits - PSU will conduct random district visits.
Third Party Validation	PSU will plan for TPV
Internal Audit Mechanism	-
Citizens Reporting Card	-

Criteria for release of 2nd Installment

Following steps are required to access the 2nd installment of SDSSP grant funds:

1. District governments follow all procedural steps for schemes approval and fund release. LSU SDSSP reports the compliance.
2. District government has followed the Capital-Revenue guidelines. LSU SDSSP reports the compliance (Annex-A)
3. District Monitoring Committee Health and Education submit at least one monitoring report to district council (Annex-B & C)
4. LSUs file 'Site Visit' report covering at least 20% of the units (Annex-D)



Annexure-A

Procurement Guidelines

District Government would procure Works, Goods and Services according to Public Procurement Rules-2004, notified vide SO(G-I) SGA&CD/4-80/2006 dated Karachi 1st November 2006.

Capital

1. District Government would ensure the quality of Works procured. The comparative bidding documents and periodic inspection documents will be shared with LSUs
2. Only schools with valid SEMIS code will be selected for development activities.
3. The concerned District Officer (Works / Building) will ensure that facilities being built have adequate anti-termite treatment.
4. District Government will post a sign board (min. 3 x 4 feet) wide at the site of location detailing following information:
 - a. Name of the Unit
 - b. Detail of Work being carried-out (e.g. Construction of two room shelter-less school and provision of Boundary Wall, Toilet, Hand Pump, Electricity, Furniture (2 Tables, 6 Chairs, 1 Almirah etc). This specification should as per PC-I.
 - c. Name of the Head Master / Medical Superintend
 - d. Name of Chairman SMC / HMC
 - e. Total Cost of the Scheme & Unit
 - f. Name of the Contractor
 - g. Date Work started
 - h. Estimate time for Completion
 - i. Source of Funding (i.e. Sindh Devolved Social Services Program).



5. The DO (Works: Edu / Building) will periodically review the quality of work and maintain the 'Measurement Book'. The DO will prepare and furnish the item wise payment details, as per PC-I specifications, to EDO (W&S) with copy to respective LSUs.

Revenue

6. Only schools with valid SEMIS code will be selected for development activities
7. District government will notify Purchase Committee. Purchase Committee will ensure the quality of the works, services and goods procured. A validating certificate will be issued for each purchase. Such certificate will be shared with LSU / PSU SDSSP.
8. District Government will develop and notify minimum standards for procurement of furniture. District Government Kashmore's example, in education sector, can be replicated in this regard.
9. District Government will print the distinct and prominent stock register number on each item purchased. The number must indicate program name, sector, unit name and financial year.
10. District Government would provide the copy of the stock register, showing the items purchased, to respective LSUs
11. District Government would ensure the quality of goods procured. The comparative bidding documents and inspection documents will be shared with LSUs. The district Health department will tender, prepare comparative statements, inspect and receive the procurement as per the '**Guidelines for Prequalification, Procurement and Registration of Biomedical firms**' notified by the Provincial Health Department.
12. Hiring of Teachers would be SMC based. District Government will strictly adhere to guidelines provided by the Education Department vide letter no. SO (DEV) EDU-7 (35)/2004 SDSSP (Part) dated 23rd June 2006, MoU signed with Government of Sindh and rules and regulations communicated to district government time to time from provincial governments.
13. District Governments will prepare the PC-IVs for all schemes. The PC-IVs would be shared with respective LSUs



Annexure-B

Report No. _____

Zila Monitoring Committee-Education

Quarterly Report

For the Quarter from _____ to _____

Sector _____

In pursuance of Section 138 of Sindh Local Government Ordinance 2001 the Zila Monitoring Committee, formed vide Notification No. _____ date _____, carried out various monitoring activities. The findings are submitted before the Council for review and further guidance.

Introduction

Sindh Devolved Social Services Program (SDSSP) is working in district _____ since 2004. To access SDSSP grant funding district government has signed a MoU with Finance Department, Government of Sindh, dated _____ (Annex-A). The details for funds accessed is as under:

FY	Total Funds	Education	Health	Utilization
2004-05				
2005-06				

Annual Sector Plan-Education (FY2005-06)

District Government _____ prepared the Annual Sector Plan (ASP) for education in a participatory manner, wherein the involvement of elected representatives was most prominent. Some key documents are as under:

- i. Minutes of Meeting to review 1st draft dated _____ (Annex-B(i))
- ii. Minutes of Meeting to review 2nd draft dated _____ (Annex-B(ii))
- iii. Minutes of Meeting to review final draft dated _____ (Annex-B(iii))
- iv. Annual Sector Plan approved by Zila Council _____ (Annex-C)
- v. Finance Department released funds on _____ (Annex-D)



Monitoring Activities

1. Processes

To review the sector performance Zila Monitoring Committee held several meetings with district education department and with district works and services department, and assessed the performance of the departments. The key data submitted to committee is as follow:

- i. Approved PC-Is (Annex-E)
- ii. Administrative Approval/ release orders (Annex-F)
- iii. Tender / recruitment notices (Annex-G)
- iv. Total contracts awarded, name of contractor with amount and dates (Annex-H)

Current Status

The Annual Sector Plan-Education contains _____ schemes and _____ units amounting to Rs. _____ million. The schemes wise detail is as under:

Schemes	Units	Target Talukas	Target UCs	Amount

Up till now district education department has prepared / approved ____ PC-Is and ____ schemes are pending for the approval of the competent forum.

The ZMC found overall Process Satisfactory / Not Satisfactory

Recommendations (if any)



2. Field Visits

To verify the SDSSP investment we conducted field visits of the units. The observations were recorded in proforma and are attached for Council's review (Annex-I). The summary of the observations is as under:

S. #	Scheme	Unit name and address	Observations

The ZMC found overall implementation status Satisfactory / Not Satisfactory.

Recommendations (if any)

3. Conclusion

The planning and implementation design introduced under SDSSP is both novel and efficient. It is recommended that sectoral planning may be notified as regular feature for budget preparation. The specific recommendations regarding process and implementation of development activities is as under:



**Program Support Unit
Sindh Devolved Social Services Program
Finance Department, Government of Sindh**



The ZMC found progress made so far:

EXCELLENT

AVERAGE

GOOD

BELOW AVERAGE

The follow up report will be presented before the Council on _____.

S. #	Name of the Member	Designation	Signature
		Chairman	



A SAMPLE FORM FOR MONITORING REPORT-Site Visit

Report No. _____ Date _____ Time _____

Name of Project/ Program: _____

Committee Members: _____

Issues / Problems

1. Name of Scheme: _____
2. Name of Unit: _____
3. Scheme / Unit included in Approved ASP – Education: Yes No
4. Total Amount: _____
5. Revenue Component: _____
6. Capital Component: _____
7. Status of Implementation: _____
8. Problems Noticed:
 1. _____
 2. _____
 3. _____
9. Remarks / Recommendation:
 1. _____
 2. _____
 3. _____



**Program Support Unit
Sindh Devolved Social Services Program
Finance Department, Government of Sindh**



Name of Member	Designation	Signature
	Chairman	

A Sample Form for Follow-up of Monitoring Reports

Monitoring Report No. _____

Progress

Sr. #	Progress Date	Problem Identified	Current Status	Remarks



Guidelines for Departmental Briefings to Monitoring Committees

District Governments / TMAs have accessed the SDSSP conditional grant funds to improve the social service delivery in health, education and water & sanitation sectors. The Program framework of SDSSP envisages the strengthening of existing finance and governance systems at provincial as well as at district levels. As per the SLGO the respective councils (district and taluka) are competent approval forum for all resources emanating from Account IV. Hence the supervisor and monitoring authority also lies with district councils. To access the 2nd installment of the grant funding the district monitoring committees of health and education are required to file periodic reports to district council.

To understand and evaluate the SDSSP investment in the district the members of the monitoring committees might ask the concerned departments for sector briefings. The Committee should be briefed about the compliance of following points:

1. Eligibility Criteria-MoU

SDSSP investments are to be planned and utilized under a framework agreed between government of Sindh and district governments, in shape of MoU. The MoU stipulates that SDSSP funds will be utilized while observing following conditions:

- Funds will be utilized **only** in health and education sectors
- In Education, the grants can be used for covering all schools from katchi up to class 10 and class 12 in few Higher Secondary Schools but NOT for colleges
- In Health, the scope ranges from Community Health Workers to District Hospitals
- District Government will **not** invest more than **Rs. 5.7 million** in one scheme / project / activity
- District Governments will use the conditional grants, **in the first instance**, for rationalization / operationalization / rehabilitation of existing services / schemes / projects and staff (recruitment need / facility based and preferably female staff)
- District Government will not use conditional grants on luxury items
- District Government will use these funds for pro-poor, gender balancing projects, investments, and schemes
- District government will follow all the planning, budgeting and approval process



It is expected that officials of the concerned department will brief the committee on compliance of above conditions

2. **Compliance to all Procedures**

District Governments are to utilize the SDSSP funds while observing all the existing rules and regulations of government of Sindh. While briefing the committee members please explain the status of following procedural issues:

- Budget Books--showing SDSSP allocation
- PC-Is—of schemes, planned in ASP
- DDC minutes
- Administrative Approval
- Release/ sanction Orders
- Newspaper Advertisements
- Minutes of procurement committee meetings,
- Monthly utilization report,
- Pre-Audit Bills
- Department's own M&E mechanism
- Amendment in the approved ASP, if any (amendments' are to be approved from Zila Council, under intimation to PSU-SDSSP)



Annexure-D

Site Visits-Criteria

Monitoring and Evaluations is an essential element of all development activities and it is expected that district governments must have instituted and recorded well-documented M&E system for development activities carried out through conditional grant funds. In furtherance of this aspect of planning and implementation it is recommended that an “On-Site Visit Plan with Local Support Unit (LSU) of SDSSP should be scheduled. The proposed visit plan must observe following points:

- All Talukas should be covered
- At least 20% sites should be visited
- Site locations will be determined by the LSU staff randomly
- A representative of EDO (F&P), EDO (W&S) and EDO (E/H) office should also be incorporated in visiting team
- EDO (W&S)/Buildings office will share following documents with the visiting team during visits
 - Approved ASP-Education
 - Approved PC-I of scheme / site
 - Administrative Approval of scheme / site

A detail visit report, co-signed by all members, should be furnished to Secretary of concerned departments, Nazim, DCO, concerned EDOs, District Monitoring Committee, and to PSU-SDSSP office.