

Expected Annual Results
Provincial Capacity Development Advisors Based in the Provincial Governments

Summary of Duties

The duties to be performed by the PCDA is described in the Key Result Areas 1 to 7. Detailed expected indicators per KRA are indicated in each KRA.

1. Capacity of the Provincial Planning Division/Treasury is enhanced.
2. Provincial Capacity Development Fund processes and procedures are fully understood and followed by the provincial government in the implementation of PCDF.
3. PCDF and SIG projects are monitored quarterly and comprehensive reports submitted.
4. Provincial planning institutions are institutionalized to facilitate participatory planning and social accountability.
5. Gender and governance issues mainstreamed into planning and budgeting systems.
6. Capital development expenditures are fully accounted for.
7. Facilitate knowledge sharing by initiating an exchange of information to increase synergies between project parties, MPGIS and PGs and other stakeholders.

Reporting Line and Working Relationships

At the provincial level, the Provincial Capacity Development Advisors shall report directly to the Provincial Secretary and work closely with the Chief Planning Officer and the international Provincial Capacity Development Advisors (where available). He or she shall be based in the Planning Division of the province. Both officers shall sit in the same office with the Chief Planning Officers as direct counterparts or in the finance division, if the Provincial Capacity Development Officer has a finance background.

The Provincial Capacity Development Advisors shall support and work in close collaboration with the Offices of Provincial Secretary (including Provincial Assembly and Executive), Provincial Treasury, Provincial Planning Unit and Heads of Provincial Divisions. While capacity building is lodged at the Provincial Governance Strengthening Programme Division, the implementation of capacity building support to PGs crosscuts with other MPGIS divisions.

At the Project Management level, he/she will report directly to the Project Coordinator/Undersecretary and the Programme Management Expert of PGSP. The Provincial Capacity Development Advisors can be rotated to other provinces different from the original place of posting when there is a demand for his/her services.

Reporting Responsibilities

As indicated in the contractual agreement, the PCDA shall be providing a monthly report of results achieved, issues, solutions and strategies for the next reporting period. The report shall be shared with the Provincial Secretaries at provincial level to enable the PS to take appropriate action/support where necessary. He/she will submit the monthly report to Programme Management Expert and National Project Coordinator at headquarter level.

Key result area 1:
Capacity of the Provincial Planning Division is Enhanced

Performance indicators

1. Annual work plan of the province is formulated through participatory approach by end of December for review in January each year;
2. Formulation of annual budgets of the provincial governments that are linked to the provincial annual work plan by end of December each year for review commencing January;
3. Conduct training for divisional heads on planning and budget preparations each quarter as part of in house on the job training and submit the training report to the Provincial Secretary, Programme Management Expert and NPC by end of each quarter;
4. Coordinate with the planning officers to ensure that the annual work plans and budgets are tabled before the provincial assembly for final decision before end of March each year;
5. Participate in the ward profiling and formulation of strategic plans of the province;

Key result area 2

Provincial Capacity Development Fund processes and procedures are fully understood and followed by the provincial government in the implementation of PCDF

Performance indicators

1. PCDF Operational Manual is fully understood by all provincial authorities including planning officers through a quarterly in house training sessions;
2. The procurement procedures of the province strictly follow the Operational Manual and Procurement Manual guidelines;
3. Procurement undertaken by the province that has followed proper guidelines of the manual and the Financial Instructions;
4. All tender processes have been conducted in a fair and transparent manner and confirmed by the PCDF annual performance assessment reports, monitoring reports or periodic audit reports;
5. No PCDF projects undertaken on a piece meal basis but instead materials and labour are all tendered and competed for openly;
6. Sit as an observer in the provincial tender evaluation committee;

Key result area 3:

PCDF and SIG projects are monitored quarterly and comprehensive reports submitted

Performance indicators

1. By following the agreed monitoring guidelines, submit a comprehensive monitoring report to Provincial Secretary/PME/NPC by April 15th, July 15th, October 15th and January 15th based on outputs and key outcomes;
2. Coordinate with the planning officers to ensure quality of materials and labour for PCDF and MPGIS funded projects are within the required standard. This should be reported in the monthly reports;
3. Conduct capacity building through quarterly training sessions and on the job training (continuous) for planning divisions and other heads of divisions on project monitoring. Submit report on this with the quarterly reports;
4. Design measurable outputs for every individual project with clear baseline data by end of January to facilitate monitoring;
5. Design monitoring indicators specifying related outcomes by January each year for planned and approved projects by end of March each year;

Key results area 4:

Provincial planning institutions are institutionalized to facilitate participatory planning and social accountability

Performance indicators

1. Provincial planning and development committees are formed as approved by the Cabinet (including its composition) and minutes of the first meeting submitted to Provincial Secretary, PME and NPC;
2. The provincial Technical Planning and Budgeting Unit is formed and minutes of the meetings are submitted to Provincial Secretaries and PME/NPC on a quarterly basis
3. Ward Development Committees are formed and minutes of meetings and decisions are submitted to Provincial Secretaries/PME/NPC on a quarterly basis
4. Village development committees are formed (where there is no RDP VDCs yet) and minutes of meetings including details of composition are submitted to Provincial Secretaries/PME/NPC on a quarterly basis;
5. The inputs of PPDC is reflected on the annual work plan and budgets of the province and evidence of minutes are made available for assessment team and acknowledged in the work plan;
6. Community monitoring groups are formed and terms of references are agreed with the PS and details submitted to executive by the PS;

**Key results area 5:
Gender and governance issues mainstreamed into planning and budgeting systems**

Performance indicators

1. At least 10% of provincial government recurrent and capital development budget is spent on issues directly relating to development of women, youths and children;
2. Provincial tender board meetings and minutes are published in the newspapers, provincial government website and notice boards each quarter;
3. The final budget summary and capital development details are published in the newspaper, provincial government website and notice boards each quarter and indicated in the quarterly report;
4. Two-page summary of interim and final audit reports are published in the website, the newspaper and notice boards of the province. This should be reported in the quarterly reports;
5. Provincial Public Accounts Committees are formed in accordance with the Cabinet conclusions of 21st May 2012 and details of the composition of the committees are submitted through quarterly and monthly reports. This should be published in the website, newspapers and notice board;

**Key result area 6:
Capital development expenditures are fully accounted for**

Performance indicators

1. PCDF project quarterly reports (financial and output reports) are submitted to MPGIS Financial Controller and copies to PME before 15th April/15th of July/15th of October and 15th of January each year;
2. SIG funded MPGIS project quarterly reports (financial and output reports) are submitted to MPGIS Financial Controller and copies to PME before 15th April/15th of July/15th of October and 15th of January each year;
3. 5% of the recurrent expenditure of provincial government is budgeted for minor maintenance and repairs on assets owned by provincial government. This should be incorporated into annual work plans and budgets;
4. PCDF and SIG MPGIS quarterly financial and output reports are published in the websites, newspapers and notice boards of the province;
5. All documentations required for PCDF annual assessments are prepared and ready before the assessment team arrives in the province;
6. The province meets all minimum conditions otherwise production of evidence of issues affecting the qualification of the province or difficulties that may affect the province be communicated to the Ministry and the province at least three months before the assessment team arrives;

Key Result Area 7:

Facilitate knowledge sharing by initiating an exchange of information to increase synergies between project parties, MPGIS and PGs and other stakeholders by:

1. Contributing to improved project policy and strategy by participating and providing inputs to the policy consultation, quarterly and annual review/planning, and annual assessment including missions;
2. Improved convergence of development initiatives at the provincial level by coordinating with other development programs/actors, as appropriate, to effectively link into provincial development and planning processes;
3. Support the coordination of assessment, consultation workshops, studies and trainings conducted at the Provincial level and at the national level.
4. Actively works towards continuing personal learning, acts on learning plan and applies newly acquired skills