Pan-African Recognition Program to Reward Inspiring Experiences and Innovations in Decentralization, Governance, Local Development and Access to Public Service in Africa

Local Leadership Award of Excellence

TRANSPARENCY AND ACCOUNTABILITY

A. PRESENTATION OF THE LOCAL AUTHORITY (CT)

1. **Country**			
2. **Region**			
3. **Status of the local authority**			
4. **Name of the local authority**			
5. **Contact Phone**			
6. **E-mail**			
7. **Composition of the Local Council**	MEN		WOMEN
8. **Population size**	MEN	WOMEN	YOUTHS
9. **Community size**			

10. Population density			
11. Major Economic Revenue Sector			
12. Territorial framework (to be checked) (drop-down menu	**Departmental Council**		
	City		
	Municipality		
13. Topic area[1] (Check the relevant area)	**Citizen and community participation and engagement**		
	Transparency and accountability		
	Budgetary Effectiveness and Efficiency		
	Inclusion, Equality and Equity		
	Solidarity and assistance to vulnerable communities		
	Territorialization of public policies and international agendas		

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[1]Applicants can apply to all of the fields listed.
If you are interested in submitting to another field, please fill out another form

B. DESCRIPTION OF THE PROJECT

1. Title of the project:	
2. Start date of the project:	
3. End date of the project:	
4. Name of the contact person:	
5. Contact Person Position:	

6. OBJECTIVES (maximum 100 words)

Explain the purpose of this transparency and accountability experiment

7. DESCRIPTION OF THE DIFFERENT STEPS OF THE PROCESS IMPLEMENTED (maximum 400 words)

8. RELEVANCE OF THE PROJECT (maximum 150 words)

Explain all the elements that characterize the relevance of the implementation of this experiment

Is there a procurement medium in your local authority?

Is there a deliberation attesting to the existence of a procurement medium?

9. COHERENCE OF THE PROJECT (maximum 200 words)

9.1 Explain how this experience of transparency and accountability is coherent, technically and financially, with the General Code of Local Authorities, other regulatory texts and other public initiatives? (Principle of participation, budget orientation debate, inclusive participatory planning, citizen budget, etc.)

9.2 Does your local authority hold an annual session to share the initial budget and the administrative account open to the public?

9.3 Do the minutes of this session of sharing the initial budget and administrative account exist and are available?

10. SUSTAINABILITY OF THE PROJECT (maximum 200 words)

10.1   What sustainability mechanisms have been put in place for the benefit of this

	experience?
10.2	Demonstrate the replicability of the project approach?
10.3	Explain in this context to the Covid-19 pandemic, is this experience sustainable?
10.4	Have there been any complaints about the project?
10.5	Is there a system or service for managing and processing complaints?
10.6	Is there a decree that has been put in place for the system or service?
10.7	Have the Minutes been drawn up and recorded and accessible?
10.8	What percentage of complaints have been processed?
10.9	

C. PROCESS IMPLEMENTATION METHODOLOGY

Process Steps	METHODOLOGY	Tools used
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
…		
…		
…		
n…		

D. OUTCOMES

1. EFFECTIVENESS (maximum 200 words)

1.1 Indicate the results achieved with the project of transparency and accountability in a timely manner (number of meetings, nature of activities, resources used, targets, participants with data disaggregated by sex, etc.).

1. EFFICIENCY OF THE PROJECT (maximum 200 words)

What are the elements that have made it possible to reduce the costs in the implementation of the project?

2. CAPITALIZATION OF RESULTS (maximum 200 words)

2.1 How did you capitalize on the project?

2.3 Is the documentation accessible, by what mechanism(s)?

2.4 Is there an Archives department for the classification and archiving of administrative documents in your local authority?

2.5 What are the key lessons that have been learned from this experience?

3. EFFECTS/INFLUENCES ON LOCAL PUBLIC POLICY. (maximum 200 words)

Indicate whether, as a result of the project, there have been any changes in legislation, administrative interventions (plans, projects, etc.), the budget or local management.

4. EFFECTS/INFLUENCES ON THE ACTORS, ON THE POPULATIONS AS WELL AS ON THE LOCAL ADMINISTRATION (TECHNICIANS, ELECTED OFFICIALS, ETC.).
(maximum 100 words)

Indicate whether, as a result of the project, there have been any changes in the participation and mobilisation of stakeholders, the interventions of elected representatives, the local administration (plans, projects, etc.)

E. PROSPECTS

1. FUTURE USE OF RESULTS (maximum 200 words)

What are the benefits of the project?

What is the perspective envisaged with this experiment?

2. VIABILITY OF RESULTS (maximum 200 words)

2.1 Is there a functioning results monitoring committee?

2.2 What are the aspects that demonstrate the replicability of the project? (support and ownership of citizens, decentralized technical services, administrative authorities, community engagement around the project of inclusion, equality and equity)

3. DISSEMINATION OF RESULTS AND FEEDBACK TO THE POPULATION (maximum 200 words)

3.1 Is there a web portal with information on the results of the project, the deliberations of the Council or those of the Procurement Commission?

3.2 Is there a link to this website?

3.3 How did you disseminate the results of the project and get feedback from the population?

3.4 How do people appreciate this experience of transparency and accountability within their community?

3.5 Is there a table where the results of the project and the deliberations of the Council are displayed?

3.6 Have social media accounts been created to meet the needs of information on the Council's deliberations?

F. SUMMARY AND CONCLUSIONS

1. **HIGHLIGHTS OF THE PROJECT** (maximum 100 words)

2. **CHALLENGES** (maximum 100 words)

2. **OPPORTUNITES** (maximum 100 words)

3. **REASON(S) WHY IT IS CONSIDERED A GOOD PRACTICE.** (maximum 100 words)

4. **WHAT ARE THE REASONS WHY YOUR SUBMISSION IS THE BEST** (maximum 100 words)