

# WAJIBU – INSTITUTE OF PUBLIC ACCOUNTABILITY

## 2017 Annual Operational Plan and Budget



### 1. Introduction

WAJIBU - Institute of Public Accountability is a recently established institution, founded with the purpose of fostering an environment that supports and promotes public accountability and good governance in Tanzania.

### 2. Plan

The annual implementation plan describes how the strategic objectives in the WAJIBU Strategic Plan will be operationalized in the first year. The annual plan helps WAJIBU to communicate its priorities for the financial year 2017, ensure efficient and effective allocation of resources to complete the work and to monitor progress towards the achievement of its outputs and immediate outcomes.

2017 is essentially the first full year of WAJIBU's operations. Efforts are directed towards setting up and development of WAJIBU as a credible and capable institution to effectively deliver on its mandate.

Programme activities will centre on developing formats and actual development of WAJIBU's products and to institutionalise platforms and testing mechanisms for its products. WAJIBU will work through intermediaries such as other CSOs and media and capitalise on their already existing networks of active citizens to extend its influence. This is in recognition of the fact that WAJIBU will not be able to reach all citizens with information and capacity building.

WAJIBU will continue to strengthen its working relationship and influence of the parliamentary oversight committees. These committees are Public Accounts Committee (PAC), Local Authorities Accounts Committee (LAAC) and Public Investments Committee (PIC). This relationship intends to strengthen the committee's use of CAG's recommendations to demand their implementation in realisation of the accountability in the collection and use of public funds.

WAJIBU's Strategies for the year 2017 are outlined on the table below and they are clustered around the expected five main outputs:

S/N	OUTPUT	STRATEGIES
1	Information on public finance management and CAG reports on user friendly format are provided	<ul style="list-style-type: none"> <li>i. Prepare Accountability Register for Public Authorities based on the 2015/2016 CAG reports</li> <li>ii. Develop methodology for Accountability Index for LGAs</li> <li>iii. Produce a simplified 2015/2016 CAG report</li> </ul>
2	Platforms for strategic engagements with key stakeholders' groups identified	<ul style="list-style-type: none"> <li>i. Establish mechanisms for working with different stakeholders' groups</li> </ul>
3	Lobbying and advocacy programme	<ul style="list-style-type: none"> <li>i. developed sensitization programs</li> <li>ii. Information sessions with key stakeholders using identified platforms</li> </ul>
4	Capacity of stakeholders to demand accountability strengthened	<ul style="list-style-type: none"> <li>i. Training of CSOs, media representatives</li> <li>ii. Information sessions with Parliamentary/ LGAs oversight bodies to advocate implementation of CAG recommendations</li> </ul> <p>Prepare and launch WAJIBUs Accountability Lecture Series</p>
5	WAJIBU's capacity to implement the strategic plan strengthened	<ul style="list-style-type: none"> <li>i. Implementation of the OD plan</li> <li>ii. Fundraising strategy for the SP</li> <li>iii. Organisations communication strategy/guidelines</li> </ul>

## OVERALL OUTCOMES

The overall outcomes of the five outputs expected to be achieved in the 2017 Operational Year period are :

- I. Citizens will be well informed on issues of accountability and good governance in proper collection and use of public resources.
- II. Well informed citizens on issues of accountability and good governance will demand for accountability on the proper collection and use of public resources
- III. Duty bearers will be more accountable on the collection and use of public resources
- IV. Increase in the implementation of CAG's recommendations
- V. Increased compliance with laws, regulations and procedures to enforce accountability

## Budget

The 2017 plan will require a total of TZS 870,180,843.11 which is equivalent to 390,215.62 USD

## Income

The 2017 plan will be financed by a combination of contributions from development partners and other sources. Development partners' contribution is projected to be 237,274.10 USD which is equivalent to 61 percent of the total budget. Part of this is an amount carried over from 2016 as shown on the summary table below.

The remaining amount of 152,941.53 USD is expected to be raised from other sources including negotiations currently under way with GIZ, DFID and SDC, sale of its services, fundraising and sponsorship of events. Efforts are already underway to fundraise for the planned event of International Accountability Workshop on Local Government Authorities involving regional representatives.

### WAJIBU - INSTITUTE OF PUBLIC ACCOUNTABILITY PROJECTED GRANT INCOME

DEVELOPMENT PARTNERS	AMOUNT	DISBURSEMENT PLAN	
		JANUARY - JUNE	JULY - DECEMBER
DEFERRED GRANT	78,000.00	78,000.00	
GIZ	12,774.10	12,774.10	

DFID	61,500.00	43,050.00	18,450.00
TWAVEZA	10,000.00	10,000.00	
AMERICAN DONOR	75,000.00		75,000.00
<b>TOTAL</b>	<b>237,274.10</b>	<b>143,824.10</b>	<b>93,450.00</b>

### *Expenditure*

The budgeted amount for 2017 will be distributed across the five main strategies/outputs as follows:

Strategies/Output	Budget Amount (TZS)	Budget Amount (USD)
Information on public finance management and CAG reports on user friendly format	248,600,000.00	111,479.82
Platforms for strategic engagements with key stakeholders identified	9,200,000.00	4,125.56
Lobbying and advocacy programme	182,760,000.00	81,955.16
Capacity of stakeholders to demand accountability strengthened	19,710,000.00	8,838.57
WAJIBU's capacity to implement the strategic plan strengthened	149,484,000.00	67,033.18
<b>Total Program Cost</b>	<b>609,754,000.00</b>	<b>273,432.29</b>
Administration Cost	241,226,843.11	108,173.47
Capital Cost	19,200,000.00	8,609.87
<b>Grand Total</b>	<b>870,180,843.11</b>	<b>390,215.63</b>

The Budget cost will be distributed across three main categories of expenditure as shown below.

Expenditure Budget Category	Percentage
Programme Costs	70%
Administration Costs	28%

Capital Costs	2%
<b>Total</b>	<b>100%</b>

In subsequent years, the operational costs will significantly drop due to a drop in establishment activities and less capital expenditure.

## PROJECTED GRANT EXPENDITURE

Outputs	Activities	Sub-Activities	Timeline	Budget
1. Information on public finance management and CAG reports on user friendly format	1.1 Prepare Accountability Register for Public Authorities based on the 2015/2016 CAG reports	1.1.1 Design format for the register in consultation with TR and CAG	01 Feb - 31 March 2017	1,100,000.00
		1.1.2 Identify high public interest issues raised in CAG Public Authorities and Other Bodies report and fill the register	31 April, 2017	-
		1.1.3 Research and consultation on the selected public interest issues from CAG recommendations and their impact to society and elaborate on the advantages of implementing them by duty bearers	02 May - 31 May 2017	3,150,000.00
		1.1.4 Workshops to finalise and communicate the register to TR & CAG	01 June - 31 July 2017	35,725,000.00
	<b>Sub - Total</b>			<b>39,975,000.00</b>

Outputs	Activities	Sub-Activities	Timeline	Budget
	1.2 Develop methodology for Accountability Index for LGAs	1.2.1 Develop a concept note for the evaluation indicators and scoring criteria for developing the index	01 April - 30 April 2017	8,060,000.00
		1.2.2 Stakeholder workshop to get feedback on proposed evaluation indicator & scoring criteria	01 May - 31 May 2017	4,625,000.00
		1.2.3 Select sample LGAs e.g. City, Municipal, District to test the index the methodology	01 June - 15 June 2017	-
		1.2.4 Field work to test the evaluation indicators( 6 research assistant & 3 supervisor)	01 August - 31 August 2017	54,060,000.00
		1.2.5 Fine tune evaluation indicators basing on the LGAs tested	01 September - 30 September, 2017	4,100,000.00
	<b>Sub - Total</b>			<b>70,845,000.00</b>
	1.3 Simplified 2015/2016 CAG report	1.3.1 Design the format and Layout using user friendly language including pictograms in consultations with CAG and CSOs	25 February - 10 March, 2017	3,400,000.00

Outputs	Activities	Sub-Activities	Timeline	Budget
		1.3.2 Preparation of the draft simplified report	16 March - 01 April 2017	22,080,000.00
		1.3.3 Consultation with stakeholders for review and validation	2 April - 01 May 2017	6,700,000.00
		1.3.4 Printing	2 May - 14 May 2017	5,000,000.00
		1.3.5 Launching	30th May, 2017	5,250,000.00
		1.3.6 Dissemination To Stakeholders	01st June, 2017	95,350,000.00
	<b>Sub - Total</b>			<b>137,780,000.00</b>
2. Platforms for strategic engagements with key stakeholders' groups identified	2.1 Establish mechanisms for working with different stakeholders' groups	2.1.1 Mapping Non state partners already working with CAG, PAC and LAAC on accountability issues and with potential for enhancing WIPAs reach to citizens.	27 February - 05 March 2017	1,100,000.00
		2.1.2 To develop the implementation strategy for CAG recommendations	30 September 2017	5,000,000.00
		2.1.3 Develop guiding criteria for selecting which networks to join	25 April - 03 May, 2017	2,050,000.00
		2.1.4 Identify up to 3 networks for subscribing in 2017	17 April - 21 April	1,050,000.00



Outputs	Activities	Sub-Activities	Timeline	Budget
	<b>Sub - Total</b>			<b>9,200,000.00</b>
3. Lobbying and advocacy programme	3.1 Lobbying and advocacy programme	3.1.1 Prepare lobbying and advocacy strategy and guidelines for different stakeholders	01 March - 03 April 2017	1,050,000.00
	3.2 Information sessions with key stakeholders using identified platforms	3.2.1 Organize sessions, events to disseminate Accountability Register to PAC, TR and other stakeholders	01-Aug-17	19,610,000.00
		3.2.2 Participate in already existing sessions, with PAC, TR and other public stakeholders	01-Aug-17	7,750,000.00
		3.2.3 Organize a one day high profile Workshop on Risk, Governance and Compliance	16-Feb-17	30,000,000.00
		3.2.4 Organize international Accountability workshop on LGAs	01 March 15 Nov 2017	98,200,000.00
		3.2.5 Publish and launch the book on, "Uwajibikaji Ndani ya Kalamu Isiyokuwa na Wino"	30-May-17	26,150,000.00
	<b>Sub - Total</b>			<b>182,760,000.00</b>
4. Capacity of stakeholders	4.1 Training of CSOs, media representatives	4.1.1 Identification of trainees (CSOs groups)	02 May - 05 May 2017	350,000.00

Outputs	Activities	Sub-Activities	Timeline	Budget
to demand accountability strengthened		4.1.2 Training Needs Assessment		5,450,000.00
		4.1.3 Identification of training facilitators	05 June - 16 June 2017	350,000.00
	4.2 Information sessions with Parliamentary/ LGAs oversight bodies to advocate implementation of CAG recommendations	4.2.1 Develop guidelines / manuals for information sessions and advocacy with parliamentary committees	03 July – 30 September 2017	2,000,000.00
	4.3 Prepare and launch WAJIBUs Accountability Lecture Series	4.3.1 Consultations with institutions of higher learning to get inputs on the concept	20 March -14 April 2017	1,510,000.00
		4.3.2 Finalize partnerships/arrangements for lecture series with selected institution(s)	02 May - 30 October 2017	1,050,000.00
		4.3.3 Conduct one lecture series	14 December 15 December 2017	9,000,000.00
	<b>Sub - Total</b>			<b>19,710,000.00</b>

Outputs	Activities	Sub-Activities	Timeline	Budget
5. WAJIBU's capacity to implement the strategic plan strengthened	5.1 Implementation of the OD plan	5.1.1 Staff rationalization and hiring of new Staff (Programme Manager)	01 March - 15 May 2017	117,660,000.00
		5.1.2 Capacity building for staff	01-Jun-17	15,974,000.00
	5.2 Fundraising strategy for the SP	5.2.1 Detailed fundraising strategy for the SP and focus for 2017	1 March 2017 - 30 June 2017	8,000,000.00
	5.3 Organizations communication strategy/guidelines	5.3.1 Develop ToR to guide development of a comprehensive communication strategy for all stakeholder	01 March - 05 June 2017	1,500,000.00
		5.3.2 Engage consultant to develop a comprehensive communication strategy for all stakeholder	December , 2017	6,350,000.00
	<b>Sub - Total</b>			<b>149,484,000.00</b>
	<b>Total Program Cost</b>			<b>609,754,000.00</b>

<b>ADMINISTRATION COSTS</b>	420001	Administration Staff Costs	126,540,000.00
	420002	Electricity Charges	1,200,000.00
	420003	Internet Charges	960,000.00
	420004	Cleaning Service	1,200,000.00
	420005	Bank Charges	1,500,000.00
	420006	Telephone Charges	3,600,000.00
	420007	Transport Cost	1,200,000.00
	420008	Recruitment Expenses	1,450,000.00
	420009	Postage Expenses	2,400,000.00
	420010	Meals and Refreshment	7,200,000.00
	420011	Maintenance of Office Premises	9,600,000.00
	420013	Office Rent	56,926,843.11
	420014	Casual Labor	1,200,000.00
		Security Service	6,000,000.00
	420015	Website Hosting	1,000,000.00
	420016	Office Consumables	12,000,000.00
	420021	Travelling on Leave	1,250,000.00
	420025	Accounting Software cost - installation and training	6,000,000.00
	<b>Total Administration Cost</b>		<b>241,226,843.11</b>
<b>Capital Expenditure</b>		Photocopier Machine	8,000,000.00
		Projector	600,000.00
		Flip Chart	100,000.00
		Office Chairs	2,100,000.00
		Office Table	1,400,000.00
		Computer Set	7,000,000.00
	<b>Total Capital Expenditure</b>		<b>19,200,000.00</b>
	<b>Grand - Total</b>		<b>870,180,843.11</b>
	<b>Grand Total in USD</b>		<b>390,215.63</b>

### **Budget Summary**

Projected Grant Income	237,274.10
Projected Grant Expenditure	390,215.63
<b>Budget Deficit</b>	<b>- 152,941.53</b>

### **Note**

The budget Deficit of USD 152,941.53 is expected to be raised from other sources including negotiations currently under way with GIZ, DFID and SDC, sale of its services, fundraising and sponsorship of events.