

REPORT TEMPLATE: REPORT ON PUBLIC PARTICIPATION IN THE CIDP DEVELOPMENT PROCESS

Sections of the report	Content to be covered (Briefly describe/answer questions appropriately)
<p>Executive Summary</p> <p><i>Maximum 1 page</i></p>	<p>Presents snapshot capturing:</p> <ul style="list-style-type: none"> • Objectives of the report. • Brief outline of the process(es) that were followed in public participation (when, who, outcome, feedback mechanisms). • Plans for M&E of the CIDP. • Key achievements and challenges in the process, how they were managed. • Lessons learnt for future consideration.
<p>Section 1: Introduction</p> <p><i>Maximum 1 page</i></p>	<p>Outline of:</p> <ul style="list-style-type: none"> • Relevant county information to public participation e.g. how the county conducted public participation previously, public participation bill, policy, budget, the existence of structures for public participation, previous reports etc. • What the county seeks to achieve by involving members of public in developing the CIDP.
<p>Section 2: Process used to engage citizens in CIDP development</p> <p><i>Maximum 3 pages</i></p>	<p>Section 2.1: Preparation for CIDP engagements (<i>2 paragraphs maximum—include detailed information as an Annex</i>)</p> <ul style="list-style-type: none"> • Formation of team to lead citizen engagement in the CIDP development. • Training of county team on public participation including the tools and facilitation skills. • Logistics and budgeting for public participation. • Citizen awareness on public participation and provision of the relevant information e.g. review of 2013-17 CIDP. • Identification of venues/sites for public participation. <p>Section 2.2: Actual engagement and collection of citizens' views</p> <ul style="list-style-type: none"> • Outline of structures and tools used for public engagement e.g. physical meetings, online data collection and memorandums. • Brief summary of total numbers involved in participation forums (by men and women). • Number of public participation forums held and the level of engagement by men and women. • Number of memoranda received and their desegregation by sectors • Brief summary of information shared during the public engagement forums. • Number of people (men and women) reached and engaged in the process and for how long. Also include any data on youth or people with a disability. • Make a note of any civic education that has been conducted. • Detailed description of the strengths and weaknesses of the structures and tools used can be included as an Annex.

	<ul style="list-style-type: none"> • Include detailed tables as an Annex (for example, numbers of men and women involved in participation forums at each forum location).
<p>Section 3: Feedback and dissemination</p> <p><i>Maximum 1 page</i></p>	<p>Section 2.3: Analysis and translation of public views into CIDP</p> <ul style="list-style-type: none"> • Synthesis and collation of the views. • Translation of the views into programmes. • Integration of citizens' views with sector analysis (the empirical data) into programs. • Prioritization and financing of the programmes.
<p>Section 4: Monitoring, evaluation and social accountability</p> <p><i>Maximum 3 pages</i></p>	<p>Overview of:</p> <ul style="list-style-type: none"> • Plan for how the public will be informed of the outcome of their participation. • Rationale that informed the decisions that were taken up in the CIDP. • Plans on how the CIDP will be implemented. • Mechanisms for access to information in implementation of the CIDP and citizens' involvement in the process eg through MCA, or CBEF, notice boards, newsletters, radio etc.
<p>Section 5: Challenges, lessons learnt and recommendations</p> <p><i>Maximum 2 pages</i></p>	<p>Outline of:</p> <ul style="list-style-type: none"> • Plans by the county on how CIDP implementation will be monitored and evaluated as well as social accountability. • Involvement and partnership with citizens and NSAs in monitoring and evaluating implementation of the CIDP. • Role of CBEF in monitoring and evaluating CIDP implementation. • Preparation and dissemination of financial, monitoring and evaluation reports. • Responsibility for issues and concerns arising from financial, monitoring and evaluation reports, and social accountability reports.
<p>Annexures</p>	<p>Summary of:</p> <ul style="list-style-type: none"> • What worked well in the process and should be replicated? • What were some of the challenges that affected the quality of public participation in the process and how should these be addressed? • Any recommendations going forward to improve public participation.
	<ul style="list-style-type: none"> • Policy and legal framework regulating public participation in the CIDP development. • Strengths and weaknesses of the structures used in public participation. • Description of tools used to collect and document information from the public, and their strengths and weaknesses. • Detailed tables of numbers of men and women involved in participation forums, at each forum location. • Pictures of public participation forums.