



# CDF TOOLBOX

## Comprehensive Design for the CDF Tool Box

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A ‘toolbox’ provides a set of descriptions, examples and templates of existing practices in a policy area that can assist policy makers approach specific issues and policies. Toolboxes make available good practices and improve the effectiveness of a particular governance sector or set of institutions. This CDF toolbox will assist Commonwealth Parliaments, MPs, and CDF administrators apply the Principles and Guidelines for Constituency Development Funds that was developed by the CPA with the assistance of the State University of New York Center for International Development (SUNY/CID). These tools will create a practical framework to translate these principles and guidelines into practice.

1. **Sourcing and Financing.** A tool for sourcing and financing will outline alternative models of CDF financing. It will present comparative good practice for financing mechanisms and for the distribution of operating expenses for the funds.
2. **Rules and Procedures.** A tool for rules and procedures will highlight the administration and management of CDFs on responsiveness, transparency, and accountability. The Rules and Procedure tool will present comparative good practices in rules and procedures for CDF operations and include a template for the necessary issues to be addressed.
3. **Public Participation.** Constituency Development Funds serve to bring MPs together with citizens, CSOs, and other officials from national and local government agencies to address locally developed priorities in constituencies. Their success rests in good measure upon inclusive consultation. The Public Participation tool will present a variety of practical methods including: constituency needs assessments, public awareness campaigns, Constituency CDF offices, focus groups, community meetings, and participatory budgeting techniques, and coordination of the constituent CDF office with other agencies.
4. **Procurement, Tendering and Contracting.** A transparent process of procurement, tendering and contracting will promote more effective implementation of CDF projects and increase public confidence in the integrity of the process. The Procurement, Tendering and Contracting Tool will present templates for the entire procurement process: issuing tenders, evaluating bids, ensuring timeliness in the contracting, awarding contracts for CDF projects, and enhancing the value for money of CDF projects.
5. **Implementation and operations.** To ensure efficient, effective, and accountable project implementation, this tool will provide guidance on operational procedures such as identification of CDF implementers and CDF Constituent Committees, financial distributions to CDF projects, implementers, invoicing processes, reporting templates, and dispute resolution mechanisms.

6. **Impact Assessment, Monitoring and Evaluating CDFs.** Monitoring and evaluation is essential to ensure the accountability of CDFs to constituencies and stakeholders, such as government bodies and national CDF Boards that may be enshrined in legislation. The Impact Assessment, Monitoring and Evaluation Tool will provide guides for: internal M&E for CDF committees; social audit methodology and other models of public participation in monitoring and evaluation by constituents and CSOs; Governmental audit procedures; and evaluation of CDFs' impact on service delivery and local development. This tool will also provide a feedback mechanism to evaluate the implementation of CDFs against broader national priorities in development. It will assist in mapping out the process for understanding the practical matters: identifying needs and links to be made for CDF performance review and to annual budgetary perspectives. It will identify challenges of integrating CDFs with contributions of the community and other agencies to CDF projects.