



Malawi Government

# **GUIDELINES**

FOR THE

# **CONSTITUENCY DEVELOPMENT FUND**

(REVISED)



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**Malawi**

## **PREFACE**

This document contains guidelines for the constituency development fund. This fund was first approved by parliament in 2006/2007 fiscal year with a view to promote efforts towards poverty eradication through interventions and programs implemented at the constituency level.

These guidelines seek to provide a framework within which the constituency development fund will be managed. In arriving at these guidelines attempts were made to synchronize the provisions with the developments within the national decentralization process which give power to the people while promoting the spirit of transparency and accountability.

The main users of these guidelines are the members of parliament, the district commissioners/ chief executives and their staff, and the local communities.

We hope that these guidelines will achieve the purpose of facilitating the operation of the Constituency Development Fund.

## **LIST OF ACRONYMS**

ADC	AREA DEVELOPMENT COMMITTEE
AEC	AREA EXECUTIVE COMMITTEE
CDF	CONSTITUENCY OF DEVELOPMENT FUND
CEO	CHIEF EXECUTIVE OFFICERS
CO	CONTROLLING OFFICER
CPA	CORRUPT PRACTICES ACT
DC	DISTRICT COMMISSIONER
DOA	DIRECTOR OF ADMINISTRATION
DOF	DIRECTOR OF FINANCE
DPD	DIRECTOR OF PLANNING AND DEVELOPMENT
IPC	INTERNAL PROCUREMENT COMMITTEE
LDF	LOCAL DEVELOPMENT FUND
LGA	LOCAL GOVERNMENT ACT
MP	MEMBER OF PARLIAMENT
NC	NEIGHBOURHOOD COMMITTEE
NLGFC	NATIONAL LOCAL GOVERNMENT FINANCE COMMITTEE
ORT	OTHER RECURRENT TRANSACTIONS
PAA	PUBLIC AUDIT ACT
PFMA	PUBLIC FINANCE MANAGEMENT ACT
PIC	PROJECT IMPLEMENTATION COMMITTEE
PMC	PROJECT MANAGEMENT COMMITTEE
PPA	PUBLIC PROCUREMENT ACT
UDC	URBAN DEVELOPMENT COMMITTEE
VDC	VILLAGE DEVELOPMENT COMMITTEE

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## **1. BACKGROUND**

Government proposed the establishment of a Constituency development fund (CDF) with a view to ensure spreading of rural development evenly throughout the country. Parliament approved the first budgetary provision for the CDF during its 2006/2007 budget sitting.

The CDF represents a central government transfer to the local authorities, which is in line with fiscal decentralization process. It seeks to complement other existing funds such as the Local Development Fund by redirecting additional resources to constituencies to solve immediate short term socio-economic problems identified by the citizens and their elected representatives

Being part of voted expenditure in the national budget, the CDF is therefore subject to public funds management laws and procedures as specified in the public finance management act (PFMA), 2003, the public procurement act (PPA), 2003, the public audit act (PAA), 2003, and the corrupt practices act (CPA), 1995.

## **2. OBJECTIVE**

The CDF seeks to provide Members of Parliament and their constituent communities with the opportunity to make choices and implement projects that maximize their welfare in line with their needs and preferences. The CDF is there to respond to immediate, short term community development needs.

## **3. INVESTMENT MENU**

### **Criteria for Selection of Projects**

Under the CDF priority shall be given to short term and immediate intervention micro projects or programmes whose benefits accrue to communities or groups of individuals rather than individuals.

Such projects will broadly include community income generating activities, community irrigation schemes and agriculture inputs, drug revolving funds, community fishing ponds and routine infrastructural maintenance works, rehabilitation or new investment projects, as identified by the communities and the Member of Parliament. Some of the projects eligible for maintenance and rehabilitation under CDF include school buildings, health clinics, community buildings, boreholes, feeder roads, bridges.



The projects selected should be in line with priorities in the District / Urban Development Plan.

On-going projects not completed in the implementation year just ended should be included in the new implementation plan.

An application form shall be completed for each preferred project and a relevant appraisal will be conducted by the Council for each new project.

#### **4. DISALLOWED EXPENDITURE**

All non-project related expenditures and all expenditures having an attribute of accruing personal benefit shall not be drawn against the CDF.

Members of Parliament shall not claim any sums against the CDF.

**In addition to the conditions outlined in the preceding paragraphs, disallowed expenditures under the CDF shall include but not limited to:-**

1. Community or personal allowances other than those with direct relevance to approved tasks under CDF projects;
2. Funeral related expenses;
3. Fuel payments drawn for personal usage or personal cars unless those clearly essential and certified by the office of the DC/Chief Executive for transporting project materials to the Constituency;
4. Expenses on response to disaster management or relief efforts shall not be claimed against the CDF (In case of disaster management, the office of the DC shall handle all aspects of disaster response);
5. Payment to communities in view of work towards community contributions;
6. Sponsorship of competitions of any kind including promotional activities;
7. Bursaries;
8. Expenses for church or mosque.

#### **5. PROJECT IDENTIFICATION**

Members of Parliament, Councillors and Area Development Committees/Urban Development Committees shall be required to familiarize themselves with the key priorities of the District included in the District Development Plan.

Members of Parliament, Councillors and Area Development Committees / Urban Development Committees shall be required to include on-going projects not completed during the financial year just ended.



The Member of Parliament should at least once per year organise a meeting with chiefs, Councillors, and ADCs/Urban Development Committees within the constituency to identify and prioritise projects that meet the immediate socioeconomic needs of the people in the constituency that can be funded under the CDF – including ongoing projects.

Subject to the approved budget allocation for the constituency, the Member of Parliament shall cause all projects identified and agreed with the ADC/Urban Development Committee to be appraised, cost estimated, and then submitted for funding at the District Commissioner's/Chief Executive's office.

## **6. PROJECT APPRAISAL**

The Council shall appraise all new projects submitted by the Member of Parliament.

The District Commissioner/Chief Executive shall assign the Director of Public Works and other relevant sector staff to ensure that all new infrastructural projects are appraised so that they adhere to acceptable government and sectoral standards.

## **7. FUNDING**

With the direction of the Accountant General's office, each Local Government shall open and maintain a **Constituency Development Fund Account** which shall serve as the conduit for receiving the Constituency Development Fund.

The Accountant General shall send funding notifications to all Local Authorities in respect of all CDF fund transfers made. DCs / CEOs shall respectively send funding notifications to Members of Parliament, council and other relevant stakeholders.

Funds flow for the CDF shall proceed on quarterly tranches but the Ministry of Finance through the NLGFC shall, when necessary, advise on improved funds flow or otherwise.

The Member of Parliament shall provide written request to the DC/Chief Executive to release funds for satisfactory projects after the appraisal process.

## **8. PROJECT IMPLEMENTATION**

The Member of Parliament shall work with the relevant ADC/Urban Development Committee (UDC) and VDC/NC to facilitate project implementation

For each project there shall be a project implementation committee (PIC) consisting of not less than 5 persons, one of whom shall be a representative of the MP, and the other 4 appointed by the ADC and the respective ward councillor(s).

For all education related projects School Management Committees shall automatically serve as PICs.

The Project Implementation Committee shall be responsible for planning and execution of the project.

The PIC shall maintain and keep records of all aspects of the project under their responsibility.

The PIC shall report to relevant VDC/NC/ADC/(UDC) and the Member of Parliament.

## **9. MONITORING AND EVALUATION**

The total project funds that may be used for monitoring and administration shall not exceed 5% of the CDF budget of that year.

The Member of Parliament shall have primary responsibility for ensuring that projects in the Constituency are being implemented as planned.

The VDC / NC / ADC / (UDC) where the project is located shall be responsible for day to day monitoring of the CDF projects.

The ADC / (UDC) should also keep a record of all CDF projects being implemented in their area and should provide a report to the MP and the Council on a quarterly basis.

In collaboration with the ADC, the District Commissioner shall monitor project implementation and provide technical advice at regular intervals and shall do so within the normal Council projects monitoring programme.

The District Commissioner and the MP shall collaboratively draw up a projects monitoring programme which shall ensure that each project is visited at least twice during its implementation period.

The DC shall compile reports of any such monitoring visits highlighting key observations made, advice provided and any corrective action taken and shall provide them to the Member of Parliament.

The secretary of the ADC/UDC shall compile annual reports on the implementation of the CDF and shall submit them to the Council.

The Council shall submit to the Development Committee to scrutinise and discuss the CDF reports. The Development Committee shall in turn report its findings to a full Council Meeting once per quarter.

The MP in collaboration with the Councilors and ADC/(UDC) shall organize a public meeting once per quarter to account to constituency members on CDF implementation.

## **10. ROLES AND RESPONSIBILITIES**

Some of the roles of the interested parties to the Constituency Development Fund are as follows:-

### **MEMBERS OF PARLIAMENT**

1. Members of Parliament shall be required to familiarize themselves with the key priorities of the District included in the District Development Plan;
2. The Member of Parliament should at least once per year organise a meeting with chiefs, Councillors, and ADCs/Urban Development Committees within the constituency to identify and prioritise projects that meet the immediate socioeconomic needs of the people in the constituency that can be funded under the CDF;
3. The Member of Parliament shall submit written request to the DC/Chief Executive to release funds for satisfactory projects after the appraisal process;
4. The Member of Parliament shall work with the relevant ADC/(UDC) and VDC to facilitate project implementation;
5. The Member of Parliament shall have primary responsibility for ensuring that projects in the Constituency are being implemented as planned;
6. The Member of Parliament shall compile annual reports on the implementation of the CDF and shall submit them to the Council;
7. The MP in collaboration with the Councilors and ADC/(UDC) shall organize a public meeting at least once a year to account to constituency members on CDF implementation;



8. Members of Parliament shall coordinate with other members of parliament on inter constituency projects like construction of bridges that connect two constituencies;
9. The Member of Parliament shall be responsible for the launch or handover of all projects under CDF.

## **COMMUNITIES**

1. Communities, school management Committees, Associations and any other committees shall be responsible for the initiation of projects with the involvement of the Member of Parliament;
2. Communities shall further be involved in project implementation;
3. Where necessary, communities shall be responsible for any contribution in kind towards CDF projects;
4. The Project Implementation Committee shall be accountable to the Community through the Member of Parliament.

## **THE DISTRICT COMMISSIONER/CHIEF EXECUTIVE**

The District Commissioners/Chief Executive shall:-

1. The District Commissioner/Chief Executive shall assign the Director of Public Works and other relevant sector staff to ensure that all new infrastructural projects are appraised so that they adhere to acceptable government and sectoral standards.
2. Ensure that all requests for funding are in line with the project design and purpose;
3. In collaboration with the ADC, the District Commissioner shall assist the MPs to monitor project implementation and provide technical advice at regular intervals.
4. The District Commissioner and the MP shall collaboratively draw up a projects monitoring programme which shall ensure that each project is visited at least twice during its implementation period.
5. The DC/Chief Executive shall compile reports of any such monitoring visits highlighting key observations made, advice provided and any corrective action taken and shall provide them to the Member of Parliament.
6. Be responsible for financial accountability, procurement, proper record keeping, management, disbursement and reporting of the Fund in accordance with legal provisions governing the management of public funds;
7. Keep records of all projects including monitoring reports, completion of annexure of this document (project identification form and CDF financial tenure);

8. Publicize all aspects of CDF funded projects, including funding and expenditure details, in a manner accessible to the general public;
9. Ensures that ADCs and PICs are appropriately oriented;
10. Shall ensure that projects are aligned to DDPs / UDPs.

### **COUNCILLORS WITHIN A COMMUNITY**

Councillors shall

1. Be required to familiarize themselves with the key priorities of the District included in the District Development Plan;
2. Take part in project identification and prioritisation with the MP, chiefs, and the ADC/(UDC);
3. Provide oversight over all CDF projects being implemented in the Ward;
4. Inform the full Council on the progress of CDF projects implemented within their wards.

### **CENTRAL GOVERNMENT INSTITUTIONS**

#### **The Ministry of Finance**

1. Shall be responsible for budgetary ceiling and the allocation of funds under the CDF.

#### **The office of the Accountant General**

1. Shall make timely notifications to the local authorities in respect of all disbursements made on CDF;
2. Facilitate the opening of Constituency Development Fund Account for each council.

#### **The Ministry of Local Government and Rural Development**

1. Shall jointly with the National Local Government Finance Committee be responsible for ensuring adherence to the set guidelines by councils in the management of the CDF;
2. Shall facilitate orientation of MPs at least twice a year on CDF management.

#### **The National Local Government Finance Committee**

1. The NLGFC shall publicize on a quarterly basis, all CDF transfers made to the Local authorities;
2. Shall jointly with the Ministry of local Government and Rural Development be responsible for ensuring adherence to the set guidelines by councils in the management of the CDF;

3. Shall make sure that annual and any other audits are done as required;
4. Shall develop and facilitate usage of a stores management guidelines.

### **Line Ministries**

1. Line ministries shall provide policy advice on the proposed interventions.

## **11. BUDGETING**

The MP shall ensure that all prioritized projects are costed and a budget is prepared for the allocation approved by Parliament

At the beginning of the year, the ADC shall give a status report of projects still not completed in their area and how much it would cost to complete them. The cost of completing these projects shall be included in the new budget. Where the ADC/(UDC) decides not to complete the project, they will need to discuss this with their MP and provide a written explanation to the DC.

The costing shall be based on BQs either prepared or verified by staff from the DPW (or the Director of Engineering for city councils)

Before new projects are started, the DC/CEO) needs to assess that funds are available to complete projects already started and cater for any emergencies that may have arisen.

All projects shall be executed within an approved budget and steps should be taken to prevent cases of over expenditure caused by changes in quality or quantity aspects of the project.

Local authorities shall note in their development budgets all projects funded under CDF.

## **12. CASHBOOK MAINTENANCE AND BANK RECONCILIATIONS**

A general receipt shall be issued for all funds transfers made through the bank and shall appropriately be recorded in the receipts cash book. All payments shall be recorded in the cash book.

A bank reconciliation statement shall be prepared in respect of each month's transactions as recorded in the cash book and bank statement.

## **13. FILING**

All records relating to the CDF shall be appropriately filed by the council. Such records shall include funding notifications, general receipts, payment vouchers with supporting documents, bank statements and bank reconciliation statements among others.

## **14. PROCUREMENT**

As the Controlling Officer, the DC is required to put in place policies and procedures that ensure that procurement under CDF complies with the provisions of the Public Procurement Act (2003). Where the DC has delegated some roles to other stakeholders, these policies and procedures shall encompass such stakeholders. As a minimum, the policies and procedures shall cover the following:-

1. That procurement shall be done through an Internal Procurement Committee (IPC);
2. Ensure that bidders are qualified in terms of requisite registrations and capacity to deliver the required goods or services;
3. Ensure all transactions are made with due regard to open competition and fairness and the avoidance of conflict of interest and corruption;
4. Ensure there are adequate procedures for effective contract administration;
5. Ensure there are adequate procedures for stores management for the goods procured;
6. Ensure the right methods of procurement are used – direct contracting, shopping or bidding.

To streamline procurement for CDF, the following shall be done:

1. The NLGFC shall seek thresholds from the ODPP for the application of the different methods of procurement for CDF;
2. The IPC at the LA may delegate procurement functions to the ADC of the relevant area where a project will be implemented. The ADC will use the skills of the Area Executive Committee members who sit on the ADC/(UDC). However the result of the evaluation will have to be ratified by the council's IPC. Involvement of MP's representative to be considered.

In constituencies that have more than 1 ADCs, the relevant ADC is the one in whose catchment area the project is being implemented.



The LA shall prepare a list of prequalified suppliers and make it available to ADCs from which the ADCs will obtain quotations for goods, services and minor works.

1. The PPA encourages the participation of small and medium enterprises in public procurement. As such, contractors and suppliers from within the constituency shall be encouraged to apply for prequalification;
2. Relevant ADCs shall source at least 3 quotations from suppliers on the prequalified list for approved projects. Details of items being procured, prices quoted and results of the evaluation shall be entered on evaluation forms. The form shall be signed by the chairperson and secretary of the ADC. The form, with copies of quotations attached, shall be submitted to the LA for payment to the chosen supplier;
3. The ADC acting on delegated authority from the DC is required to provide the following minimum information:
  - a. Description of goods, services, works – attach BoQs;
  - b. Method of procurement and justification;
  - c. List of suppliers who provided quotations, their qualifications and prices quoted;
  - d. Evaluation of quotations and reason for choosing successful bidder, subject to ratification by IPCs;
  - e. Who did the evaluation.

To facilitate this process, an Evaluation Form is attached as Appendix 3.

This information will be retained by the LA;

4. The LA would prepare a cheque to the supplier, which the ADC will use to collect goods from the supplier. When collecting goods, the ADC will collect both the cash sale (to take to LA) and the delivery note (to take to PIC).
5. Where procurement is above the threshold mentioned above, the process of inviting quotations etc will be handled by the IPC at the LA

The Supply of goods and services by a person directly or indirectly involved in the involved in the initiation of projects for implementation under the CDF constitutes a conflict of interest under the provisions of the PPA, 2003. Additionally, such an action constitutes an offence under the provisions of the Corrupt Practices Act (CPA), 1995.

The supply of goods and services under the CDF by a person involved in the initiation, identification, approval and implementation of projects is therefore not allowed.

## **15. STORES MANAGEMENT**

1. The ADC in collaboration with the VDC where the project is located shall ensure that for each project a secure location is found to keep materials and that the PIC has chosen people to be accountable for the materials
2. The PIC shall be required to maintain stores records that indicate for each project the materials that were received, who received them, who witnessed. These will be supported by a copy of the delivery that the ADC collected with the goods
3. The Chairman of the PIC shall authorize all issues to the contractor. Both the Chairman and the contractor shall sign in the register for this
4. The ADC shall periodically check that stock records are well maintained and issues are reasonable in line with work taking place
5. At the end of the project the PIC shall reconcile stock records and hand over all left materials to the ADC who shall decide how materials will be used.
6. Transfer of materials to other projects shall be noted in the register and the PMC that takes over the materials shall write a letter acknowledging receipt and specifying the description and quantity received
7. The register should be open to Internal Auditors from the LA and other relevant officials
8. The LA should produce stock management guidelines and ensure that the ADC and PIC are oriented on the same

## **16. CONTRACT ADMINISTRATION**

1. All contractors shall sign a contract with the LA which will describe the work to be done, standards (designs, drawings and similar specifications) and stages at which payments will be made, and where applicable an agreed 10% retention fee plan;
2. The DPW (or DE for city councils) shall determine in advance, according to his experience and the complexity of projects, the stages at which he will need to inspect works. This will be agreed in advance with the contractor and the ADC;
3. The ADC shall have the primary role of supervising projects and certifying stages of completion for payment of contractors. The exception being where the DPW (or DE) shall have determined that he would need to inspect works at particular stages;
4. Final payment shall only be paid after issue of a certificate of completion. The contract shall determine who will sign the certificate of completion, depending on complexity of project;

5. The DPW shall inspect projects in each constituency quarterly and issue a report to the DC. The report shall detail status of projects, quality of workmanship, capacity of ADC and PMC in implementing and monitoring projects. Where the DC as Controlling Officer feels that CDF money is not being spent in accordance with regulations, he reserves the right to seek remedies in consultation with the NLGFC.

## **17. ACCOUNTING RECORDS AND SYSTEMS OF INTERNAL CONTROLS**

The CDF shall be subject to the provisions of Public Finance Management act (PFMA), 2003, the public procurement act (PPA), 2003, the public audit act (PAA), 2003, and the corrupt practices act (CPA), 1995 and shall be accounted for within the public accounting procedures approved for local councils in Malawi by government.

The Controlling Officer is required to maintain a proper accounting system that produces accounts that are fairly stated as well as maintain a system of internal controls to safeguard public resources. The management of the CDF by local authorities shall be governed by the prescribed internal control guidelines of the local authority accounting and financial management procedures. As such, the CO shall ensure that:

1. Expenditure is valid and properly authorized according to the authority mandates at the LA
2. Expenditure is charged to the relevant allocation appropriated by the National Assembly
3. Adequate documentation is obtained in support of all expenditure. A payment voucher shall be raised under the normal local authority accounting procedures with the approved internal requisition and other documents such as quotations and evaluation forms as supporting documents.

The payment voucher shall be authorized for payment by the Director of Finance (DOF) and countersigned by the DC, or in his absence, the Director of Administration (DOA). A cheque shall then be drawn. All paid supporting documents and payment vouchers must be appropriately stamped as "paid."

1. Cheque payments shall be drawn in the name of the service provider and lump sum funds withdrawal in the name of an officer 'for staff; must be avoided.



Where payments are to be drawn for casual labourers wages for example, the payment shall be handled by an accounts officer of the council who shall be required to account for the funds drawn immediately after the activity is completed.

2. Supporting documentation shall be filed in a manner that is easily accessible for independent verification

**In addition, the Controlling Officer shall**

1. Maintain sub-ledgers for each constituency in adequate detail to produce returns that show funding, expenditure and balance per constituency. The expenditure shall also be summarized per project
2. LAs shall carry forward costs for CDF so that the total funding for CDF to-date shall equal expenditure to-date
3. ADC shall obtain adequate records of their procurement transactions as prescribed and file these with the LA
4. PICs shall keep appropriate stores records as prescribed for each project

## **18. FINANCIAL REPORTING**

The CDF is voted expenditure in the national budget. Therefore, local authorities shall report on the CDF spending in the monthly expenditure monitoring return as submitted to treasury.

Further, the CDF shall form part of the comprehensive local authority monthly financial reports as prescribed by the NLGFC. Specifically, a Constituency Fund Development return (both at project and item levels of spending) shall be prepared and submitted as one of the schedules to the financial report together with and CDF bank reconciliation statement.

A copy of the monthly Constituency Development Fund returns shall be sent to all Members of Parliament, ADCs, and District Council.

Local authorities shall further be required to post the return, specifically the one reporting at project level of expenditure, on the council's public notice boards. Specimen formats of the CDF returns are included in Appendix 2.

The ADC shall share the financial report with VDCs, chiefs and the community. In this regard, consideration should be given to translating the report into local language and presenting it in a manner that communities can understand

## **19. AUDIT**

The CDF shall be subject to both internal and external audits in line with the provisions of the Public Audit Act (PAA), 2003 and the Local Government Act (1998).

## **20. ABOUT THESE GUIDELINES**

Lack of knowledge of the procedures stipulated in these guidelines shall not constitute any defence for any crime committed in relation to the CDF and failure to adhere to set guidelines and procedures shall amount to an offence and shall be punishable by law.

## **21. OTHER ISSUES**

Where a constituency falls within the jurisdiction of more than one council, authority to manage CDF shall rest on the council that claims at least 51% of the land area in question.

Cases of arbitration involving the council and a third party shall be referred to the National Local Government Finance Committee which shall in turn appoint an independent arbitrator.

## **22. REVIEW OF GUIDELINES**

From time to time, these guidelines shall be subject to review, initiated through the Ministry of Finance or the Ministry of Local Government and Rural Development.

## **23. APPENDICES**

### Appendix 1: Project Application Form

## CONSTITUENCY FUND PROJECT

### APPLICATION FORM

.....DISTRICT ASSEMBLY

CONSTITUENCY NAME \_\_\_\_\_

#### PART A

1. Project title
2. Problem statement (Briefly describe the bottlenecks that the community has identified) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Location of Project

Village (s)		Describe directions to projects using access roads as reference point
Constituency		
Traditional Authority		

4. Sector-

5. Commencement and completion dates

- a. Commencement \_\_\_\_\_(dd/mm/yyyy)
- b. Completion \_\_\_\_\_ (dd/mm/yyyy)
- c. Project life \_\_\_\_\_(dd/mm/yyyy)

6. Project objectives

7. Project description (provide an outline of the project within 400 characters)



8. Describe the challenges that the project is addressing

9. Project beneficiaries

a. MALE \_\_\_\_\_

b. FEMALE \_\_\_\_\_

c. TOTAL \_\_\_\_\_

10. Expected impact/ contribution to poverty reduction

11. Indicate how the project is related to key development priorities of the district included in the District Development Plan.

12. Describe the projects intervention on cross cutting issues of Gender, HIV and AIDS, environment and technology

13. Other sources of funding (specify)

14. If project is on-going, please indicate the total disbursement made to end of previous financial year \_\_\_\_\_

15. Measures for sustainability of the project/ programme

16. Information compiled by:

- Full name \_\_\_\_\_
- Designation \_\_\_\_\_
- Village/TA \_\_\_\_\_
- Date \_\_\_\_\_

PART B to be completed by the ADC chair

1. Community contribution ready (specify items such as no. of bricks, sand, stones etc)

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2. Project Implementation Committee members (provide names and position in committee)\_\_\_\_\_

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3. Project Implementation Committee trained on their roles including (stores management) – Indicate who did the training

---

Signed: For ADC: Name:

---

Sign:

---

Witness

Name:

---

Sign:

---

MP

Name:

---

Sign:

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Appendix 2: Template for CDF EXPENDITURE RETURNS

APPENDIX 2 (a): CONSTITUENCY FUND RETURN									
REVENUE AND EXPENDITURE ANALYSIS BY PROJECT									
	CONSTITUENCY A		CONSTITUENCY B		CONSTITUENCY C		CONSTITUENCY D		TOTAL CONSTITUENCY FUND
	Annual Budget	Total to Date	Annual Budget	Total to Date	Annual Budget	Total to Date	Annual Budget	Total to Date	Annual Budget
	MK	MK	MK	MK	MK	MK	MK	MK	MK
REVENUE									
Cash funding									
Subtotal									
EXPENDITURE									
Project Title									
Sub total									
Balance c/f									

APPENDIX 2 (b): CONSTITUENCY FUND RETURN									
REVENUE AND EXPENDITURE ANALYSIS BY ITEM									
RECEIPTS						Constituency A	Constituency B	Constituency C	TOTAL
Date	Receipts	GR No.	Project Details			MK	MK	MK	MK
	Balance b/f								
	Cash funding for the month								
	Sub total								
PAYMENTS									
Date	PV No.	Cheque No.	Payment and project detail	Expense item					
Total payments for the month									
	Balance c/f								
	Total budget allocation								
	Total funding to date								
	Total spending to date								
	Balance on budget								

	<b>INDICATIVE LIST OF ELIGIBLE MICRO- PROJECTS UNDER THE CDF (NEW, REHABILITATION OR MAINTENANCE)</b>
1	Afforestation – small scale
2	Community bee keeping equipment
3	Community boreholes
4	Small bridges
5	Chlorination of water sources
6	Community buildings
7	Culverts
8	Small dam construction
9	Desks and chairs
10	Drug revolving fund
11	Football, netball, volleyball grounds
12	Health clinics
13	Income generating activities (e.g. baking, poultry farming)
14	Community irrigation schemes
15	Learning materials
16	Piped water schemes
17	Police posts
18	Community ponds
19	Postal agencies
20	Procurement of agricultural inputs
21	Protection of degraded areas
22	Public telephones
23	Recreation equipment for public institutions
24	Feeder roads
25	Rural electrification of public premises
26	School buildings
27	Shallow wells
28	Soil conservation
29	solar power installation in public places
30	Sports equipment
31	Structures for community based organization
32	Teachers houses
33	Treadle pumps
34	Community bicycle ambulances

## Appendix 3: Procurement Evaluation Forms

## Appendix 3 (a): Quotation Evaluation Form (Goods)

Project Name: \_\_\_\_\_  
Village: \_\_\_\_\_  
Constituency: \_\_\_\_\_

[illegible]

**\*Type refers to quality specification of goods e.g. brand, gauge for iron sheets etc.**

Evaluation by:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 3 (b): Quotation Evaluation Form (works – labor cost)

Project Name: \_\_\_\_\_ Village: \_\_\_\_\_ Constituency: \_\_\_\_\_

Description of works (stage of completion)	PRICE QUOTED			RECOMMENDATION		
	Qty	Contractor's Name A	Contractor's Name B	Contractor's Name C	Contractor	Reason
						Total amount MWK

Evaluation by:

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date: \_\_\_\_\_







