

4

Quarterly Report

2018

Local Government Authority
Male' / Maldives



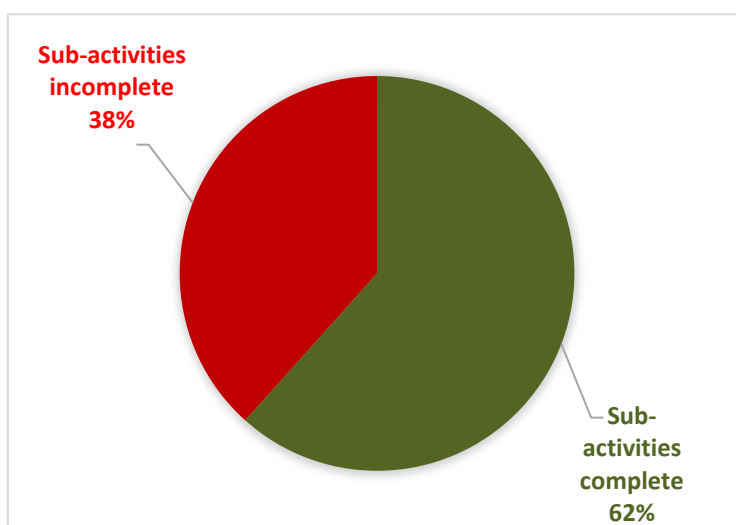
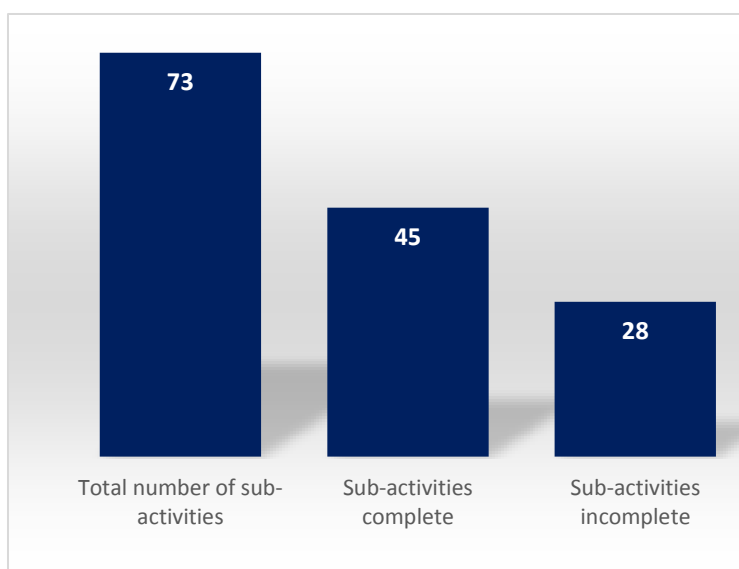
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INTRODUCTION

As part of the monitoring and evaluation mechanism established to monitor the quarterly implementation of the activities and sub activities of the work plan 2018, this report highlights the implementation status of activities and sub activities set forth in the fourth quarter of 2018. The duration of quarter four is from 1st October to 31st December 2018. During this quarter, total of 23 activities and 73 sub-activities were to be carried out to achieve 10 outcomes. Out of the total sub-activities to be completed in the fourth quarter, 45 sub-activities were completed. The chart presented below shows status of completion of sub-activities carried out by LGA during the quarter.

Number of sub-activities to be completed and number of sub-activities completed



STATUS OF ACTIVITIES AS PER WORKPLAN 2018

Outcome 1: Empower women politically and economically; and promote inclusive governance

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)
Advocate for gender balanced policies	Disperse information	Training & Advocacy	31-Dec-18	100

Outcome 2: Ensure fiscal decentralization; and assist local councils in creating vibrant local economies

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)	Remarks
Create awareness on the importance of collaborating the government in delivering municipal services.	Create awareness on the importance of collaborating the government by decentralization act	Training & Advocacy	30-Nov-18	75	Content developed, graphic work not completed

Outcome 3: Make local councils accountable and responsible

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)	Remarks
Review and revise existing Municipal Regulation Templates	Finalize regulation 6	Legal and investigation	31-Oct-18	0	Activity incomplete due to pending comments from relevant ministries
	Share regulation 6 with councils for gazzeting	Legal and investigation	31-Oct-18	0	Activity incomplete as regulation finalization is pending
	Draft revised municipal regulations - regulation 7	Legal and investigation	31-Oct-18	100	

	Finalize regulation 7	Legal and investigation	29-Nov-18	0	Activity incomplete due to pending comments from relevant ministries
	Share regulation 7 with councils for gazetting	Legal and investigation	29-Nov-18	0	Activity incomplete as regulation finalization is pending
	Dispatch regulations to gazette as received from councils	Legal and investigation	31-Dec-18	0	Activity incomplete as finalizing regulations is pending
Conduct councils investigations (as and when issues arise)	Identify councils that need to be investigated when council issues arises	Legal and investigation	31-Dec-18	100	
	conduct Investigations	Legal and investigation	31-Dec-18	100	
	Prepare investigation report to be shared with Board	Legal and investigation	31-Dec-18	100	
Conduct island council internal audits	Conduct internal audit of requested councils	Monitoring & Evaluation	31-Dec-18	100	
	Prepare final internal audit report	Monitoring & Evaluation	31-Dec-18	100	

Outcome 4: Leverage use of ICT for an empowered, effective and efficient local governance system

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)	Remarks
Established official E-mail setup for all councils and provide domain for website hosting	Host council website as per the request	Project Management	31-Dec-18	100	
Roll out E-Council software	Roll out E-Council software as per request	Project Management	31-Dec-18	0	Due to shortage in budget, and technical issues this task was not completed in 2018. This task has been forwarded to be carried out in 2019.

Outcome 5: Promote community participation at local level

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)
Use of Social media to create awareness on community participation.	Update social media outlets according to the plan	Administration & Support Service	31-Dec-18	100

Outcome 6: Build trust among citizens and Government for the local governance system

Activities	Sub-Activities	Responsible Division/Section/ Unit	Due Date	Completed percentage (%)	Remarks
Establish a mechanism for community participation in councils general meetings	Share the policy with councils	Policy Planning & International Relations	10-Oct-18	0	Activity incomplete as the policy has not been approved by LGA board
	Upload the policy to LGA website	Policy Planning & International Relations	10-Oct-18	0	Activity incomplete as the policy has not been approved by LGA board
Develop and publish a service charter on service delivery of councils.	Draft service charter	Policy Planning & International Relations	31-Dec-18	100	
	Get comments	Policy Planning & International Relations	31-Dec-18	100	
	Finalize service charter	Policy Planning & International Relations	31-Dec-18	100	
	Share service Charter with councils	Policy Planning & International Relations	31-Dec-18	100	
	Upload service Charter to LGA website	Policy Planning & International Relations	31-Dec-18	100	
Conduct a survey to understand impacts of decentralization on service delivery	Conduct research to identify the factors which cause lack of trust on local governance.	Policy Planning & International Relations	31-Dec-18	25	Questionnaire areas identified and information collection is ongoing from different offices and sources
	Draft report based on the research	Policy Planning & International Relations	31-Dec-18	0	Activity incomplete as information collection for research is not complete
	Share report with board for comments	Policy Planning & International Relations	31-Dec-18	0	Activity incomplete as research is not drafted
	Incorporate comments	Policy Planning & International Relations	31-Dec-18	0	Activity incomplete as research is not drafted
	Finalize report	Policy Planning & International Relations	31-Dec-18	0	Activity incomplete as research is not drafted

Outcome 7: Strengthen Local Government Authority

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)	Remarks
Conduct In-House Trainings for Staff	Conduct session to share amended Staff Regulation	Human resources	31-Dec-18	50	Working on amending regulation
Compile quarterly report for Q3	Collect required information from sections	Policy Planning & International Relations	10-Oct-18	100	
	Compile Report	Policy Planning & International Relations	20-Oct-18	100	
	Finalize report	Policy Planning & International Relations	31-Oct-18	100	
	Share with all staffs and media for uploading in website	Policy Planning & International Relations	31-Oct-18	100	
Compile Monthly reports	Collect information	Policy Planning & International Relations	31-Dec-18	100	
	Compile report	Policy Planning & International Relations	31-Dec-18	100	
Formulate LGA Action plan 2019	Develop draft action plan	Policy Planning & International Relations	1-Dec-18	100	
	Share with staffs	Policy Planning & International Relations	7-Dec-18	100	
	Share with Board	Policy Planning & International Relations	14-Dec-18	0	Final compilation was delayed due to the delay in getting the final approved budget for 2019 as the work plan activities has to be aligned with approved budget. No Board Meeting was held in December 2018
	Finalize Action Plan	Policy Planning & International Relations	31-Dec-18	0	Action plan not finalized as it is yet to be approved by LGA board

	Publish in website	Policy Planning & International Relations	14-Dec-18	0	Action plan not published in the website as it is yet to be approved by LGA board
Conduct Board Meetings	Conduct Board Meeting 10	Bureau	30-Oct-18	0	Change of Government (Transitional Period)
	Conduct Board Meeting 11	Bureau	30-Nov-18	0	As LGA president was not appointed, and Unavailability of members for quorum
	Conduct Board Meeting 12	Bureau	30-Dec-18	0	As LGA president was not appointed, and Unavailability of members for quorum

Outcome 8: The local Governance System is reviewed and strengthened

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)
Implement PSIP projects at local level	Prepare and finalize MOU's and send to councils	Project management	31-Dec-18	100
	Complete tendering process	Project management	31-Dec-18	100
	Award projects	Project management	31-Dec-18	100
	Monitor the progress of projects	Project management	31-Dec-18	100
	Approve extra work	Project management	31-Dec-18	100
	Conduct inspection of completed projects	Project management	31-Dec-18	100
	Project handover	Project management	31-Dec-18	100
Implement PSIP projects at LGA	Finalize and approve project design	Project management	31-Dec-18	100
	Complete tendering process	Project management	31-Dec-18	100
	Award projects	Project management	31-Dec-18	100
	Monitor the progress of projects	Project management	31-Dec-18	100

Outcome 9: Strengthen the performance of local councils through performance monitoring

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)	Remarks
Calculate CPI and Rank Councils	Prepare report format	Monitoring & Evaluation	31-Dec-18	100	
	Enter the data to formula sheet	Monitoring & Evaluation	31-Dec-18	100	
	Conduct random testing of data	Monitoring & Evaluation	31-Dec-18	100	
	Rank Councils based on CPI	Monitoring & Evaluation	31-Dec-18	100	
Publish performance index result	Prepare infographics	Monitoring & Evaluation	31-Dec-18	100	
	Draft report	Monitoring & Evaluation	31-Dec-18	100	

	Submit report to board	Monitoring & Evaluation	31-Dec-18	0	Scheduled for next board meeting as the report could not be submitted to board (no board meeting was held on December 2018)
	Draft Leaflet	Monitoring & Evaluation	31-Dec-18	0	Activity incomplete due to lack of funds, it has been scheduled for 2019 Budget
	Procure printing service for report and leaflet	Monitoring & Evaluation	31-Dec-18	0	Activity incomplete due to lack of funds, it has been scheduled for 2019 Budget
	Print report and leaflet	Monitoring & Evaluation	31-Dec-18	0	Activity incomplete due to lack of funds, it has been scheduled for 2019 Budget
	Publish report (Website, Councils)	Monitoring & Evaluation	31-Dec-18	0	Activity delayed as the report would be published after Kangathi award function in 2019

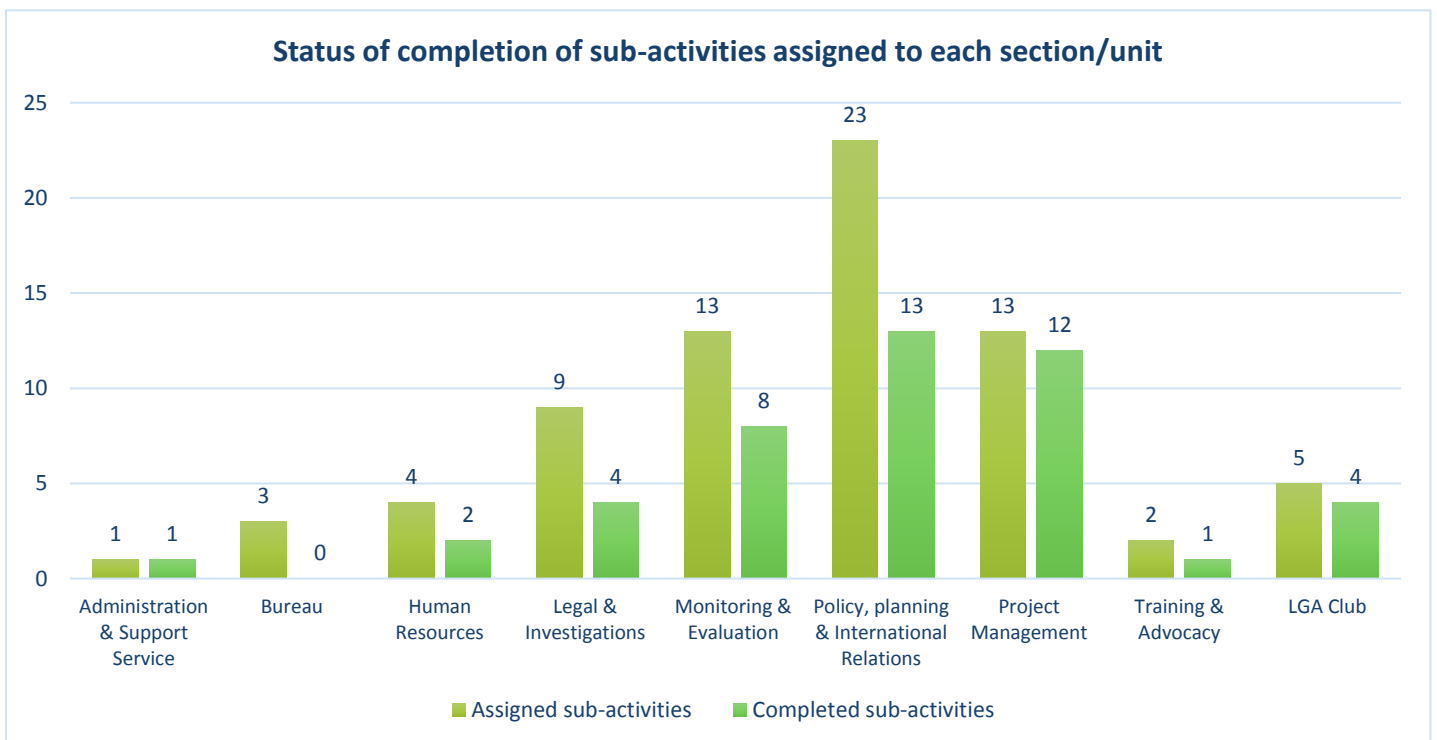
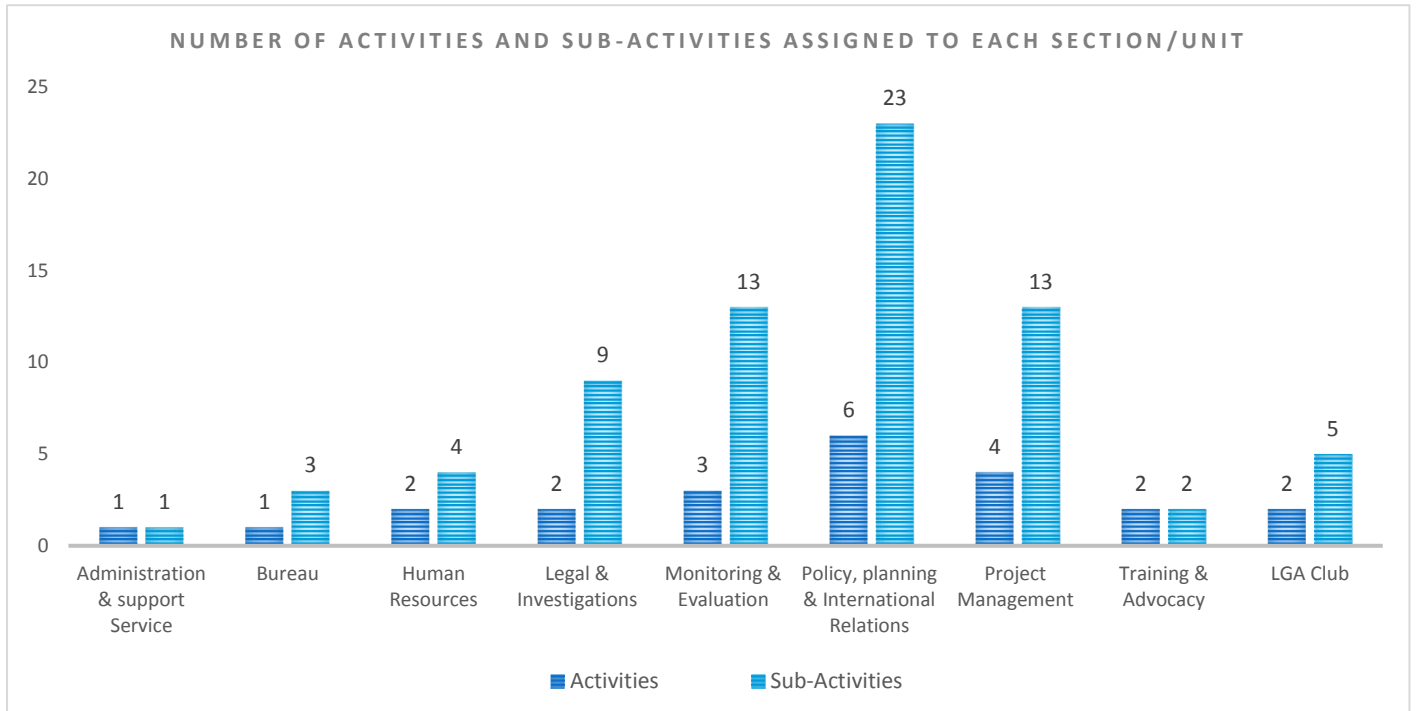
Outcome 10: Staff activities carried out to create a better work environment among staffs

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Completed percentage (%)	remarks
Conduct monthly staff meetings	Conduct Monthly Assembly 10 / staff birthday celebration	Human Resources	15-Oct-18	100	
	Conduct Monthly Assembly 11 / staff birthday celebration	Human Resources	15-Nov-18	100	
	Conduct Monthly Assembly 12 / staff birthday celebration	Human Resources	16-Dec-18	0	Meeting rescheduled to 10 Jan 2019
Conduct monthly LGA Club executive committee meetings	Conduct monthly LGA Club executive committee meeting 10	LGA Club	31-Oct-18	100	

	Conduct monthly LGA Club executive committee meeting 11	LGA Club	30-Nov-18	100	
	Conduct monthly LGA Club executive committee meeting 12	LGA Club	31-Dec-18	100	
Conduct team building activities among staff (LGA Club)	Visit to “kuda kudhinge hiya”	LGA Club	31-Oct-18	0	Cancelled due to unavailability of sponsors and funds
	Year-end trip with staff sports festival (Trip 2)	LGA Club	15-Nov-18	100	

STATUS OF ACTIVITIES AND SUB-ACTIVITIES COMPLETED BY SECTIONS/UNITS IN THE FOURTH QUARTER

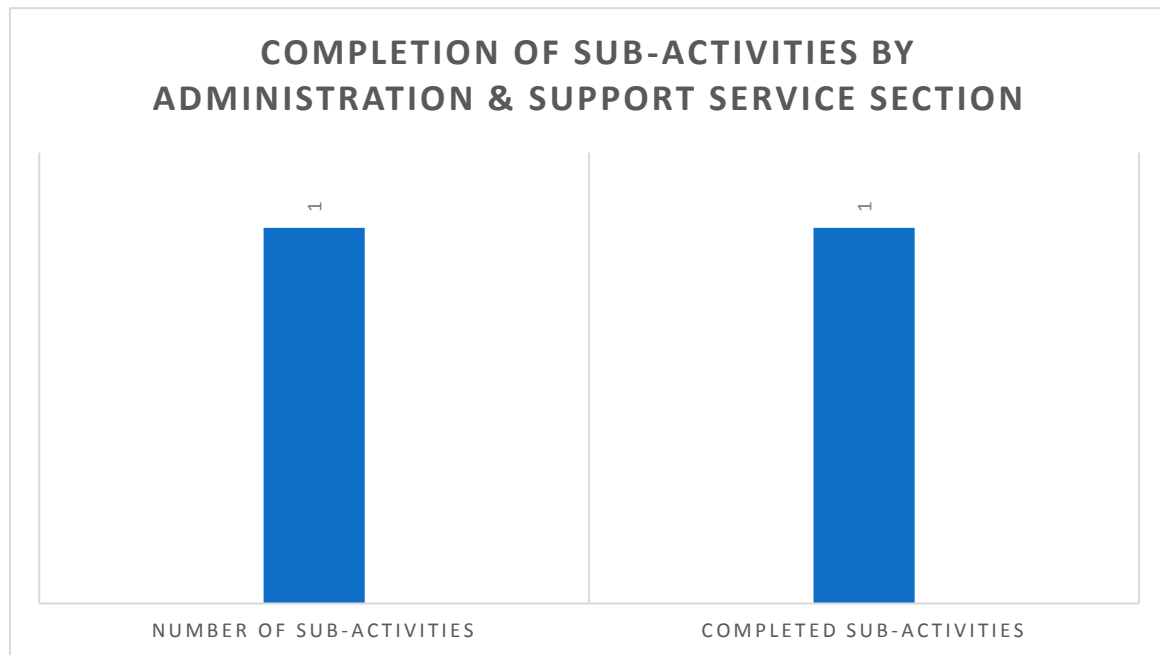
The chart below shows the number of activities and sub-activities assigned to section/unit(s). Details of status of the sub-activities of each section/unit are given under activities completed per section/unit.



ACTIVITIES COMPLETED PER SECTION/UNIT

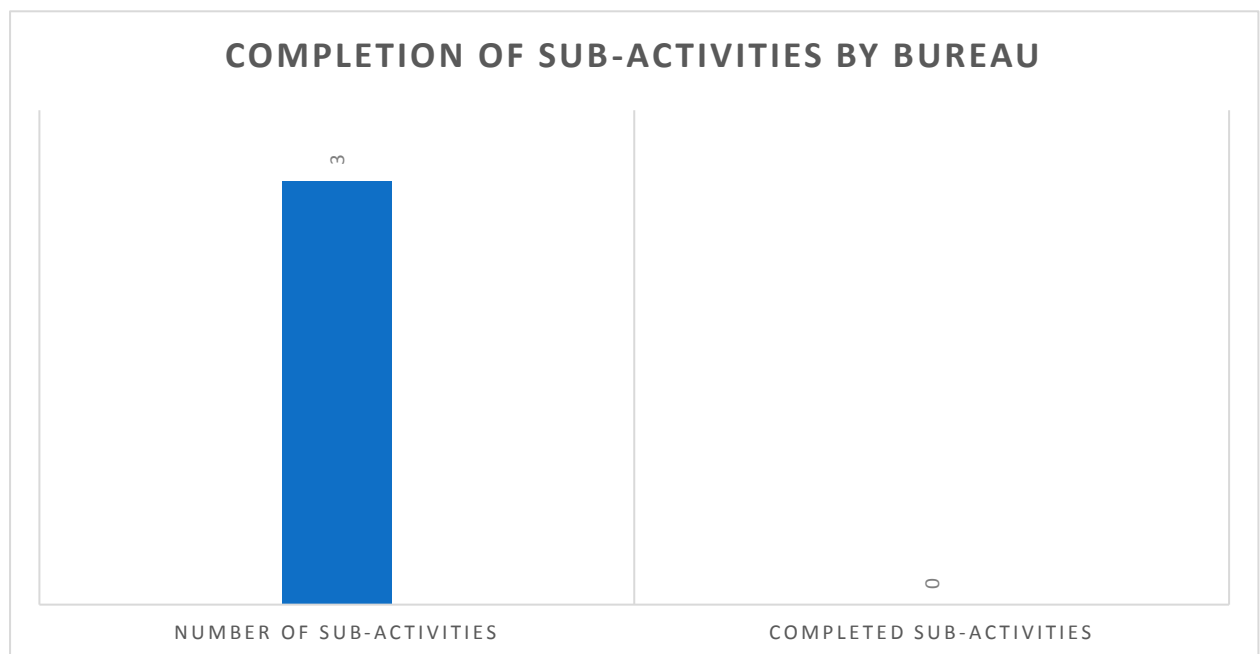
Administration & Support Service Section

During the quarter 4 of 2018 administration and support service section has completed all the sub-activities assigned to be completed by 31 December 2018. Details of completion of sub-activities by Admin and Support Service Section is given in the chart below.



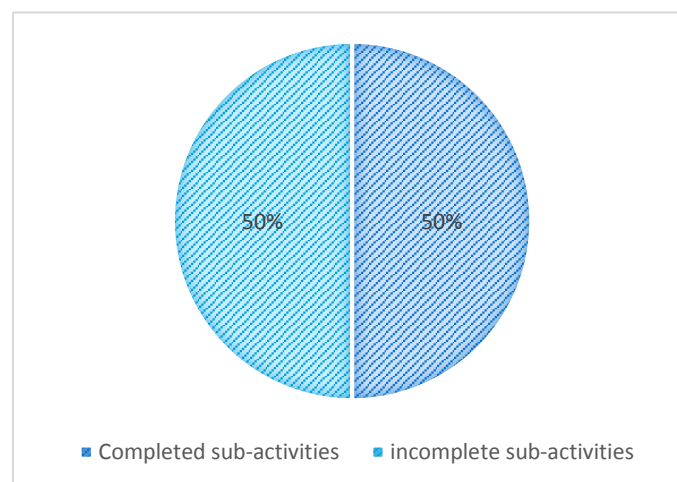
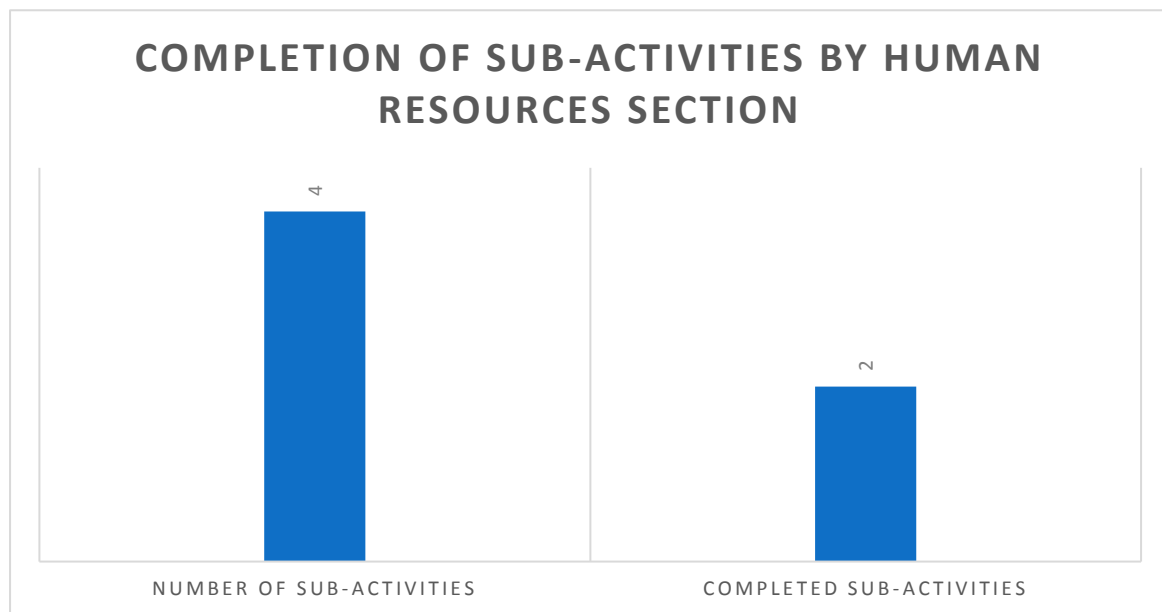
Bureau

During the quarter 4 of 2018 Bureau has not completed any of the sub-activities assigned (conducting board meetings) to be completed by 31 December 2018 due to transition of government resulting in absent position of appointed LGA president and also due to unavailability of board members to achieve a quorum.



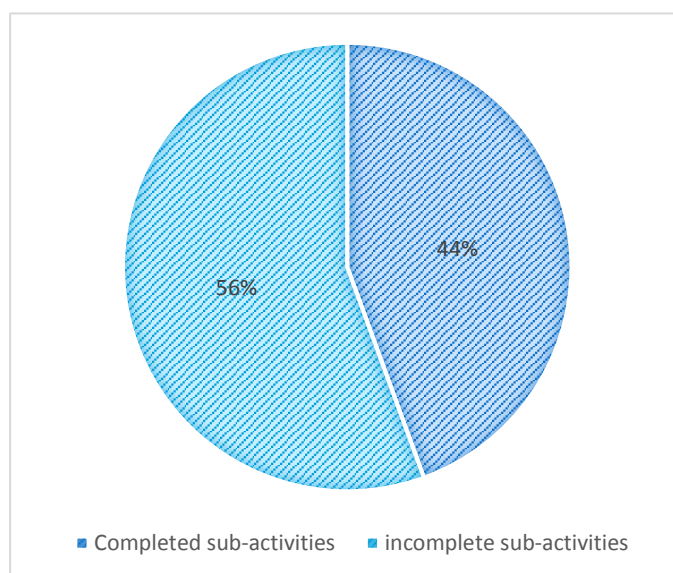
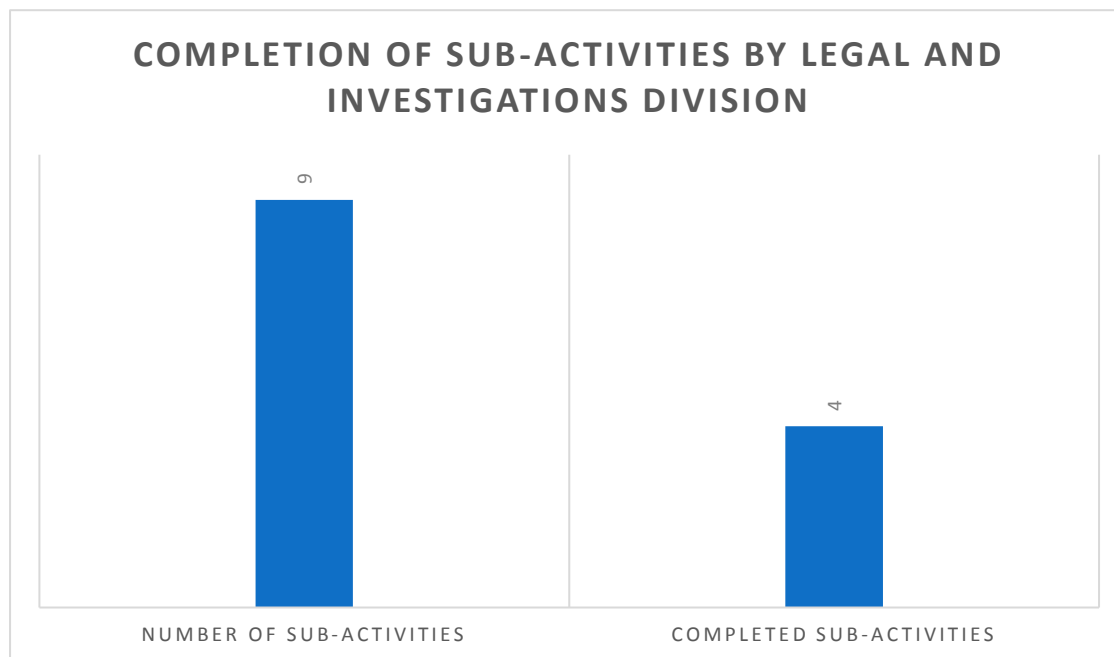
Human Resources Section

During the quarter 4 of 2018 human resource section has completed 50% of the sub-activities assigned to be completed by 31 December 2018. However, 50% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by human resource section is given in the chart below.



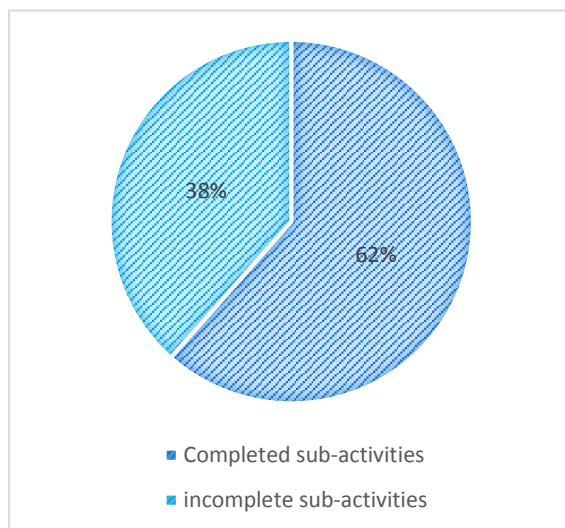
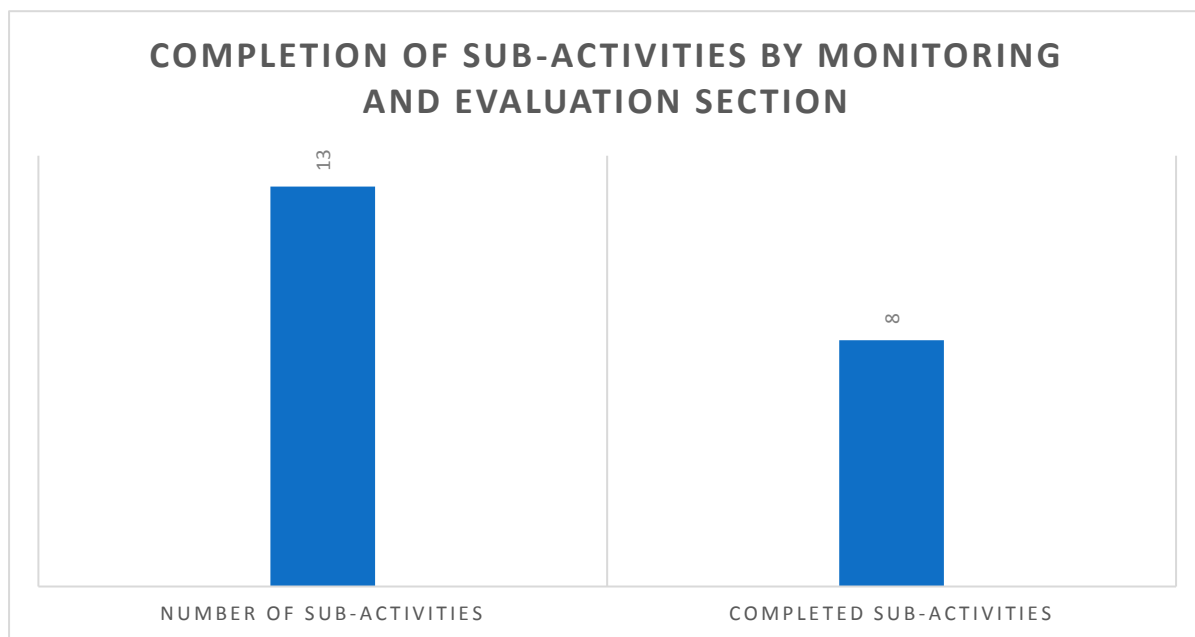
Legal & Investigation Division

During the quarter 4 of 2018 legal and investigation division has completed 44% of the sub-activities assigned to be completed by 31 December 2018. However, 56% of the sub-activities remained incomplete. Details of completion of sub-activities by legal and investigation division is given in the chart below.



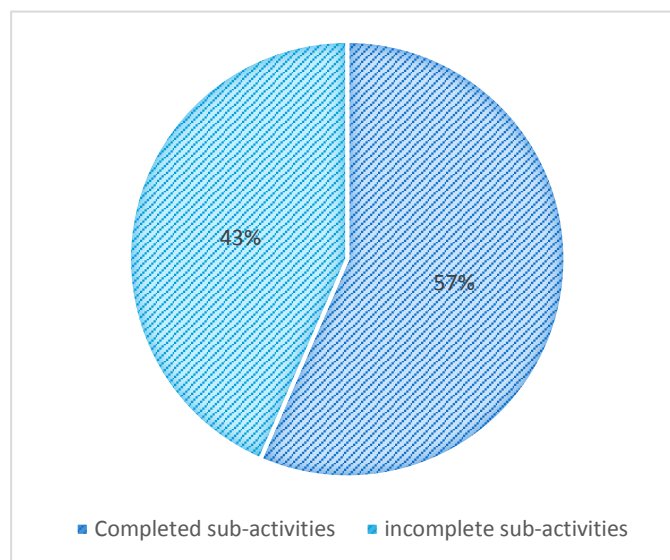
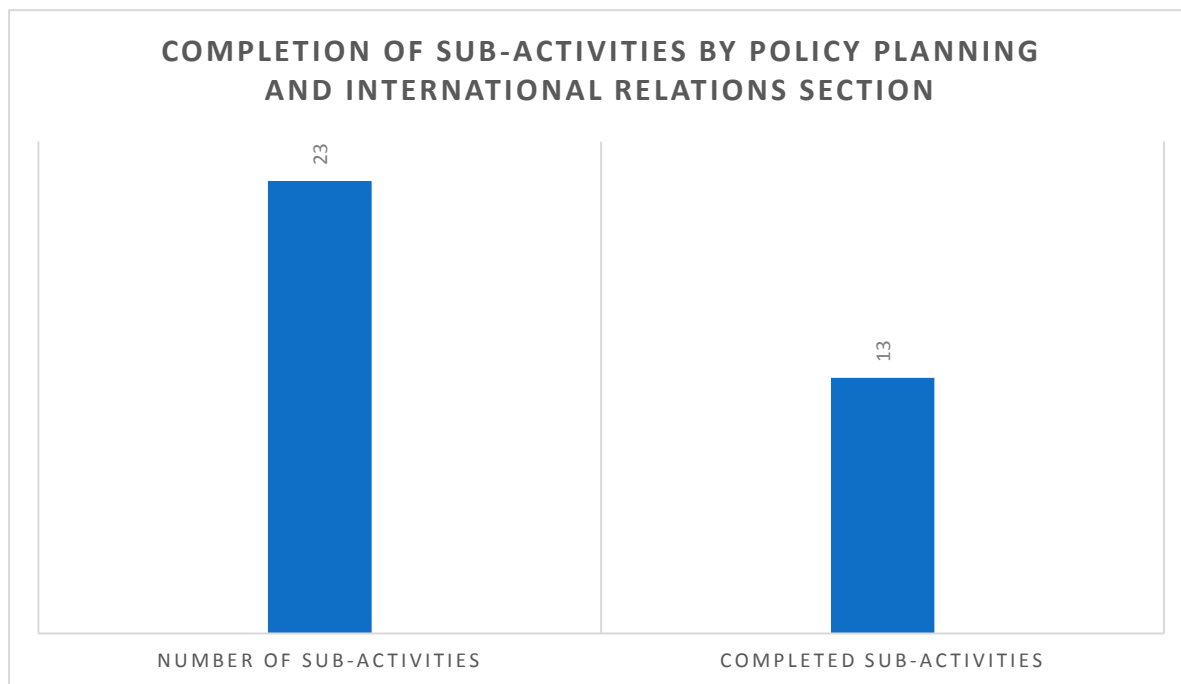
Monitoring & Evaluation Section

During the quarter 4 of 2018 monitoring and evaluation section has completed 62% of the sub-activities assigned to be completed by 31 December 2018. However, 38% of the sub-activities remained incomplete. Details of completion of sub-activities by monitoring and evaluation section is given in the chart below.



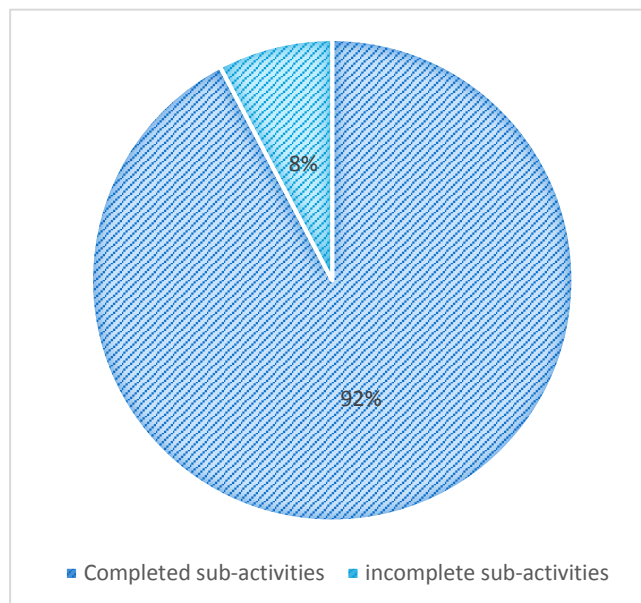
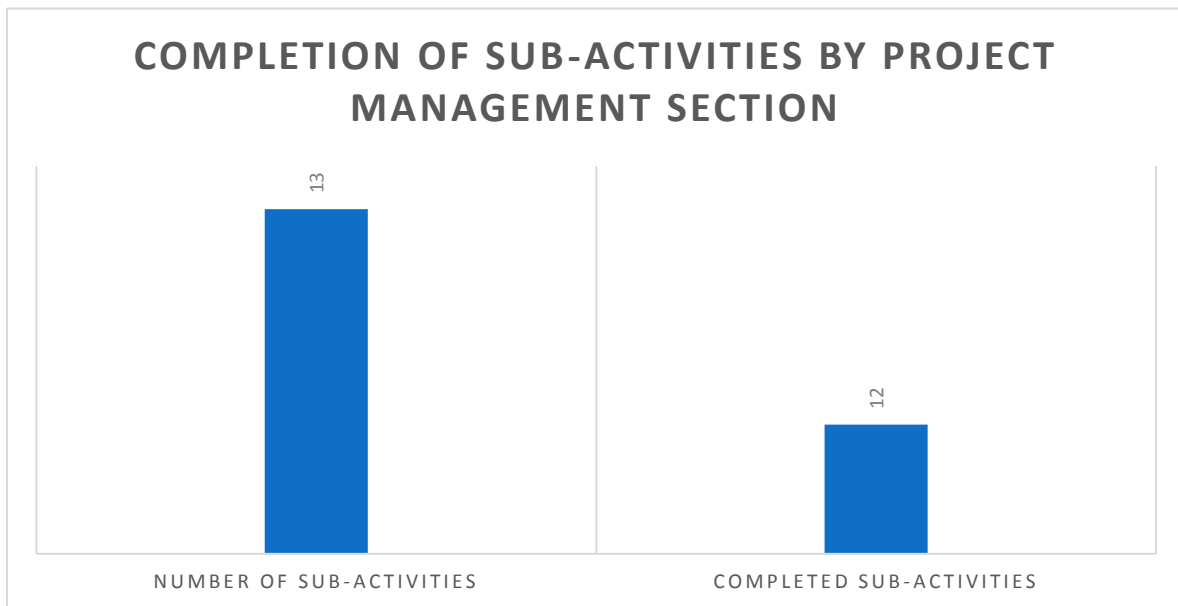
Policy Planning & International Relations Section

During the quarter 4 of 2018 policy planning and international relations section has completed 57% of the sub-activities assigned to be completed by 31 December 2018. However, 43% of the sub-activities remained incomplete. Details of completion of sub-activities by policy planning and international relations section is given in the chart below.



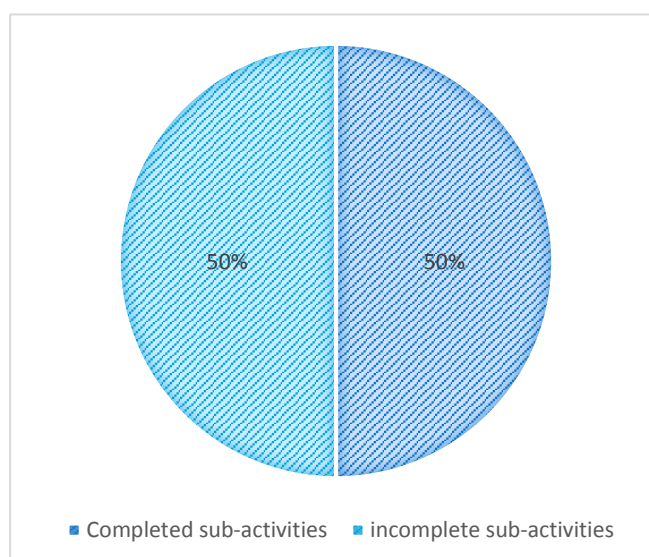
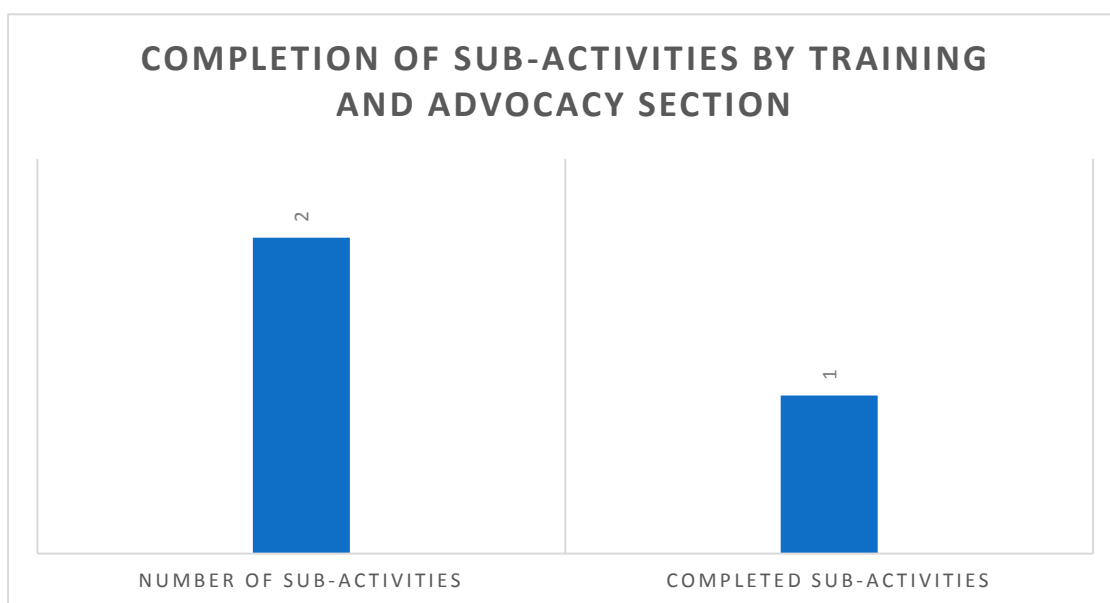
Project Management Section

During the quarter 4 of 2018 project management section has completed 92% of the sub-activities assigned to be completed by 31 December 2018. However, 8% of the sub-activities remained incomplete. Details of completion of sub-activities by project management section is given in the chart below.



Training & Advocacy Section

During the quarter 4 of 2018 training and advocacy section has completed 50% of the sub-activities assigned to be completed by 31 December 2018. However, 50% of the sub-activities remained incomplete. Details of completion of sub-activities by training and advocacy section is given in the chart below.



LGA CLUB

During the quarter 4 of 2018 LGA Club has completed 80% of the sub-activities assigned to be completed by 31 December 2018. However, 20% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by LGA Club is given in the chart below.

