Quarterly Report
2019

4

Local Government Authority

Male' / Maldives

Contents

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 2019, this report highlights the implementation status of activities and sub activities set forth in the fourth quarter of 2019. The duration of quarter two is from 1st October to 31st December 2019. During this quarter, total of 51 activities and 125 sub-activities were to be carried out to achieve 12 outcomes. Out of the total sub-activities to be completed in the fourth quarter, 82 sub-activities were completed. The chart presented below shows status of completion of sub-activities carried out by LGA during the quarter.
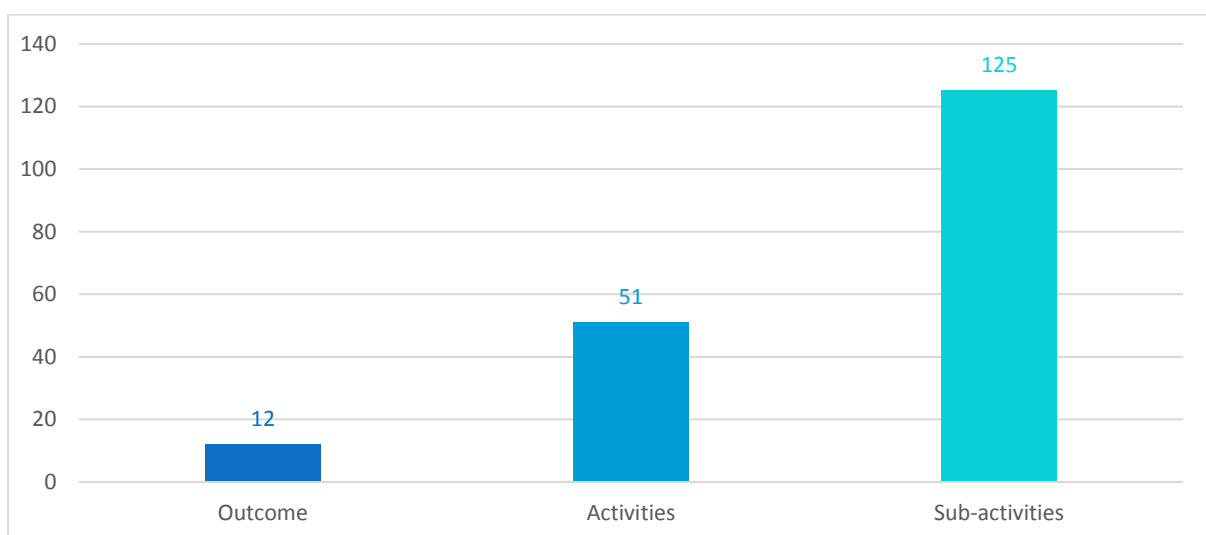
Number of sub-activities to be completed and number of sub-activities completed
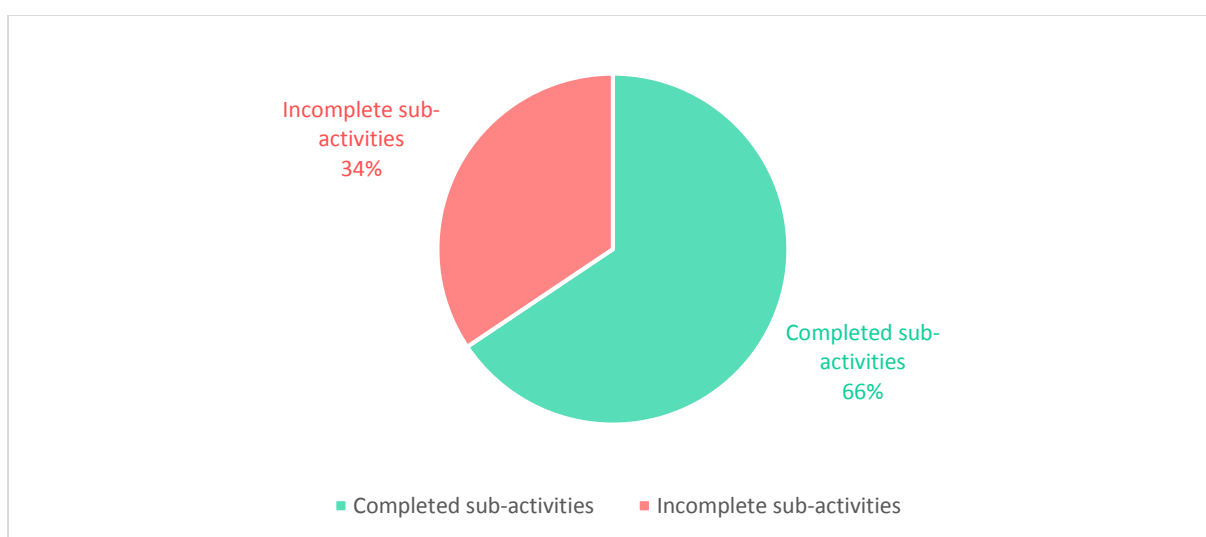
Status of activities as per work plan 2019

Outcome 1: Assist Local Councils in achieving Sustainable Development Goals

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Align national level and local level goals/indicators	Identify national level indicators	Policy Planning & International Relations	31-Oct-19	100%	
	Communicate with councils regarding mid-term review of plans	Policy Planning & International Relations	30-Nov-19	0%	Due to plan revision
Develop a diagnostic assessment for councils 5 year development plan	Identify areas for diagnostic assessment	Policy Planning & International Relations	31-Oct-19	0%	Due to plan revision
	Conduct research	Policy Planning & International Relations	30-Dec-19	0%	Due to plan revision
	Prepare research report	Policy Planning & International Relations	31-Dec-19	0%	Due to plan revision
Incorporate an indicator about SDG in the Performance Index	Send Board for Approval	Monitoring & Evaluation	31-Oct-19	0%	Other priority works (Viya module)
	Incorporate to PI Question Paper	Monitoring & Evaluation	30-Nov-19	0%	Other priority works (Viya module)

Outcome 2: Build trust among citizens and Government for the local governance system

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Publish news bulletin	Publish news bulletin 4	Training & Advocacy	31-Dec-19	50%	Drafting of articles not entirely completed due to the workload of staffs.

Outcome 3: Empower women politically and economically; and promote inclusive governance

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Establish social media platforms for all WDC's	Update list od WDCs	Council Corporate Services	31-Dec-19	100%	
	Create Viber group for all WDCs	Council Corporate Services	31-Dec-19	100%	
	Give updates through LGA Facebook page	Council Corporate Services	31-Dec-19	100%	
Develop a toolkit to maintain women related statistics that the WDCs are mandated to collect and maintain	Identify the required data for the toolkit	Council Corporate Services	31-Dec-19	100%	
	Prepare toolkit	Council Corporate Services	31-Dec-19	0%	Other priority works
Identify the opportunities available for women development through resource mapping	Conduct research	Policy Planning & International Relations	31-Dec-19	100%	
	Develop research paper	Policy Planning & International Relations	31-Dec-19	50%	Due to other priority works
	Finalize and share paper with councils	Policy Planning & International Relations	31-Dec-19	0%	Due to other priority works
Incorporate a WDC factor into Performance Index and establish a way to recognize good WDC's	Send Board for Approval	Monitoring & Evaluation	31-Oct-19	0%	Other priority works (Viya module)
	Incorporate to PI Question Paper	Monitoring & Evaluation	30-Nov-19	0%	Other priority works (Viya module)
Social media awareness	Publish social media posts	Training & Advocacy	31-Dec-19	100%	
Strengthen the functioning of WDCs	prepare WDC annual report format	Council Corporate Services	31-Dec-19	50%	Other priority works
	share WDC annual report format to WDCs	Council Corporate Services	31-Dec-19	0%	Other priority works
	Prepare template for WDC budget	Council Corporate Services	31-Dec-19	0%	Other priority works

Outcome 4: Ensure fiscal decentralization; and assist local councils in creating vibrant local economies

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Inform Councils about Internal Audit Assignments	Conduct Performance Audit	Monitoring & Evaluation	31-Oct-19	0%	Other priority works (Viya module)
	Prepare Reports on Finding	Monitoring & Evaluation	31-Oct-19	0%	Other priority works (Viya module)
	Report to Management / Publish Reports	Monitoring & Evaluation	31-Oct-19	0%	Other priority works (Viya module)
Develop a policy to make WDCs accountable	Send policy for board approval	Policy Planning & International Relations	31-Dec-19	0%	Due to plan revision
Conduct Property Audit of Councils	Check for data of council property from relevant ministries	Monitoring & Evaluation	31-Dec-19	0%	Other priority works (Viya module)
Develop Fiscal Formulae to disseminate block grant to councils	prepare formulae	Policy Planning & International Relations	31-Dec-19	100%	
	share formulae with finance ministry	Policy Planning & International Relations	31-Dec-19	100%	

Outcome 5: Leverage use of ICT for an empowered, effective and efficient local governance system

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Analyze current work environment & resolve the issues	Identify work environment issues	Administration & Support Service	31-Dec-19	100%	
	Resolve	Administration & Support Service	31-Dec-19	100%	
Establish online platform for councils	Identify issues raised by councils	Council Digitalization and Projects	31-Dec-19	100%	Ongoing process
	Provide technical Support for the issues based on request	Council Digitalization and Projects	31-Dec-19	75%	Ongoing process. Following yearlong plan
Develop Councils website	Gather requirements	Council Digitalization and Projects	30-Oct-19	0%	On hold to complete priority projects
	Design (Function)	Council Digitalization and Projects	30-Nov-19	0%	On hold to complete priority projects

	Implementation	Council Digitalization and Projects	31-Dec-19	0%	On hold to complete priority projects
Develop a mobile application or online platform to provide councils' services to the public	Carryout planning and analysis to gather information on the requirements for the system	Council Digitalization and Projects	31-Oct-19	100%	TOR is completed
	Design the system	Council Digitalization and Projects	31-Dec-19	0%	On hold to complete priority projects
	Implement the system	Council Digitalization and Projects	31-Dec-19	0%	On hold to complete priority projects
Provide support to empower councils legally.	Provide legal support to and advise to councils	Legal and Investigation	31-Dec-19	100%	
Establish a Help Desk setup to support and attend enquiries from councils	Carryout planning and analysis to gather information on the requirements for the system	Council Digitalization and Projects	30-Nov-19	100%	
	Design the system	Council Digitalization and Projects	31-Dec-19	100%	
	Implement the system	Council Digitalization and Projects	31-Dec-19	90%	Being used in CDP. Will be added to website as well.

Outcome 6: Make local councils accountable and responsible

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Monitoring of local councils budget & financial statements	Review Annual Budget Format of local councils	Monitoring & Evaluation	15-Nov-19	100%	
	Share Budget Format with councils	Monitoring & Evaluation	30-Nov-19	100%	
	Develop Social Media Posts for Awareness	Monitoring & Evaluation	15-Dec-19	100%	
Monitoring of local councils Annual reports	Review Annual Report Format (island councils)	Monitoring & Evaluation	30-Nov-19	100%	

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
	Share Report Format with councils	Monitoring & Evaluation	31-Dec-19	100%	
	Develop Social Media Posts for Awareness	Monitoring & Evaluation	31-Dec-19	100%	
	Review Annual Report Format (city & Atoll councils)	Monitoring & Evaluation	30-Nov-19	100%	
	Share Annual Month Report Format	Monitoring & Evaluation	31-Dec-19	100%	
	Develop Social Media Posts for Awareness	Monitoring & Evaluation	31-Dec-19	100%	
	Formulate a template for local councils annual report compilation	Monitoring & Evaluation	31-Dec-19	100%	
Reporting about development plan progress to public	Develop Media Report	Monitoring & Evaluation	15-Nov-19	100%	
	Publish Media Report	Monitoring & Evaluation	20-Nov-19	100%	
	Develop Social Media Posts for Awareness regarding reporting about development plan progress to public (Nov/Dec)	Monitoring & Evaluation	30-Nov-19	100%	
Formulate regulation to make councils accountable	prepare draft Policy	Legal and Investigation	31-Dec-19	0%	Rescheduled for 2020. to be included in the "Asaasee Gavaaidhu" of councils

Outcome 7: Staff activities carried out to create a better work environment among staffs

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Conduct monthly staff meetings	Conduct Monthly Assembly 10 / staff birthday celebration	Human Resources	15-Oct-19	100%	
	Conduct Monthly Assembly 11 / staff birthday celebration	Human Resources	12-Nov-19	100%	
	Conduct Monthly Assembly 12 / staff birthday celebration	Human Resources	17-Dec-19	100%	

Conduct monthly LGA Club executive committee meetings	Conduct monthly LGA Club executive committee meeting 10	LGA Club	31-Oct-19	100%	
	Conduct monthly LGA Club executive committee meeting 12	LGA Club	31-Dec-19	100%	
Conduct Team work/ team building exercises at LGA	Conduct activities quarterly	Human Resources	31-Dec-19	0%	Planned some activities for general staff meetings and other occasions, but due to several reasons couldn't conduct
Conduct team building activities among staff (LGA Club)	Cleaning or tree plantation program in collaboration with a council	LGA Club	31-Oct-19	100%	
	Overnight trip	LGA Club	31-Oct-19	100%	
	Awareness program - harassment	LGA Club	30-Nov-19	100%	

Outcome 8: Strengthen Local Government Authority

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Establish an Action plan Monitoring system	Prepare a monitoring table for Action plan 2020	Policy Planning & International Relations	31-Dec-19	100%	
	Share with all staff	Policy Planning & International Relations	31-Dec-19	100%	
Compile quarterly report for Q3	Collect required information from sections	Policy Planning & International Relations	10-Oct-19	100%	
	Compile Report	Policy Planning & International Relations	20-Oct-19	100%	
	Finalize report	Policy Planning & International Relations	31-Oct-19	100%	

	Share with all staffs and media for uploading in website	Policy Planning & International Relations	31-Oct-19	100%	
Compile Monthly reports	Collect information from sections	Policy Planning & International Relations	8-Dec-19	100%	
	Compile report	Policy Planning & International Relations	8-Dec-19	100%	
	Share report with board	Bureau	8-Dec-19	66%	Oct & Nov report sent. Awaiting December report
Formulate LGA Action plan 2020	Develop draft action plan	Policy Planning & International Relations	1-Dec-19	100%	
	Share with staff for comments	Policy Planning & International Relations	7-Dec-19	100%	
	Finalise Action Plan	Policy Planning & International Relations	19-Dec-19	100%	
	Share Action plan with board for approval	Policy Planning & International Relations	26-Dec-19	0%	Due to time unavailability between budget finalization and board meeting.
	Share the final plan with staff	Policy Planning & International Relations	31-Dec-19	100%	
Conduct Board Meetings	Conduct Board Meeting 10	Bureau	31/Oct/19	100%	
	Conduct Board Meeting 11	Bureau	28/Nov/19	100%	
	Conduct Board Meeting 12	Bureau	26/Dec/19	100%	
Develop a policy regarding staff participation in trainings	Finalize	Human Resources	31-Dec-19	50%	Discussed in HRMD committee meeting. Was also discussed in the staff regulation working session and decided to
	Implement	Human Resources	31-Dec-19	0%	

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
					include in staff gavaaidh, so this will be finalized with the staff regulation
ICT & maintenance strengthening	Develop a schedule for maintenance of IT equipment	Administration & Support Service	31-Dec-19	100%	
	Conduct periodic maintenance Works	Administration & Support Service	31-Dec-19	85%	Lack of Budget
Work towards Improving the mental and physical wellbeing of staff at LGA	Conduct activities in collaboration with club	Human Resources	31-Dec-19	0%	Other Priority Activities
Develop a staff handbook	Draft a handbook	Human Resources	31-Dec-19	0%	On hold as the staff regulation is not finalized yet and the contents of this handbook will be mainly based on the staff regulation
	Get Comments	Human Resources	31-Dec-19	0%	
	Finalize and Share with Staffs	Human Resources	31-Dec-19	0%	

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

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Atoll Council Monitoring	Inform Atoll Councils on Travel Plan	Monitoring & Evaluation	30-Nov-19	100%	
	Arrange logistics	Monitoring & Evaluation	30-Nov-19	100%	
	Travel and do the monitoring	Monitoring & Evaluation	30-Nov-19	100%	
	Prepare Report to Management	Monitoring & Evaluation	30-Nov-19	100%	
Strengthen the existing monitoring mechanism to	Send Reminder Letter to obtain the Monitoring Plan from Councils	Monitoring & Evaluation	1-Oct-19	100%	

| monitor Island councils via Atoll Councils | Obtain Monitoring Status Report from Atoll Councils Q3 | Monitoring & Evaluation | 10-Oct-19 | 100% | |
| | Develop SOPs with regard to Policies and Act | Monitoring & Evaluation | 15-Oct-19 | 0% | Other priority works (Viya module) |

Outcome 10: The local Governance System is reviewed and strengthened

Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Develop councilors orientation program	Review existing orientation program	Training & Advocacy	31/Dec/19	100%	
	Finalize orientation program	Training & Advocacy	31/Dec/19	20%	Researches to develop the program and administrative work to hold a consultative process is ongoing. As orientation program is planned to be held after the election of councilors in April, deadline to finalize the program has been revised
Alignment of laws and regulation with respect to decentralization Act.	Draft proposed amendments	Legal and Investigation	30/Nov/19	0%	Rescheduled for 2020 with regards to the 8th amendment to Decentralization Act
	Share proposed amendments with relevant authorities	Legal and Investigation	31/Dec/19	0%	Rescheduled for 2020 with regards to the 8th amendment to Decentralization Act
Ensure gazzeting of Municipal regulations by all councils	Dispatch regulations to gazette as received from councils	Legal and Investigation	31/Dec/19	100%	

Conduct councils investigations (as and when issues arise)	Identify councils that need to be investigated when council issues arises	Legal and Investigation	31/Dec/19	100%	
	conduct Investigations	Legal and Investigation	31/Dec/19	100%	
	Prepare investigation report to be shared with Board	Legal and Investigation	31/Dec/19	100%	
Implement PSIP projects at local level	Prepare and finalize MOU's and send to councils	Council Digitalization and Projects	31-Dec-19	100%	
	Complete tendering process	Council Digitalization and Projects	31-Dec-19	100%	
	Award projects	Council Digitalization and Projects	31-Dec-19	100%	
	Monitor the progress of projects	Council Digitalization and Projects	31-Dec-19	100%	
	Approve extra work	Council Digitalization and Projects	31-Dec-19	100%	
	Conduct inspection of completed projects	Council Digitalization and Projects	31-Dec-19	100%	
	Project handover	Council Digitalization and Projects	31-Dec-19	100%	
Implement PSIP projects at LGA	Monitor the progress of projects	Council Digitalization and Projects	31-Dec-19	100%	
PSIP project monitoring	Identify councils for project monitoring	Council Digitalization and Projects	31-Dec-19	100%	
	Arrange logistics	Council Digitalization and Projects	31-Dec-19	100%	
	Travel to councils	Council Digitalization and Projects	31-Dec-19	100%	
	Prepare monitoring reports	Council Digitalization and Projects	31-Dec-19	100%	
prepare list of tasks delegated to councils from ministries	Conduct meeting with relevant ministries	Council Corporate Services	31-Dec-19	100%	
	identify tasks / services to be	Council Corporate Services	31-Dec-19	100%	

	delegated to councils from ministries				
Review & revise Councils' administrative structure	conduct meeting with civil service commission	Policy Planning & International Relations	31-Dec-19	100%	
	form working group	Policy Planning & International Relations	31-Dec-19	100%	
	propose amended structure to civil service commission	Policy Planning & International Relations	31-Dec-19	100%	

Outcome 11: Increase efficiency and effectiveness of service delivery at local level through increased authority and autonomy of local councils in governing and providing services at local
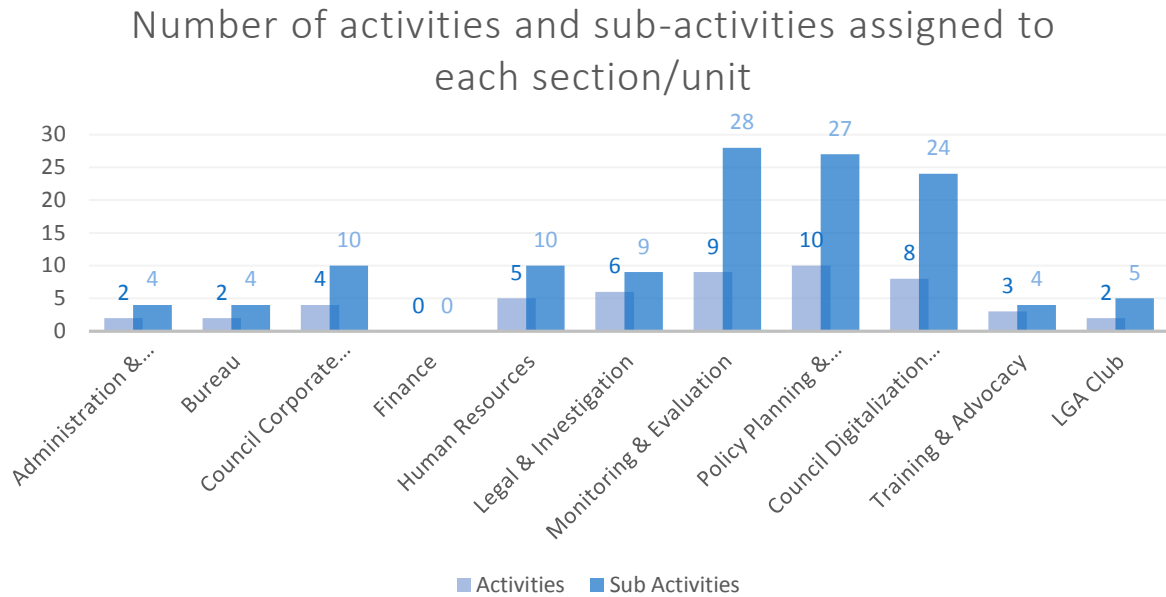
Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Strengthen institutional capacity of local councils and provide opportunities for human resource development [M175][Strategy 2.4]	Implement E-council system in local councils to enhance the service delivery and accessibility [To be coordinated and implemented with Strategy 3.2 of ICT subsector matrix][Action 2.4f]	Council Digitalization and Projects	31-Dec-19	100%	

Outcome 12: Revamp the current decentralisation model and governance to make local governance effective

| Activities	Sub-Activities	Responsible Division/Section/Unit	Due Date	Percentage Completed	Reason for incompletion
Revise legal and regulatory framework required for restructuring local councils [M24][Strategy 1.1]	Review and amend all policies to align them to the changes brought to the D. Act	Legal and Investigation	31/Dec/19	0%	Rescheduled for 2020 since act amended in mid-December

Activities and sub-activities assigned to sections/units

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.
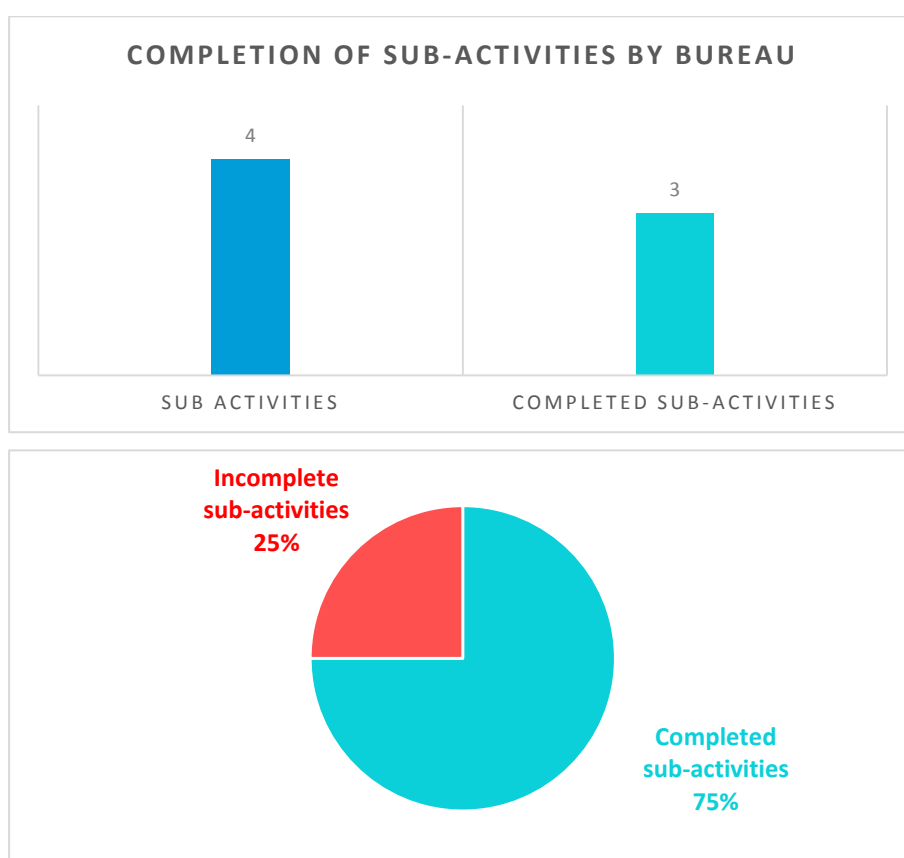
Number of activities and sub-activities assigned to each section/unit

Section/Unit	Activities	Sub Activities
Administration & ...	2	4
Bureau	2	4
Council Corporate...	4	10
Finance	0	0
Human Resources	5	10
Legal & Investigation	6	9
Monitoring & Evaluation	9	28
Policy Planning & ...	10	27
Council Digitalization...	8	24
Training & Advocacy	3	4
LGA Club	2	5

Status of completion of sub-activities assigned to each section/unit

Section/Unit	Sub Activities	Completed sub-activities
Administration & ...	4	3
Bureau	4	3
Council Corporate...	10	6
Finance	0	0
Human Resources	10	3
Legal & Investigation	9	5
Monitoring & Evaluation	28	19
Policy Planning & ...	27	19
Council Digitalization...	24	17
Training & Advocacy	4	2
LGA Club	5	5

Administration & Support Service Section

During the quarter 4 of 2019 Administration and Support Service Section has completed 75% of the sub-activities assigned to be completed by 31st December 2019. However, 25% of the sub-activities remained incomplete due to unavailability of budget. Details of completion of sub-activities by Admin and Support Service Section is given in the chart below.
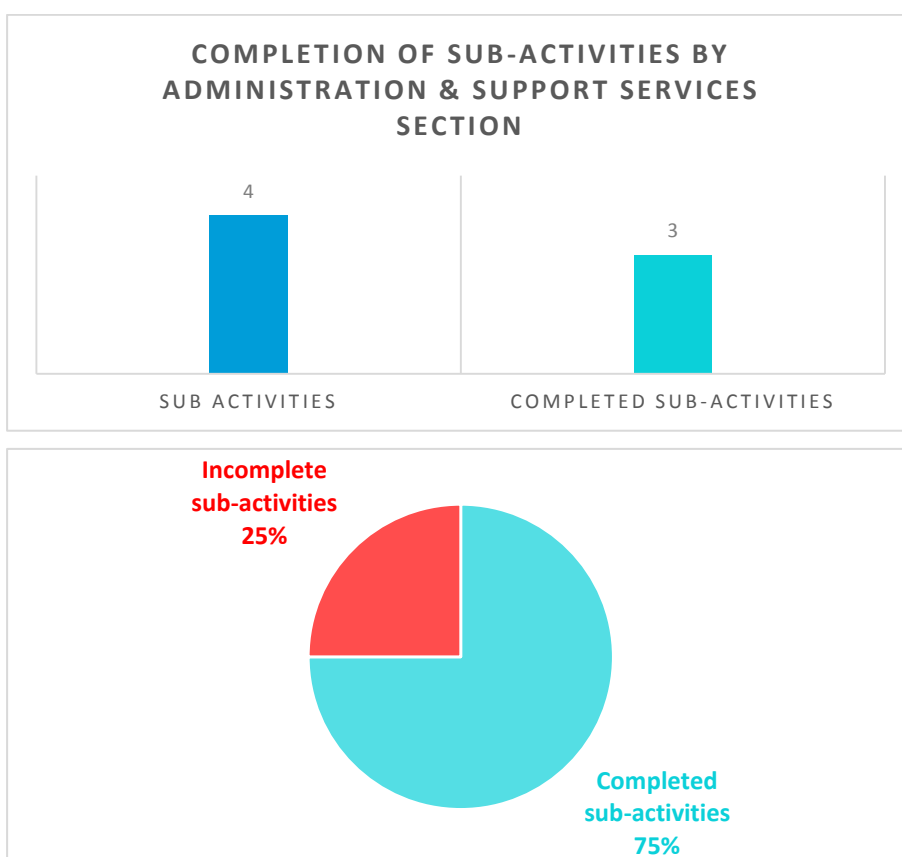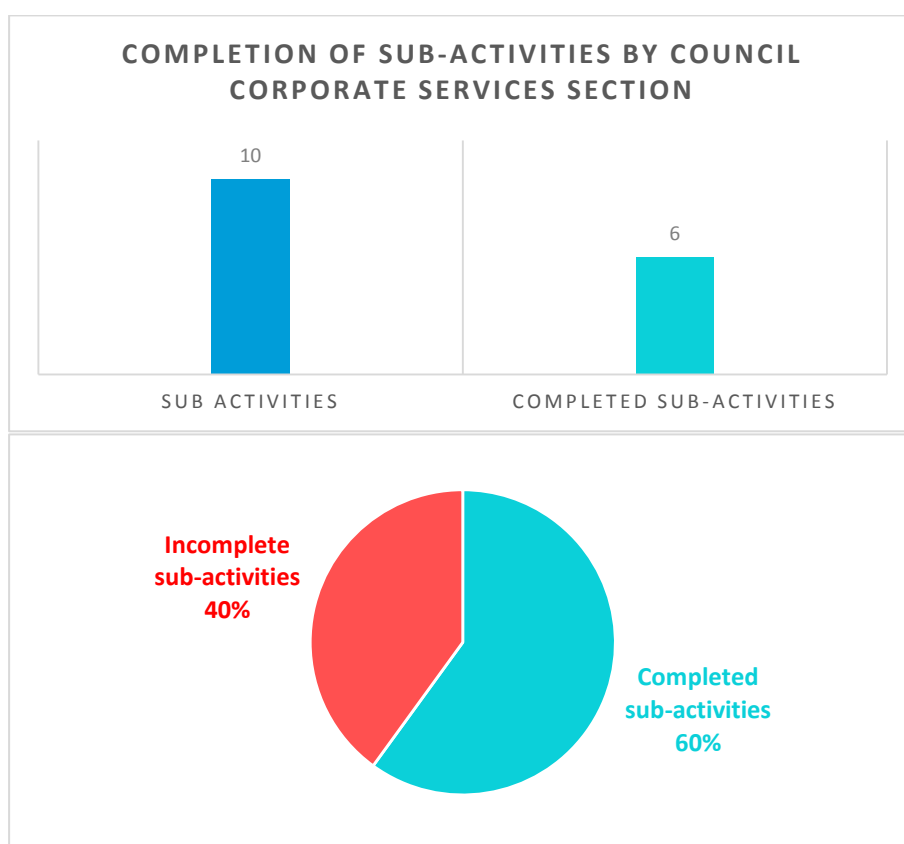
Bureau

During the quarter 4 of 2019 Bureau has completed 75% of the sub-activities assigned to be completed by 31st December 2019. However, 25% of the sub-activities remained incomplete due to unavailability of all reports. Details of completion of sub-activities by Bureau is given in the chart below.

Council Corporate Services Section

During the quarter 4 of 2019 Council Corporate Services Section has completed 60% of the sub-activities assigned to be completed by 31st December 2019. However, 40% of the sub-activities remained incomplete due to other priority works. Details of sub-activities by Council Corporate Services Section is given in the chart below.

COMPLETION OF SUB-ACTIVITIES BY COUNCIL CORPORATE SERVICES SECTION

10	6
SUB ACTIVITIES	COMPLETED SUB-ACTIVITIES

Incomplete sub-activities 40%

Completed sub-activities 60%

Human Resources Section

During the quarter 4 of 2019 Human Resource Section has completed 30% of the sub-activities assigned to be completed by 31st December 2019. However, 70% 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.
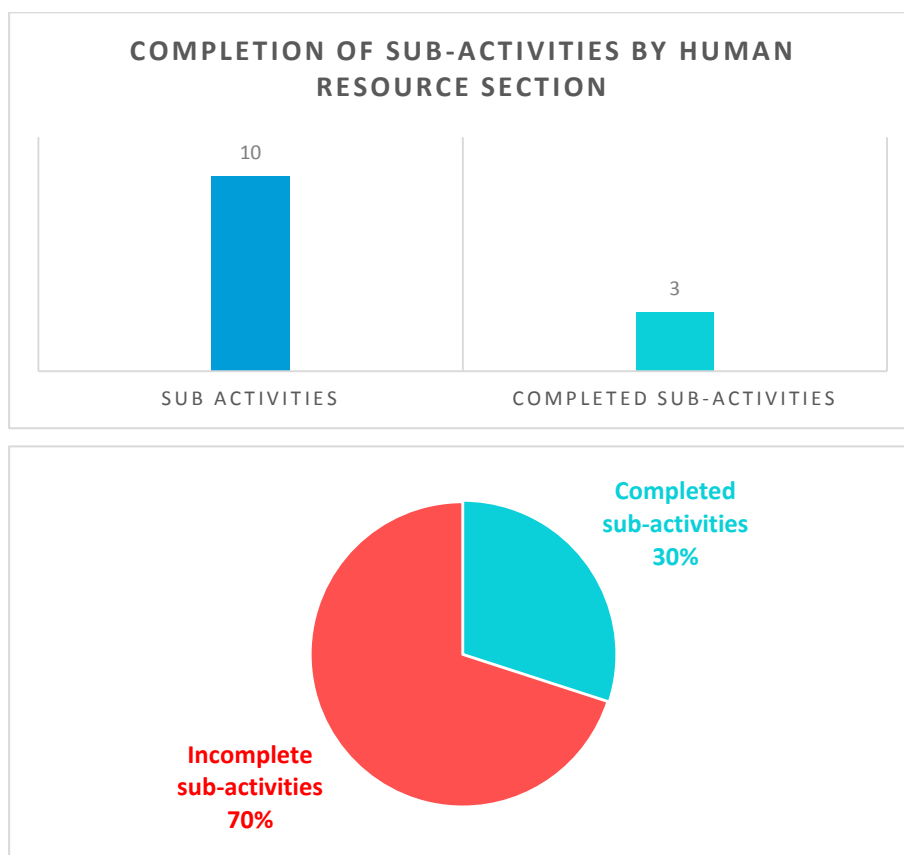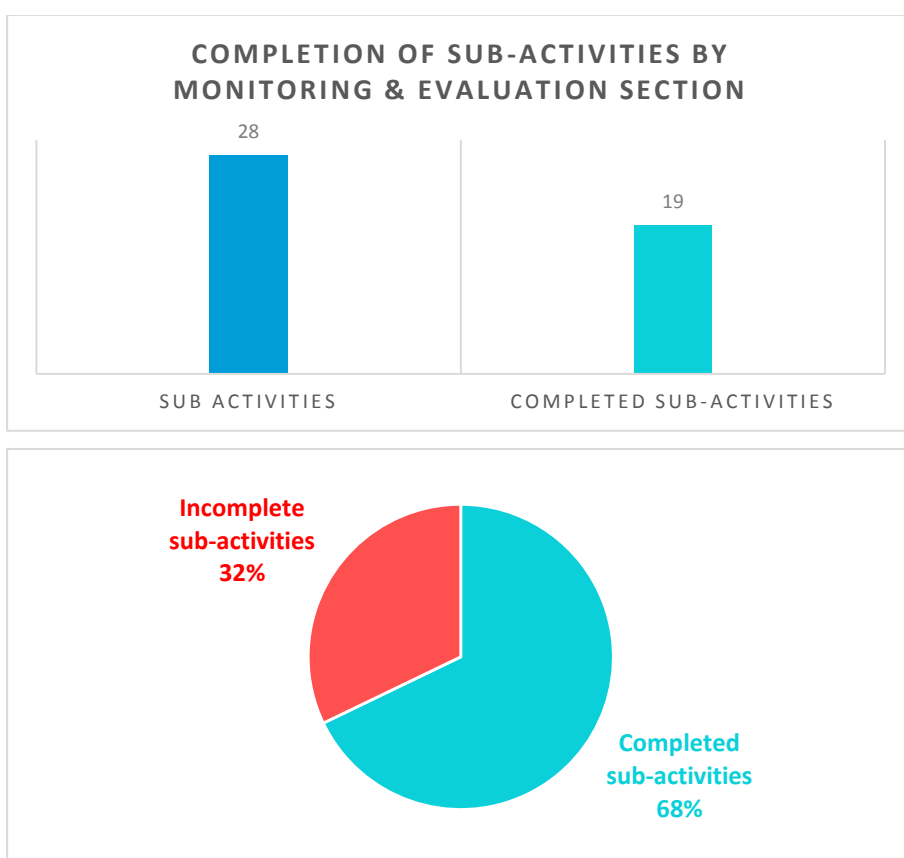
Legal & Investigation Division

During the quarter 4 of 2019 legal and investigation division has completed 56% of the sub-activities assigned to be completed by 31st December 2019. However, 44% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Legal and Investigation Division is given in the chart below.
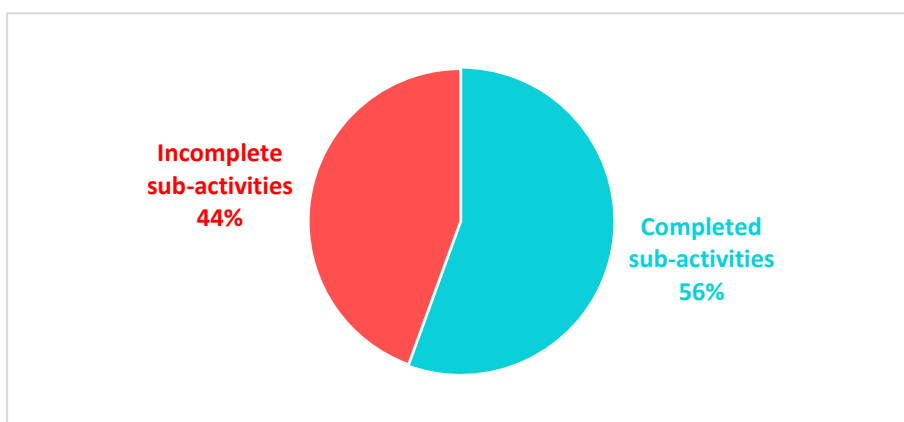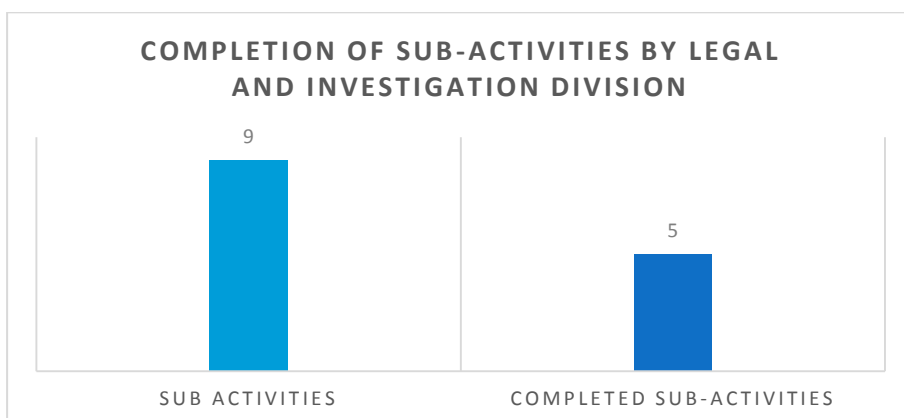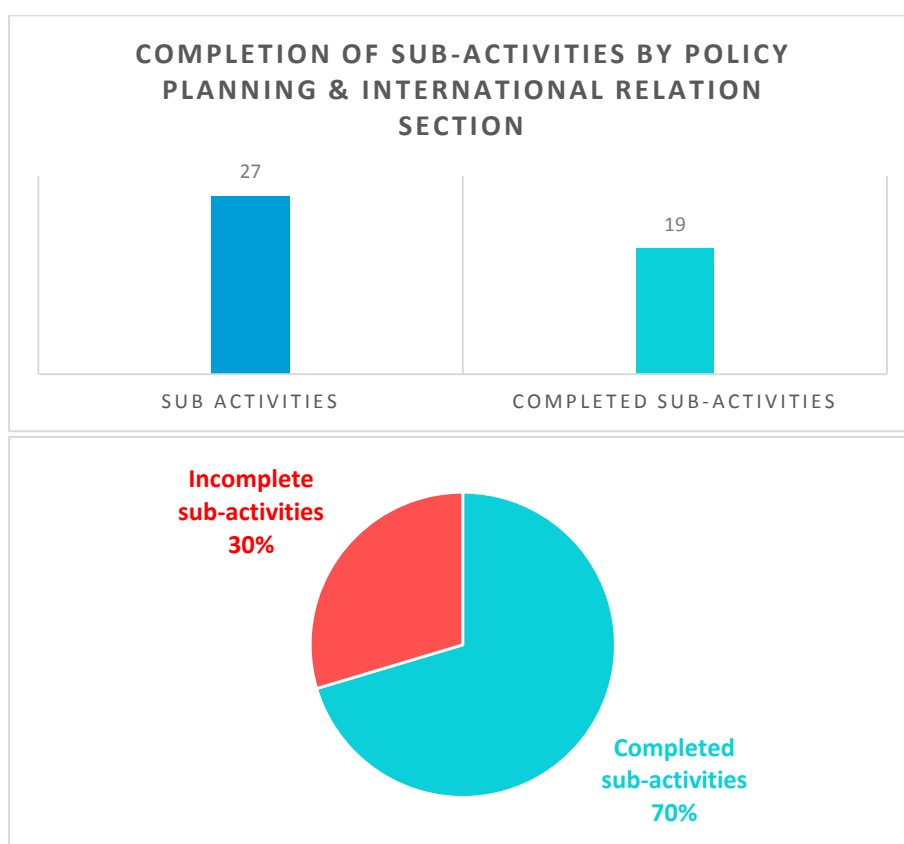
Monitoring & Evaluation Section

During the quarter 4 of 2019 Monitoring & Evaluation section has completed 68% of the sub-activities assigned to be completed by 31st December 2019. However, 32% of the sub-activities remained incomplete due to other priority works (Viya module works). 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 2019 policy planning and international relations section has completed 70% of the sub-activities assigned to be completed by 31st December 2019. However, 30% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Policy Planning and International Relations Section is given in the chart below.

Council Digitalization and Projects Section

During the quarter 4 of 2019 Council Digitalization and Projects Section has completed 71% of sub-activities to be completed by 31st December 2019. However, 29% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Council Digitalization and Projects Section is given in the chart below.
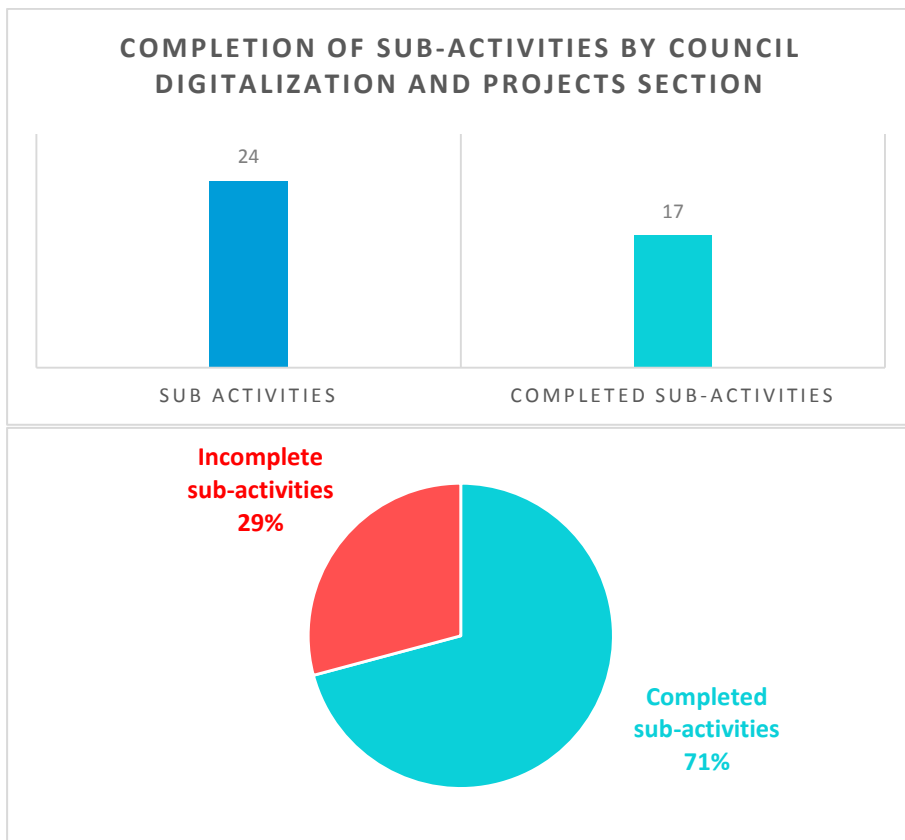
Training & Advocacy Section

During the quarter 4 of 2019 Training & Advocacy section has completed 50% of sub-activities to be completed by 31st December 2019. However, 50% of the sub-activities remained incomplete due to various reasons. Details of completion of sub-activities by Training & Advocacy Section is given in the chart below.

COMPLETION OF SUB-ACTIVITIES BY TRAINING & ADVOCACY SECTION
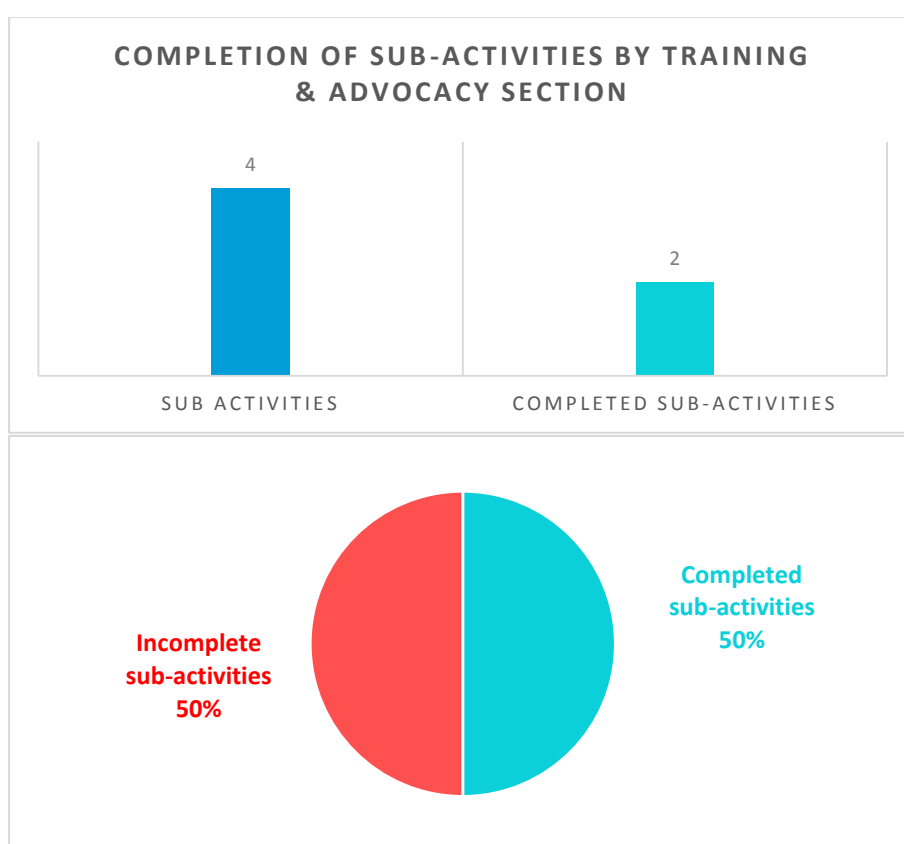
LGA Club

During the quarter 4 of 2019 LGA Club has completed all of the sub-activities assigned to be completed by 31st December 2019.