



POLICY FORUM
Social Accountability Monitoring Unit
Monitoring Accountability and Service Delivery Performance in the Public Sector



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**ACCOUNTABILITY SCORECARD FOR LOCAL GOVERNMENT
 AUTHORITIES IN TANZANIA**

YEAR

NAME OF LGA REGION

The Compliance with Regulatory and Accountability requirements is Evaluated on the Scale of 0 to 5, as:

- 0 = Non – compliance
- 1 = Extremely poor Compliance
- 2 = Poor Compliance
- 3 = Average
- 4 = Substantial Compliance
- 5 = Full Compliance

ACCOUNTABILITY SCORE CARD		
Indicators (Based on constitutional, legislative and Regulatory requirements)	Compliance (Based on implementation of regulatory and accountability requirements)	Explanation of score
Strategic planning		
1.	Is the Department’s strategic plan guided by a clear set of relevant policy priorities identified by the Minister?	
2.	Does the plan contain accurate information on the service delivery challenges face by the Department?	
3.	Does the strategic plan take into account the Department’s organizational structure and	

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	operational capacity?		
4.	Is the strategic plan informed by a rigorous evaluation of past years' performance?		
5.	Is there evidence of effective consultation with relevant internal and external stakeholders?		
6.	Is there a clear separation of activities into programmes and sub – programmers?		
7.	Does the plan identify clear activities to meet its objectives?		
8.	Are objectives and activities measurable, achievable, time – bound and coherently costed?		
9.	Does the plan nominate a responsible official for all activities?		
10	Is there a coherent relationship between the Department's strategic objectives, its programmes, the activities making up its programmes and their timeframes?		
11	Is there an accurate reconciliation of the plan with previous budget allocations and actual expenditure by programme?		
12	Does the plan contain a detailed revenue collection plan?		
13	Does the plan detail mechanisms to ensure co-ordination and cooperation with other government Departments?		

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14	Are there details of agreements for the transfer of funds to external bodies and mechanisms to ensure compliance with transfer agreements and outsourcing contracts?		
15	Does the plan provide details of the department's involvement and responsibilities in private public partnerships?		
16	Is there a plan to address auditor General's queries?		
17	Does the plan contain an up-to-date list of costed and time-bound capital expenditure and maintenance projects?		

Expenditure Management. Financial controls and Reporting

1.	Does the department have a satisfactory asset management system?		
2.	Is there evidence of a reliable human resource management and performance evaluation system?		
3.	Is there evidence of a reliable internal audit function and an effective audit committee?		
4.	Did the department produce detailed and accurate quarterly financial and performance reports to account for its expenditure on all programmes and sub- programmes		

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5.	Did the department detailed and accurate reports to account for transfer of funds to local government structures and external bodies?		
6.	Did the department produce detailed and accurate reports to account for its expenditure of infrastructural and maintenance funds?		
7.	Did the department provide a detailed and accurate account of all conditional grant and foreign aid expenditure?		
8.	Did the department provide a detailed and accurate report on all instances of unauthorized, fruitless or wasteful expenditure?		
9.	Did the department comply with proper procurement and payment procedures in all instances?		

Accountability to Oversight Bodies

1.	Was the HOD's performance contract tabled before the department's oversight committee and was this contract linked to the service delivery outputs of the department?		
2.	Did the department, including its political head, respond to all issues raised by the office of the auditor General in its annual financial and or performance audits?		

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3.	Did the HOD ensure the implementation of all Legislature portfolio committee recommendations?		
4.	Did the HOD ensure the implementation of all public accounts committee resolutions?		
Monitoring of Service Delivery			
1.	Does the department have effective mechanisms for monitoring the economy of its inputs relative to its desired service delivery outputs?		
2.	Did the department take steps to monitor the deficiency of its outputs against predefined targets for all service delivery programmes?		
3.	Did the department monitor the standards and quality of its service delivery outputs against community/client satisfactory levels?		
4.	Were service delivery promises made by official representatives of the department redeemed in all cases?		
Handling of Misconduct, Corruption and Maladministration			
1.	Does the department maintain an up-to-date database of cases of misconduct and corruption?		
2.	Did the department initiate internal disciplinary action in response to serious cases of misconduct and all cases of corruption?		



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3.	Did the department refer all relevant cases for criminal investigation and prosecution?		
4.	Did the department impose appropriate internal disciplinary sanctions in all cases?		
5.	In cases involving suspended officials, did the department initiate disciplinary hearings within the statutory period of one month to avoid fruitless and wasteful expenditure?		
6.	Did the department report adequately on cases of misconduct and corruption in its annual report to the Legislature?		
7.	Did the department effectively communicate its disciplinary responses in all cases to the media and the public?		
8.	Did the Minister for the department demonstrate political will by taking the necessary steps to resolve all cases once made aware of them?		

Total Score

Average score.....

Recommendations:

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Manager;

Accountability Monitoring/...../ 20.....