**CALL FOR CONTRIBUTIONS ABOUT COMMUNITY-BASED MONITORING PRACTICES AT LOCAL/REGIONAL/PROVINCIAL LEVEL**

Dear IOPD members, dear colleagues,

United Cities and Local Governments –with the support of the Committee on Social Inclusion, Participatory Democracy and Human Rights– together with the International Observatory on Participatory Democracy and the Center for Social Studies of the University of Coimbra, Portugal, is developing a brief report entitled “The Inclusive City and the Use of Community-based Monitoring for Poverty Reduction – Overview of International Experiences”.

The study seeks a collective reflection on the contributions of the growing number of experiences of Community-Based Monitoring Systems to territorial governance and to the effectiveness, efficacy, and accountability of local policies and projects. As we usually do with this type of research, we are opening a call among our member-cities, with confidence that you have many skills, ideas, and experiences that could contribute to the collection of experiences government authorities are undertaking, or have recently experienced. This Call aims to enrich the panorama of known *good practices* through discovering new ones and activating a knowledge exchange among members.

Below, we briefly define the types of practices we are interested in collecting, followed by a summary form that you can fill out and send to the e-mail addresses [**CBM@ces.uc.pt**](mailto:CBM@ces.uc.pt)and [**oidp@bcn.cat**](mailto:oidp@bcn.cat)in order to allow us to contact you for clarifications and further details. We are particularly interested in:

1. Short- and mid-term practices of social accountability and participation that involve citizens, social organizations, and watchdogs in the monitoring, assessment, and/or evaluation of projects and policies in one or more sectors of activity of local/regional/provincial political and administrative institutions.
2. Permanent or recurrent structures (such as Local Observatories, Citizens’ Juries with or without Randomized composition, or Accompanying Committees) that act as a tool/space for evaluating and monitoring results of public policies and other local government activities, involving mixed typologies of stakeholders providing information on and monitoring such activities.
3. Experiences that have already produced some visible results in improving the monitored policies and also enhancing collective actions and citizens’ awareness – including spaces of training and consciousness-building about human rights and citizens’ rights.
4. Articulated experiences and pilot-projects that have collectively elaborated and then measured indicators of performance of local/regional authorities and of service provision (also when the latter are outsourced to private or community sectors).

We are interested in all of the above-mentioned types of experiences and pilot processes, irregardless of whether they started from grassroots actions or from stimuli given by local/regional authorities or external donors, provided that in some phase of their development they have created a constructive dialogue, synergies, and collaborations with local/regional/provincial authorities.

Our goal is to enrich the panorama of “best practices” through a worldwide overview that could suggest ideas, recommendations, and challenges for improving ongoing and future experiments of Community-

based Monitoring Systems. Every experience, in every continent and subarea of the world, is more than welcome. Suggestions (and contacts) on other cities’ experiences – which you have heard about – will also be much appreciated.

In order to fit in the research schedule, we ask you to send us this useful information and contacts before **April 25, 2013**.

Thank you very much for your kind and enthusiastic collaboration.

We remain at your disposal for any question you may have.

**CASE STUDY FORM FOR CBMS PRACTICES**

*We thank you for responding to the maximum number of questions you can.*

*We have included some questions to guide the compiler in the more complex fields.*

**Name of the policy or project (if any): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the institutional authority in whose territory the experience happens: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of the institution promoting the experience: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Institutional level of policy:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Region and Country where the practice occurred/is occurring: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start date (at least the year):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Completion date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is the experience still ongoing in 2013?** □ YES □ NO

**SOCIAL/INSTITUTIONAL CONTEXT:**

*Please describe briefly, integrating some contextual data as relevant to the case. Of particular interest: data/evidence related to the sector of activity, the target group most important in the case, and to demonstrate that it is an excluded target group.*

**BRIEF DESCRIPTION OF THE POLICY: (about 1000 words overall)**

1. **Policy or project field of action:**

*In which thematic area of local authority activity did the monitoring structure intervene? Was it mono- or pluridisciplinary?*

1. **Background / Origins**

*Where did the practice come from? Who had the idea and who promoted it? What issue was the practice meant to address? Did the policy originate from a pilot project? How did it manage to spread and scale-up?*

1. **Policy or project objectives and target:**

*What were the main objectives of the policy? What did it aim to achieve? Did the policy’s objectives change or grow in number during its implementation? To whom was the policy aimed? Who was involved? How did they benefit? Were additional groups reached by the policy over time?*

1. **The monitoring activity:**

*In which phase did participatory monitoring intervene? Who were the actors entitled to participate? How were/are they selected? What kind of monitoring structure was/is in place? Did its shape change along time? Did/does the monitoring include a pre-assessment, an “a posteriori” evaluation, or policy recommendations? Is the monitoring a permanent activity or is confined to a pre-defined phase?*

1. **Objectives of the monitoring process:**

*What were the main objectives of the monitoring process? What did it aim to achieve? Did the policy’s objectives change or grow in number during its implementation?*

1. **Chronological development and implementation of the monitoring practice:**

*What were the stages by which the monitoring practice was implemented? How did it change over time? What was the institutional setting of its implementation? Did a national or international framework or project exist, which favoured this local practice? How did the context facilitate or inhibit the monitoring practice? Is the monitoring process still in place or not? (And if not, why not?)*

1. **Agents involved in monitoring:**

*Which organizations and institutions have been involved in designing and implementing the monitoring process? (e.g., municipalities, NGOs, national and regional governments, etc.) Who started it? Who entered into the partnership later on?*

1. **Relations between actors:**

*What kind of role has each actor had/have in the monitoring/assessment process? How did the institutional actors face the evaluation, give visibility to it, and use its results to improve the policy? Have there been tensions among actors? Why?*

1. **Complementary actions to spread information and create awareness of rights:**

*Was the monitoring supported by training and capacity-building actions? To which actors were they addressed? Through which tools and means was information spread?*

1. **Institutionalization processes:**

*Was the monitoring process institutionalized? If so, how?*

1. **Financing:**

*Who funds or funded the monitoring? Is possible to assess how much it cost to implement the monitoring system overall, or what percentage of the entire policy/project it represented?*

**KEY RESULTS AND ACHIEVEMENTS:**

*Could the overall policy/project be considered ‘successful’? In what respects? Are there data to prove it, and from which sources? What were the main results arising from the monitoring? To what extent did the monitoring contribute to the success (or not) of the overall policy/project? What lessons have been learned?*

*What have been the impacts on public policy? Please describe if, once the experience was implemented, there have been changes in the legislation, the actions of the administration (new plans, new projects), the municipal budget and/or municipal management.*

**MAIN OBSTACLES:**

*What have been the main obstacles to an effective monitoring process? Did the results of monitoring have visibility, and how and by whom it was eventually guaranteed?*

**REPLICABILITY OR ADAPTATION OF POLICY ELSEWHERE:**

* **Pre-requisites and Recommendations**

*What was learned from the experience? What are some recommendations regarding replicability?* *Would the practice be transferable to another city? Under what conditions?* *What elements (specific to context) are not necessarily replicable elsewhere?*

**REFERENCES (Books, articles, website)**

**CONTACTS FOR FURTHER INFORMATION:**

**Name of a contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Role in respect to the monitoring process: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**OTHER INFO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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