



Guide to inclusive local development

September 2022

Legal notices

Published by

Sightsavers

Cameroon Country Office

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Date of publication

July 2022

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Acronyms and abbreviations

AIP	Annual Investment Plan
BPD	Budget Policy Debate
CBR	Community-Based Rehabilitation
CIEDDEL	Centre International d'Étude pour le Développement Local (International Study Centre for Local Development)
CJARC	Cercle des Jeunes Aveugles Réhabilités du Cameroun (Circle of Rehabilitated Young Blind People of Cameroon)
CSO	Civil Society Organisation
DILC	Disability Inclusif Local Committee
DLA	Decentralised Local Authorities
DP	Disabled Person(s)
DPO	Disabled People's Organisation
DRB	Disability-Responsive Participatory Budgeting

ILD	Inclusive Local Development
MC/PPBM/IDP	Municipal Committee/Planning, Programming, Budgeting and Monitoring/Inclusive of Disabled Persons
MDP	Municipal Development Plan
MINDDEVEL	Ministry of Decentralisation and Local Development
MTEF	Medium-term Expenditure Framework
MTBF	Medium-term Budget Framework
PIB	Public Investment Budget
PPBM	Planning, Programming, Budgeting and Monitoring
PROMHANDICAM	Service for the Promotion of Persons with Disabilities in Cameroon
RAAP	Rapid Analysis and Planning Method
SDGs	Sustainable Development Goals
SSE	Social and Solidarity Economy
SWOT	Strengths, Weaknesses, Opportunities, and Threats
ToR	Terms of Reference
UN	United Nations
UNCRPD	United Nations Convention of the Rights of Persons with Disabilities
WLSP	Workforce, Labour Market and Skills Management Planning

Executive summary

Background

Law No.2019/024 of 24 December 2019 to institute the General Code of Regional and Local Authorities makes local authorities responsible for local development and enshrines the principle of citizen participation in communal and regional action (Articles 40 and 41).

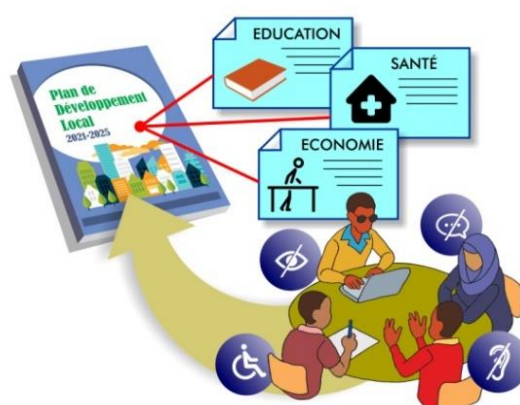
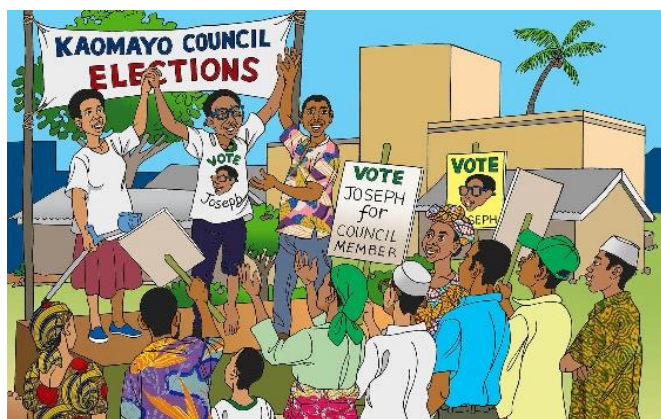
The objective of this guide is to promote local authority ownership and implementation of inclusive local development (ILD) approaches. In Cameroon, disabled persons (DP) represent approximately 15% of the population¹ and Law No.96-06 of 18 January 1996, amending the 2 June 1972 Constitution, recognises them as full citizens, and affirms the equality of their rights with those of any other member of society.

ILD implementation is the materialisation of equal rights and facilitates DP participation in decision-making and to all areas of society, such as access to public spaces, leisure facilities and public services, for all Cameroonian citizens.

Developed with the participation of locally elected officials and DP representatives, this guide presents ILD approaches through five main questions:

1. What is inclusive local development?
2. What is the ILD legal framework?
3. What are its principles and prerequisites?
4. How is ILD implemented?
5. Results and impacts?

1. What is inclusive local development (ILD)?



ILD allows for the effective participation of all local stakeholders, including individual DP and/or disabled people's organisations (DPO), in collective local development initiatives.

This is achieved by mainstreaming the specific needs of DP and other socially vulnerable groups into local policies and community projects.

Good inclusive local governance refers to the participation and representation of DP in the electoral process (electoral roll, political parties, polling stations, election observers) and in

¹United Nations Ratio applied to the 3rd General Population and Housing Census, 2010.

decision-making bodies (Municipal Council, Municipal Executive, Municipal Council Commissions, Ad Hoc committees, consultation frameworks, etc.).

ILD differs from community-based rehabilitation (CBR), which only provides support and resources to DP specifically, to facilitate their empowerment (e.g. purchasing equipment and financial assistance to families). ILD goes further than CBR, as it requires DP participation throughout the Municipal Development Plan (MDP), Municipal budget and project development processes, from preparing, selecting, implementing and monitoring, to follow-up evaluation, with the ultimate aim of mainstreaming disability.

2. ILD legal framework

In addition to the Constitution and the General Code of Regional and Local Authorities of 24 December 2019, ILD approaches are based on international legal instruments ratified or adopted by Cameroon, such as: the United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) ratified in 2021, the 1981 African Charter on Human and Peoples' Rights and the 2007 African Charter on Democracy, Elections and Governance.

At the internal level, they are based in particular on Law No.2010/002 of 13 April 2010 on the Protection and Promotion of Disabled Persons, its implementing Decree of 23 July 2018, and Decree No.2010/0243/PM of 26 February 2010 detailing the transfer of power from the State to municipalities in the allocation of aid and assistance to the poor and people in need.

3. ILD principles and prerequisites

Six principles underpin ILD approaches, namely: non-discrimination, mobility, accessibility, adaptation, participation and accountability of decision-makers towards DP. Similarly, four prerequisites are essential for ILD implementation: establishing operational mechanisms within the municipality, capacity building of actors (elected officials, DPO, SDE, etc.), creating a space for consultation and joint action, and the inclusion of DP in governance.

4. ILD implementation

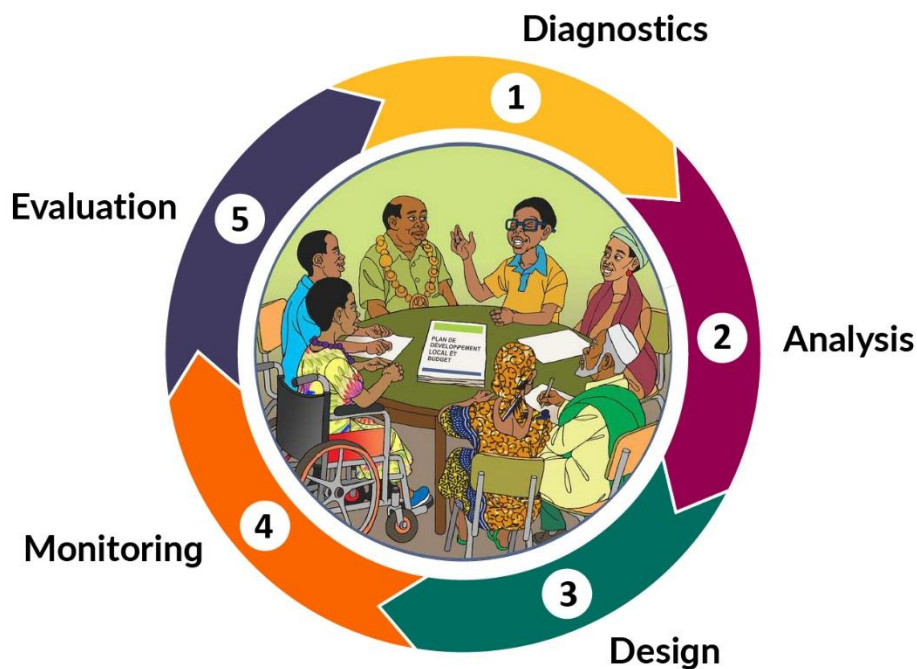
ILD implementation follows the five stages in the municipal intervention cycle: diagnosis, analysis, design, implementation monitoring and impact evaluation.

Participatory community diagnostics enables local actors to jointly assess the situation and development needs (including DP needs), and to identify solutions to overcome constraints, including disability-related barriers to social participation.

Integrating the development needs and proposals of DP in LDP, programmes and budgets, including disability in local interventions and budgeting for adaptations and interventions required for disability mainstreaming (e.g. inclusive education in schools).

5. Results and impacts?

Adapting interventions and infrastructure design to ensure accessibility of all public places (e.g. adapting infrastructure for the local market to be accessible to people with disabilities; providing modified teaching materials and sign language interpreters).



Including DP within targeted community spaces (e.g. allocation of market stalls to DP; public catering contracts awarded to DPO; apprenticeship programme accessible to young people with disabilities).

1. What is inclusive local development (ILD)?

Local development

Local development is the general objective of the territorial decentralisation policy (Article 5, paragraph 2, Act No. 2019/024 of 24 December 2019 on the General Code of Regional and Local Authorities). It is a continuous and measurable process, which must be reflected in **the** continuous improvement in the quality of life and living conditions of local populations. It is based on how local actors (local elected officials, State representatives, organised civil society, citizens and businesses) work together to improve local economic, social, health, education, sporting and cultural outcomes, through the development and implementation of local public policies and territorial projects.

Inclusive local development

Inclusive local development (ILD) is a development model that promotes equality and participation across the widest breadth of society. It is also a human rights-based process, which observes the "Leave No One Behind" (LNOB) principle, promoting equality and the participation of as many people as possible, by targeting groups facing discrimination and exclusion, as well as socially vulnerable groups.

For the purposes of this guide, ILD is understood as an approach allowing the effective participation of people with disabilities individually and/or collectively through their representatives (DPO) in collective local development processes. This collective work should lead to the mainstreaming of specific development proposals reflecting the needs of people with disabilities into local policies and common-interest projects.

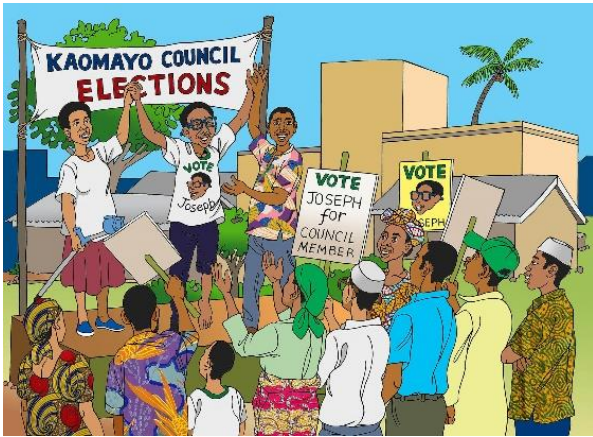
Local governance

Local governance relates not only to the content of local and regional public policies, but also to how to select, design and implement local policies consistent with the principles of co-construction and co-management of public decisions with all citizens, including people with disabilities. This is what we call inclusive local governance.

In practice, local governance means local authorities and regions exercising the powers and other prerogatives vested in them by law, with the participation of various social actors. It is within the remit of decentralisation policy, through which the State confers specific powers to decentralised local authorities to promote the economic, social, health, educational, sporting and cultural development of their territories.

The principle of inclusion

The principle of inclusion lies in the provisions put in place to ensure the involvement of all stakeholders, as well as their effective participation in all activities relating to the development and implementation of local development policies and projects. The inclusion and effective participation of people with disabilities is achieved by making adaptations to the way public bodies, procedures, and organisations respond to their specific needs.



ILD is not community-based rehabilitation (CBR)

ILD is the implementation of civil, political, economic, social and cultural rights of DP through their political participation in local governance. It implies that local development policies, programmes and projects are designed, implemented and evaluated according to their impact on improving DP living standards for all types of disabilities, as for any other person.

In this respect, ILD differs from community-based rehabilitation (CBR), which consists in providing assistance and resources only to DP, to support their economic and social empowerment (e.g. purchasing equipment with local funds; financial support for families; support for special schools, etc.).

Citizen participation in communal action

The General Code of Regional and Local Authorities of 24 December 2019 makes local authorities responsible for local development and improving the living conditions and quality of life of local populations. It enshrines the principle of citizen participation in communal and regional action (Articles 40 and 41). Communal action is based on the powers transferred by the State to the communes in several areas defined by law².

At the national level, the implementation of ILD approaches contributes to achieving the National Development Strategy 2030 (NDS30) development objectives, namely the structural transformation of the economy and inclusive development.

² Economic interventions; environment and management of natural resources, planning, spatial planning, urban planning and housing; health and population; social action; education; vocational training; literacy; youth, sports and leisure; culture; promotion of national languages.



Locally elected representatives should remember

Good Inclusive Governance = Participation and representation of people with disabilities in elections (electoral lists, political parties), and in decision-making bodies (municipal council, urban community council, municipal council commissions, neighbourhood/village committees, Ad Hoc committees, thematic working committees, monitoring and evaluation committee, consultation frameworks, etc.).

2. ILD Legal Framework

At international level

ILD approaches are based on the following legal instruments ratified by Cameroon:

- The United Nations Convention on the Rights of Persons with Disabilities (UNCRPD) of 2006, ratified in 2021, promoting the right to political participation as a fundamental right of people with disabilities.
- The principle of mainstreaming inclusion into the UN 2030 Agenda and 17 SDGs adopted by the international community, including Cameroon in 2015. National commitments to implement this principle means that countries seek to implement measures and actions that bring about transformation, Leaving No One Behind (LNOB).
- The Marrakesh Treaty adopted in 2013, ratified in 2021. It is a copyright treaty that aims to facilitate access to published works for people who are blind, visually impaired or otherwise print disabled.
- The 1948 Universal Declaration of Human Rights, ratified in 1972, lays down the foundations of all human rights for all people 'without distinction as to race, ethnicity, colour, sex ... of birth or any other status'.

At regional level

ILD approaches are based on the following legal instruments ratified by Cameroon:

- The African Charter on the Values and Principles of Decentralisation, Local Governance and Local Development, ratified in 2019. In its preamble, it enshrines decentralisation,

local governance and local development as prerequisites for improving the living conditions of all people of the continent. Adopted in Malabo in 2014, community participation and inclusion are the overarching fundamental values of this Charter (Article 4a). In addition, it calls on local governments to integrate gender, youth and disability issues into all design, planning, implementing and evaluation processes of sustainable local development policies, programmes and projects.

- The 2007 African Charter on Democracy, Elections and Governance.
- The 1981 African Charter on Human and Peoples' Rights.

At national level

In Cameroon, people with disabilities constitute approximately 15% of the population³. They actively participate in the country's development, through their organisations, such as the inclusive platform 'Society for Persons with Disabilities', which brings together many DPO, such as Prohandicam, the Rehabilitated Young Blind People's Club (Club des Jeunes Aveugles Réhabilités - CJARC), and many other community organisations. The domestic legal instruments promoting ILD approaches are:

- Act No.1996-06 of 18 January 1996, amending the 2 June 1972 Constitution, recognises people with disabilities as full citizens and affirms the equality of their rights with those of any other member of society. It proclaims that 'the human being, without distinction of race, religion, gender or belief possesses inalienable and sacred rights; ... all persons are equal in rights and duties', and that the State provides all citizens with the conditions necessary for their development, protecting women, young people, the elderly and people with disabilities.
- Law n° 2019/024 of December 24 2019 on the General Code of Regional and Local Authorities. Not only does it enshrine the principle of citizen participation in communal and regional action, but also outlines the powers transferred to municipalities and regions with regards to social action, including the organisation and management of assistance to those in need.
- Act No.2010/002 of 13 April 2010 on the protection and promotion of people with disabilities, and its implementing Decree No.2018/6233/PM. In particular, the Act identifies categories of disability.
- Decree No.2010/0243/PM of 26 February 2010 laying down the procedures for the exercise of certain powers transferred by the State to municipalities in the allocation of aid and relief to the poor and people in need.
- Order No.2010/0011/A/MINAS of 27 August 2010 specifying the conditions and technical procedures for the exercise of powers transferred by the State to municipalities for the allocation of aid and relief to the poor and people in need.

ILD is also supported by the National SDG Contextualisation and Prioritisation Document adopted in September 2017 and the National Development Strategy 2030 (NDS30).

³United Nations Ration applied to the 3rd General Population and Housing Census, 2010.

Decentralisation is one of its strategic pillars, the aims of which are structural transformation and inclusive development.

The various legal instruments referred to highlight several models of inclusion, such as socio-economic inclusion and inclusion based on political rights. This guide and the ILD approaches outlined correspond to the political rights model of inclusion, with a particular focus on the right to participate in local and regional action.

The 3 categories of disability

1. People with physical disabilities

- Mobility impairment
- Sensory disabilities, blindness, visual impairments, deafness, mutism, hardness of hearing

2. People with intellectual disabilities

Autism, cerebral palsy, Down syndrome, micro and macrocephaly, mental illness and epilepsy

3. People with multiple disabilities

People with more than one disability

Locally elected representatives should remember

ILD approaches are based on a set of legal instruments adopted by Cameroon, including international treaties and conventions, African Charters, and parliamentary and governmental laws and regulations. These legal instruments recognise the right of people with disabilities to participate in local and regional interventions.

3. ILD principles and prerequisites

Principles

Principles of ILD implementation:

Non-discrimination

Non-discrimination, i.e. equal treatment of citizens. People with disabilities are treated the same way as others and not placed in separate categories or marginalised.

Example: Disaggregating municipal socio-economic and financial data, highlighting elements that relate to people with disabilities.

Mobility

Mobility, i.e. the ability of people with disabilities to go from one place to another, and to move freely and independently.

Example: Being able to leave home to go shopping, to work, to school, to the market, to a place of worship, etc.

Accessibility

Accessibility, i.e. methods used to remove obstacles to the independence and full participation of people with disabilities.

Example: People with disabilities being able to access public services.

Respect for difference and adaptation


Accessibility, i.e. the way in which an action is designed and carried out, taking into account the specific needs of people with disabilities.

Example: Urban development works




Participation

Participation, i.e. people with disabilities or their representatives (DPO) actively participate as local authority resource people and as targets of community interventions.

 **Example:** Participation of people with disabilities and DPO in neighbourhood and village committees, and in the work of commissions.

Representativeness

Representativeness, i.e. stakeholders in the field of disability or people with disabilities can speak and/or act on their behalf.


 **Example:** Setting up a health working group, which includes people with disabilities, DPO and/or CSO working on disability-related health issues.

Representativeness also implies gender-sensitive ILD.

Prerequisites


Establishment of local operating procedures

Establishment of local operating procedures for disability mainstreaming.

 **Example:** Mbalmayo Municipality has a focal point who is a communal officer serving in the Mayor's Office. The officer for the Yaoundé 2 District is a DPO representative.


Capacity-building actions

- Interventions to build DPO capacity, internal governance and networking skills
- Awareness-raising and training of local development actors on disability and ILD (elected officials and local officers, service providers, etc.)
- Support for DPO

 **Example:** Douala 5 District organises capacity-building workshops for women chairpersons of DPO.

Setting up dedicated collaborative workspaces

Collaborative platforms for local elected officials, DPO and people with disabilities sitting on municipal councils.

 **Example:** Setting up and facilitating a Local Committee for the Inclusion of Persons with Disabilities (LCIDP), a think-tank set up by municipal decree, to develop and coordinate municipal policy for the inclusion of persons with disabilities.

Inclusion of people with disabilities in local governance structures

- Inclusion of people with disabilities in existing local governance structures, enabling their effective participation within them.



Example: People with disabilities and DPO engaged in Youndé 6 District Local Development Support Unit's thematic consultation and work spaces.

Locally elected representatives should remember

ILD implementation = values and prerequisites must be shared and met beforehand. These values are non-discrimination, the right to mobility, accessibility to all spaces and information, respecting differences and adaptation, the right to participation and representativeness. Prior to starting an ILD process, the necessary conditions for the establishment of local operating procedures must be created, alongside stakeholder capacity-building, dedicated spaces for consultation and collaborative working, and the effective inclusion of people with disabilities in local governance structures.

4. ILD implementation

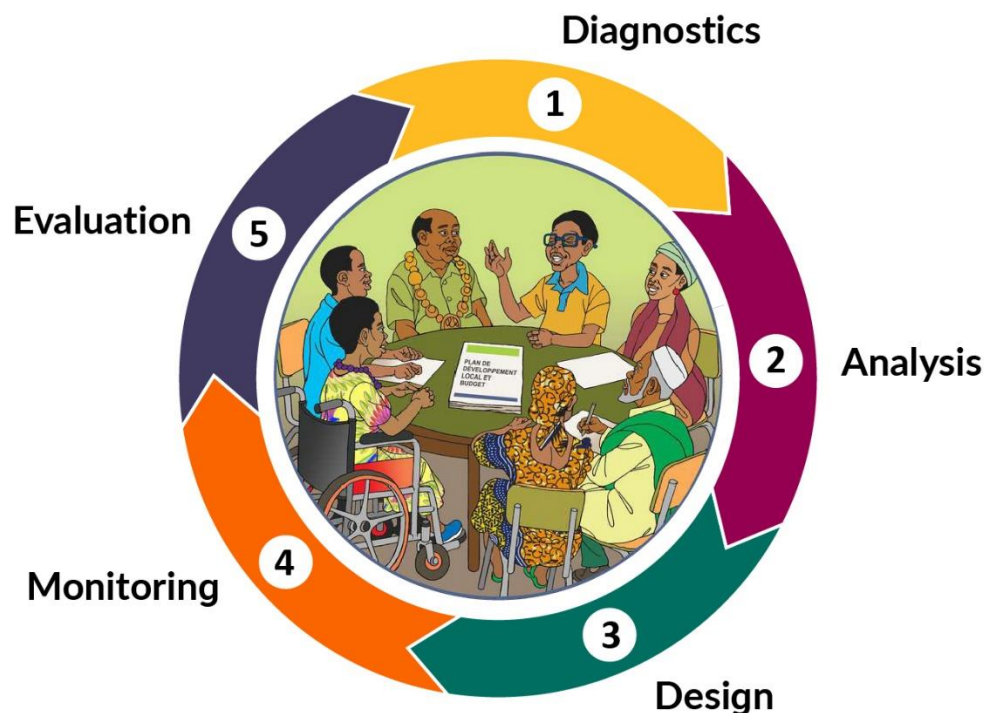
ILD implementation takes into account the opinions and needs of people with disabilities throughout the lifecycle of local public policies and communal projects. The stages of ILD implementation are:

1. Inclusion of DP and DPO in setting up participatory bodies, such as local committees (PPBM) and municipal planning commissions, expanded to include other sectors
2. Integration into local diagnostics or actions to identify local disability-related issues and problems
3. Development of strategic guidelines to solve problems and meet the needs of people with disabilities and other citizens, and implementing inclusive local policies
4. Integration of specific actions into the Municipal Development Plan and subsequent projects designed to meet the needs of people with disabilities and to adapt to their specific needs
5. Prioritising specific ILD interventions in multiannual budget revenue and expenditure planning exercises
6. Integration of the 'adaptation to disability' principle in social and technical feasibility studies of interventions and infrastructure
7. Inclusion of people with disabilities and DPO in monitoring and **collating achievements**, and in operating and management bodies
8. Monitoring and evaluation of local inclusion success stories



Example: Maroua 3 District.

These steps are summarised in the five processes below:



1. Diagnostics

Diagnostics = identifying an issue, seeking to understand the situation, researching causes and consequences, identifying local strengths and weaknesses, and identifying stakeholder needs and aspirations with regards to this issue.

Participatory local diagnostics

Participatory local diagnostics allow local actors to jointly analyse the situation and development needs, including those of people with disabilities, to overcome social participation constraints.



The integration of disability into the diagnostics phase includes:

Mapping the situation

Mapping the situation of people with disabilities in the area, by type of disability, sex and age, and identifying needs in relation to obtaining civil status documents. To identify and locate people with disabilities, the municipality relies on local councillors, neighbourhood and village chiefs, MINAS technical services, DPO and traditional and religious authorities.

Inclusion of people with disabilities in local bodies and activities

The Mayor's Office and Technical Services ensure the inclusion of people with disabilities and DPO in public spaces and activities that mobilise residents, local leaders, CSO, businesses and other local actors.

Identifying issues

The Mayor's Office and Technical Services ensure the identification of any disability-related issues, as well as obstacles, levers and needs to improve the inclusion of different categories of disabled people locally and in society more widely.

Examples of obstacles identified at the diagnostics stage

Institutional barriers: policies, procedures, governance and activities of an organisation or group that do not include people with disabilities

- Economic support that does not target disabled entrepreneurs or the development of entrepreneurial skills among people with disabilities

Information and communication barriers

- Messages not translated into sign language
- Discussion forums not open to people with disabilities

Physical barriers: building or premises that are not accessible to people with disabilities

- Narrow corridors and doorways, inaccessible meeting rooms
- Inadequate lighting
- No parking spaces
- Inaccessible hygiene and sanitation facilities

Attitudinal barriers: resistance in behaviours and beliefs

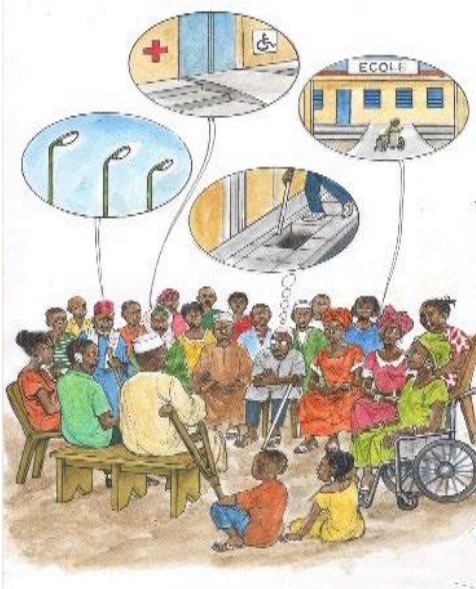
Mockery, contempt, prejudice, unfounded beliefs

2. Analysis

Analysing = reviewing needs identified during the diagnostics stage, including those identified by people with disabilities, and selecting needs to be addressed.

Needs analysis and selection

Involve DP and DPO in collective needs analysis to identify and select needs that will ultimately be included in the municipality's budget.



During the analysis:

Role of technical services

- Ensure the effective inclusion in the needs analysis document of DP/DPO needs and suggestions collated during the diagnostics stage
- Communicate with DPO on the final selection of needs and proposals, to explain what has been selected and why

Mayoral responsibilities

- Invite DP and DPO to the analysis of identified needs
- Take into account DP and DPO opinions in selecting needs to be addressed in the LDP, local public policies and municipal budget

3. Design (Planning)

Design = identifying joint answers and solutions to the needs and issues selected during the needs-analysis stage; planning policies and actions to be implemented for sustainable local development and the continuous improvement of the quality of life and living conditions of the local population.

Integrating DP development proposals and needs into local public policies

Taking into account the proposals and needs of people with disabilities and DPO in local public policies, LDPs, urban planning documents, BPD, CBMTs, CDMTs. GPEEC plan, training plans, provisional employability plans, public procurement programming, etc.



Example 1: Disability-responsive municipal plan in Mbalmayo, with a budget of 70 million CFA francs allocated to specific inclusion activities

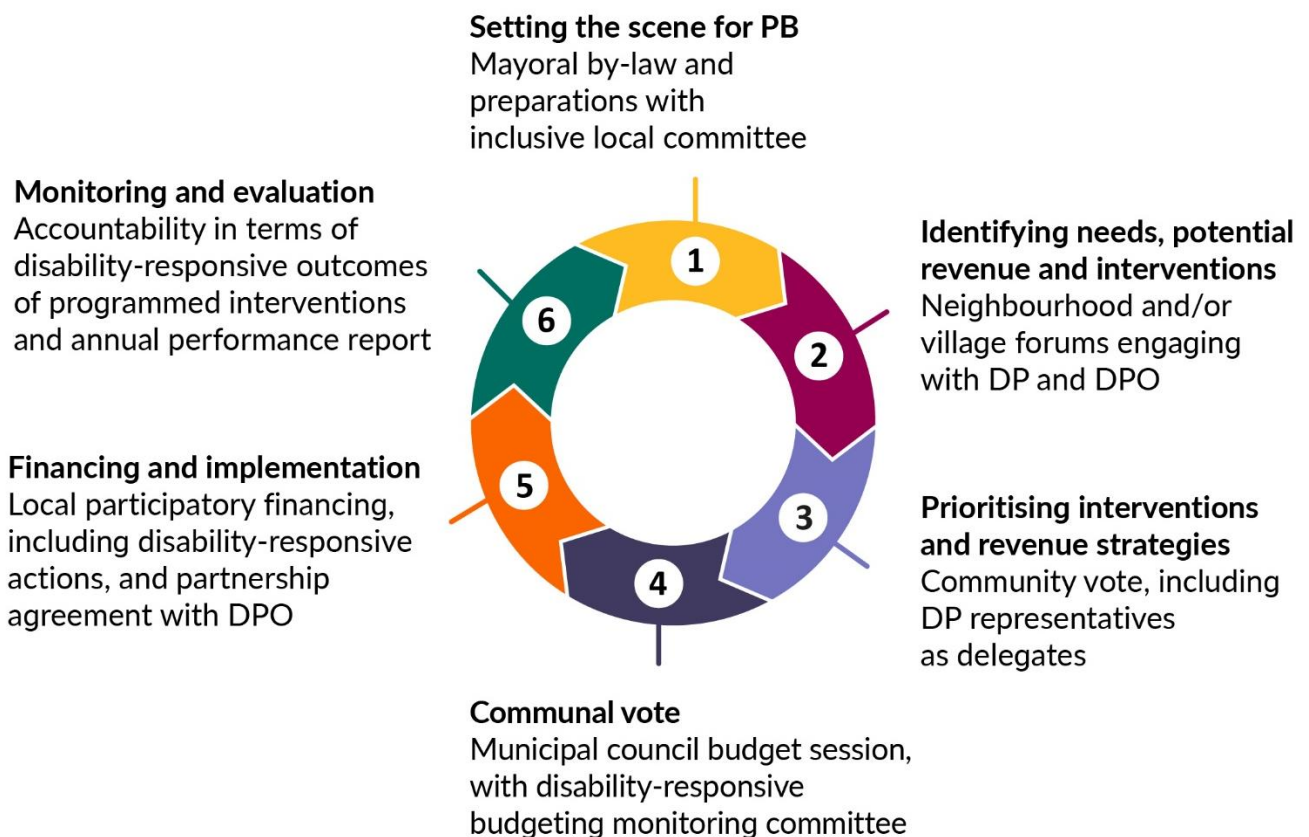


Example 2: Local strategic directions can include improving DP access to public services, developing an inclusive economy, strengthening DP capacity to engage in public life, etc.



Budgeting is an essential component of the design phase. The Law on the General Code of Regional and Local Authorities stipulates population engagement throughout the budgeting process, including people with disabilities.

To ensure disability-inclusive participatory budgeting, as well as inclusive follow-on actions, several tools can be used in a participatory budgeting cycle.



1 **Setting the Scene for PB**

Mayoral by-law and preparations with inclusive local committee

2 **Identifying needs, potential revenue and interventions**

Neighbourhood and/or village forums engaging with DP and DPO

3 **Prioritising interventions and revenue strategies**

Community vote, including DP representatives as delegates

4 **Communal vote**

Municipal council budget session, with disability-responsive budgeting monitoring committee

5 **Financing and implementation**

Local participatory financing, including disability-responsive actions, and partnership agreement with DPO

6 **Monitoring and evaluation**

Accountability in terms of disability-responsive outcomes of programmed interventions and annual performance report

Securing an inclusive process for CBMT, CDMT and AIP

Based on the LDP, socio-economic and financial data, administrative accounts, and municipal programme and project performance reports, CBMT and CDMT development takes place every three years, alongside the development of an annual investment plan (AIP). Prepared by the Mayor's Office and adopted during the Municipal Council's budget session, the development of these programmatic documents is preceded by a Council Budgetary Policy Debate (BPD).

To ensure the development of inclusive programmatic documents, the following tools are used:

Consultation	<p>DP consultation in Town Hall Ad Hoc committees and in other Municipal Council special commissions.</p> <p>Example: DPO engagement in PPBM committee, and as independent observers in municipal procurement commissions.</p>
Evaluation	<p>Disability-sensitive evaluation of interventions.</p> <p>Example: Does the intervention benefit people with disabilities? Which ones? Under what conditions can it benefit all categories of disabled people?</p>

Adaptation	<p>Disability-adaptation mainstreamed into intervention and infrastructure technical feasibility studies.</p> <p>Example: Accessibility works.</p>
Micro-projects	<p>Establishment of planned corrective micro-projects to adapt existing infrastructures, if required.</p> <p>Example 1: Setting up circuits.</p> <p>Example 2: Construction of a modern market with disabled access ramps and a quota of stalls allocated to disabled traders in Mbalmayo Municipality.</p>
Laws and regulations	<p>Harnessing opportunities offered by standards.</p> <p>Example: Use the decree on reserved public contracts to award contracts to DPO as ESS companies (e.g. catering); use budget nomenclature 650-104 to earmark resources for inclusive actions in the sectoral accounting plan.</p>

Design Phase (Planning):

Role of technical services

- Taking into account the development proposals and needs of people with disabilities and DPO in the preparation of all draft documents to be submitted to the Municipal Council and/or Municipal Executive (LDP, programme budget, deliberations, decisions, ToR, training plan, annual performance report, etc.).

Mayoral and Municipal Council responsibilities

- Broad communication, in particular with DP and DPO, with regards to dates, venues, agendas and supporting documents for review meetings relating to the evaluation and adoption of design and planning documents
- Municipal Council Commissions and other Ad Hoc committees engage with DP and DPO
- DP views and needs taken into account in Municipal Council and Executive decisions

3. Implementation

Implementation = implementing through population involvement, including DP and DPO, in LDP, local policies and projects, municipal programme budget and other activities adopted by the Council or Municipal Executive.



Example 1: Implementation of an inclusive education policy (inclusion of disabled children in mainstream schools, training and recruitment of sign language teachers, acquiring appropriate teaching materials) in Mbalmayo Municipality, as part of an inclusive education pilot project.



Example 2: Douala 3 District follows a participatory budget approach through which DPO are invited to participate in the process. DP issues and needs identified; DP designated as zone delegates, inclusive priority projects selected, and DP involved in monitoring and reporting achievements.

During implementation:

Role of the Mayor

- Oversight of revenue and expenditure, with due regard to disability-responsive activities
- Monitoring activities and achievements, in particular through DRB Monitoring Committee, the management control service and/or the facilitation of the inclusive PPBM Communal Committee

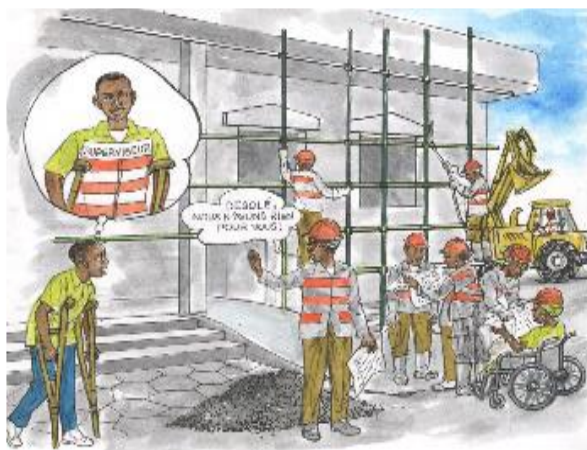
4. Monitoring/Evaluation

Monitoring = adopting an approach that allows for real-time feedback on effective resource mobilisation and activity implementation, ensuring effective implementation leading to expected results. This enables the collection and consolidation of data for reporting, resource mobilisation, effective committees, and service performance. This data is essential for evaluations.

Disability Responsive Monitoring

ILD requires setting up an implementation monitoring system by:

- Establishing a Special Local Committee;
- Mobilising and involving committee members in examining the inclusive nature of the municipality's achievements.



Example 1: Inclusive Municipal Technical Committee for IPB monitoring

Example 2: Transferred Competencies Quarterly Report

Example 3: PTA Inclusive Activity Tracking Sheet

Programme Title:									
Description of Intervention No.:									
Activity Description:									
Task	Baseline situation on _____	Expected Result	Outcome Indicator	Outputs	Means of Verification	Completion deadline	Responsible services	Cost	Observations
Task 1									
Task 2									
Task 3									

Evaluation = analysing and assessing planned programmes, interventions and inputs against certain criteria (relevance, coherence, efficiency, effectiveness, usefulness, equity, sustainability), as well as outputs and impacts, with the aim of promoting and enhancing local performance.

ILD = municipality evaluated at 2 levels

ILD implies the evaluation of municipal development policies, programmes and projects on two levels:

- Inclusiveness
- Impact on improving the quality of life of different categories of people with disabilities



Measuring the inclusiveness of local development policies, programmes and projects

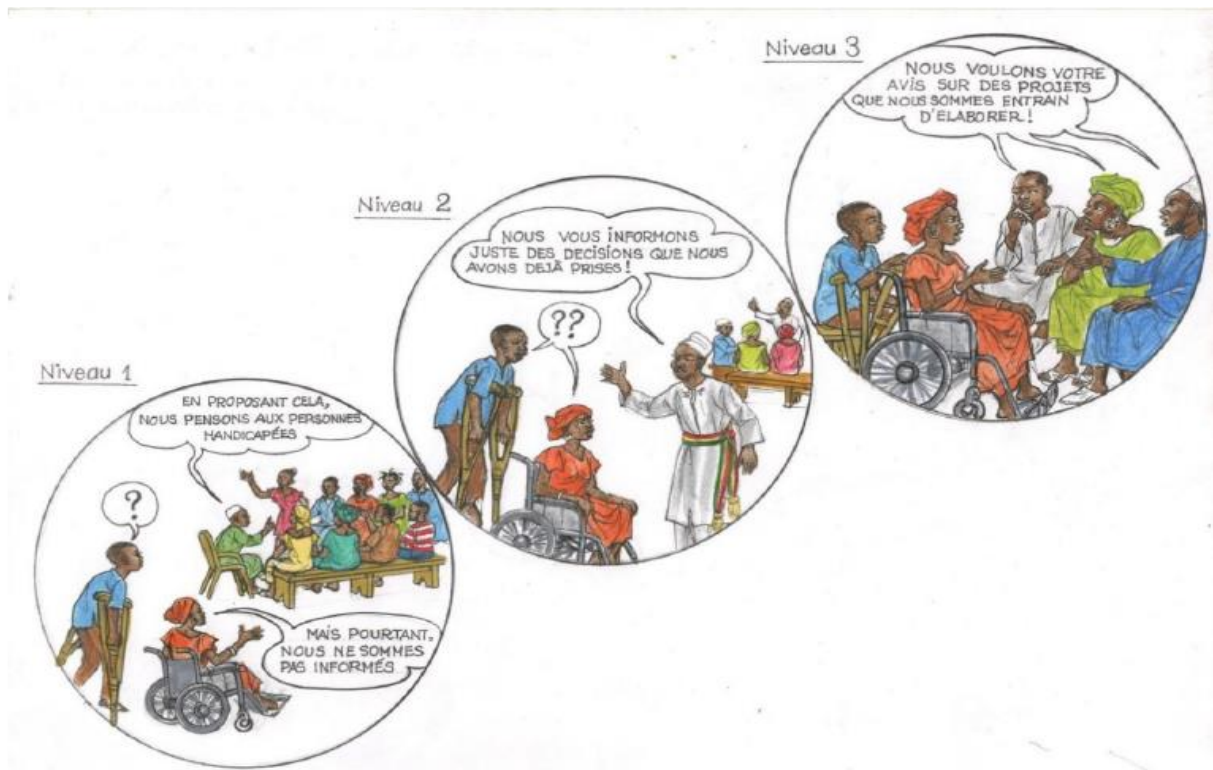
ILD implementation at local level can be measured by working in different neighbourhoods, with a gendered and mixed group (men, women and young people), including people with disabilities from the district or village, representing all disabilities.

Three pillars can be measured to evaluate the municipality's entire working process with regards to policies, programmes and/or projects:

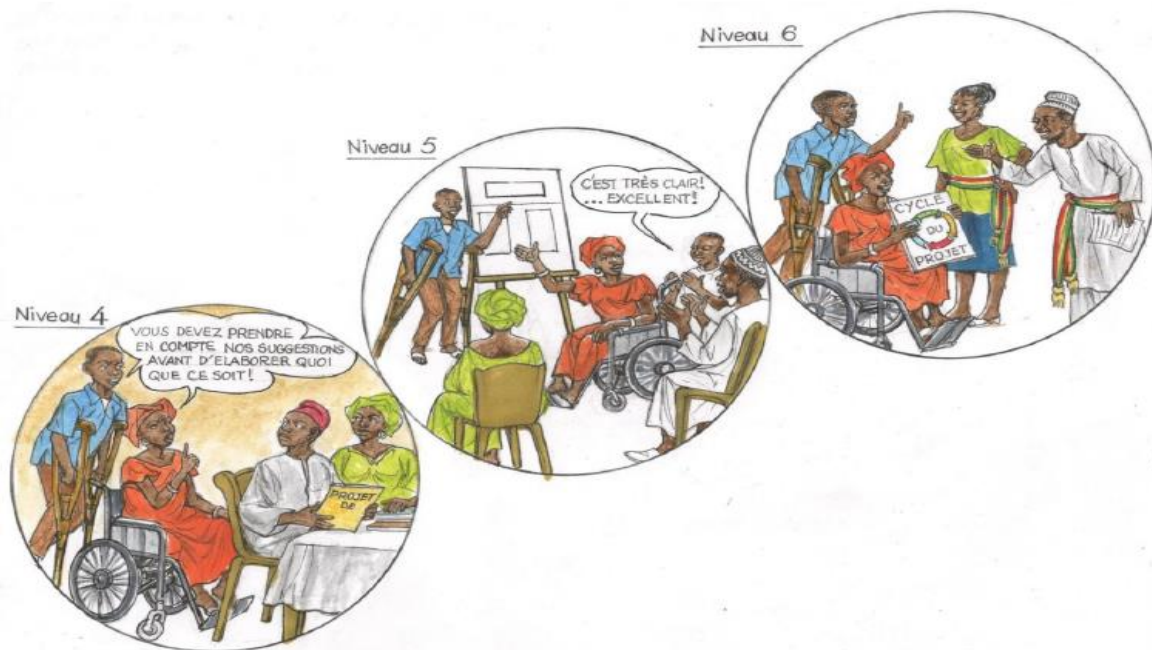
- Inclusive local governance through DP and DPO participation in working groups, in all implementation cycles (tool 1)
- Inclusion in municipal policies and projects (tool 2)
- Inclusion in communal interventions (tool 3)

Tool 1: Measuring DP influence and participation





Source: Sightsavers ILD Information Sheet; Guide to Disability-Responsive Participatory Budgeting, MCTDAT, November 2021.



Source: DLI Sightsavers Fact Sheet; Guide to Disability-Responsive Participatory Budgeting, MCTDAT, November 2021.

Tool 2 Measuring DP influence and participation

Level 4:



Disability is embedded into the general design, implementation and monitoring of projects.

(e.g. the budget to build the health centre ensures universal accessibility; the education system systematically includes provision for children with and without special educational needs – teachers training, school equipment, accessible access to water, etc)

Level 3:



Disability provision is included in existing community projects.

(e.g. additional funds are secured to provide children with disabilities with adapted learning materials in mainstream school; associations of women with disabilities are exempted from administration fees)

Level 2:



Specific projects are designed to target only people with disabilities.

(e.g. a special school is built; a specific fund is secured for people with disabilities' income generation)

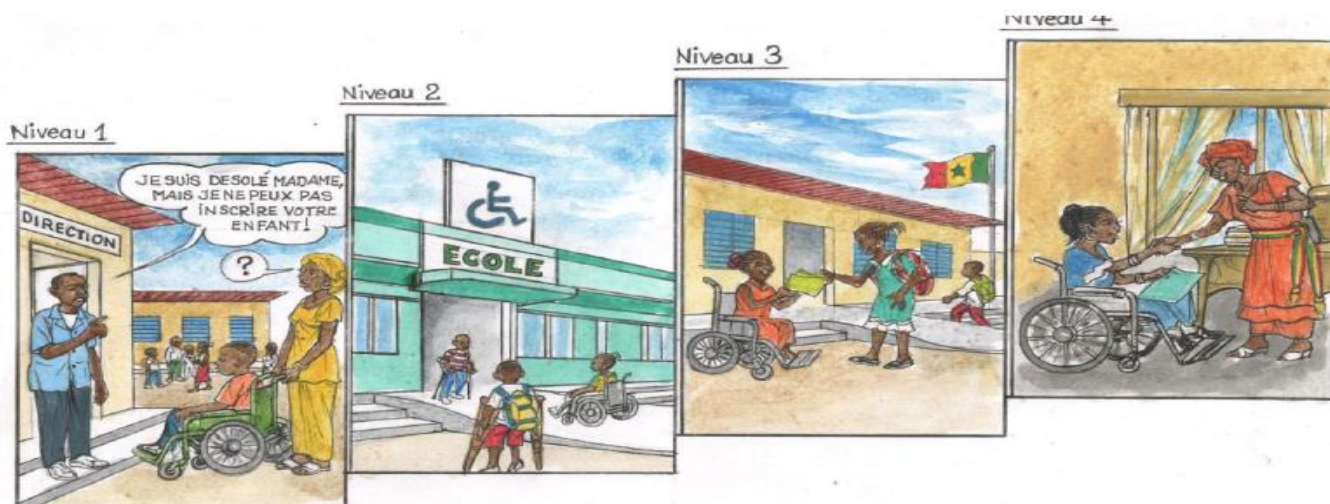
Level 1:



There is no mention of any specific disability support. Services are not accessible.

(e.g. children with disabilities are not enrolled in school; accessibility is not considered in projects)

Source: DLI Sightsavers Fact Sheet; Guide to Disability-Responsive Participatory Budgeting, MCTDAT, November 2021.



Source: DLI Sightsavers Fact Sheet; Guide to Disability-Responsive Participatory Budgeting, MCTDAT, November 2021.

Tool 3 Evaluating inclusion in interventions

Table - criteria for evaluating inclusion

	Assessment	Rationale and illustrations
Inclusion		
Degree of DP participation in workflows		
Municipal prioritisation of projects for DP		
Implementation of concrete actions for the benefit of DP		
Accessibility		
Municipality takes into account DP access when implementing concrete actions		
Institutionalisation of practices promoting improved DP access to municipal services and interventions		
Implementation of measures to adapt municipal services and interventions to improve accessibility for DP		
Non-discrimination		
Accessibility and DP participation in local governance bodies		
Citizen education interventions for behavioural change in relation to DP		
Equal treatment in services and opportunities offered by the municipality		
Efficiency and effectiveness		

Budget reflecting the priorities and needs of different vulnerable groups		
Degree of satisfaction with the issuance of civil registration documents		
Adoption of a fiscal policy for DP and vulnerable people		

Rating scale: 1=Very low; 2=Low; 3=Average; 4=Good; 5=Very good

Source: Manuel du budget inclusif communal pour les facilitateurs. SAHA HI; Plate-forme des Fédérations malgaches des personnes handicapées

Measuring the impact of municipal development policies, programmes and projects on improving DP quality of life

Work with a local gendered and mixed group (men, women, young people) of people with disabilities whose members live across different neighbourhoods and represent all types of disabilities at local level. The aim is to determine the quality of life of local people, **before and after ILD implementation**, to identify progress and changes experienced in different areas.

Measuring the impact of inclusive development policies, programmes and projects on improving the quality of life of all people

Beyond improving the situation of people with disabilities, ILD implementation leads to local improvements at various levels, in particular with regards to:

The local area being accessible to all

Public services being accessible to everyone

Inclusive practices known and implemented by everyone

Individual participation of people with disabilities in social activities

5. Results and impacts?

Mainstreaming disability

Mainstreaming disability in all interventions

Adaptation of infrastructure design and interventions

Adaptation of infrastructure and interventions to ensure accessibility to all public places and the inclusion of people with disabilities in all interventions.

Example 1: Accessibility of buildings within the new Mbalmayo market through the construction of access ramps

Example 2: Construction of adapted water points, by the District Municipality of Yaoundé II.

Inclusion of people with disabilities among community actors

Inclusion of people with disabilities among targeted community actors

Example 1: 10% of stalls at the new Mbalmayo market allocated to DP

Example 2: Apprenticeship programme accessible to young people with disabilities and adapted supervision

Inclusive communal policies

Inclusive communal policies = inclusion of people with disabilities in the Municipal Council, in training, recruitment and management of municipal staff, in the design, implementation and monitoring and evaluation of communal interventions.



6. My checklist

ILD approach and participatory budgeting

- I undertake a participatory situation analysis of disability in my local area
- I implement actions to strengthen DPO capacity to participate in local governance and advocacy
- I work with DP and DPO in my local area to jointly identify their needs
- I ensure a minimum percentage of operating and capital expenditure is set by the Municipal Council to finance inclusive efforts and interventions
- I inform DPO representatives in my local area of the upcoming budgetary development phase
- I check that DPO representatives are invited to neighbourhood/village consultations
- I check that at least one trained person with disabilities is included as a member of participatory budgeting governance structures
- I ensure that the DPO representative is present at the Delegates' Forum
- I ensure that the DPO representative participates in local consultations and contributes to establishing criteria for project implementation
- I ensure the DPO representative sits on the Advisory Committee that examines the pre-determined budget matrix
- I check that DPO representatives are invited to the approved budget restitution and consultation on actions to be carried out
- I ensure that information on the approved budget is accessible to all, including to people with disabilities
- I ensure that DPO representatives are members of the monitoring, surveillance and evaluation committee
- I ensure that DP and DPO are involved in the final process evaluation.

We work with partners in
low-and middle-income countries
to eliminate avoidable blindness
and promote equal opportunities
for people with disabilities.

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