

ASCI-WBI Certification Program in Urban Management 2009
Phase II: Institutional Development Report
Guidelines

Introduction

The Administrative Staff College of India (ASCI) and World Bank Institute (WBI) have entered in to partnership to specifically support capacity building needs of Indian cities and have signed a Memorandum of Understanding (MOU) to this effect. Establishing Certification Program in Urban Management is a key initiative of the MOU. The Water and Sanitation Program, South Asia is a key partner in this initiative. The Certification Program has received the endorsement from Government of India's Ministry of Urban Development (MoUD).

The Certification Program in Urban Management is designed to enhance the capacities of urban sector professionals who are appropriately trained and have demonstrated their competence to effectively take up challenging responsibilities in urban management. The program seeks to provide urban professionals with a vehicle through which they can gain the latest knowledge on key aspects of urban management, and to develop innovative solutions to confront major issues faced by Indian cities.

The Program will offer the following three complementary phases:

Phase 1: Training Module – Urban governance, municipal finance, service delivery, poverty reduction and civic engagement

Phase 2: Preparation and submission of Institutional Development Report (IDR)

Phase 3: Presentation of IDR

The first phase will be a resident training program at ASCI for two weeks, and focuses on governance, municipal finance, service delivery and poverty reduction in cities and towns.

During the first phase, the participants will prepare a draft proposal on individual Institutional Development Report (IDR), which would be discussed and finalized. Following the completion of the first phase, the participants will work extensively on the IDR at their respective cities and submit the same within three months. ASCI will provide advisory inputs and information support to the participants in the preparation of IDR on a regular basis. The third and final phase results in presentation of IDR to a Panel of Experts at ASCI.

After successful participation in both the modules, the participants are required to prepare an institutional development report and present it to a Panel of Experts. Mentors would be identified for each of the IDRs.

The modules are scheduled to be offered in different phases as given below.

Module Title	Dates	Duration
Urban Governance, Municipal Finance, Service Delivery, Poverty Reduction and Civic Engagement	December 14-25, 2009	Two Weeks at ASCI
Institutional Development Report (IDR)	January – March 2010	Maximum of Three Months at Respective Cities
Presentation of IDRs	First Week April 2010	Two Days at ASCI

In this context it is felt that a common terms of reference for the IDRs at the time of preparation of IDR Proposal would enable better conceptualization, data collection and analysis and report preparation. The objective of this note is to present a detailed terms of reference for the IDRs.

Guidelines for the IDRs

1. Description of the profile of the city focusing on demographic, socio-economic and service delivery status, review of reforms and ongoing initiatives, identification of gaps and challenges in making the city well governed, sustainable and creditworthy (3 to 5 pages)
2. Formulation/selection of a sector/area for detailed study – the relevance and significance of the problem selected, key issues of focus and expected outcomes (3 to 5 pages)
3. Detailed description of the selected sector/problem area based on primary and secondary data – existing status, existing policies and interventions, key issues and challenges, etc (3 to 5 pages)
4. Critical and in-depth analysis of the selected sector/problem area based on analysis of data and information from primary and secondary sources and also through discussions with officials and civil society and other relevant stakeholders (10 to 15 pages)
5. An Action Plan for Implementation or Recommendations outlining specific measures and initiatives for strengthening the sector/area under study and a suggested way forward (8 to 10 pages).

Workplan/Milestones

S.No	Activity/Milestone	Time
1	Proposal	December 25 2009
1	Inception Report	January 15 2010
2	Interim Report	February 15 2010
3	Draft Report	March 15 2010
4	Final Report	March 31 2010
5	Presentations	First Week April 2010