



P-CBA

Country Workplan Template

Capacity building for resilient development in the Pacific:
improving the use of cost-benefit analysis.



GUIDELINE

Please fill in the next sections to develop a Workplan for the P-CBA initiative following the instruction provided. The Country Workplan is the guiding document for the implementation of P-CBA at national level. The first section outlines existing capacities and processes in term of CBA and the second one outline an Action Plan for the initiative. The last session is dedicated to the M&E.

1. Existing practices and capacities in using CBA and Economic Analysis

In this section you should give an overview of what are the existing capacities of the government in using cost benefit analysis specifying existing processes, practices and past trainings. This exercise will lead to the identification of gaps and needs to be addressed by P-CBA both in term of capacities and processes.

1.1 Current Economic Analysis in Decision Making Processes:

Please outline how the following processes are carried out mentioning needs and opportunities for the integration of cost benefit analysis:

- *Budgetary Planning (Overall national and sectorial);*
- *Project proposals appraisal and selection;*
- *Investment planning and implementation;*
- *Regulatory frameworks for development control (such as EIA, standards etc.)*
- *Policy planning and implementation;*

CBA are included in government processes in the case of:

- Cabinet Development Committee - Project Identification Brief (PIB) had

1.2 Existing capacities

Please indicate, what is the current level of understanding of CBA among the components of your department, A. There is any person or department in your ministry and others in charge of economic appraisal of projects/policies?

1.3 Prior trainings, courses on CBA or other support decision-making tools

Please state if the government has received or conducted trainings on the use of Cost Benefit Analysis or other support decision-making tools such as Cost Effectiveness analysis, Multi-criteria analysis, Environmental economic evaluation etc. If yes please specify who was involved and which subjects were covered.

1.4 Gaps and opportunities on capacities and processes

Please describe the main gaps and needs in the capacities and existing processes outlined above mentioning existing plans and further opportunities to enhance them.

	Needs	Opportunities
Capacities: <ul style="list-style-type: none">Your ministry (specifying if possible, between technical and senior officials)Other ministries		
Processes: <ul style="list-style-type: none"><i>Budgetary Planning (national and sectorial);</i><i>Project proposals appraisal and selection;</i><i>Investment planning and implementation;</i><i>Regulatory frameworks for development control (such as EIA, standards etc.)</i><i>Policy planning and implementation;</i>		

2. Action Plan

This section should entail an action plan to address the gaps and needs identified in the previous part of the workplan. Beside an overall purpose statement, this section should describe the actions to be carried out in term of capacities (trainings) and processes to ensure sustainability of the initiative.

2.1 Purpose statement

Please make a brief statement of the main interest and expectations from P-CBA

2.2.1 Case Study - Brief Description of the Project/Sector selected,

Please provide a brief description of the project or sector selected indicating the objectives of the CBA.

2.2.2 Case Study - Timeline

Please provide a Timeline for the preparation of the CBA taking into account that the analysis should be completed by Apr-May 2015.

2.3.1 In-Country Training - timeline

Please indicate when and where the trainings will be carried out. The course should be scheduled in the period that goes from April 2014 to Nov 2014. This section should outline any interest of the government in specific aspects of CBA.

2.3.2 P-CBA Country Teams

Please list a group of 10 to 30 government officials who should be part of the P-CBA country teams. They should be chosen besides the P-CBA focal points who attended the Planning Meeting that are listed in Table 1. The components of the country teams are expected to participate to the in-country trainings and contribute to the design of CBA. P-CBA Country team components can be from different ministries and do not need to necessarily have an economic or finance background. Please list them in the table 2.

P-CBA Focal Points (Participants of the Planning Meeting)				
Name	Position	Department/Ministry	Background	E-mail

Table 1 - P-CBA Focal Points

P-CBA In-Country Training Participant				
Name	Position	Department/Ministry	Background	E-mail

Table 2 - In-Country trainings participants

2.4 Internal processes and external sustainability measures

This section should outline the measures that will be applied to ensure the sustainability of P-CBA. These will include the institutionalization of CBA and economic analysis into existing budgetary processes and the application of external sustainability measures proposed at the Planning meeting. Please choose only the measures that are more suitable for the institutional arrangements of your country.

Internal Processes <i>(Budgetary Planning, Project proposals appraisal etc.)</i>	Proposed Actions
External Sustainability Measures proposed at Planning Meeting <i>(Link the initiative to technical supporting mechanism, replication of CBA courses at USP etc.)</i>	Proposed Actions

3 Monitor and Evaluation

This section presents the monitor and evaluation framework of the initiative. Below there is a preliminary structure that indicates the four overall outcomes and components of the initiative. Outputs, indicators, baseline and targets should be specified in order to complete the monitor and evaluation framework in accordance with the action plan previously described.

Outcome	Baseline	Target	Source of Identification
<i>Component 1 - Building capacities of governments in conducting economic analysis of project and policies.</i>			
Government officials are able to understand, conduct and communicate cost benefit analysis.	Output 1.1 Output 1.2 Output 1.3		
<i>Component 2 – Development of one or more cost benefit analysis to support an on-going initiative.</i>			
P-CBA conduct a cost benefit analysis of an on-going initiative and its results influence the decision making process.	Output 2.1 Output 2.2 Output 2.3		
<i>Component 3 – Adoption of measures to ensure sustainability of P-CBA</i>			
CBA and economic analysis are mainstreamed in planning and budgetary processes and P-CBA is linked to other institutions and programmes for long term sustainability	Output 3.1 Output 3.2 Output 3.3		