



## **Training Workshop for Municipal Governments on the implementation of Asset Management Action Plans (AMAPs)**

**organized by the United Nations Department of Economic and Social Affairs (UN DESA) in partnership with the United Nations Capital Development Fund (UNCDF) and the President's Office-Regional Administration and Local Government Tanzania**

**Dodoma, Tanzania, 21-24 January 2019**

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The training workshop will be conducted by the United Nations Department of Economic and Social Affairs (UN DESA) and the United Nations Capital Development Fund (UNCDF) in collaboration with the President's Office - Regional Administration and Local Government (PO-RALG). The workshop is part of the broader United Nations effort to strengthen financing for sustainable development at the local level through the development of municipal asset management in the Least Developed Countries (LDCs). The project is implemented jointly by the Financing for Sustainable Development Office of UN-DESA in collaboration with UNCDF and focuses on local governments in four target countries (Uganda, Tanzania, Nepal and Bangladesh). The main objective of the workshop is to train local government officials in the formulation and implementation of an asset management action plan (AMAP) that can be effectively linked to a medium-term budget and a long-term sustainable development strategy. In addition, central government officials will be trained in providing support and applying a diagnostic tool to assess asset management needs of municipalities.

## Preliminary Programme

<b>Sunday, 20 January 2019</b>	
Participants arrive in Dodoma	
<b>Monday, 21 January 2019</b>	
<b>8:00 a.m. – 9:00 a.m.</b>	Registration
<b>9:00 a.m. -9:30 a.m.</b>	Welcoming remarks by high-level officials from PO-RALG, Tanzania
<b>9:30-10:00am</b>	Workshop overview by UNCDF and UN-DESA
<b>10:00 a.m. - 11:30 a.m.</b>	Central government perspectives on the challenges of asset management in local governments in Tanzania- Speakers from PO-RALG, Ministry of Finance, Ministry of Land and the Public Procurement Regulatory Authority (PPRA)
<b>11:30 a.m. - 11:45 a.m.</b>	<i>Coffee Break</i>
<b>11:45 a.m. - 1:00 p.m.</b>	Interactive dialogue among central and local government officials, moderated by UNCDF/UNDESA
<b>1:00 - 2:00 p.m.</b>	<i>Lunch break</i>
<b>2:00 – 2:30 p.m.</b>	Asset Management Basics
<b>2:30 – 3:30 p.m.</b>	How to design an Asset Management Action Plan (AMAP)  Step I: The Asset management framework - Core components of the overall vision for the management of municipal assets, including objectives, targets and links to the broader city vision and capital investment plan  Instructor: Ms. Linda Newton and Mr. Siaisa Mzenzi
<b>3:30 – 3:45 p.m.</b>	<i>Coffee Break</i>
<b>3:45 - 4:45 p.m.</b>	Breakout session 1 -Local governments are invited to draft an outline for a broad asset management framework (Each session would be joined by Central Government staff and a consultant or UN-DESA and UNCDF representative)
<b>4:45 - 5:00 p.m.</b>	Closing remarks for day 1 and next steps UNDESA, UNCDF and PO-RALG

**Tuesday, 22 January 2019**

<b>9:00 a.m. - 10:30 a.m.</b>	<p>Brief opening and overview by UNCDF and UN-DESA</p> <p>Presentation of results from breakout session (1)</p> <ul style="list-style-type: none"><li>- Presentation of asset management framework</li><li>- Mwanza official</li><li>- Arusha official</li><li>- Tanga official</li></ul> <p><i>[Ideally the presentation will be made at the working level by a newly designated asset management champion or focal point in each municipality/town]</i></p> <ul style="list-style-type: none"><li>- Interactive dialogue</li></ul> <p>Moderator: UN DESA/UNCDF</p>
<b>10:30 a.m. - 11:30 a.m.</b>	<p>How to design an Asset Management Action Plan (AMAP)</p> <p>Step 2: Identifying current asset management stakeholders and setting a performance goal for priority assets in line with the municipal asset management framework and national policies and regulations on asset management that govern the management of the selected asset;</p> <p>Instructor: Ms. Linda Newton and Mr. Siais Mzenzi</p>
<b>11:30 a.m. - 11:45 a.m.</b>	<p><i>Coffee Break</i></p>
<b>11:45 a.m. - 1:00 p.m.</b>	<p>Breakout session 2</p> <ul style="list-style-type: none"><li>-Local governments are invited to set performance goals for priority asset(s)</li></ul> <p>(Each session would be joined by Central Government staff and a consultant or UN-DESA and UNCDF representative)</p>
<b>1:00 - 2:00 p.m.</b>	<p><i>Lunch break</i></p>
<b>2:00 - 3:00 p.m.</b>	<p>Presentation of results from breakout session (2)</p> <p>Presentation of performance goals:</p> <ul style="list-style-type: none"><li>- Mwanza official</li><li>- Arusha official</li><li>- Tanga official</li></ul>

	- Interactive dialogue
<b>3:00 – 3:15 p.m.</b>	<i>Coffee Break</i>
<b>3: 15 – 4:00 p.m.</b>	<p>How to design an Asset Management Action Plan (AMAP)</p> <p>Step 3 and 4: “Identifying current asset management techniques for priority asset” and “Making a performance assessment of asset management practices against stated performance goal and identifying gaps and areas for improvement”</p> <p>Instructor: Ms. Linda Newton</p>
<b>4:00 - 5:30 p.m.</b>	<p>Breakout session (3)</p> <p>Local Governments to review their methods and technologies used in managing the asset (asset inventory database, asset management software, valuation techniques, life-cycle management, strategic portfolio reviews, integration of asset management needs in annual budgets, reporting and auditing of the asset). In addition, local governments will make a performance assessment of asset management practices against stated performance goal and identify gaps and areas for improvement.</p> <p>(Each session would be joined by central Government staff and a consultant or UN-DESA and UNCDF representative)</p>
<b>5:30 - 6:00 p.m.</b>	<p>Closing remarks for day 2 and next steps</p> <p>- UN-DESA, UNCDF, PO-RALG</p>

**Wednesday, 23 January 2019**

<b>9:00 - 10:00 a.m.</b>	<p>Presentation of results from breakout session (3)</p> <p>Presentation of asset management assessment</p> <ul style="list-style-type: none"><li>- Mwanza official</li><li>- Arusha official</li><li>- Tanga official</li></ul> <p><i>[Ideally the presentation will be made at the working level by a newly designated asset management champion or focal point in each municipality/town]</i></p> <p>- Interactive dialogue</p> <p>Moderator: UN DESA/UNCDF</p>
<b>10:00 - 11:30 a.m.</b>	<p>How to design an Asset Management Action Plan (AMAP)</p> <p>Step 5: Identify concrete actions that help address the gaps and link the management of the asset to the municipal budget.</p> <p>Instructor: Ms. Linda Newton</p>
<b>11:30 - 11:45 a.m.</b>	<p><i>Coffee Break</i></p>
<b>11:45 a.m. - 1:00 p.m.</b>	<p>Breakout session (4)</p> <p>- Local Governments identify short and long-term actions to improve asset management techniques for priority asset(s)</p> <p>(Each session would be joined by Central Government staff or UN-DESA and UNCDF representative)</p>
<b>1:00 - 2:30 p.m.</b>	<p><i>Lunch break</i></p>
<b>2:30 - 4:00 p.m.</b>	<p>The road ahead: Local Government officials present their AMAP timeline and share requests for capacity development</p> <p>Presentations by</p> <ul style="list-style-type: none"><li>- Mwanza official</li><li>- Arusha official</li><li>- Tanga official</li></ul> <p>Interactive dialogue:</p> <p>(PO-RALG, UNCDF and UNDESA should discuss with LG officials how they best support of the implementation of AMAPs.)</p>
<b>4:00 - 4:30 p.m.</b>	<p>Workshop evaluation by participants</p>

<b>4:30 - 5:00 p.m.</b>	Concluding remarks by town clerks and UNCDF and UNDESA and PO-RALG
<b>Thursday, 24 January 2019</b>	
<b>10:00 - 11:30 a.m.</b>	<p>Training of Trainers (ToT)- Session 1</p> <p>Applying the AMAP diagnostic tool (word, excel and online tools)</p> <p>Instructor: Ms. Linda Newton</p>
<b>11:30 – 11:45 a.m.</b>	<i>Coffee Break</i>
<b>11:45 - 12:45 a.m.</b>	<p>ToT- Session 2</p> <p>Interpreting the results of the diagnostic tool and helping municipal governments design Asset Management Profiles (AMAPs)</p> <p>Instructor: Ms. Linda Newton</p>
<b>12: 45 a.m. –1:00 p.m.</b>	Closing remarks by UNDESA, UNCDF and PO-RALG

## Concept note

### Background

Asset management both at the local and national level is a multifaceted and complex effort. It is the process of transparent and comprehensive inventory, valuation, lifecycle management (acquisition, operation, maintenance and disposal), strategic portfolio review, reporting and auditing of assets. It is also a multi-stakeholder effort. For example, at the municipal level, it requires the involvement of the city director, the mayor, the local council and multiple local departments, including planning, accounting, health, education, road, engineering, procurement and community development. At the same time, it must follow national guidance and coordinate with other layers of the government that manage assets located in municipalities.

### Project overview

The United Nations effort to strengthen *financing for sustainable development at the local level through the development of municipal asset management frameworks in the Least Developed Countries* is being implemented jointly by the Financing for Development Office of the United Nations Department of Economic and Social Affairs (UN-DESA) and the United Nations Capital Development Fund (UNCDF). The purpose of the project is to introduce the concept of proactive asset management to local governments and to provide guidance to local governments in implementing concrete asset management action plans.

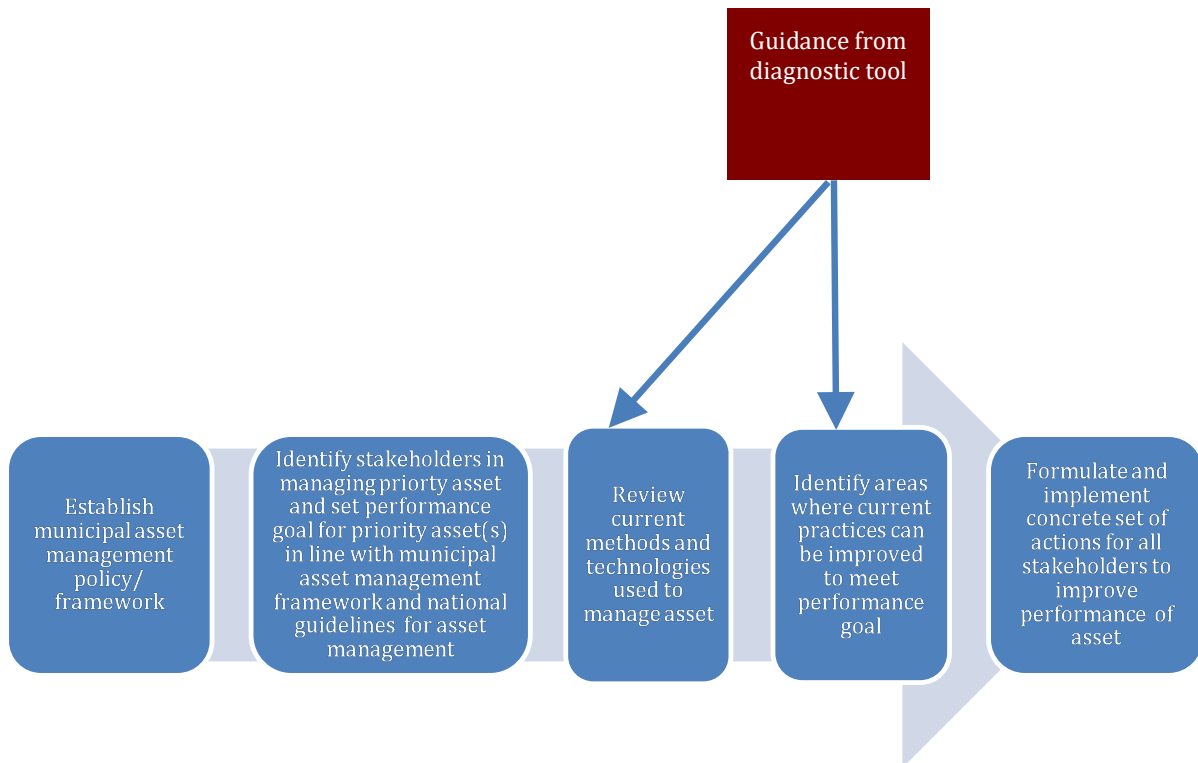
### Project rationale

Experience shows that in most situations, it is cheaper to maintain and repair than to replace assets. This is the same whether it is a vehicle, an office building, or a road. With proper asset management systems in place, plans and decisions can be made on how to best invest local government funds, and provide the best service to the community. The first step towards the development of a sound asset management system is the development of an Asset Management Action Plan (AMAP). An AMAP (figure 1) can relate to one or more assets and is based on a number of pillars: (i) the municipal asset management framework, i.e., the overall vision for the management of municipal assets, including objectives, targets and links to the broader city vision and capital investment plan (ii) a performance goal for one or more priority assets in line with the municipal asset management framework and national policies and regulations on asset management that govern the management of the selected asset as well as an assessment of stakeholders involved in managing the asset(s); (iii) a review of their specific functions and the types of methods and technologies used in managing the asset (asset inventory database, asset management software, valuation techniques, life-cycle management, strategic portfolio reviews, integration of asset management needs in annual budgets, reporting and auditing of the asset); (v) a performance assessment of these asset management

practices against the stated objectives and a clear identification of gaps and areas for improvement; and (vi) the formulation of concrete actions by all relevant stakeholders that address the identified gaps and link proposed actions to improve the management of the asset to the current and medium-term municipal budget.

This hands-on training support is thus timely since it will introduce to the participants the concept of proactive asset management in local governments and provide guidance to local governments in implementing concrete asset management action plans.

### Steps in formulating and implementing and Asset Management Action Plan (AMAP)



### Objectives

The main objective of the workshop is to train Local Government officials in the formulation and implementation of asset management action plan (AMAP) that can be effectively linked to a medium-term budget and a long-term sustainable development strategy. In addition, central government officials will be trained in providing support and applying a diagnostic tool developed



by UN DESA and UNCDF to help assess asset management needs at the local level. Specifically, the training will address:

- (i) Sharing experiences of current asset management practices in local governments with participants;
- (ii) Training of Trainers (ToT) to help central government officials and interested municipal officials to assist other municipalities and districts in the assessment of their current level of local asset management;
- (iii) Training local government officials in the formulation and implementation of a long-term, customized asset management framework, including an asset management action plan (AMAP);
- (iv) Hands on support to local governments to develop AMAP and design/ implement Assets Management Systems