REPUBLIC OF ZAMBIA

Ministry of Local Government and Rural Development

Summary of the Local Public Investment Management (LPIM) Guidelines

Zambia Devolution Support Program
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Summary of the Local Public Investment Management (LPIM) Guidelines

The value added that this guidelines bring is:

- Greater transparency in how projects are initiated, appraised and selected;
- Increased opportunity for citizen engagement in the entire PIM process, from project initiation right through to monitoring implementation;
- Improved accountability of the LA to the public and national government in PIM;
- A focus on climate resilience and social and environmental risks and safeguards; and
- Specific templates for each stage of the process.

The table below summarises each section of the LPIM Guidelines.

Section	**Content**
1. Introduction	This section introduces LPIM and highlights what LAs need to be prepared with for implementation: • Criteria for allocating resources to Wards; • Ensuring that priority is given to completing on-going projects; • Criteria for prioritizing projects; • Awareness of the competition between commercial and social development projects; • Awareness of the full cost of projects during its life cycle; • Criteria of social and climate resilience, including both mitigation and adaptation measures; • Usage of Environmental and Social Risk Management Manual.
2. Step 1: Project Initiation Stage	This section describes how LAs should start the process by developing a list of proposed projects they deem necessary for the developmental needs of the LA. This list should be provided to WDCs for citizen engagement. LAs should also provide WDCs with a list of ongoing projects and completed projects for the past two years.
3. Step 2: Project Identification and Pre-Selection Stage	This section sets out how communities may scrutinize the proposed list of projects and accept, make amendments or add additional project proposals. This is done first at the Zone level and then cascaded up to the Ward level with each project ranked in order of priority. The lists are then sent back by the WDCs to the LAs.
4. Step 3: Project Appraisal	This step describes how LAs should appraise projects using specific criteria and appraisal perspectives. Commercial and Social Development Projects should be appraised with their own specific criteria. By the end of this step, LA should have a list of commercial and social development projects eligible for prioritization and selection.
5. Step 4: Project Prioritization and Selection	This step describes how LAs rank the eligible projects using five basic criteria to score and weight each project. Once the projects have been prioritized, the Project Technical Sub-Committee should select those that will are approved for financing in the budget.
6. Step 5: Approval of Projects and Feedback to WDCs	Once the final list of projects has been approved, this step sets out how the LAs should provide feedback to the WDCs/Zones on which projects have been approved and why and the reasons for not approving the remaining projects.
7. Step 6: Project Implementation Phase	This step details how the LAs should prepare a Consolidated Project Implementation Plan detailing how the approved projects will be implemented throughout the year.

8. Step 7: Project Implementation Monitoring	This section describes how ongoing monitoring of the projects should be done using project progress reports to ensure that all projects are on track and detail steps to take if remedial action is needed.
9. Conclusion	The guideline concludes with a diagram summarising each step together with who is responsible for each step and the outputs they should deliver.