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Department of Social Welfare and Development
National Community-Driven Development Program (NCDDP)

Standard Community Empowerment Activity Cycle (CEAC) Activity Matrix

Version 01 September 2014

This document is for the guidance and use of members of the Area Coordinating Team (ACT) of the KALAHI CIDSS – National Community Driven Development Program or KC-NCDDP, in the implementation of the Program through the Standard Community Empowerment Activity Cycle (CEAC). The document describes in detail the stages, activities and activity duration, major steps, activity participants, implementation standards, outputs, and tools needed by the ACT in implementing each activity under each stage of the Standard CEAC.

The document is divided into four (4) sections, corresponding to each of the four stages of the CEAC process; (i) Social Preparation; (ii) Community Planning and Project Proposal Development; (iii) Community-managed Implementation and Community-based Organization (CBO) formation, and; (iv) Community Monitoring. Each stage in turn is further divided into sub-sections corresponding to a specific step of the CEAC under the corresponding stage. Each sub-

section describes the objective of the step, as well as the projected duration and activity level (i.e. barangay or municipal).

The general description of each step under a specific stage is followed by a matrix with six (6) columns; (i) Major Step, which contains descriptions of the specific activities to be undertaken by the ACT in preparing for, facilitating, and conducting follow-up for the CEAC step; (ii) Participants expected to be involved in the activity; (iii) Standards to be followed in facilitating planning, implementation, and post-activity follow-up for the step; (iv) Key Decisions expected to be made by municipal and barangay stakeholders; (v) the expected Output for the step, and; (vi) the suggested tools, forms, and other instruments which the ACT may use in facilitating the implementation of the CEAC step.

Please note that **THIS IS A DRAFT** of the final Standard CEAC Activity Matrix, currently being reviewed by both the World Bank and the Asian Development Bank, for the issuance of final “No Objection”. This document has and is still currently being subjected to intense and rigorous review, and hence is not guaranteed to be error free. This document is being issued for limited circulation only, for use as reference material in the Training of Trainers (TOT) for the Basic ACT Orientation Training, as well as in the preparation of training roll-out activities of the NCDDP field offices.

The final version, which may contain additional revisions, shall be issued as soon as official “No Objection” is secured from the KC-NCDDP Development Partners.

**Department of Social Welfare and Development
National Community-Driven Development Program (NCDDP)**

Standard Community Empowerment Activity Cycle (CEAC) Activity Matrix

Version 21 August 2014

Stage 1: Social Preparation

1.1 Municipal Orientation (MO)

Objectives:

1. Introduce the NCDDP design, features, implementation process, standards, and implementation arrangements.
2. Formalize the engagement through the Memorandum of Agreement (MOA).
3. Agree on the next steps for entry to the barangay.

Activity level: Municipal

Duration: 1 day

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Prior to the Municipal Orientation (MO)</p> <p>1.1. The Regional Project Management Office (RPMO) gathers data on (i) National Government Agency (NGA) programs, projects and activities to address poverty; (ii) geohazard maps; (iii) poverty data from the National Household Targeting System for Poverty Reduction (NHTS-PR); (iv) demographic data, and; (v) other relevant information on the municipality, and provides the same to the Area Coordinating Teams (ACT¹).</p> <p>1.2. The ACT, accompanied by Sub-regional Project Management Office (SRPMO) staff, meets with the Mayor and Municipal Local Government</p>	<ul style="list-style-type: none"> • Municipal Mayor • Sangguniang Bayan (SB) members • Local Government Unit (LGU) department heads and relevant staff • Barangay Captains 	<ul style="list-style-type: none"> • Only RPMO representatives deliver the orientation. ACTs are in charge with preparation activities. • The Mayor is present and convenes the meeting. • The Vice-mayor, as head of the SB, and the SB chairpersons for social welfare and appropriations attend the meeting. 	<ol style="list-style-type: none"> 1. The MLGU gives formal authority for barangay roll-out. 2. The Mayor agrees that MLGU development programs, plans, activities, and 	<ol style="list-style-type: none"> 1. Municipal MOA on NCDDP is signed. 2. Municipal Resolution (i) expressing official acceptance of the implementation of the NCDDP in the municipality; (ii) instructing all municipal LGU bureaus, 	<ul style="list-style-type: none"> • Activity Checklist • MOA template • Resolution template • Activity Report Form • Attendance Sheets • Standard agenda, presentations,

¹ The Area Coordinating Team (ACT) is the NCDDP Program implementation team at the Municipal level, and is composed of (i) an Area Coordinator (AC); (ii) Community Empowerment Facilitators (CEF); (iii) Technical Facilitators (TF) or project engineers, and; (iv) a Municipal Finance Analyst (MFA)

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>Unit (MLGU) staff prior to the orientation, to plan for the MO.</p> <p>1.3. The Area Coordinator (AC) ensures the resolutions and other enrollment documents are complete.</p> <p>2. During the MO;</p> <p>2.1. The ACT and the RPMO/SRPMO present and discuss a detailed overview of the NCDDP.</p> <p>2.2. Reactions, questions, and recommendations of participants are solicited and addressed by the RPMO/SRPMO and the MLGU.</p> <p>2.3. The role of DSWD is explained, and the ACT is introduced.</p> <p>2.4. The Mayor acknowledges the ACT, and expresses commitment to support the Program in behalf of the municipality.</p> <p>2.5. The Memorandum of Agreement (MOA) is formally signed (if not done prior to the meeting).</p> <p>2.6. Resolutions on the following are passed (i) supporting NCDDP implementation; (ii) Forming (in new areas) or reactivating (in old areas) the Municipal Inter-Agency Committee (MIAC²), and the Municipal Coordinating Team (MCT³);</p> <p>2.7. The Grievance Redress System (GRS) is explained, and a resolution forming a municipal grievance committee, composed of representatives of barangay grievance committees, is passed.</p> <p>2.8. The meeting is adjourned.</p> <p>3. After the MO (Post activity follow-through);</p> <p>3.1. Community Empowerment Facilitators (CEFs) meet with the chairpersons of their assigned barangays to schedule field visits, key informant interviews, small group meetings and consultations, and other Social Investigation (SI) and integration activities in preparation for the community assembly.</p> <p>3.2. The AC gathers the resolutions and files the same at the ACT office.</p>	<p>and their Councillors</p> <ul style="list-style-type: none"> • Municipal Local Government Operations Officer (MLGOO) • NGA representatives • Civil Society Organization (CSO) representatives, including Non-Government Organizations (NGO) and Community-based Organizations (CBO) and Peoples Organizations (PO) • Municipal Inter-Agency Committee (MIAC) • Local Poverty Reduction Action Team (LPRAT) members • In old Kalahi CIDSS (KC) areas, Barangay Representation Team (BRT) 	<ul style="list-style-type: none"> • CSO representatives to the Municipal Development Council (MDC) and/or LPRAT are present. • Vulnerable groups (women, Indigenous People (IP), communities in geographically isolated and depressed areas (GIDA), Pantawid Pamilya House Holds (HH), and Conflict-Affected Areas (CAAs) are represented. Where present, IP groups must be represented by tribal leaders. • Standard presentation template is used covering (i) NCDDP overview; (ii) key features; (iii) the CEAC; (iv) implementation arrangements, and; (v) timelines and milestones. • Reactions to the presentation on the NCDDP are solicited, questions are adequately answered, and recommendations discussed. • Where needed, separate meetings are conducted for women to solicit reactions, questions, and recommendations. • In municipalities which cover, either in whole or in part, a known ancestral domain, separate consultations are likewise conducted with all IP tribes. • Activity Reports and other documents are submitted by the ACT to the SRPMO within 7 days after the activity. 	<p>budgets (including those in the Municipal Development Plan (MDP) and the Local Poverty Reduction Action Plans or LPRAP) will be reviewed and (i) aligned with local needs, and; (ii) subjected to validation by the community.</p>	<p>offices, and units to support the project, and; (iii) enjoining all barangays to fully support and actively participate in Project implementation.</p> <p>3. Executive Order (EO) from the mayor creating or reactivating the MIAC and the Municipal Coordinating Team (MCT).</p> <p>4. Special Order from the mayor installing the ACT and MCT as a special projects unit within the MLGU.</p> <p>5. Special Order from the mayor designating an LGU staff as the NCDDP focal person (if not yet designated), and the LGU GAD Focal Person as the gender focal person of the ACT and MCT</p> <p>6. Plans and schedule of the First Barangay Assembly (BA).</p>	<p>activity program and materials.</p>

² The Municipal Inter-Agency Committee (MIAC) is headed by the Mayor, and is composed of the heads of offices of the different local government unit (LGU) departments, such as, but not limited to, the Municipal Budget officer, the Municipal Health Officer, Municipal Agriculture Officer, Municipal Planning and Development Officer, Municipal Engineer, and other officials of national government agencies (NGA) stationed in the municipality, such as the Municipal Local Government Operations Officer of the Department of the Interior and Local Government (DILG), and the local Principal of District Supervisor of the Department of Education.

³ The Municipal Coordinating Team or MCT is the counterpart implementation team of the municipal local government unit, and is composed of (i) a Municipal Area Coordinator (MAC); (ii) Municipal Community Facilitators (MCF); (iii) Municipal Engineer (ME), and; (iv) Municipal Roving Bookkeeper (MRB).

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
	community volunteers (CVs), Barangay Sub-project Management Committee (BSPMC) chairpersons, and Operation and Maintenance (O&M) group chairpersons • Project team: Regional Director (RD) and/or Regional Project Manager (RPM) RPMT technical staff ACT members				

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1.2 Social Investigation (SI)

Objectives:

1. Build familiarity with the conditions of the community, as basis for adapting the facilitation techniques and processes.
2. Establish contact with local community leaders and members.
3. Prepare implementation facilitation plan

Activity level:

1. Area Coordinator (AC) – Municipal level
2. Technical Facilitator (TF) – Municipal and Barangay level
3. Municipal Finance Analysts (MFA) – Municipal and Barangay level
4. Community Empowerment Facilitators (CEF) – Barangay level

Duration: 20 days

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Prior to Social Investigation (SI):</p> <p>1.1. The ACT meet to review available secondary data from the RPMO, SRPMO and MLGU, familiarize themselves with the tools, templates, and expected outputs, and prepare SI plan and timeline.</p> <p>1.2. The AC, TF, MFA, and CEFs schedule meetings and other activities with their respective target key informants, municipal counterparts, and contacts.</p> <p>1.3. The AC coordinates with the LGU, National Commission on Indigenous People (NCIP), Municipal Peace and Order Council (MPOC), and the local Philippine National Police (PNP) for the field work of CEFs and other ACT staff.</p> <p>1.4. The ACT review and establish communication, security, coordination, and other protocols with the MLGU and the PNP.</p> <p>2. During SI:</p> <p>2.1. ACT members conduct site visits to their respective areas of assignment.</p> <p>2.2. Key informant interviews (KIIs) and informal meetings are conducted by ACT members with their target respondents, following the SI plan.</p> <p>2.3. The ACT conducts team meetings to (i) review and analyse SI outputs; (ii)</p>	<ul style="list-style-type: none"> • Area Coordinator (AC) • Community Empowerment Facilitators (CEF) • Technical Facilitators (TF) • Municipal Finance Analyst (MFA) 	<ul style="list-style-type: none"> • ACT identify information collection and/or validation needs from the review of secondary data from NHTS-PR, Comprehensive Land Use Plan (CLUP) and Comprehensive Development Plan (CDP), Hazard Maps, Community-based Monitoring System (CBMS), Local Poverty Reduction Action Plan (LPRAP), NGA programs, Barangay Development Plan (BDP), Annual Investment Program (AIP), and other available data sources. • CEF engage community members in gathering additional information and/or validating secondary information; • As much as possible, CEFs avoid being accompanied by barangay officials when conducting house to house visits, informal discussions, and Key 	<ol style="list-style-type: none"> 1. If barangay has IP population, prescribed process on IP is used. 2. If barangay has conflict issues and presence of Internally Displaced Persons (IDP), refer to the guidelines. 3. If the municipality or barangay covers or is covered, either in part or in whole, a known 	<ol style="list-style-type: none"> 1. Barangay Profile and Social Assessment Report 2. One-year general action plan and a six-month detailed action plan covering the social preparation, community planning and project proposal development, community-managed implementation, and monitoring and evaluation stages. 3. A list of potential contacts in the barangay, along with a simple profile of these contacts. 4. Risk assessment and mitigation actions to be 	<ul style="list-style-type: none"> • Activity Checklist • SI Report Outline Template • Barangay Profile Template (as prescribed by the Department of the Interior and Local Government (DILG); • Municipal Profile Template (currently used under KC) • Sample Potential Contacts Profile • Activity Report Form • Attendance Sheets

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>identify issues and gaps in information, and; (iii) plan for follow-up to gather additional information to deepen analysis.</p> <p>2.4. CEFs prepare barangay profile and SI report. TFs and MFAs likewise prepare SI reports on their specific areas of concern.</p> <p>2.5. AC prepares consolidated SI report of the ACT</p> <p>2.6. ACT prepares one cycle implementation plan based on SI results.</p> <p>3. After SI:</p> <p>3.1. The AC meet with the RPMO and/or SRPMO and requests for technical assistance and other support to implementation, based on analysis of risks and other issues identified in the SI.</p>		<p>Informant Interviews (KII), and community walk with households (HHs).</p> <ul style="list-style-type: none"> • CEFs visit and engage members of at least 25% of HHs in SI activities (i.e house visits, KIIs, small talk, etc.) • CEFs prepare list of questions and practice small talk with each other as part of preparation for community visits. • If IPs are present, the CEF visit and engage recognized tribal leaders in discussions. • The ACT action plan includes (i) implementation risks analysis, and; (ii) mitigation activities to address risks to implementation identified through the SI. 	<p>protected area, refer to the Environmental and Social Safeguards Framework (ESMF).</p> <p>4. TA and other support to the ACT are provided by the R/SPMO.</p> <p>5. Adjustments to CEAC implementation are identified and agreed in consultation with the RPMO and SRPMO.</p>	<p>integrated in the CEAC activities specifically community planning stage</p>	<ul style="list-style-type: none"> • Workplan Template

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1.3 Community Consultation (1st Barangay Assembly)

Objectives:

1. Introduce and orient residents of the barangay on the NCDDP, its design features, implementation process, standards, and implementation arrangements.
2. Facilitate criteria-based and task-informed identification and selection of volunteers for the Participatory Situation Analysis (PSA).
3. Facilitate formation of the Barangay Grievance Committee.

Activity level: Barangay

Duration: 15 days (maximum duration for a CEF covering 4 barangays)

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Prior to the assembly:</p> <p>1.1. Prior to the meeting, the Community Empowerment Facilitator (CEF) familiarizes him/herself on the situation in the barangay by reviewing available secondary data and SI information gathered through field visits, and key informant interviews.</p> <p>1.2. The CEF meets with the Barangay Chairperson, and mobilizes the BLGU to ensure attendance and participation of HHs.</p> <p>2. During the assembly:</p> <p>2.1. The meeting is opened by the Barangay Chairperson, and the CEF is introduced as the facilitator..</p> <p>2.2. The CEF assisted by his/her MCT counterpart, present and discuss an overview of the NCDDP, and the CEAC Process.</p> <p>2.3. Reactions, questions, and recommendations of participants are solicited and addressed by the CEF and his/her municipal , the MCEF counterpart, and the validation team.</p> <p>2.4. The CEF then facilitates quick discussion on poverty conditions and needs in the barangay, and introduce the PSA process as a way for the community to study problems, needs, and potentials together.</p> <p>2.5. The CEF facilitate criteria-based and task-informed identification and selection of PSA community volunteers.</p> <p>2.6. The GRS is explained, and community volunteers for the barangay grievance committee are selected.</p> <p>2.7. Resolution is passed on the key agreements on (i) the composition of the PSA committee, and; (ii) the formation and composition of the Barangay</p>	<ul style="list-style-type: none"> • Barangay Chairperson • Sangguniang Barangay members • Municipal Community Empowerment Facilitator (MCF) • Barangay residents • In old KC areas, BRT CVs from previous cycles; • An NCIP or IP tribal leader, if the barangay covers or is covered by a known Ancestral Domain, either in part or in whole. • Project Team: CEF 	<ul style="list-style-type: none"> • The CEF prepares key questions and talking points to generate and focus discussions on key aspects of NCDDP design and implementation and critical issues or problems in the barangay (e.g. "How are needs identified and addressed in the community?", "what would be the best way to involve everyone in community development activities?", "Are there groups that would not be able to participate as much as others? Who are these groups? What would constrain them from participating?", "Are you (the community members) aware of NGA project commitments under the Grassroots Participatory Budgeting Program's (GPBP) LPRAP? ", and other relevant questions to trigger discussions) prior to the consultation. This is informed by SI ocular visits, key informant interviews, and integration by the CEF with community members (cross sectoral) prior to the meeting. • The CEF involves the barangay officials 	<ol style="list-style-type: none"> 1. Barangay Local Government Unit (BLGU) officials and community members agree to fully support NCDDP implementation in the Barangay. 2. Members of vulnerable groups are given preferential priority for selection into the PSA and Grievance committees. 3. BLGU officials agree to support members of vulnerable groups so they are able to fully participate in NCDDP 	<ol style="list-style-type: none"> 1. BA resolution (i) to support NCDDP implementation (including the kinds of support to be provided by the BLGU); (ii) electing PSA and GRS CVs. 2. List of PSA and CV volunteers selected based on agreed criteria, including affirmative action criteria on women and marginalized groups, citizens other than elected public officials, etc. 	<ul style="list-style-type: none"> • Activity Checklist; • Template BA Resolution • Activity Report Form • Attendance Sheets • Standard agenda, presentations, activity program, and materials. • Guidelines for IP • Guidelines for Conflict-Affected Areas • Risk and Vulnerability Assessment format

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>Grievance Committee.</p> <p>2.8. The CEF facilitates short reflection on the proceedings.</p> <p>2.9. The meeting is adjourned.</p> <p>3. Post activity follow-through</p> <p>3.1. CEF and his/her municipal counterpart meet with PSA volunteers and prepare them for the barangay PSA workshop and succeeding activities.</p> <p>3.2. The CEF and their municipal counterparts orient the Barangay Grievance Committee on their roles and tasks in helping resolve grievances arising in implementation.</p> <p>3.3. The AC informs the SRPMO and RPMO of anticipated Technical Assistance (TA) needs for the PSA process.</p>		<p>and MIAC to help mobilize, co-facilitate, and serve as resource persons in the orientation.</p> <ul style="list-style-type: none"> • The CEF "groundwork" the MLGOO to take responsibility to mobilize barangay officials. • The ACT conduct dry-run/simulation and roleplay prior to the meeting to identify potential issues and concerns, and refine the meeting facilitation plan. • The assembly is chaired by the Barangay Chairperson. • The CEF facilitates the meeting. • Representatives of 80% of total HHs residing in the barangay participate in the assembly. • Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CAA) are adequately represented. • Reactions to the presentation on the NCDDP are solicited, questions are adequately answered, and recommendations discussed. Where needed, separate meetings are conducted for vulnerable groups (i.e. women, IPs, residents of communities affected by armed conflict or CAAC, and other vulnerable groups) to solicit reactions, questions, and recommendations. • Three (3) CVs per purok who are not elected public officials are selected to join the PSA volunteer committee. • Three (3) CVs are selected to form the Barangay Grievance Committee. • Gender balance is observed in the 	<p>activities.</p> <p>4. Assembly agrees to include (i) identification of areas that are exposed to hazards; (ii) analysis of zoning ordinance and alignment with high risk areas; (iii) determining presence of IP communities and conflict areas, and (iv) conduct of risk and vulnerability assessment in the PSA.</p>		

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
		<p>selection of CVs.</p> <ul style="list-style-type: none"> • Where IPs are present, IP CVs are selected to join the PSA and Grievance Committees. • Reflection follows the Observation, Reflection, Internalization, Decision (ORID) format of (i) evoking observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps. • Activity reports and other documents are submitted within seven (7) days after the activity. 			

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1.4 Participatory Situation Analysis (PSA)

Objectives:

1. Facilitate identification and analysis of problems and needs, and criteria-based identification and prioritization of proposed solutions to address needs in the barangay, for support under the NCDDP.

Activity level:

1. Planning for PSA – Municipal level
2. Barangay PSA Workshop – Barangay level
3. Presentation of PSA results to the barangay assembly (2nd BA) – Barangay level
4. Consolidation of PSA results – Municipal level

Duration: 40 to 45 days

1. Planning for PSA - 3 to 5 days
2. Barangay PSA Workshop - 20 days (5 days per barangay for a CEF with 4 barangays)
3. Presentation of PSA results to the barangay assembly (2nd BA) - 12 days (3 days per barangay for a CEF with 4 barangays)
4. Consolidation of PSA results – Municipal level

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Planning for PSA (Municipal Level)</p> <p>1.1. Prior to the municipal meeting:</p> <ol style="list-style-type: none"> a. The ACT review and consolidate information from secondary documents and the SI. b. The ACT meets with the Mayor, the Municipal Area Coordinator (MAC), the MPDO, and the MLGOO to plan the PSA activities, and ensure attendance and support of MIAC and other MLGU and BLGU staff. c. The ACT conduct dry-run/simulation and roleplay prior to the planning for the PSA. <p>1.2 During the municipal meeting:</p> <ol style="list-style-type: none"> a. The Municipal Mayor or his authorized representative opens the meeting. The AC is recognized as the meeting facilitator. b. The AC reviews the goals and objectives of the NCDDP, and the purpose 	<p>The Mayor The Vice-Mayor Members of the MIAC and the LPRAT The MCT Barangay Captains In old areas, the chairperson of the BSPMC CSO members of the LPRAT At least one (1) PSA Community Volunteer from each barangay</p>	<ul style="list-style-type: none"> • The NHTS-PR based barangay profile, matrix of NGA GPBP projects, and hazard maps is provided to the ACT prior to the start of the PSA planning meeting. • Close coordination with the MLGOO is undertaken in preparation for the meeting. Where possible, the AC also closely coordinate with the GPBP facilitators of DILG on the GPBP projects and activities in the municipality and barangay. • The Mayor or his representative convene the meeting. • The AC facilitates the meeting. 	<ol style="list-style-type: none"> 1. Consolidated LGU-NGA matrix of PPAs is agreed, and the MLGU agree to subject planning data and PPAs to validation by communities during the PSA activities. 2. ACT and MCT agree on areas of assignment and the process for 	<ol style="list-style-type: none"> 1. LGU-NGA matrix of PPAs. 2. PSA Activity Plans (PSA planning workshop, Barangay PSA workshop, PSA validation, etc.). 3. PSA Plan and tasking of the team Guidance for the CEF in the conduct of the Barangay PSA 	<ul style="list-style-type: none"> • Activity Checklist; • Sample LGU-NGA matrix of PPAs • Barangay PSA Activity Plan template • Standard NCDDP PSA orientation presentation materials • Activity Report Form • Attendance Sheets .

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>and objectives, and expected outputs of the Participatory Situation Analysis (PSA). Emphasis is given on (i) the purpose of the NCDDP grant to address poverty and vulnerability through direct participation of people in the identification of priorities, and in the planning and use of budgets, and (ii) the need to avoid duplication and enhance complementation between the programs, projects, and activities (PPAs) of the LGU and the other NGAs, with the priorities that will be identified by communities under the NCDDP.</p> <p>c. The AC calls the Municipal Planning and Development Officer (MPDO) to present (i) existing data on the barangays that are available at the MLGU (e.g. Comprehensive Development Plan or CDP, Comprehensive Land Use Plan or CLUP, and other NGA data used for local planning); and (ii) the LGU priority sectoral programs, projects, and activities (PPA) in the Local Development Investment Program (LDIP), and the LPRAP for the GPBP.</p> <p>d. The AC facilitates consolidation of LGU and NGA PPAs per barangay using the LGU-NGA matrix of PPAs.</p> <p>e. The AC explains the steps and processes involved in the PSA.</p> <p>f. The AC facilitates planning and scheduling of PSA activities at the barangay level, and orients participants (the MCT and the MIAC) on their role and tasks during the process. Commitments from the MAC, MIAC, and BLGU are agreed and finalized.</p> <p>g. The AC passes on the session to the Mayor or his authorized representative for final remarks.</p> <p>h. The Mayor (or representative) adjourns the meeting.</p> <p>1.3 After the municipal meeting:</p> <p>a. The ACT meets to strategize and plan for the conduct of the pilot barangay PSA workshop.</p>	<p>Project team: AC TFs MFA CEF</p>	<ul style="list-style-type: none"> • During dry-run or simulations of meetings and activities, potential issues and problems in the process are identified, and activity facilitation plans are revised and/or enhanced accordingly. • Tasks of individual ACT members, including coordination with the MLGU through the MIAC, is discussed and clarified. • Where the municipality covers, whether in part or in whole, an IP ancestral domain, IP tribal leaders are attend the meeting, and an NCIP representative is also present. • The municipal GAD focal person is also present, and gender balance in the selection of CVs who will attend the meeting is observed. • Activity reports are submitted seven (7) days after the activity. 	<p>the barangay PSA.</p> <p>3. MIAC members commit to attend and observe barangay PSA activities.</p> <p>4. MLGU and BLGU agree to provide support, and commit resources to the conduct of barangay PSA workshops.</p>		
<p>2. Barangay PSA Workshop</p> <p>2.1. Prior to the workshop</p> <p>a. The CEF review and consolidate information about the barangay from secondary documents and the SI, and the LGU-NGA matrix of PPAs from the municipal meeting.</p> <p>b. The CEF and his/her municipal counterpart meets with the MCEF and the Barangay Chairperson to plan the PSA activities, and ensure attendance and support of MIAC and other BLGU staff.</p>	<p>PSA Community Volunteers Barangay Chairperson Municipal CEF MIAC representatives</p> <p>Project staff: CEF</p>	<ul style="list-style-type: none"> • The MPDO and MLGOO ensure attendance of LGU staff in PSA activities. • BLGU staff and officials assist in mobilizing HHs for PSA activities. • Workshop design and facilitation is informed by review and assessment of the proceedings and results of the pilot workshop, and adjustments are made to 	<p>1. PSA CVs agree on the criteria to be proposed to the BA to rank and prioritize problems and solution.</p> <p>2. Project solutions to be proposed</p>	<p>PSA documentation</p> <ul style="list-style-type: none"> • Profile • Problem/Solutions Trees <p>1. - Ranking of problems/solutions based on criteria</p> <ul style="list-style-type: none"> • BAPs/BDPs <p>2. Enhanced LGU-NGA matrix of PPAs.</p>	<ul style="list-style-type: none"> • Activity Checklist; • Sample LGU-NGA matrix of PPAs • Standard NCDDP PSA orientation presentation materials • Activity Report Form

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>c. The ACT conduct a pilot Barangay PSA workshop. The ACT and MCT meet to review and assess the pilot workshop, and make adjustments to the workshop facilitation plan. The CEF also conducts dry-run (which may include simulation and roleplay) with fellow CEFs prior to the activity.</p> <p>2.2 During the actual Workshop</p> <p>a. The Barangay Chairperson opens the meeting and recognizes the CEF as the facilitator of the PSA workshop.</p> <p>b. The CEF explains the rationale, objectives, process, and expected outputs of the PSA workshop.</p> <p>c. The CEF facilitates a visioning exercise as a first step.</p> <p>d. The CEF then presents the barangay profile, validates the information with the CVs, and facilitates discussion on the current situation of the barangay, using the core local poverty indicators, with the addition of Disaster Risk Reduction (DRR). Problem statements describing the gap between vision and current conditions are formulated.</p> <p>e. Where information is inadequate or contested, the CEF facilitates planning to gather additional information, and assigns CVs to collect information to fill gaps and/or validate information presented.</p> <p>f. The CEF then facilitates discussion to explore the range of solutions that can be implemented to address the problems and challenges identified, the resources necessary, and the priority problem that needs immediate response.</p> <p>g. The CEF then present the matrix of LGU-NGA PPAs is presented, and the identified problems and needs are matched against the PPAs.</p> <p>h. Remaining unaddressed problems and needs are then ranked using criteria to be identified and developed by the PSA CVs, subject to approval by the BA. Samples of criteria may include the following (i) percentage of total HHs directly affected by the problem, and; (ii) urgency of need to solve the problem, where most urgent means a threat to life exist if the problem is left unsolved.</p> <p>i. The CEF then facilitate discussion on providing additional weights to problems directly affecting women, indigenous people, CAACs, and other vulnerable groups.</p> <p>j. The CEF facilitates integration of the remaining unaddressed problems and needs, and proposed solutions, into the LGU-NGA matrix of PPAs.</p> <p>k. Solutions to be proposed for support under the NCDDP are identified, and a plan for how to monitor and assess/evaluate progress made to address these challenges through community monitoring is prepared.</p>		<p>address identified weakness and gaps.</p> <ul style="list-style-type: none"> • The CEF prepares key questions and talking points to generate and focus discussions on the vision, problems and needs, causes of problems, and solutions prior to the consultation. This is informed by SI ocular visits, key informant interviews, and integration by the CEF with community members (cross sectoral) prior to the workshop. • Community volunteers collectively (i) define the research agenda; (ii) gather relevant data, and; (iii) analyse the data. • A short session on gender sensitization and awareness raising on IP rights is conducted, and separate sessions are conducted for women and IP groups. • The CEF guides the discussion and sharpens the description of current conditions by sharing and validating data gathered from the previous steps. • Various tools are used to (i) generate and organize information, and; (ii) analyse problems using the information available. • The CEF ensures that the discussion focus on problems, potentials, and solutions FIRST, rather than projects. Ensure that problems, potentials, and solutions are described (i.e. how it affects the life of HHs), and not just listed/enumerated. • Conditions of vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CAA) are adequately discussed and inputted into the analysis of community volunteers. 	<p>for support under NCDDP and other NGAs, the GPBP, and the LGU are identified and agreed by the CVs, to be presented for approval by the BA.</p> <p>3. Proposal for programming of implementation of all proposed projects to address priority problems and needs are is also agreed, for presentation to and approval by the BA.</p>		<ul style="list-style-type: none"> • Attendance Sheets • PSA report format • BAP/BDP format

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>l. The CEF facilitate short reflection session on the entire PSA process. m. The CEF ends the workshop.</p> <p>2.3 After the workshop a. The CEF consolidates the outputs of the barangay PSA. b. The CEF meets with the CVs to prepare for the PSA validation Barangay Assembly.</p>		<ul style="list-style-type: none"> Criteria for ranking and prioritizing problems and solutions are identified and decided by the CVs themselves, subject to approval by the BA. CEFs guide the discussion by sharing sample criteria used under the KC Project. 			
<p>3. Presentation of PSA results to the Barangay Assembly</p> <p>1.1 Prior to the assembly: a. The CEF meets with the Barangay Chairperson and other BLGU staff to plan for the BA, and mobilizes the BLGU to provide support in ensuring attendance of residents. b. The CEF meets with the CVs to prepare them for their role in the assembly, as well as prepare materials, visual aid, and presentations. c. The CEF informs the AC of TA needs for the assembly, and the AC mobilizes TA support from the SRPMO and RPMO, as needed.</p> <p>1.2 During the barangay assembly: a. The Barangay Chairperson opens the assembly, and recognizes the CEF as the facilitator. b. The CEF calls on the PSA CVs to present a report on the objectives, processes and activities, and outputs of the PSA. Emphasis is given on the presentation on problems and needs, and proposed solutions. c. The CEF facilitate discussion on the PSA outputs, and solicits clarifications, comments, additional inputs, and recommendations from the assembly. d. The PSA volunteers make a motion for the Barangay Assembly to (i) approve the outputs of the PSA, and; (ii) integrate the matrix of LGU-NGA needs with the development plan of the barangay. The BA pass a resolution approving the motion. e. The CEF explains the next steps in the CEAC, which is the criteria setting workshop and the project development workshop, and requests the assembly to select community volunteers who will compose the Barangay Representation Team (BRT) and the Project Preparation Team (PPT). f. The CEF facilitate discussion of the criteria for selecting BRT and PPT CVs. g. Election of CVs is conducted using the criteria agreed.</p>	<p>Barangay Chairperson Sangguniang Barangay members Municipal CEF counterpart Municipal Community Empowerment Facilitator MIAC members LPRAT members Community residents In old KC areas, PSA or BRT volunteers An NCIP or IP tribal leader, if the barangay covers or is covered by a known IP area, either in part or in whole.</p> <p>Project Team: CEF</p>	<ul style="list-style-type: none"> The CEF prepares key questions and talking points to generate and focus the assembly discussions on the vision, problems and needs, and solutions identified. (e.g. "Does the assembly agree with the vision and goals?" "Are the right problems and needs identified?", "Are there other needs and problems not identified but important to address?", "Are the solutions identified the best solutions to address the problems and needs?" "How will people benefit from the solutions?", "Are there specific vulnerable groups who will be excluded?", and other relevant questions to trigger discussions) prior to the consultation. This is informed by SI ocular visits, key informant interviews, and integration by the CEF with community members (cross sectoral) prior to the meeting. The CEF involve the barangay officials and MIAC to help mobilized, co-facilitate, and serve as resource persons in assembly. The CEF "groundwork" the MLGOO to take responsibility to mobilize barangay officials. The CEF together with his/her MCEF counterpart conduct dry-run/simulation and roleplay prior to the meeting to 	<ol style="list-style-type: none"> BA approve the criteria to rank and prioritize problems and solution. BA approve Project solutions to be proposed for support under NCDDP and other NGAs, the GPBP, and the LGU. BA approves programming of implementation of all proposed projects to address priority problems and needs. BA elects BRT and PPT volunteers. BA approve convening of the Barangay Development Council (BDC) for integration of PSA-identified 	<ol style="list-style-type: none"> BA resolution (i) adopting the barangay-level LGU-NGA matrix of PPAs incorporating additional prioritized project solutions for LGU, NGA, and NCDDP support, and; (ii) electing the members of the BRT and PPT. BA resolution calling on the Barangay Council (BC) and/or the Barangay Development Council (BDC) to (i) integrate the barangay LGU-NGA matrix of PPAs into the development plans and investment programs of the barangay, and (ii) expand the membership of the BDC to include the BRT. 	<ul style="list-style-type: none"> Activity Checklist; Sample LGU-NGA matrix of PPAs Sample BA resolution template Activity Report Form Attendance Sheets

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>h. The CEF requests the Barangay Chairperson to pass a resolution recognizing the elected BRT and PPT CVs.</p> <p>i. The CEF facilitate short reflection on the BA.</p> <p>j. The Barangay Chairperson closes the meeting.</p> <p>1.3 After the assembly:</p> <p>a. The CEF gathers the approved barangay resolution, meets with the BRT and PPT to prepare them for the Criteria Setting Workshop (CSW) and Project Development Workshop (PDW).</p> <p>b. The CEF reports the results of the PSA, particularly the projects to be proposed for NCDDP support which will require additional technical assistance support in design and proposal preparation.</p>		<p>identify potential issues and concerns, and refine the meeting facilitation plan.</p> <ul style="list-style-type: none"> • The assembly is chaired by the Barangay Chairperson. • The CEF facilitates the meeting. • Representatives of 80% of total HHs residing in the barangay attend the meeting. • Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Communities Affected by Armed Conflict (CAAC) are adequately represented. • Reactions to the PSA CV report are solicited, questions are adequately answered, and recommendations discussed. Where needed, separate meetings are conducted for vulnerable groups (women and IPs) to solicit reactions, questions, and recommendations. • Two (2) CVs per purok who are not elected public officials are selected to join the Barangay Captain in the Barangay Representation Team (BRT). One of the CVs shall be elected as the BRT chairperson. • Three (3) CVs per purok who are not elected public officials are selected to form the Project Preparation Team (PPT). • Gender balance is observed in the selection of BRT and PPT CVs. • Where IPs are present, IP CVs are selected to join the BRT and PPT. • Reflection follows the ORID format of (i) evoking observations, including feelings, of participants on the 	<p>priorities into the development plans of the barangay.</p>		

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
		<p>proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps.</p> <ul style="list-style-type: none"> Activity reports and other documents are submitted within seven (7) days after the activity. 			
<p>2. Consolidation of PSA results (Municipal level)</p> <p>2.1 Prior to consolidation:</p> <ol style="list-style-type: none"> The CEFs clean-up and package outputs from all PSA activities. The CEFs submit the clean PSA outputs to the AC for consolidation. AC sets meeting with the MAC, MPDO, and MLGOO to consolidate the PSA results. <p>2.2 During the consolidation meeting:</p> <ol style="list-style-type: none"> The ACT with the MCT, MPDO, and MLGOO review the enhanced barangay matrix of PPAs incorporating inputs from the barangay assembly consultations. The participants put together all barangay matrices into a single consolidated municipal matrix of problems and needs, and PPAs. The participants prepare a municipal map to visually incorporate the consolidated outputs. The map may include multiple layers of themes, ending with the problems and proposed solutions overlay. Participants analyse the map, focusing on (i) areas where specific problems cut across multiple barangays; (ii) areas where solutions proposed for support from different sources overlap and/or duplicate; (iii) areas where significant hazards are exist which may impact either choice, or design of projects, and; (iv) areas where complementarities between solutions and projects need to be clarified and established to ensure better results, 	<p>MCT MPDO MLGOO</p> <p>Project Staff: ACT</p>	<ul style="list-style-type: none"> The Area Coordinating Team, under the supervision of the Area Coordinator, undertakes the consolidation of the PSA results coming from the Barangay. Validated PSA results from all barangays will be integrated to come up with the Municipal level picture and analysis. 		<ol style="list-style-type: none"> Consolidated LGU-NGA matrix of PPAs, including proposed implementation programming schedule (annual). Consolidated municipal map of problems, needs, and proposed LGU, NGA, GPBP, and NCDDP PPAs to address needs. CSW program and facilitation plan, including tasking. 	<ul style="list-style-type: none"> Activity Checklist; Sample LGU-NGA matrix of PPAs Sample mapping of PPAs Standard CSW design and presentation materials Activity PSA Municipal Report Form Attendance Sheets

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p><i>among others.</i></p> <p>e. From the analysis above, the AC facilitate discussion on proposed activities and steps to (i) undertake revisions to the GPBP LPRAP⁴; (ii) assist barangays in preparing detailed development plans of the barangay, incorporating recommendations from the assemblies, and; (iii) design of the facilitation plan for the Criteria Setting Workshop (CSW).</p> <p>f. The AC facilitate planning of activities, clarification and delineation of tasks, and setting of timelines and targets to complete items i. and ii. above.</p> <p>2.3 After the consolidation:</p> <p>a. The CEFs meet with the barangay chairpersons and the BRT to (i) feedback on the discussions during the municipal consolidation; (ii) discuss implications to the barangay matrix of PPAs; (iii) agree on next steps to review the development plan of the barangay, and; (iv) prepare for the CSW.</p> <p>b. The ACs meet with the SRPMO and RPMO to mobilize technical assistance support (including mobilization of Technical Assistance Funds or TAF) for the CSW and other needs related to the PDW.</p>					

NOTES:

⁴ The BA for PSA validation also serves as a venue to validate GPBP projects included in the LPRAP since the matrix of LGU-NGA PPAs to address needs also include GPBP interventions.

Stage 2: Community Planning and Project Proposal Development

2.1 Barangay Council Meeting

Objectives:

Integrate PSA identified priorities into the development plan of the barangay.
 Barangay Resolution expanding the BDC to include BRT

Activity level: Barangay

Duration: within the 60 days from the 2nd BA

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<ol style="list-style-type: none"> The CEF gather together the (i) barangay vision; (ii) list of problems and needs; (iii) the matrix of actual and proposed/prioritized LGU-NGA PPAs to address problems and needs, and; (iii) the resolution passed during the BA where the results of the PSA were presented and approved (2nd BA). The CEF, together with his/her MCT counterpart, meet with the MLGOO to discuss approaches to encourage the barangay chairpersons and barangay council to(i) review their development plans, and; (ii) integrate the BA-approved LGU-NGA PPA matrix of priorities into the development plans of the barangays. The MLGOO prepare an action plan for causing integration of the community priorities. The MLGOO conducts various activities with the Barangay Council, which may range from Barangay Council meetings, Barangay Development Council (BDC) meetings, and barangay development planning workshops, to undertake the integration. The Barangay Council conduct a Barangay Assembly to present the enhanced development plan of the barangay integrating the LGU-NGA PPA matrix approved during the 2nd BA. Insights, comments, and additional suggestions and recommendations are solicited, and the final plan is prepared. The Barangay Council meet to approve the multi-year development plan, and a resolution is passed (i) adopting the multi-year development plan, and; (ii) endorsing the plan to the municipal development council (MDC) for inclusion into the municipal development plan. 	Barangay Chairperson Barangay Sanggunian members BRT volunteers MLGOO MCT CEF Project Staff: AC CEF	<ul style="list-style-type: none"> The MLGOO takes the lead in the integration of BA-identified priorities, contained in the LGU-NGA PPA matrix resulting from the BA review of the PSA, into the formal, multi-year development plans of the barangays. The MLGOO may request support from NCDDP for the various integration activities (i.e. Barangay Council meetings, Barangay Assemblies, and others). The ACT mobilizes support from the RPMO and SRPMO, and supports the MLGOO in mobilizing support from the regional offices of the Department of the Interior and Local Governments (DILG). These are all contained in the MLGOO action plan. The BRTs are invited to attend and participate in activities of the barangay local government for the integration of priorities into the development plans of the barangay. In areas where IPs are 	<ol style="list-style-type: none"> Barangay development funds are allocated to support identified priorities in the plan. Specific sources of funding (including NCDDP) are assigned for each priority project. Projects are programmed for implementation, reflecting complementarities of projects. 	<ol style="list-style-type: none"> Barangay Council resolution (i) expanding the BDC to include the BRT, and; (ii) adopting the multi-year development plan of the barangay that includes needs and projects identified during the PSA. 	<ul style="list-style-type: none"> Sample Activity Plan Activity Report Form Sample Multi-year development plan format Barangay Resolution

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
		<p>present, the IP tribal leader is also invited to participate.</p> <ul style="list-style-type: none"> • The ACT and the MLGOO conduct regular meetings to discuss progress in the enhancement of the development plans of the barangay. Where gaps and issues occur, these are resolved through a collaborative effort of the team. • NCDDP standards on participation in BAs are observed (80% of HHs represented, participation of women, IPs, and other vulnerable groups are ensured, and separate meetings are conducted for women and IPs during the assembly, where necessary). 			

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2.2 Criteria-Setting Workshop

Objectives:

- 1 Facilitate discussion among community volunteers of local and broad municipal-level poverty conditions and their causes, informed by community **discussions** of local poverty conditions and potential solutions, **based on the PSA activities (including the 2nd BA)**.
- 2 **Facilitate** agreement on a list of critical poverty issues that need to be addressed at the community level, based on the results of the PSA problem analysis and informed by existing development plans and available local resources.
- 3 **Facilitate** consensus on the broad development vision and/or key directions that will guide development investment.
- 4 **Facilitate** agreement on (i) a set of development criteria for selecting the most appropriate and responsive development interventions to address identified poverty issues in the MIBF for prioritization, and; (ii) the process, procedures, and rules of decorum on the conduct of the MIBF.

Activity level: Municipal

Duration: 5 days

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Prior to the workshop:</p> <p>1.1. The CEFs meet with the barangay chairpersons and the BRT to prepare for the CSW.</p> <p>1.2. The ACs meet with the SRPMO and RPMO to mobilize technical assistance support (including mobilization of Technical Assistance Funds or TAF) for the CSW.</p> <p>1.3. AC sets meeting with the MAC, MPDO, and MLGOO to (i) prepare and finalize the CSW program and workshop design and facilitation plan.</p> <p>1.4. The ACT prepare all materials, documents, attendance sheets, and other tools to be used for the workshop.</p> <p>2. During the workshop:</p> <p>2.1. The Mayor calls the meeting to order, and (i) acknowledges the presence of BRTs, MLGU staff, MIAC members, and other groups present, and; (ii) calls on the AC as the facilitator for the activity.</p> <p>2.2. The AC presents a short review of the CEAC processes undertaken, giving special emphasis on the PSA. The AC then explains how the CSW is linked to the PSA process, and explains the objectives, process, and expected outputs of the CSW.</p> <p>2.3. The MPDO presents the consolidated matrix of LGU-NGA PPAs from the PSA activities, and the map of the municipality showing (i) validated</p>	<p>Municipal Mayor Vice-Mayor Sangguniang Bayan members MIAC and LPRAT members BRT CVs Representatives from NGAs An NCIP representative, and an IP tribal leader, if IPs are present MCT members</p> <p>Project Staff: AC, CEF, TF, and MFA RPMO and SRPMO representatives</p>	<ul style="list-style-type: none"> • The AC facilitates the meeting, the Mayor convenes, opens and adjourns the meeting. • Reactions to the presentations are solicited, questions are adequately answered, and recommendations discussed. • Discussions should consider the following; (i) connectivity or linkages of similar or related projects (i.e. roads and schools, seawalls, mangrove reforestation, etc.); (ii) avoiding duplication and contradiction with other NGA, LGU, another development partners; (iii) address possible legal and policy constraints around DRR hazard areas, environmentally critical areas, and the like. • The TF discuss factors affecting feasibility of innovative ideas, and technical assistance requirements to 	<ol style="list-style-type: none"> 1. Barangays join together to undertake common or linked projects. 2. Specific projects are assigned to GPBP or other NGAs for support. 3. Criteria and process for prioritization is agreed. 	<ol style="list-style-type: none"> 1. A consolidated profile of the municipality based on the different barangays PSA results, enhanced by other data available at the level of the municipality. 2. A list of community problems that need to be addressed, listed by priority, and based on the results of the consolidated municipal PSA outputs. 3. A list of the range of proposed interventions to address the prioritized problems, by barangay, to be used in the project design and development activities. 4. An MIBF Resolution signed by all members of 	<ul style="list-style-type: none"> • Activity Checklist; • Sample LGU-NGA matrix of PPAs • Sample mapping of PPAs • Standard CSW design and presentation materials • Activity Report Form • Sample MIBF resolution • Attendance Sheets

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<p>needs; (ii) agency PPA commitments, and; (iii) proposed projects for NCDDP grant support, of each barangay, from the consolidation of PSA results.</p> <p>2.4. The AC facilitates discussion on the presentation, and solicits reactions and comments.</p> <p>2.5. The AC facilitates discussion among BRTs on (i) undertaking joint projects to address common priority needs, and; (ii) programming projects across barangays to avoid duplication and ensure complementation. Dialogue between BRTs and NGA representatives is also facilitated to solicit commitments from NGAs for support to specific proposed barangay projects, with special attention to projects which may be covered under the Grassroots Participatory Budgeting (GPBP) program.</p> <p>2.6. The AC then facilitates identification of, and agreement on the criteria, process, and procedure to be used and followed for prioritizing projects proposed to be funded by the NCDDP during the Municipal Inter-Barangay Forum (MIBF) for prioritization.</p> <p>2.7. BRT members pass MIBF resolution adopting the criteria, process, and procedures for the prioritization of projects for NCDDP support, and set the date for the MIBF for Participatory Resource Allocation (PRA).</p> <p>2.8. The AC then explains the process, activities, and mechanics for preparing and clearing detailed proposals, and announces the schedule and arrangements for the Project Development Workshop (PDW).</p> <p>2.9. The CEF facilitates short reflection on the proceedings.</p> <p>2.10. The meeting is adjourned.</p> <p>3. Post activity follow-through</p> <p>3.1. The CEFs meet with the BRTs of barangays or group of barangays to plan for the conduct of the BA to feedback the CSW discussions and agreements, and discuss needs for technical assistance during the PDW.</p> <p>3.2. The AC meets with the ACT and MCT, and the MIAC to plan for the conduct of the PDW, and prepare for project proposal development activities.</p>		<p>support implementation of innovative projects.</p> <ul style="list-style-type: none"> • Recommendations to address and mitigate risks are tackled in the discussions. • Where an IP community covers more than one barangay, consider separate meetings of IP leaders. • Reflection follows the ORID format of (i) evoking observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps. • The AC works in close coordination and partnership with the MLGOO and the MPDO in groundworking MIAC members for follow-through activities. • TAF Request for Fund Release (RFR) are submitted to the S/RPMO seven (7) days after the workshop. • Activity reports and other documents are submitted seven (7) days after the forum. 		<p>the BRT and attested to by the Municipal Mayor, which (i) lists the criteria for determining appropriateness and responsiveness of development interventions, to be used for deciding on priorities during the MIBF for PRA; (ii) outlines the process and the specific procedures and rules of decorum in the conduct of the MIBF for PRA.</p> <p>5. An MIBF resolution on the use of the Technical Assistance Fund (TAF), if necessary.</p>	
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2.3 Feedback to the barangay assembly (3rd BA)

Objectives:

- 1 **Facilitate feedback to the barangay of** the discussion and agreements from the CSW.
- 2 **Facilitate** agreement on the final **community** subproject to be proposed for support under the NCDDP.

Activity level: Barangay

Duration: 15 days

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Prior to the BA:</p> <p>1.1 Prior to the meeting, the CEF together with his/her municipal counterpart meet with the BRT and the Barangay Chairperson to plan for the consultation, and mobilizes the BLGU in ensuring attendance and participation of HHs.</p> <p>2. During the BA:</p> <p>2.1 The meeting is opened by the Barangay Chairperson, and the CEF is introduced as the facilitator.</p> <p>2.2 The CEF, assisted by his/her MCT counterpart, introduce the BRT.</p> <p>2.3 The BRT (i) reports on the proceedings, discussions, and agreements from the CSW, and; (ii) recalls the agreements made by the BA on the priority needs, and the GPBP GPB. Emphasis is given on (i) what problems may be addressed with commitments secured from NGAs and the GPBP, and; (ii) what problems remain for which no support has yet been secured for solutions identified.</p> <p>2.4 The CEF then facilitates (i) review and agreement on the priority problem to be addressed, and; (ii) the solution to be proposed for NCDDP support, in light of the CSW discussions and agreements.</p> <p>2.5 The BRT make a motion to approve agreements on priority problems and solutions, and the BA pass resolution approving the motion.</p> <p>2.6 The CEF facilitates short reflection on the proceedings.</p> <p>2.7 The meeting is adjourned.</p> <p>3. After the BA:</p> <p>3.1 The CEF and his/her municipal counterpart meet with the PPTs and prepares them for the PDW.</p>	<p>Barangay Chairperson Sangguniang Barangay members Barangay Residents BRT and PPT CVs MCT An NCIP or IP tribal leader, if the barangay covers or is covered by a known Ancestral Domain, either in part or in whole.</p> <p>Project Team: CEF</p>	<ul style="list-style-type: none"> • The CEF prepares key questions to focus discussions on key CSW decisions impacting barangay priorities (i.e. "Are there priority problems which will be addressed by NGAs and the GPBP?", "Will the priority of the barangay for NCDDP support change?" and other similar questions) prior to the consultation. • The CEF together with his/her counterpart conduct dry-run/simulation and roleplay prior to the meeting to identify potential issues and concerns, and refine the meeting facilitation plan. • Representatives of 80% of total HHs residing in the barangay. • Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CAA) are adequately represented. • The assembly is chaired by the Barangay Chairperson, while the CEF facilitates the meeting. • The CEF ensures that the language used in the discussion is simple and in the vernacular so that it is easily 	<p>1. BA approves the final priority problem and solution for the Project Proposal.</p>	<p>1. Assembly resolution (i) identifying the priority problem for work under the NCDDP, and; (ii) the proposed project to be worked on for the PDW.</p>	<ul style="list-style-type: none"> • Activity Checklist; • RFR Checklist • Template BA Resolution • Activity Report Form • Attendance Sheets

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>3.2 The CEF assists the PPT in gathering data and information needed for the preparation of detailed project proposals.</p>		<p>understood.</p> <ul style="list-style-type: none"> • The CEF ensures that the discussion on the proposal and its features is always linked to how responsive the proposed project is to the need or problem being addressed. • The proposed project is screened against the NCDDP negative list. Proposed projects falling under the negative list are dropped, or are proposed to other NGAs for funding. • Reactions to the presentation are solicited, questions are adequately answered, and recommendations discussed. Where needed, separate meetings are conducted for vulnerable groups (women and IPs) to solicit reactions, questions, and recommendations. • Reflection follows the ORID format of (i) evoking observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps. • Activity reports and other documents are submitted within seven (7) days after the activity. 			

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2.4 Project Proposal Development

Objectives:

- 1 **Facilitate preparation of** detailed proposals for priority subprojects to address identified priority problems and needs, for barangay assembly approval and submission to RPMO..

Activity level: Municipal (PDW) and Barangay

Duration: 15 to 40 days

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Prior to project proposal development:</p> <p>1.1. AC meets with the RPMO and/or SRPMO to (i) coordinate on the activities, flow, process, methodologies, date, and venue of the PDW; (ii) ensure adequate technical staff support will be available, based on the consolidated TA and staff support augmentation needs from the PSA validation BA (2nd BA); (iii) funds and other logistical requirements are available and on hand.</p> <p>1.2. AC meets with the MLGU MIAC and other NGA partners to do groundwork for technical support provision during the PDW.</p> <p>1.3. ACT TF and AC meets with BRT-procured TA Providers and orient them on the PDW and their expected roles and tasks in the workshop.</p> <p>1.4. CEFs meet with their respective PPTs to ensure data to be used during the PDW are on hand.</p> <p>2. Actual Project Development Activities</p> <p>2.1. Inter-barangay Project Development Workshop (PDW) is conducted. At the workshop;</p> <p>a. The ACT give an overview of the proposal development process, the environmental and social safeguards guidelines and requirements, and the documentary requirements for the Request for Fund Release (RFR).</p> <p>b. Barangays are grouped together by type of proposed project (type 1: vertical structures; type 2: access infrastructure; type 3: water and sanitation projects; type 4: common service facilities and livelihood support projects, and; type 5: other projects not falling within the four previous categories.</p> <p>c. Workshops are conducted where PPTs are assisted to prepare</p>	<p>Project Preparation Teams (PPT) RPMO and SRPMO Technical Staff and Consultants MCTs MIAC Other NGAs Technical Assistance (TA) providers, accessed using the technical assistance funds (TAF)</p> <p>Project Team: AC CEF TF MFA SRPMO and RPMO Technical Staff</p>	<ul style="list-style-type: none"> • TAF TA Providers are procured following the TAF guidelines. • Additional technical support from the LGU (MIAC) and the RPMO are mobilized to assist in the workshop, and in the preparation of the proposals, technical plans, cost estimates, and other RFR documents. • The AC, together with the MAC, facilitate the PDW. • The CEFs facilitate the small workshops (2.1.c). • ACT, MLGU, NGA, and technical assistance providers provide technical inputs and guidance to the PPTs during the workshop. • Social and Environmental Safeguards guidelines are discussed, along with ensuring protection of rights, participation of, and benefits to women and IPs. • Proposed projects are checked against the negative list. Where a proposed project falls into the negative list, the PPTs are informed that these projects cannot be financed under the NCDDP, 	<ol style="list-style-type: none"> 1. BRTs decide on key design elements of the proposal. 2. Proposed projects falling under the negative list is dropped, or proposed to other agencies for funding. 3. The proposed project is reviewed based on the ESMF and risk reduction/mitigating measures are incorporated in the project document. 4. Proposed projects with significant safeguards risks, and for which mitigation is not possible, are 	<ol style="list-style-type: none"> 1. Final subproject and costs finalized and agreed by community assembly, and Request for Fund Release (RFR) documents endorsed to the MIAC for final technical review and endorsement to the RPMO. 2. Proposed ESMP 	<ul style="list-style-type: none"> • Activity checklists • Template Subproject Proposal • RFR documents • Template BA Resolution endorsing RFRs. • Safeguards screening tool • ESMP template/tool • Activity Report Form • Attendance Sheets

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>preliminary project concepts with indicative costs.</p> <p>d. The MIAC review the project concepts, and provide inputs and guidance in preparing the final proposal.</p> <p>e. PPTs prepare action plan to finalize the full proposal, technical plans and detailed cost estimates, and other RFR requirements.</p> <p>2.2 Project TFs and Finance Analysts, together with TA providers, and with guidance from and in close coordination with the Community Empowerment Facilitator and PPTs, conduct Community Volunteer Training (CVT) on community procurement and community finance for PPTs and BRTs.</p> <p>2.3 The CEF, project TFs and technical staff, and MIAC members conduct site visits, and conduct workshop to assist PPTs in finalizing proposals, technical plans, detailed cost estimates, and other documents after the PDW, following the action plan prepared by the PPTs.</p> <p>3. Post project development follow-through:</p> <p>3.2 ACT and MCT CEFs meet with the BLGU, PPTs and BRTs to finalize plans and schedules for the community consultation on the final proposal.</p> <p>3.3 Materials, tools, and visual aids to be used in the community consultation are prepared together with the PPT and BRT.</p> <p>3.4 CEFs conduct simulation and roleplay with the PPTs and BRTs to prepare them for presenting the proposal to the community for validation and approval.</p> <p>3.5 Reflection session with the BRT and the PPT are conducted.</p>		<p>but can be proposed for support by other agencies.</p> <ul style="list-style-type: none"> • Proposed projects are screened against the environmental and social safeguards using the screening tool in the ESMF. Where a safeguard is triggered, activities to ensure risks are addressed in the final proposal are identified and included in the plan to finalize the proposal, cost estimates, technical plans, and RFR documents. • Fill-up templates are provided and used as basis for developing proposals, costs estimates, technical plans, and Requests for Fund Release (RFR). • Site visits are conducted with technical staff and community volunteers. • Community Volunteer Training (CVT) on community procurement will be conducted by ACT and RPMO technical staff. • Short reflection sessions are conducted following the ORID format of (i) evoking observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps. • Activity reports and other documents are submitted seven (7) days after the 	<p>dropped.</p> <p>5. Additional funds for counterparts will be accessed by the community from other sources, if project costs exceed barangay grant allocation.</p>		

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
		conduct of each activity.			

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2.5 MIAC Technical Review

Objectives:

1. **Facilitate review by MIAC members** of final subproject proposals, designs and cost estimates, and other RFR documents, for endorsement to the MIBF for prioritization.

Activity level: Municipal

Duration: 3 days

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Prior to the review:</p> <p>1.1. AC meets with the RPMO and SRPMO to (i) coordinate on the activities, flow, process, methodologies, date, and venue of the MIAC Technical Review; (ii) ensure S/RPMO technical staff will be present, and; (iii) funds and other logistical requirements are available and on hand.</p> <p>1.2. AC meets with the MLGU MIAC and other NGA partners to do groundwork to ensure they will attend the review.</p> <p>1.3. CEFs meet with their respective BRTs and PPTs to ensure proposals and RFR documents are complete and on hand.</p> <p>1.4. Copies of the proposals are provided to the appropriate MIAC member at least two days prior to the review.</p> <p>2. MIAC Technical Review</p> <p>2.1. PPT CVs submit full subproject proposals and RFR documents to the MAC, who shall serve as the MIAC secretariat.</p> <p>2.2. The MIAC organizes a technical review meeting, either by subproject type (i.e. vertical structures, water and sanitation, access, etc.) or if a significant number of proposals have been submitted).</p> <p>2.3. At the meeting, the PPT CVs present their proposal, and the MIAC provides final comments and recommendations.</p> <p>2.4. The MIAC endorses the proposal to the Municipal Inte4r-Barangay Forum (MIBF) for participatory resource allocation.</p> <p>3. Post activity follow-through</p> <p>3.1. ACT and MCT CEFs meet with the BLGU, PPTs, and BRTs to finalize plans and schedules, and prepare for the community assembly (4th BA).</p>	<p>PPT CVs BRT CVs ACT MCT MIAC members</p> <p>Project Team: AC CEFArea Coordinator Community Empowerment Facilitators TFs MFA SRPMO RPMO</p>	<ul style="list-style-type: none"> • The Mayor, or a designated representative, convenes the meeting. • The AC facilitates the review and discussions. • The review to focus on ensuring (i) appropriate provisions for operation and maintenance, and sustainability; (ii) completeness of documents; (iii) correctness of information, and; (iii) consistency of information across all attachments and supporting documents. 	<ol style="list-style-type: none"> 1. LGU commit to support subproject implementation and operation and maintenance. 2. Proposals and RFRs are approved for presentation to the MIBF. 	<ol style="list-style-type: none"> 1. MIAC resolution endorsing the subproject proposals and RFR documents to the MIBF. 	<ul style="list-style-type: none"> • Activity checklist • Template MIAC and Mayor's endorsement (already included in the existing RFR templates) • Activity Report Form • Attendance Sheets • RFR review checklist • Project Proposal Template

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<p>3.2. Materials, tools, and visual aids to be used in the community assembly are prepared together with the BRT and PPT.</p> <p>3.3. CEFs conduct simulation and roleplay with the BRT and BSPMC to prepare them for presenting the results of the MIAC Technical Review. .</p> <p>3.4. Reflection session with the BRT and the PPT are conducted.</p>					
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2.6 Final community approval of proposal (4th BA)

Objectives:

1. **Facilitate approval and endorsement by the BA** of the Project Proposal to the **MIBF for participatory resource allocation.**

Activity level: Barangay

Duration: 15 days

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Prior to the assembly:</p> <p>1.1. Prior to the meeting, the CEF and his/her municipal counterpart meet with the Barangay Chairperson to plan for the consultation, and mobilizes the BLGU in ensuring attendance and participation of HHs.</p> <p>2. Actual consultation:</p> <p>2.1. The meeting is opened by the Barangay Chairperson, and the CEF is introduced as the facilitator.</p> <p>2.2. The CEF, assisted by his/her MCT counterpart, introduce the BRT and the PPT.</p> <p>2.3. The BRT (i) presents a review of the previous community consultation on the problems and issues; (ii) recalls the agreements made by the BA on the priority needs, and; (iii) presents an overview of the process undertaken by the PPT in developing the final proposal.</p> <p>2.4. The PPT presents the details of the final project proposal, beginning with the objective and rationale, expected benefits, components, costs, community local counterpart contribution, and implementation arrangements.</p> <p>2.5. The CEF facilitate discussion of questions, and further clarification.</p> <p>2.6. The BRT makes a motion to (i) approve the proposal, and (ii) endorse the same to the MIBF. The BA pass a resolution approving the proposal and endorsing the same to the MIBF.</p> <p>2.7. Once motion is approved, the CEF acknowledges and thanks the BRT and the PPT for their effort in developing the proposal.</p> <p>2.8. The CEF facilitates short reflection on the proceedings.</p> <p>2.9. The meeting is adjourned.</p>	<p>Barangay Chairperson Sangguniang Barangay members BRT and PPT CVs Community residents In old KC areas, PSA or BRT volunteers An NCIP or IP tribal leader, if the barangay covers or is covered by a known Ancestral Domain, either in part or in whole.</p> <p>Project Team: CEF</p>	<ul style="list-style-type: none"> • The CEF prepares key questions to focus discussions on critical elements of the proposal (e.g. "Does the proposal address the priority needs agreed in the first assembly?", "Are there specific vulnerable groups which will be adversely affected by the proposed project?", "Are there affected groups who will not benefit or will be excluded from benefiting from the project?", "Should additional features or elements be included? If so, what?", and other similar questions) prior to the consultation. • The CEF also develops a glossary of technical terms translated into the vernacular, prior to the meeting. Where possible, the CEF ensures that key features of the proposal are written on the board or on manila paper, in the local dialect, and posted around the venue for people to freely read. • The CEF together with his/her counterpart conduct dry-run/simulation and roleplay prior to the meeting to identify potential issues and concerns, 	<ol style="list-style-type: none"> 1. Community validates the Project Proposal. 2. Community local counterpart contribution is agreed. 3. Community endorses the proposal to the MIBF for prioritization. 	<ol style="list-style-type: none"> 1. Assembly resolution (i) approving the proposal and endorsing the same to the MIBF 2. Complete Project Proposal and RFR documents 	<ul style="list-style-type: none"> • Activity Checklist; • RFR Checklist • Template BA Resolution • Activity Report Form • Attendance Sheets

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>3. After the assembly:</p> <p>3.1. CEF and his/her municipal counterpart meet with BRTs and PPTs and prepares them for the MIBF.</p> <p>3.2. Community accounts are opened. CEF and MCEF assist the finance committee in the opening of community accounts.</p> <p>3.3. Materials, tools, and visual aids to be used in the MIBF are prepared together with the PPT and BRT.</p> <p>3.4. CEFs conduct simulation and roleplay with the PPTs and BRTs.</p> <p>3.5. CEF guides the PPT in finalizing the proposal and RFR documents, and submission to the MIBF.</p>		<p>and refine the meeting facilitation plan.</p> <ul style="list-style-type: none"> • The assembly is chaired by the Barangay Chairperson. • The CEF facilitates the meeting. • The CEF ensures that the language used in the discussion is simple and in the vernacular so that it is easily understood. • The CEF ensures that the discussion on features of the proposal is always linked how responsive the proposed project is to the need or problem being addressed. • Representatives of 80% of total HHs residing in the barangay attend the meeting. • Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CAA) are adequately represented. • Reactions to the presentation are solicited, questions are adequately answered, and recommendations discussed. Where needed, separate meetings are conducted for vulnerable groups (women and IPs) to solicit reactions, questions, and recommendations. • Reflection follows the ORID format of (i) evoking observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including 			

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
		<p>how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps.</p> <ul style="list-style-type: none">• Activity reports and other documents are submitted within seven (7) days after the activity.			

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2.7 Participatory Resource Allocation at the Municipal level (MIBF)

Objectives:

1. Facilitate **prioritization of subprojects** for support by the NCDDP, **identification of** municipal local counterpart project, and programming of interventions proposed to be supported by the NCDDP and other NGAs, to address problems and raised during the PSA (LGU-NGA matrix of PPAs), **for succeeding cycles.**

Activity level: Municipal

Duration: 5 days

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Prior to the MIBF:</p> <p>1.1. The AC meet with the MAC, MPDO, and the MLGOO to plan for the conduct of the MIBF.</p> <p>1.2. The CEFs meet with the BRTs and PPTs to prepare for the MIBF.</p> <p>1.3. The AC mobilizes support from the RPMO and SRPMO.</p> <p>2. During the MIBF:</p> <p>2.1. The Forum is opened by the Mayor, and the AC is introduced as the facilitator.</p> <p>2.2. The AC calls on the MPDO to review the discussions and agreements during the CSW, and shows the map of the municipality showing (i) validated needs; (ii) agency PPA commitments, and; (iii) proposed projects for NCDDP grant support, of each barangay.</p> <p>2.3. AC facilitates prioritization of community proposals using the criteria, process, procedures, and rules approved during the CSW.</p> <p>2.4. Based on the ranking, the proposals which may be supported by the NCDDP for the cycle are agreed.</p> <p>2.5. The AC then facilitates decision by the MIBF on the prioritized list of projects that will not be provided with NCDDP support for the cycle. As these are already integrated into the municipal LGU-NGA matrix of PPAs, the MIBF may decide to (i) program these projects for implementation in the succeeding cycle, or (ii) request and NGA to pick-up these projects for implementation under their own programs, or under the GPBP.</p> <p>2.6. The AC then call on the MPDO to identify the MLGU project which shall serve as the MLGU local counterpart contribution to the NCDDP.</p> <p>2.7. The BRT call for a motion to pass a resolution approving all agreements</p>	<p>Municipal Mayor Sangguniang Bayan members MIAC LPRAT BRT and PPT volunteers MCT NGA representatives CSO representatives, including NGOs and CBOs/POs IP tribal leader</p> <p>Project Team: AC CEF TF MFA NPMO and SRPMO officials and technical staff</p>	<ul style="list-style-type: none"> • The AC facilitates the meeting, the Mayor convenes, opens and adjourns the meeting. • Reactions to the presentations are solicited, questions are adequately answered, and recommendations discussed. • Where an IP community covers more than one barangay, consider separate meetings of IP leaders. • The prioritization follows strictly the criteria, process and procedures, and rules agreed during the CSW. If changes are proposed, these should first be discussed and agreed by everyone prior to the prioritization. • Where possible, consensus building is used as the primary decision-making method. Only as a last resort should voting be made, and only after consensus fails. • Participation of vulnerable and traditionally marginalized groups (i.e. women, IPs, CAAs, and remote areas) are closely monitored. Separate, small caucuses of women, IPs, etc. may be called to ensure their views are heard 	<ol style="list-style-type: none"> 1. Proposals to be supported by the NCDDP for the cycle are identified and agreed. 2. MLGU local counterpart contribution is agreed. 3. Action on prioritized subprojects without NCDDP support for the cycle is agreed. 	<ol style="list-style-type: none"> 1. Municipal Forum resolution on the prioritized proposals for NCDDP support, barangay grants allocation, and all key decisions made in the forum, signed by the BRTs, the Municipal LCE, and the AC. 2. Municipal LCC commitment is finalized. 3. Multi-year development program for Municipality. 	<ul style="list-style-type: none"> • Activity Checklist; • Template MIBF Resolution • Activity Report Form • Attendance Sheets;

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>made, and the MIBF pass a resolution approving the same.</p> <p>2.8. The CEF facilitates short reflection on the proceedings.</p> <p>2.9. The meeting is adjourned.</p> <p>3. Post activity follow-through</p> <p>3.1. AC meets with the MPDO and MLGOO to (i) revise and finalize the consolidated municipal matrix of NGA and LGU programs, plans, and activities, in view of the agreements in the MIBF; (ii) discuss approaches and strategies to integrate the community priorities contained in the matrix into the development plans of the municipality, including endorsing the consolidated municipal matrix to the Municipal Development Council.</p> <p>3.2. The CEFs meet with the PPTs and BRTs barangays to be supported by the NCDDP within the cycle, to prepare for (i) submitting the requests for funds to the SRPMO and RPMO, and; (ii) feeding back the outcome of the MIBF to the Barangay Assembly, and to prepare action plan for subproject implementation.</p>		<p>and factored into the decision making.</p> <ul style="list-style-type: none"> Reflection follows the ORID format of (i) evoking observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps. Activity reports and other documents are submitted seven (7) days after the forum. 			

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2.8 MDC meeting for integration in multi-year MDP/LPRAP

Objectives:

1. Integrate the revised and final LGU-NGA matrix of PPAs into the development plan of the municipality.

Activity level: Municipal

Duration: 5 days

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<ol style="list-style-type: none"> 1. The AC gather together the LGU-NGA matrix of PPAs incorporating changes and adjustments following the MIBF for participatory resource allocation. 2. The AC, together with the MAC, the MPDO, and the MLGOO meet to discuss approaches to encourage the MLGU municipal development council to (i) review their development plans, and; (ii) integrate the MIBF-approved LGU-NGA PPA matrix of priorities into the development plans of the municipality. The MLGOO and the MPDO prepare an action plan for causing integration of the community priorities. 3. The MLGOO conducts various activities with the municipal development council, which may range from council meetings, and development planning workshops, to undertake the integration. 4. The MDC conduct a meeting to review the enhanced development plan of the municipality integrating the LGU-NGA PPA matrix approved during the MIBF. Insights, comments, and additional suggestions and recommendations are solicited, and the final plan is prepared. 5. The municipal development council meet to approve the multi-year development plan, and a resolution is passed (i) adopting the multi-year development plan, and; (ii) endorsing the plan to the Municipal Mayor and the Sangguniang Bayan for adoption. 	<p>MAC MPDO MLGOO</p> <p>Project Team: Area Coordinator</p>	<ul style="list-style-type: none"> • The MLGOO takes the lead in the integration of BA-identified priorities, contained in the LGU-NGA PPA matrix resulting from the MIBF, into the formal, multi-year development plans of the municipality. • The MLGOO may request support from NCDDP for the various integration activities (e.g. Municipal Development Council meetings, and others). • The ACT mobilizes support from the RPMO and SRPMO, and supports the MLGOO in mobilizing support from the regional offices of the Department of the Interior and Local Governments (DILG). • The BRTs are invited to attend and participate in activities of the municipal development council and the municipal local government for the integration of priorities into the development plans of the municipality. In areas where IPs are present, the IP tribal leader is also invited to participate. • The ACT and the MLGOO conduct 	<ol style="list-style-type: none"> 1. Barangay development funds are allocated to support identified priorities in the plan. 2. Specific sources of funding (including NCDDP) are mobilized for specific priority projects. 3. Projects are programmed for implementation, reflecting complementarities of projects. 	<ol style="list-style-type: none"> 1. Municipal Forum MDC resolution on barangay grants allocation and all key decisions made in the forum, signed by the BRTs, the Municipal LCE, and the AC. 	<ul style="list-style-type: none"> • Activity Checklist; • Template MIBF MDC Resolution • Activity Report Form • Attendance Sheets;

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
		regular meetings to discuss progress in the enhancement of the development plans of the municipality. Where gaps and issues occur, these are resolved through a collaborative effort of the team.			

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Stage 3: Community-managed Implementation and Organization Formation and Development

3.1 Community Consultation (5th BA) and Action Planning

Objectives:

1. Prepare the community for subproject implementation..

Activity level: Barangay

Duration: 5 days

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Prior to the assembly:</p> <p>1.1. The CEF meets with the Barangay Chairperson to plan for the assembly, and mobilizes the BLGU in ensuring attendance and participation of HHs.</p> <p>1.2. The CEF conducts area visit and groundwork with community members and key leaders, putting special emphasis on IP leaders, conflict areas, GIDAs, and women-headed HHs.</p> <p>1.3. The CEF meets with the BRT, PPT, and the MIAC to prepare them for their role in the meeting, and conducts dry-run, simulation, and roleplay with the CVs.</p> <p>1.4. Additional technical assistance providers are tapped (using the TAF) prior to the action planning, where needed.</p> <p>2. During the assembly:</p> <p>2.1. The meeting is opened by the Barangay Chairperson, and the CEF is introduced as the facilitator.</p> <p>2.2. The BRT (i) presents the results of the MIBF for participatory Resource Allocation.</p> <p>2.3. The CEF discusses the structure for subproject implementation and the BSPMC. The CEF then facilitates election of the finance committee, the BAC, and the BSPMC.</p> <p>2.4. The CEF then facilitates discussion on the opening of the community</p>	<p>MCT CEF MCT TF (if the subproject involves public works) Technical Assistance providers (from the TAF, if any) Representatives from the MIAC/LPRAT BRT members PPT members BSPMC members Community residents</p> <p>Project Team: CEF TF MFA</p>	<ul style="list-style-type: none"> • The CEF prepares key questions to focus discussions on critical elements of the action planning (e.g. "How will work groups be organized?", "Who will be lead person for the specific work activities?", "Will counterpart labour be provided?", "How much will skilled and unskilled workers be paid?", "Will the wage be paid daily or weekly?", "Will honorarium be paid to BSPMC members?", "How will women benefit from paid labour?", and similar questions) prior to the consultation. This is informed by ocular visits, key informant interviews, and integration by the CEF with community members (cross sectoral) prior to the meeting. • The CEF also develops a glossary of technical terms translated into the vernacular, prior to the meeting. Where possible, the CEF ensures that key Program policies and work breakdown 	<ol style="list-style-type: none"> 1. Barangay Assembly approves action plan. 	<ol style="list-style-type: none"> 1. BA Resolution (i) approving community action; (ii) forming BSPMC work committees; (iii) forming the BAC, Finance Team, and O&M committee; (iv) naming members of the various committees, and; (v) opening of the community bank accounts. 2. Action plan (including approved ESMP) 3. List of BSPMC, BAC, Finance, and O&M committee members. 	<ul style="list-style-type: none"> • Activity checklists • Template BA Resolution • Activity Report Form • Attendance Sheets • ESMP template

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>account, and the selection of the signatories. The CEF then requests the Barangay Captain for motion to approve the opening of the community account and the elected signatories.</p> <p>2.5. The CEF (i) presents the timeline for subproject implementation, based on the proposal; (ii) the tasks of specific committees under the BSPMC (Procurement Team, Project Implementation Teams; Monitoring and Inspectorate Team; Audit and Inventory Teams; and others), as well as; (iii) the community-level project committees, such as the Bids and Awards Committee (BAC) and the Finance Team, which will assist the BSPMC in implementing the subproject, and the Operation and Maintenance (O&M) committee.</p> <p>2.6. The CEF, together with the act TF/technical facilitator, facilitates formation/organization of work groups and preparation of work plan, following (i) the Program of Works (POW); (ii) guidelines specified in various manuals on project implementation, community procurement, community finance, environmental and social safeguards, and other documents, and; (iii) agreements on labour distribution and rates, and other community counterparting arrangements.</p> <p>2.7. The CEF facilitate discussion of questions, and further clarification.</p> <p>2.8. The CEF then calls for additional issues and concerns from the floor, and facilitates discussion and resolution of the same.</p> <p>2.9. The CEF facilitates short reflection on the proceedings.</p> <p>2.10. The meeting is adjourned.</p> <p>3. After the assembly:</p> <p>3.1. ACT conducts community volunteer trainings on community procurement and community finance for CVs.</p> <p>3.2. AC plans with MIAC for the conduct of monitoring and technical support provision activities.</p>		<p>structures, workflows, and planning templates and tools are written on the board or on manila paper, in the local dialect, and posted around the venue for people to freely read.</p> <ul style="list-style-type: none"> • The assembly is chaired by the Barangay Chairperson. • The CEF facilitates the meeting. • The CEF ensures that the language used in the discussion is simple and in the vernacular so that it is easily understood. • The CEF ensures that the discussion on work planning is always linked the work program contained in the proposal. • Representatives of 80% of total HHs residing in the barangay attend the meeting. • Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CAA) are adequately represented. • Reactions to the presentation are solicited, questions are adequately answered, and recommendations discussed. Where needed, separate meetings are conducted for vulnerable groups (women and IPs) to solicit reactions, questions, and recommendations. • CVs selected to form the finance committee and the BAC are not elected public officials. • CVs selected for the BSPMC and its committees, and especially the BSPMC Chairperson, are likewise not elected public officials. 			

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
		<ul style="list-style-type: none"> • Gender balance is observed in the selection of CVs. • Where IPs are present, an IP CV is selected to join the finance and BAC, and the BSPMC. • The signatories to the community accounts are the AC, the Barangay Treasurer, and the BSPMC Chairperson. • Where IPs are present, an IPs are encourage to volunteer for paid work. • Additional consultations are conducted (at sitio, purok, or tribe) in IP, conflict areas, and GIDAs to ensure wide dissemination of information and maximum participation of vulnerable groups. • The action plan (i) include mitigation actions for triggered safeguards policies (IP participation, Environmental management, Land Acquisition and Resettlement, and Integrated Pest Management and use of termiticides) using the environmental and social management plan (ESMP) template; (ii) include schedules for community volunteer training, and meeting activities for the community volunteers. Final work schedules reflect accurate sequencing of activities, including items of works that are undertaken simultaneously, taking into account timing of weather conditions and availability of required resources, materials and person-power. • Reflection follows the ORID format of (i) evoking observations, including feelings, of participants on the proceedings, the process of how 			

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
		<p>decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps.</p> <ul style="list-style-type: none"> • Activity reports and other documents are submitted within seven (7) days after the activity. 			

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3.2 Community-managed implementation of projects

Objectives:

1. Complete community subprojects on time and within specified quality and cost..

Activity level: Barangay

Duration: 120 to 180 days (6 to 9 months)

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Preparation for project implementation:</p> <p>1.1. The CEF meets with the Barangay Chairperson, the Barangay Treasurer, and other members of the BLGU, and discusses their roles and enlists their support in monitoring and providing technical assistance to CVs in subproject implementation.</p> <p>1.2. The AC, TF, and finance analyst meets with the MPDO, municipal TFing office, and other members of the MIAC, discuss their roles and enlists their support in monitoring and TA provision to communities during subproject implementation.</p> <p>1.3. The ACT meet with the S/RPMO to plan and prepare for conduct of community volunteer training on community procurement, community finance, organization formation and development, and other needed capability building activities.</p> <p>1.4. The CEF conducts area visit and groundwork with community members and key leaders, putting special emphasis on IP leaders, conflict areas, GIDAs, and women-headed HHs.</p> <p>1.5. Additional technical assistance providers are tapped (using the TAF) prior to implementation where needed.</p> <p>2. During subproject implementation</p> <p>2.1. The ACT CEF, TF, and Finance Analyst, together with their municipal counterparts, orient the BSPMC and its various work committees, the BAC, the Finance Team, and the O&M committee on their specific tasks following the approved workplan. Work schedules are finalized.</p> <p>2.2. The BAC, Finance Team, and BSPMC conduct community procurement, community finance management, subproject implementation and/or construction (if projects involve small rural infrastructure), and monitoring activities following the workplan and schedule.</p> <p>2.3. The ACT CEF, TF, and FA, together with their municipal counterparts,</p>	<p>MCT The MIAC The Barangay Chairperson, Treasurer, and other members of the BLGU. The BAC, Finance Team, BSPMC, and O&M Committee members Community Volunteers</p> <p>Project Team: AC CEF TFs MFAs SRPMO and RPMO Technical Staff</p>	<ul style="list-style-type: none"> • ACT members prepare individual supervision and technical assistance provision plan, where activities are based on, and are calibrated to address risks identified through a risk assessment conducted jointly with the MCT and MIAC. • ACT and MCT/MIAC monitoring and TA provision is coordinated following a separate, agreed TA provision plan. Coordination with the MIAC and the BLGU officials in the monitoring of subprojects implementation is observed. • Subproject implementation activities follow standards and procedures outlined in the community procurement, community finance, environmental and social safeguards, and other manuals and guidelines. • The CEF, TF, and FA ensure subproject implementation policies and guidelines are communicated to CVs. Appropriate ACT staff conduct preparation activities with community volunteers, coach CVs in conduct of actual activities, conduct additional training activities as needed, and 	<ol style="list-style-type: none"> 1. BAC awards contracts to suppliers/contractors. 2. Finance Team approves payments to suppliers/contractors based on contract deliverables. 3. BSPMC committees make decisions based on their role/function. 	<ol style="list-style-type: none"> 1. Completed community subprojects. 	<ul style="list-style-type: none"> • Activity checklists • RFR documents • Template BA Resolution endorsing 2nd/3rd tranche RFRs. • ESMP • Activity Report Form • Sub-project Implementation Manual • ESMP • Community Procurement Manual • Community Finance Manual • GRS Manual

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>conduct monitoring and supervision activities, including (i) site visits; (ii) periodic meetings with CVs; (iii) coaching sessions, and; (iv) fiduciary reviews.</p> <p>2.4. The ACT conduct additional training of community volunteers on community procurement, community finance, and organizational development for operations and maintenance.</p> <p>2.5. The CEF, TF, and FA assist communities in preparing RFR documents for succeeding tranches.</p> <p>2.6. The SRPMO conduct field visits for monitoring of subproject implementation activities and implementation of ESMPs.</p> <p>2.7. The CEFs facilitate resolution of grievances, as they arise.</p> <p>2.8. The CEF conduct reflection sessions with community volunteers after every gathering.</p> <p>3. Post activity follow-through</p> <p>3.1. The CEF prepares the community for project turn-over.</p>		<p>conduct post-activity assessment and reflection sessions to ensure learning.</p> <ul style="list-style-type: none"> • Participation of women, IPs, and other poor households in paid labour activities is ensured. • Volunteer teams submit Monthly Work Schedule and Physical Progress Report that reflects activities conducted for the period and encountered problems. • Grievances are captured, Grievance Committees are mobilized, and issues are addressed following standards in the Grievance Redress System (GRS) manual. • Community projects completed with quality, on time, and within specified cost. • Reflection follows the ORID format of (i) evoking observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps. • Activity reports and other documents are submitted within seven (7) days after the activity. 			

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3.3 Formation of community organization for operation and maintenance

Objectives:

1. Establish community associations for Operation and Maintenance, and Sustainability of completed projects.
2. Undertake SET for completed sub-projects.

Activity level: Barangay

Duration: 40 to 60 days, starting from the community orientation on subproject implementation.

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Preparation for formation of organizations:</p> <p>1.1. The AC and CEFs meet with the MLGU to discuss CBO accreditation of O&M groups.</p> <p>1.2. The CEF familiarizes him/herself on the different forms of O&M organizations for specific subproject types (i.e. Parent-Teachers-Community Association or PTCAs for school buildings and day care centers; Barangay Water Association or BAWASA for water systems; community enterprise groups for post-harvest facilities; users associations for other basic service facilities; peoples organizations for environmental protection projects, and other forms), and the different processes and requirements for forming and formalizing these groups for accreditation/registration.</p> <p>1.3. The ACT meet with the RPMO and SRPMO to plan for conduct of organizational formation and development training for O&M groups.</p> <p>2. During formation of organization:</p> <p>2.1. CEFs, together with their municipal counterparts, conduct general orientation on operation and maintenance and forming O&M groups, and facilitate planning workshop and tasking of O&M committee CVS.</p> <p>2.2. The CEFs and their counterparts conduct monitoring and technical assistance activities to form the O&M group, based on the plan developed under item 1. These can include conduct of house to house visits, small meetings, preparation of O&M policies and guidelines, drafting of organizational by-laws, CV meetings with accrediting NGAs, and general assemblies. CEFs, together with the MIAC, conduct coaching,</p>	<p>MCT MIAC members Community Volunteers</p> <p>Project Team: Area Coordinator Community Empowerment Facilitator</p>	<ul style="list-style-type: none"> • Action Plans are based on clear vision articulating the organization's basis of unity, mission, and strategic directions. • O&M tasks are undertaken by groups through committees with clear functions and roles. • O&M groups are encouraged to link with existing organizations in the area with similar interests. • Organizational design follows the function of the organization for operating, managing, and sustaining subprojects. Organizations are not over-designed. • Policies are approved by majority of attendees in assemblies. • Gender balance is observed in the composition and leadership of organizational committees and leadership bodies. Women are encouraged to take leadership positions. • If IPs are present, IP leaders are encouraged to take leadership positions in the organizations formed. 	<ol style="list-style-type: none"> 1. Community volunteers agree to form their organizations, or an existing CBOs is strengthened; 2. Barangay and LGU officials agree to accredit the O&M group, and provide support for for operation and maintenance activities. 	<ol style="list-style-type: none"> 1. O&M Accreditation documents 2. Organizational By-Laws and O&M Policies 3. Approved LGU accreditation policies and procedures 4. Conducted SET for sub-projects completed 	<ul style="list-style-type: none"> • ODM Manual • SET format

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>supervisions, and additional training activities, as needed, to further guide CVs in the conduct of organizational development activities.</p> <p>2.3. The CEFs facilitate conduct of Barangay Assembly/General Assembly to (i) pass the organizational by-laws; (ii) discuss and approve the O&M policies, and; (iii) elect leaders of the O&M group.</p> <p>2.4. The CEFs facilitate planning of operation and maintenance activities by the CV leaders of the O&M association.</p> <p>2.5. O&M activities and Sustainability Evaluation Tests (SET) are conducted following the plan.</p> <p>3. Post organizational formation follow-through:</p> <p>3.1. CEF links O&M groups to CSOs, NGAs, and institutions for support.</p> <p>3.2. ACT conducts inter-organization learning forums to encourage exchange of experiences and learning, and collective problem solving and support.</p> <p>3.3. CEF and his/her municipal counterpart facilitates (i) provision of support by the BLGU to O&M needs of organizations, and; (ii) inclusion of O&M groups in the Barangay Development Council (BDC).</p> <p>3.4. AC and MAC facilitates (i) provision of support for operation and maintenance to O&M groups, and; (ii) inclusion of O&M groups in the Municipal Development Council (MDC).</p>		<ul style="list-style-type: none"> • O&M groups are accredited by the LGU and/or other regulatory body. • The boards of O&M groups include the Barangay Chairperson as a regular member representing the Barangay. • LGU accreditation policies and procedures are publicly shared and disclosed. 			

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Stage 4: Community Monitoring

1.1 Accountability reporting (AR)

Objectives:

1. Inform the community members on the status of the sub-project and for public disclosure of all aspects of the implementation including synthesis from GRS and actions taken.
2. Review and assessment of commitments made and delivered by the MLGU and other stakeholders.
3. Identify lessons in cycle 1 implementation in the barangay and municipality, and recommendations for cycle 2

Activity level: Barangay and Municipal

Duration: 1 day for the barangay, and 1 day for the municipal-level

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Barangay level accountability review and reporting</p> <p>1.1. Prior to the barangay AR:</p> <p>a. The AC meets with the MIAC and orients them on the accountability review activities, and discusses their role and participation in the various accountability activities.</p> <p>b. The CEF meets with the Barangay Chairperson to plan for the assembly, and mobilizes the BLGU in ensuring attendance and participation of HHs.</p> <p>c. The CEF conducts area visit and groundwork with community members and key leaders, putting special emphasis on IP leaders, conflict areas, GIDAs, and women-headed HHs.</p> <p>d. The CEF meets with the BRT and the BSPMC to prepare them for their role in the meeting, and conducts dry-run, simulation, and roleplay with the CVs.</p> <p>e. Additional technical assistance is tapped from the RPMO and/or SRPMO prior to the meeting, where needed.</p> <p>2.2 During the AR:</p> <p>a. The meeting is opened by the Barangay Chairperson, and the CEF is</p>	<p>Representatives from the MIAC/LPRAT BRT members PPT members BSPMC members Community residents</p> <p>Project Team: CEFCCommunity Empowerment Facilitators TFs Finance Analysts</p>	<ul style="list-style-type: none"> • The CEF prepares key questions to focus discussions on critical elements of the review (i.e. "What were the critical commitments?", "Were these delivered adequately?", "Did those who commit to provide counterpart deliver?", "Were there challenges to participation of women and other vulnerable groups? Were these challenges addressed adequately?", and similar questions) prior to the consultation. This is informed by ocular visits, key informant interviews, and integration by the CEF with community members (cross sectoral) prior to the meeting. • The CEF also develops simple visual aids such as flowcharts of key activities undertaken, graphs to show accomplishments and delivery of 	<ol style="list-style-type: none"> 1. Participants agree to proceed with cycle 2 implementation. 2. BLGU agree to provide support (including funds support) for O&M and cycle 2 activities. 	<ol style="list-style-type: none"> 1. Documentation of learning and assessment for the cycle based on reports and shared assessment. 2. Barangay Resolution to (i) provide support to O&M; (ii) provide support to cycle 2 implementation. 	<ul style="list-style-type: none"> • Activity checklists • Template BA Resolution • Activity Report Form • Attendance Sheets

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>introduced as the facilitator.</p> <p>b. The BRT presents a historical review of the activities conducted at the community beginning with the MO and the Community Consultation Assembly. Emphasis is given on the BAP matrix developed from the first assembly, and the presentation ends with a review of the commitments made by the MLGU, BLGU, and the community members to support implementation activities.</p> <p>c. The BSPMC Chairperson presents an update of status of subproject implementation activities.</p> <p>d. The BLGU presents updates on status of other projects to address needs identified in the BAP matrix, including integration of the needs into the BDP.</p> <p>e. The CEF facilitates assessment of commitments and activities undertaken; (i) surfaces problems, issues, and gaps; (ii) generates recommendations to address existing gaps and issues; (iii) surfaces lessons, and; (iv) generates recommendations for improving activities and processes for the next cycle.</p> <p>f. CEF requests the Barangay Captain for motion to present the results of the review to the municipal accountability review meeting.</p> <p>g. The CEF facilitates short reflection session on the activity and proceedings.</p> <p>h. The assembly is adjourned.</p> <p>2.3 Post activity follow-through</p> <p>a. The CEF meets with the Barangay Captain to firm up commitments on (i) BLGU support (including fund support) for operation and maintenance of completed subprojects; (ii) BLGU support (including funds) for cycle 2 implementation; (iii) issuance of Barangay Resolution on commitments above.</p> <p>b. The CEF and MCEF meet with BRT's BSPMC Chairperson and prepares them for the municipal accountability reporting forum and succeeding activities.</p> <p>c. AC inform and plan with the SRPMO and RPMO the needed Technical Assistance (TA) for the MAR.</p>		<p>commitments, and a glossary of technical terms, translated into the vernacular, prior to the meeting. Where possible, the CEF ensures that key Program policies and work breakdown structures, workflows, and planning templates and tools are written on the board or on manila paper, in the local dialect, and posted around the venue for people to freely read, and serve as basis for assessment.</p> <ul style="list-style-type: none"> • The CEF together with his/her counterpart conduct dry-run/simulation and roleplay prior to the meeting to identify potential issues and concerns, and refine the meeting facilitation plan. • The assembly is chaired by the Barangay Chairperson. • The CEF facilitates the meeting. • The CEF ensures that the language used in the discussion is simple and in the vernacular so that it is easily understood. • The CEF ensures that the discussion on issues and gaps are always linked to prepared plans. • 80% of total HHs living in the barangay at the time of the activity attend the meeting. • Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CAA) are adequately represented. • Reactions to the presentation are solicited, questions are adequately answered, and recommendations discussed. Where needed, separate meetings are conducted for vulnerable 			

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
		<p>groups (women and IPs) to solicit reactions, questions, and recommendations.</p> <ul style="list-style-type: none"> • Additional consultations are conducted (at sitio, purok, or tribe) in IP, conflict areas, and GIDAs to ensure wide dissemination of information and maximum participation of vulnerable groups. • Reflection follows the ORID format of (i) evoking observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps. • Activity reports and other documents are submitted within seven (7) days after the activity. 			
<p>2. Municipal Accountability Reporting</p> <p>2.1 Prior to the municipal AR:</p> <p>a. The ACT consolidates the BAR reports, NGA PPA commitments, and proposed projects for the NCDDP, in a municipal map.</p> <p>b. The AC meet with the MCT, MPDO, and other members of the MIAC and to discuss the consolidated results of the barangay AR, and conduct a dry-run/simulation of the municipal AR. The facilitation plan for the activity is adjusted as needed.</p> <p>2.2 During the municipal AR:</p>	<p>Municipal Mayor Municipal Vice Mayor Sangguniang Bayan members MIAC / LPRAT/ MDRRMC members MCT BRTs IP group/s</p> <p>Project Staff:</p>	<ul style="list-style-type: none"> • The Mayor opens the meetings. • The AC facilitates the meeting and discussions. • The CEF prepare a barangay-level synthesis of the results of the barangay level review. • The AC prepares key questions to focus discussions on critical elements of the review (i.e. "What were the critical commitments?", "Were these delivered adequately?", "Did those who commit 	<ol style="list-style-type: none"> 1. Identified the lessons learned by the various stakeholders which are carried forward in the follow up. 2. Participants agree to proceed with cycle 2 implementation. 	<ol style="list-style-type: none"> 1. Documentation of learning and assessment for the cycle based on reports and shared assessment. 2. Municipal Resolution to (i) provide support to O&M; (ii) provide support to cycle 2 implementation. 	<ul style="list-style-type: none"> • Activity checklists • Template MLGU Resolution • Activity Report Form • Attendance Sheets

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>a. The meeting is opened by the Municipal Mayor, and the AC is introduced as the facilitator.</p> <p>b. The MPDO presents a historical review of the activities conducted in the municipality, beginning with the MO and the Community Consultation Assembly. Emphasis is given on the consolidated NGA PPA matrix developed from the first assembly, and the presentation ends with a review of the commitments made by the MLGU, BLGU, and the community members to support implementation activities.</p> <p>c. The MAC presents an update of status of subproject implementation activities.</p> <p>d. The MPDO presents updates on status of other projects to address needs identified in the consolidated NGA-LGU PPA matrix, including integration of other needs into the MDP.</p> <p>e. The AC facilitates assessment of commitments and activities undertaken; (i) surfaces problems, issues, and gaps; (ii) generates recommendations to address existing gaps and issues; (iii) surfaces lessons, and; (iv) generates recommendations for improving activities and processes for the next cycle.</p> <p>f. AC requests the Municipal Mayor for motion to approve the recommendations made.</p> <p>g. AC facilitates formation of the Municipal Inspectorate Team (MIT) who will conduct the Functionality Audit (FA) and the Sustainability Evaluation Test (SET).</p> <p>h. The AC facilitates short reflection session on the activity and proceedings.</p> <p>i. The assembly is adjourned.</p> <p>2.3 After the municipal AR:</p> <p>a. The ACT, with the assistance of the RPMO and/or SRPMO, meet with the Municipal Mayor to discuss enhancements to the NCDDP Specific Implementation Arrangements (SIA) for the second cycle.</p> <p>b. The draft SIA is presented to the Vice-Mayor as chairperson of the Sangguniang Bayan, for review and preparation of municipal resolution.</p> <p>c. The ACT, MCT, and MIAC prepare implementation plan for cycle 2, based on the recommendations from the municipal AR.</p>	<p>ACT RPMO SRPMO</p>	<p>to provide counterpart deliver?", "Were there challenges to participation of women and other vulnerable groups? Were these challenges addressed adequately?", and similar questions) prior to the consultation. This is informed by ocular visits, key informant interviews, and integration by the AC with MLGU staff and community members (cross sectoral) prior to the meeting.</p> <ul style="list-style-type: none"> • The ACT also develops simple visual aids such as flowcharts of key activities undertaken, graphs to show accomplishments and delivery of commitments, and a glossary of technical terms, translated into the vernacular, prior to the meeting. Where possible, the AC ensures that key Program policies and work breakdown structures, workflows, and planning templates and tools are written on the board or on manila paper, in the local dialect, and posted around the venue for people to freely read, and serve as basis for assessment. • Barangay Participants for this activity (BRT) are selected during the community consultations under the social preparation stage. • Reactions to the presentations are solicited, questions are adequately answered, and recommendations discussed. • Where an IP community covers more than one barangay, consider separate meetings of IP leaders. • MIT is headed by the MPDO, and composed of the members of the 	<p>3. MLGU agree to provide support (including funds support) for O&M and cycle 2 activities.</p>		

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Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
		<p>MIAC. The ACT provides technical and facilitation support to the team. The MIT will be organized by subproject typology (Schools and Day care, Health Stations, Water Systems, Post-harvest Facilities, Roads and Bridges, etc.)</p> <ul style="list-style-type: none"> • Reflection follows the ORID format of (i) evoking observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; (iii) exploring (internalization) relevance of the insights and reflections to the day-to-day life of the community, including how new insights and lessons will effect constructive change in the community and; (iv) generating resolve to (decisions) undertake action and next steps. • The AC works in close coordination and partnership with the MLGOO and the MPDO in groundworking MIAC members for follow-through activities. • Activity reports and other documents are submitted seven (7) days after the forum. 			

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1.2 Functionality Audit and Sustainability Evaluation Testing

Objectives:

1. Assess functionality and utilization of completed sub-project, and quality of community sustainability activities including organizational effectiveness, financial management, physical-technical conditions, and benefits of sub-projects.

Activity level: Barangay level

Duration: 3 days per barangay, to start 6 months after subproject completion, and repeated every six (6) months thereafter

Major Steps	Participants	Standards	Key Decisions	Outputs	Tools and Forms
<p>1. Preparation:</p> <ol style="list-style-type: none"> 1.1. Municipal Inspectorate Team (MIT) formed during Municipal Accountability Reporting session. 1.2. AC meets with the municipal Mayor to ensure support for the activities of the MIT. 1.3. The AC mobilizes technical assistance support from the S/RPMO for the conduct of the FA and SET. <p>2. During the FA and SET:</p> <ol style="list-style-type: none"> 2.1. The ACT orients the MIT members on the FA and SET processes and tools. 2.2. The MIT prepares FA and SET activity plan and schedule. 2.3. The MIT implements the plan. 2.4. The MIT prepares a report on the results of the FA and SET. 2.5. If adverse findings are found, the MPDO and the appropriate MIAC member meet with the BLGU, BRT, and O&M group leaders of the identified subproject, and prepare action plan to resolve the issue and restore and/or enhance the service. <p>3. After the FA and SET:</p> <ol style="list-style-type: none"> 3.1. ACT consolidates the FA and SET, and conduct analysis on causes of problems, if any. 3.2. ACT meets with the M/BLGU to discuss mitigation measures to include in the MOA for the next cycle to prevent functionality and sustainability issues in future subprojects. 	<p>CEF and committees of community volunteers with barangay officials; At the municipal level, ACT and MIAC for validation and evaluation</p>	<ul style="list-style-type: none"> • Technical Assistance is provided to community O&M groups to address observed gaps to ensure functioning of sub-projects. • Functionality audit is conducted within two (2) weeks after subproject completion and turn over. • SET is conducted six (6) months after subproject completion and turn over. • Conduct of FA and SET follow procedures and standards in the FA and SET guidelines. • The FA and SET is undertaken for all completed subprojects. • FA and SET reports are submitted with seven (7) days after the completion of the activity in the barangay. • Consolidated municipal FA and SET report is submitted within seven (7) days after completion of the last FA and SET activity in the last barangay, following the plan. 	<ol style="list-style-type: none"> 1. MIT members agree on the functionality and sustainability rating of the barangay subproject. 2. MLGUs decide to allocate funds and resources to conduct FA's and SET's. 3. BLGU agree to provide funds to address gaps in functionality and sustainability. 	<ol style="list-style-type: none"> 1. Subprojects are validated to be technically functional. 2. Subproject O&M arrangements are validated to be sustainable. 	<ul style="list-style-type: none"> • AF and SET Guidelines • AF Checklist Tool • SET Checklist Tool • AF and SET Activity Report Form • Attendance Sheets