

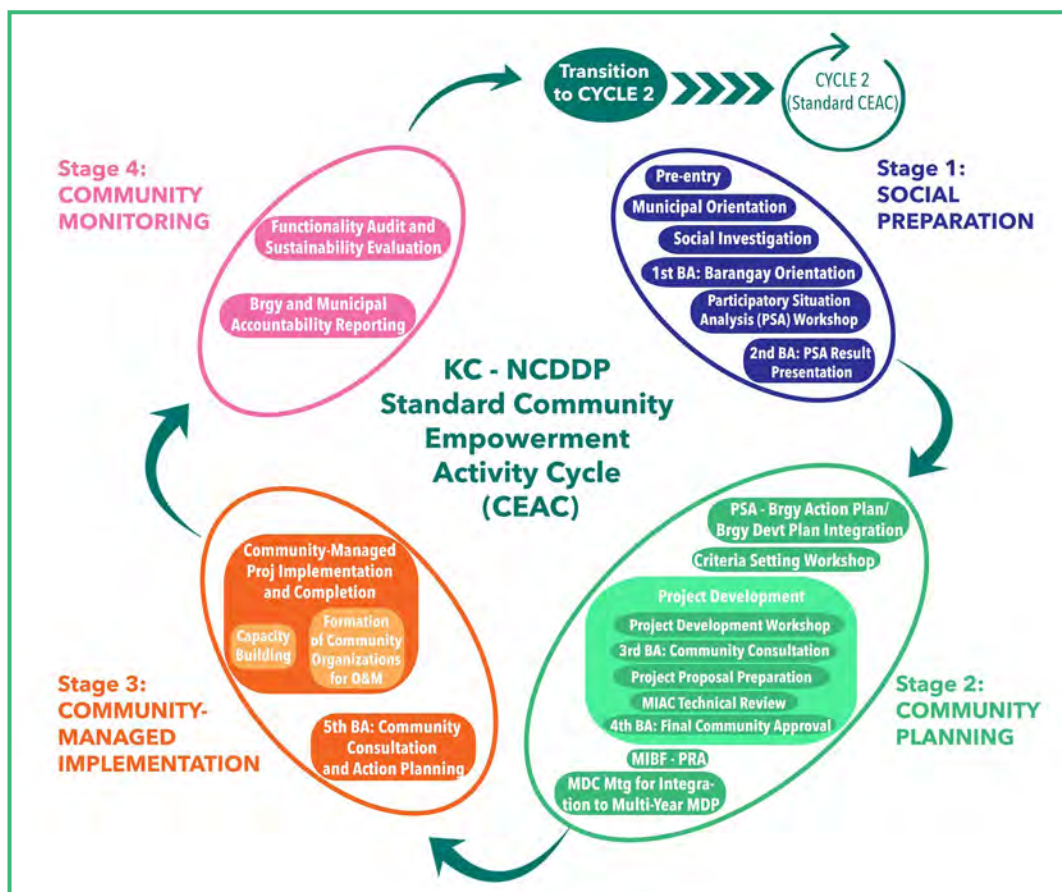
CEAC 101: Your Guide in Engaging Communities



The CEAC Process

The Community Empowerment Activity Cycle (CEAC) is a four-stage community development process. At the end of the process, it is expected that citizens, especially the poor and marginalized, in a barangay or municipality are able to meaningfully participate in local development programming and implementation. It means that community members are part of the local government's decision-making processes on what programs or projects to implement and how much barangay or municipal funds should be used. They are also able to influence their local government leaders through established local structures and procedures.

Applying the CEAC, you, as Facilitator or ACT member, initiate opportunities for community members to work together with purpose. Each activity is a deliberate effort to enhance their shared knowledge and understanding about their community, the skills needed in developing it, and the attitudes to work as a team.



In detail, the CEAC's four stages are: [1] Social Preparation; [2] Community Planning; [3] Community-managed Implementation; and, [4] Community Monitoring. These stages are carried out in sequence; meaning, you can only proceed to Community Planning once you and the community members are done with the Social Preparation. This principle also applies to all the succeeding stages.

Depending on the local government unit's (LGU) performance and commitment to the Program, the NCDDP could be implemented up to four cycles. This means that the communities would also undergo CEAC at each cycle, as long as NCDDP is being implemented. However, you should remember that changes have taken place by the end of a cycle. So, though the process seems repetitive, new information, skills, and attitudes would surface in each cycle and should be recognized.

The CEAC Process

Volunteers may have improved analytical skills, youth leaders may be actively participating in Program activities unlike the previous cycle, or stakeholders may interact differently with each other. These changes should be considered and/or integrated into the plans, activities, and outputs of the succeeding cycle. The process could therefore be illustrated more like a spiral that moves forward or upward rather than a mere circular movement.

The table below shows you how CEAC should generally transition into each cycle, in terms of objectives and outputs:



	CYCLE 1	CYCLE 2	CYCLE 3	CYCLE 4
	Build appreciation of community-driven development (CDD) among community stakeholders through experiential learning of CEAC	Build capability of community volunteers to undertake lead role in selected CEAC processes/ activities	Facilitate community initiative to integrate CDD elements into the local development planning and budgeting	Assist LGUs in integrating CDD principles and processes in the local planning and investment programming cycle
	Provide beginning experiences for citizens to engage LGUs in development dialogue	Build the capability of LGUs to initiate and manage citizens' participation in development		

The CEAC Process



CYCLE 1	CYCLE 2	CYCLE 3	CYCLE 4
Trained community volunteers on CDD	Increased number of trained community volunteers on CDD	Increased number of trained community volunteers on CDD	
Citizens other than elected public officials participate in development activities at the barangay-level	Increased number of citizens other than elected public officials participate in development activities at the barangay and municipal level	Increased number of citizens other than elected public officials participate in the Municipal Development Council (MDC)	
Barangay Action Plans (BAPs) informed by citizen's priorities	Barangay Development Plans (BDPs) and Annual Investment Programs (AIPs) incorporate BAP priorities	Municipal Development Plan (MDP) address BAP priorities in BDPs and AIPs	Sustainability Planning and MIP preparation
Community projects that address people's needs	Community projects that address people's needs sustain operation after one year	Community projects that address people's needs sustain operation after two years	LGU-led implementation scheme of the KALAHI-CIDSS' CDD technology
	Increase in number of community projects that address people's needs	Increase in number of community projects that address people's needs	
	Community-based organizations (CBOs) are engaged in project activities	CBOs are engaged in project activities	
	New community groups and associations are formed	Community organizations consolidate for greater engagement in MDCs	
		MDC membership expanded to include more citizen's representatives	

The CEAC Process

Your roles, vis-à-vis the LGU's roles, also transition in each cycle, as show in the matrix below:

	CYCLE 1	CYCLE 2	CYCLE 3
ACT	Demonstrate CDD to stakeholders	Mentor the LGU on the use of CDD for development	Coach the LGU in the application of CDD in local governance
MCT	Observe and apply active on how CDD is fa-	Apply CDD in local development planning	Embed CDD in local governance processes

Bear in mind, though, that certain objectives may change, depending on the community's situation and readiness to accept and participate in the CEAC. You should be aware of and sensitive to the dynamics in the communities. This will help you identify effective strategies in engaging the LGUs and the community members. You should also seek information from the Regional Program Management Office (RPMO).

It is important that you are aware of marginalized groups or those have special needs that are not addressed or are often overlooked. These marginalised groups are women, indigenous peoples (IPs) and their communities, those living in conflict-affected communities, and those communities and populations at risk due to climate change.

You need to pay special attention to these marginalized groups to ensure their participation in the CEAC. You can refer to the Guidance Notes on IP Communities, Conflict-Affected Communities, and Disaster-Affected Communities for more detailed information.

In your assigned area, you will work directly with communities, the LGUs, and other stakeholders at the municipal and barangay levels.

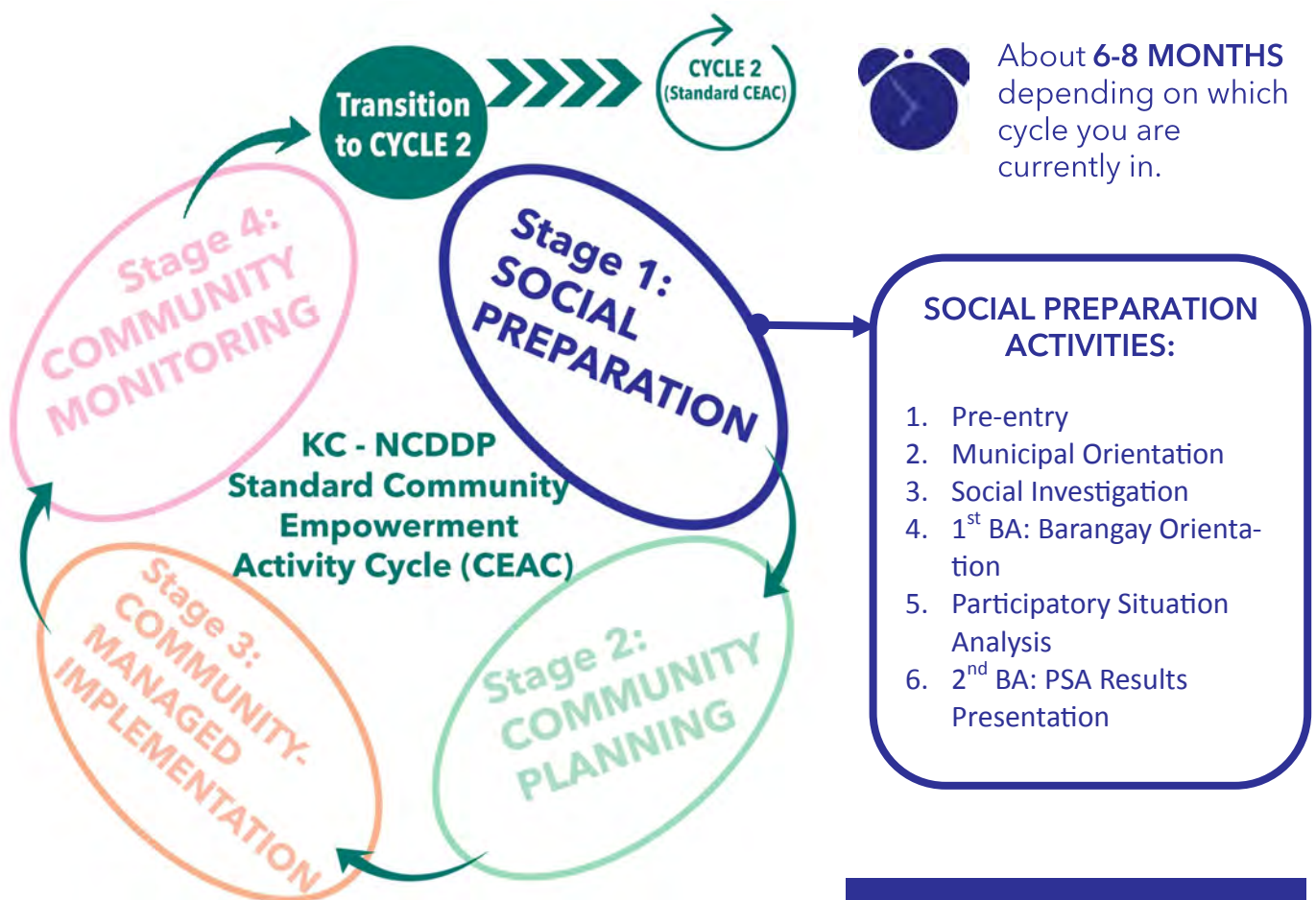


STAGE 1: Social Preparation

STAGE 1: Social Preparation



1. Disseminate basic information about the NCDDP to community members and municipal and barangay LGUs;
2. Facilitate community-based research on and analysis of local poverty conditions existing in the community, including corresponding solutions appropriate to the community's needs; and
3. Obtain commitment and support from community members, LGUs, government agencies, and other stakeholders to engage in the NCDDP through a signed MOA.



1. A community profile and analysis of the conditions in your assigned area; and
2. A signed MOA between the municipal LGUs and DSWD indicating commitments for engaging in the NCDDP.

Remember!

The duration isn't really a long time, especially when you are working with the municipality. So, you have to make the most of your visits by getting around and knowing the community and its people.

STAGE 1: Social Preparation

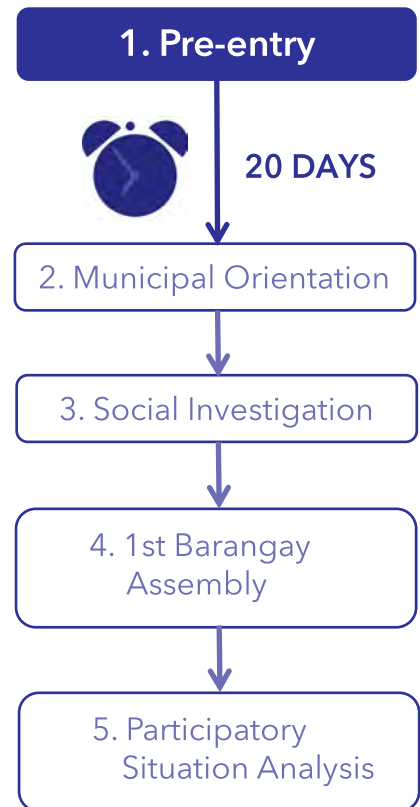
PRE- ENTRY is the time that you are prepared as Community Facilitators and as an Area Coordinating Team.



1. Train ACT members on the CEAC methodologies and approaches for effective delivery of NCDDP's target results;
2. Orient the ACT members on their assigned municipalities; and
3. Agree on immediate tasks, roles, and coordination with convergence government agencies (e.g., DSWD, DILG, DLR, DA, DENR, NCIP, etc.) and programs through an Entry Plan.



To achieve the objectives, you will undergo these activities, with the corresponding outputs:



ACTIVITIES	EXPECTED OUTPUTS
Training for CEFs and ACT Members on the NCDDP and CEAC; Action planning;	Entry Plan
Data gathering about your assigned municipality; and ACT introduction to the eligible LGU in your area of assignment	
	Compiled and reviewed data from the CLUP/CDP, LDIP, MDP, BDP, LPRAP, existing RPMO potential problem analysis, and other relevant documents

Remember!

Newspaper data are not usually used. If you have data, which came from newspaper or reports, validate it from the original source.

If you do comparative analysis (e.g., comparison of poverty level among barangays), be sure that the data have similar definition.

Always cite the source of data.

Always ask for definition of data, date gathered and other premises of the data.

As much as possible, data should not be more than 3 years old.

It is always better to compare rates or proportions rather than absolute numbers if you are doing comparison of data/variables that have different denominators/contexts.

If you were going to process the data differently, it would be good to validate the data with the source. For example, you want to analyze the school participation in relation to poverty level; it would be good to validate the results with the school or DepEd.

STAGE 1: Social Preparation

IMPORTANT!

The main mechanisms for the municipal and barangay LGUs to engage in NCDDP are through the **Municipal Inter-Agency Committee (MIAC) and the Municipal Coordinating Team (MCT)**.

There are cases when there is already an existing group, which has the same composition as the MIAC (e.g., TWG); hence, there would be no need to create a MIAC. But, the MOA would still refer to it as the MIAC.

The MIAC is an ad hoc structure composed of all the heads of various offices, bureaus, and services in a municipal LGU. The Local Chief Executive (LCE) or a Sangguniang Bayan (SB) representative is the MIAC's chairperson.

Its primary role is to deliver technical assistance to the barangays by providing relevant data and directions and guidelines in planning, designing, and writing projects and corresponding proposals. They are also expected to monitor ongoing barangay projects.

The MIAC is composed of the following:

The Vice Mayor, Municipal Social Welfare and Development Officer (MSWDO), Municipal Health Officer (MHO), DOH Representative, DepEd Supervisor, Municipal Local Government Operations Officer (MLGOO), Municipal Agriculturist, Municipal Engineer, Municipal Accountant, Community Environment and Natural Resources

Officer (CENRO), Municipal Planning and Development Coordinator (MPDC), City Assessor, City Budget Officer, SB Representatives, Committee on Infrastructure, Committee on Social Welfare, Basic Sector Representatives, NGO and PO Representatives, and Representatives from other projects (e.g., Pantawid Program).

The MCT is a group to be formed by the municipal LGU at the start of the First Cycle to support the NCDDP implementation. This Team is the ACT's counterpart, but it is set in the municipal office.

They could either be seconded or hired staff members that gradually takes over on facilitating NCDDP processes and activities; and facilitates NCDDP integration into the local planning and budgeting processes of the LGU.

The MCT is composed of the following:

Municipal Area Coordinator (MAC), Municipal Deputy Area Coordinator/ Engineer (MDAC), Municipal Financial Analyst (MFA),

Municipal Community Facilitator (MCF), Municipal Gender Focal Person, and Municipal Encoder

STAGE 1: Social Preparation

MUNICIPAL ORIENTATION (MO) is the formal launch of the NCDDP in your assigned municipality. It aims to realize the following objectives:



1. Discuss the NCDDP goals and objectives, project principles, design, implementation process, expected outputs, and timelines;
2. Clarify the roles and functions of the LGU, community members, and other stakeholders; and
3. Obtain commitment and support from community members, LGUs, and other stakeholders to engage in the NCDDP through a signed MOA.



To successfully conduct the Municipal Orientation, you should follow the process described in the matrix below:



	TASKS	EXPECTED OUTPUTS	TOOLS and FORMS
B E F O R E t h e A C T I V I T Y	Review municipal enrolment status, including their compliance and relevant agreements	Collected information on the municipality in enrolment status and standing	
	Review draft Memorandum of Agreement (MOA) and Specific Implementation Arrangement (SIA)	Draft Unified MOA and SIA	
	Meeting with the mayor or designated representative	Agreements on Municipal Orientation details: Schedule, venue, participants, program documents for distribution, logistics, final MOA and SIA provisions	Activity Checklist MOA template

STAGE 1: Social Preparation



The DSWD and local government officials sign a Memorandum of Agreement for the implementation of Kalahi-CIDSS in Catarman, Northern Samar



TASKS		EXPECTED OUTPUTS	STANDARDS	TOOLS and FORMS
B E F O R E	Complete logistical arrangements	<ul style="list-style-type: none"> Distributed invitations Posted public announcements Final venue Secured augmentation fund from RMPT Oriented and assisted guests and participants about their roles Printed handouts, if applicable Visual aids 		Activity Checklist
	D U R I N G the A C T I V I T Y	Municipal Orientation	<ul style="list-style-type: none"> Discussed the following details about NCDDP: <ul style="list-style-type: none"> Program background Objectives Principles Organizational Structure and staffing CEAC Community engagement Volunteers' roles MOA and SIA 	<ul style="list-style-type: none"> The Mayor is present and convenes the meeting Only RPMO representatives deliver the orientation. ACTs are in charge with preparation activities Standard presentation template is used covering (i) NCDDP overview; (ii) key features; (iii) the CEAC; (iv) implementation arrangements, and; (v) timelines
		<ul style="list-style-type: none"> Signed MOA between MLGU and DSWD and SIA 		

STAGE 1: Social Preparation

	TASKS	EXPECTED OUTPUTS	STANDARDS	TOOLS and FORMS
A F T E R the A C T I V I T Y	Gather feedback, clarifications, queries from participants	Addressed participants' concerns, issues, clarifications Noted additional inputs and/or feedback	Reactions to the presentation on the NCDDP are solicited, questions are adequately answered, and recommendations discussed	
	Documentation of the activity	Documentation Report	Activity Reports and other documents are submitted within 7 days after the activity	Municipal Activity Minutes Form
	Meeting with barangay officials	Agreed schedules and other arrangements for succeeding activities		Activity Report Form

IMPORTANT!

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. 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 IPs. (For areas where there are IPs, refer to **IP Guidance Note** .)

STAGE 1: Social Preparation

	TASKS	EXPECTED OUTPUTS	STANDARDS	TOOLS and FORMS
B E F O R E	Complete logistical arrangements	Distributed invitations Posted public announcements Final venue Secured augmentation fund from RMPT Oriented and assisted guests and participants about their roles Printed handouts, if applicable visual aids		Activity Checklist
		D U R I N G the A C T I V I T Y	Municipal Orientation	Discussed the following details about NCDDP: Program background Objectives Principles Organizational Structure and staffing CEAC Community engagement Volunteers' roles MOA and SIA
Signed MOA between MLGU and DSWD and SIA				
Government officials and community members participated in the activity	The following should be present: Vice-Mayor SB Chairpersons for Social Welfare and Appropriations CSO representatives to the MDC and/or LPRAT Vulnerable groups (women, IPs, communities in GIDA, conflict-affected areas, Pantawid Pamilya households).			

STAGE 1: Social Preparation

	TASKS	EXPECTED OUT-PUTS	STANDARDS	TOOLS and FORMS
A F T E R the A C T I V I T Y	Gather feedback, clarifications, queries from participants	Addressed participants' concerns, issues, clarifications Noted additional inputs and/or feedback	Reactions to the presentation on the NCDDP are solicited, questions are adequately answered, and recommendations discussed	
	Documentation of the activity	Documentation Report	Activity Reports and other documents are submitted within 7 days after the activity	Municipal Activity Minutes Form
	Meeting with barangay officials	Agreed schedules and other arrangements for succeeding activities		Activity Report Form

STAGE 1: Social Preparation

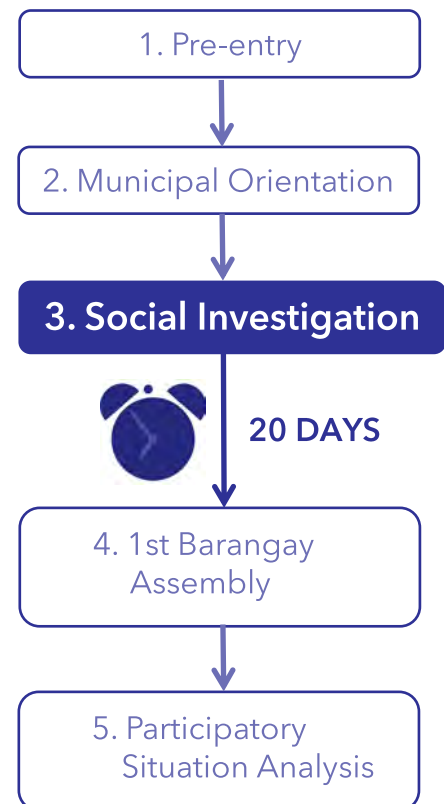


As CEFs, it is the time when you get a more in-depth look and feel of the community you are working in by doing a systematic data gathering process.

The purpose of conducting **SOCIAL INVESTIGATION (SI)** is to provide you with a good understanding of the conditions of a community. Its results also assist you in identifying factors that can either help or hinder the CEAC and implementing NCDDP. Moreover, the data you have establishes the baseline upon which the Program's outcomes and impacts can objectively be measured against.

Social Investigation is a methodical and rigorous process. In the CEAC, there are three sub-phases for SI:

- preliminary SI,
- actual SI, and
- continuing SI.



The matrix below should guide you on your progression in conducting SI:

PRELIMINARY SOCIAL INVESTIGATION

ACTIVITY	EXPECTED OUTPUTS	STANDARDS	TOOLS and FORMS
Collect, review, and analyze secondary data (e.g., budget, existing loans from Landbank and the Development Bank of the Philippines [DBP], concentration of power, and other public documents)	Documents about the municipality and the barangay	You already started this during the Pre-entry	SI Report Outline Template Barangay Profile Template (as prescribed by DILG) Municipal Profile Template (currently used under KC)
Planning for conducting SI	SI Plan for each barangay you are assigned to	Use the planning matrix provided below	Work plan Template
Preparing for the SI		Prepare a list of questions and practice small talk with each other as part of your preparation for community visits	

STAGE 1: Social Preparation

Here is a sample planning matrix for conducting SI:

Barangay: _____				
Municipality: _____				
Area of Study	Information Needed	Questions to Ask	Target Source/s of Information	Schedule
Economic profile of community	Income source/s of vulnerable groups (IP groups)	What are the most common livelihood activities in your community?	Primary Source/s: Interview with Tribal leader/s, IP group member/s Secondary Source/s: Municipal Profile; Barangay Profile	Week 2
		Are these livelihood activities sufficient to support families? Why or why not?	Primary Source/s: Interview with Tribal leader/s, IP group member/s	

Remember!

While planning to conduct your SI, consider the following questions:

- What does the secondary data say about the community?
- What other information do I need to completely describe my area of assignment?
- From whom can I get such information?
- How long do I need to complete my data gathering?

ACTUAL SOCIAL INVESTIGATION

ACTIVITY	EXPECTED OUTPUTS	STANDARDS	TOOLS and FORMS
Primary data gathering	Interview and observation notes List and profile of contacts in the community	As much as possible, you should avoid being accompanied by barangay officials when conducting house to house visits, informal discussions, and KIIs, and community walk of HHs. You should visit and engage at least 25% of HHs in small talk	Activity Checklist

STAGE 1: Social Preparation

ACTUAL SOCIAL INVESTIGATION

ACTIVITY	EXPECTED OUTPUTS	TOOLS and FORMS
Report writing	<p>Community Profile and Social Assessment containing the following information:</p> <ul style="list-style-type: none"> • Demographic data • Economic, political, socio-cultural situation and dynamics • Social services and programs available in the community • Condition of vulnerable groups • Local governance systems and practices • Local government's priority programs and projects • Citizen's participation in local governance and community development • Organizations working in the community and their interventions • Risk assessment and risk reduction actions to be integrated in the CEAC activities specifically community planning stage • Action Plan to address risks to implementation 	<p>SI Report Outline Template Barangay Profile Template (as prescribed by DILG) Municipal Profile Template (currently used under KC) Activity Report Form Attendance Sheets Work plan Template</p>

IMPORTANT!

HOW SHOULD YOU DO AN ACTUAL SI FOR NCDDP?

- a. **Familiarize**
 - Review secondary data
 - Go around the community
 - Observe community activities
- b. **Integrate**
 - Participate in the people's day-to-day activities
 - Aim to establish rapport with community members
- c. **Interview**
 - Talk to formal and informal leaders
 - Talk to community members
- d. **Keep Notes**
 - So you remember all important information that you get
 - But, do not write down in front of the people; it could intimidate them
- e. **Validate**
 - Get information from more than one source
 - Make sure your data is accurate
- f. **Analyze**
 - Keep an open mind
 - Update your analysis as you go along

Remember!

There are no limits on which method you should use to gather data. However, a combination of observation, participation, and informal interviews work best.

STAGE 1: Social Preparation

CONTINUING SOCIAL INVESTIGATION

ACTIVITY	EXPECTED OUTPUTS	STANDARDS	TOOLS and FORMS
Primary and secondary data gathering	Updated Community Profile and Social Assessment List and profile of potential Community Volunteers (CVs)	You should continue SI even after you completed the Community Profile and Social Assessment.	SI Report Outline Template Barangay Profile Template (as prescribed by DILG) Municipal Profile Template (currently used under KC)

Remember!

You have 20 days to conduct SI. However, the duration normally becomes shorter as the community progresses into succeeding cycles.

In analyzing the data you gathered:

- a. *What were the problems that you saw and that community members shared while conducting your SI?*
- b. *What are the causes of these problems? What is the root cause?*
- c. *How do these problems affect the community?*
- d. *How do these problems affect specific vulnerable groups?*

STAGE 1: Social Preparation



The **Barangay Orientation** is a public introduction of the NCDDP, which is usually done through a **Barangay Assembly (BA)**. This milestone aims to attain the following objectives:

- Orient barangay members about the NCDDP;
- Identify and orient Community Volunteers based on a set criteria; and
- Form and orient the Barangay Grievance Committee.



There would be cases when you might need to use other venues or methods in completing the BA targets, depending on the municipality and barangay you are assigned to. You need to arrange general meetings or small group discussions with the following groups if their recognized leaders or representatives are unable to participate in the BA:

- IP groups who are managing or are claiming their ancestral domain in your assigned area;
- Conflict-affected communities;
- Women's groups; and
- Community members living in isolated areas / puroks with difficulty to attend the BA

Remember!

As the ACT CEF, you should take the lead in this activity and the CF from the MCT should help you.

STAGE 1: Social Preparation



You should be able to meet the objectives and fulfil the necessary outputs by going through the phases discussed in the succeeding matrices.

BEFORE THE BARANGAY ASSEMBLY

TASKS	EXPECTED OUTPUTS	STANDARDS	TOOLS and FORMS
Familiarization about the barangay	Conducted field visits and KIIs Reviewed secondary data	Prior to the consultation, prepare key questions and talking points about how community members' are participating in community development initiatives.	
Planning with barangay officials for BA details	Agreements on Barangay Orientation details: <ul style="list-style-type: none"> • Schedule • Venue • Participants • Program • Documents for distribution • Logistics • Final Barangay Resolution provisions 	You were able to involve the barangay officials and the MIAC to help in mobilizing, co-facilitating, and serving as resource persons during the Barangay Orientation. You were able to "groundwork" the MLGOO to take responsibility in mobilizing the barangay officials.	Template BA Resolution Activity Checklist
Mobilization of community members	At least 80% of barangay households attended the BA	Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CCAs) are adequately represented.	Barangay/ Community Assembly Attendance Sheet Barangay/ Community Assembly Household Participation
Complete logistical arrangements	<ul style="list-style-type: none"> • Distributed invitations • Posted public announcements • Final venue • Printed hand-outs, if applicable 	<ul style="list-style-type: none"> • Oriented and assisted guests and participants about their roles • Visual aids 	



STAGE 1: Social Preparation

Remember!

Use the following guide questions when conducting field visits in your barangay prior to the BA:

- *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?*

DURING THE BARANGAY ASSEMBLY

TASKS	EXPECTED OUTPUTS	STANDARDS	TOOLS and FORMS
Barangay Orientation	Discussed the NCDDP Addressed participants' concerns, issues, clarifications Noted additional inputs and/or feedback		
	Formed the following groups: Participatory Situation Analysis (PSA) Team Barangay Grievance Committee	Three (3) CVs per purok who are not elected public officials are selected to join the PSA volunteer committee. Three (3) CVs per purok are selected to form the Barangay Grievance Committee. Gender balance is observed in the selection of CVs. Where IPs are present, IP CVs are selected to join the PSA and Grievance Committees.	Community Volunteers' Profile Form
	Approved Barangay Resolution with the following details: <ul style="list-style-type: none"> • Support for NCDDP implementation in the barangay • Formation of PSA Team composed of Community Volunteers (CVs) • Formation of Barangay Grievance Committee • Formation of the Community Monitoring and Evaluation Team 		

STAGE 1: Social Preparation

Remember!

Some suggested criteria for selecting CVs include: credible; committed to community welfare; sensitive to others; inclusive; creative; experienced in community activities; willing to participate and give time; and available.

According to the Local Government Code or RA 7160, a Barangay Assembly or BA is a gathering of Filipino residents of a particular barangay. These residents should be listed as members of the Assembly and are at least 15 years old and above.

While the common majority rule is 50% + 1 with all sitios represented, the NCDDP strongly encourages a higher rate of participation (80%) to achieve a higher level of legitimacy on decisions made in barangay assemblies.



AFTER THE BARANGAY ASSEMBLY

After the barangay assembly, you need to meet with the identified volunteers for the PSA to agree on the succeeding activities and schedule for the preparation of the actual conduct of PSA.



STAGE 1: Social Preparation

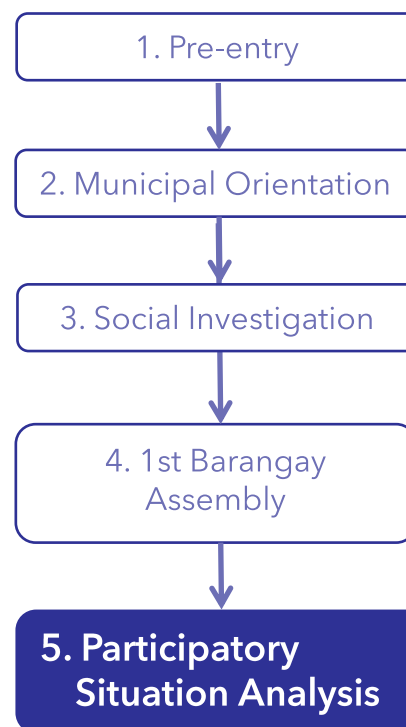
Participatory Situation Analysis (PSA) is a research approach where you and community members work together to assess and analyze their situation themselves, based on their own observations, experiences, and perspectives. For NCDDP, PSA objectives aim to:



- Facilitate community members and CVs' deeper understanding of the community's condition, including contributors to poverty and vulnerabilities in the barangay;
- Facilitate community members and CVs' identification of problems and needs in their community and prioritize on what needs to be immediately addressed; and
- Facilitate community members and CVs' identification of possible solutions to address priority problems and needs in their community, including the corresponding resources needed



Realizing the above mentioned objectives also means that you should attain the following outputs for PSA:



40-45 DAYS

EXPECTED OUTPUTS	VISUAL TOOLS YOU CAN USE for PSA
<p>A. Community Profile describing the following:</p> <ul style="list-style-type: none"> • Physical features and demography of the community 	<p>Community map e.g., Natural Features - rivers, forests, etc.; Geo-political Features - boundaries, location of public facilities; Location of residences and commercial establishments</p>
<ul style="list-style-type: none"> • Annual seasonal patterns of community life (e.g., seasons, planting and harvest activities, occurrence of illnesses, social celebrations) 	<p>Seasonal calendars and historical timelines e.g., Dates of significant events in the barangay; Trends in the environment, livelihood activities, politics, etc. over time (Before and After Comparison)</p>
<ul style="list-style-type: none"> • Community history and significant events (e.g., founding of barangay, major calamities or natural disasters, armed conflicts, etc.) 	
<ul style="list-style-type: none"> • Community's situation in terms of the core local poverty indicators (CLPIs) – health, nutrition, shelter, water and sanitation, basic education, income, employment, peace and order 	<p>A Problem Tree Charts and diagrams e.g., Malnourished children, literacy, number of women-headed households, employment, teacher to student ratio, etc.</p>
<ul style="list-style-type: none"> • Social, political, and economic situation of vulnerable groups - women, children, IPs and ICCs, farmers, fisherfolk, poorest households, communities in conflict 	

STAGE 1: Social Preparation

The following tools, identified earlier, are defined and described in the following pages. The steps you need to carry out to complete the PSA will also be detailed in the succeeding sections.

1. Community Map
2. Historical Timeline
3. Seasonal Calendar
4. Charts and Graphs
5. Problem Tree



IMPORTANT!

No one knows everything, but everyone knows something. Therefore, all relevant data and information must be known and freely shared and discussed, so that understanding is collectively built and knowledge is collectively owned.

You are usually expected to conduct PSA in four barangays within the allocated time of 25 days. But, you are NOT allowed to do these just to meet your target timeframe:

- Rush the process
- Mechanically conduct PSA
- Gather too little or too much information
- Overly rely on or not use secondary data
- Focus on the tools and not on the process
- Treating the PSA as a one-shot activity
- Incomplete or shallow groundwork
- Improper PSA scheduling
- Neglecting to include vulnerable groups

STAGE 1: Social Preparation

PSA Tool: COMMUNITY MAP

A **Community Map** is an actual physical drawing of the barangay that shows the following features:

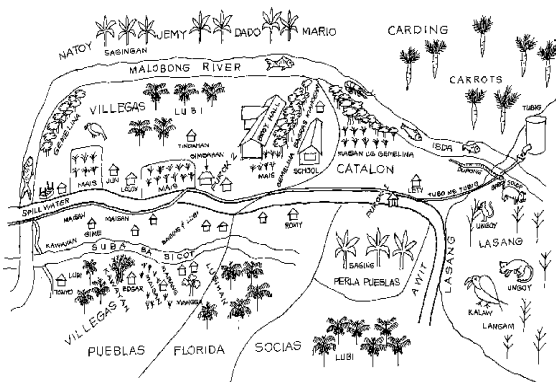
- Location of the community's natural features (e.g., rivers, mountains, forests, swamps, lakes, beaches and mangroves, water sources such as springs, and other similar information)
- Geo-political features such as boundaries (e.g., barangay, purok/sitio boundaries) and location of public buildings (e.g., barangay halls, etc.) and installations (e.g., military or security installations, camps, and the like)
- Location of access infrastructure (roads of whatever type, bridges, footpaths and trails, and other similar information);
- Type and location of basic services infrastructure (schools and daycare centers, health stations, and other similar features);
- Places of socio-cultural relevance such settlements (including IP settlements and location of ICCs and ancestral domains) and houses, churches and places of worship, places where people gather to engage in community activities (like plazas basketball courts, areas of the river where people wash clothes, "umpukans" and "tambayans", and other similar spots), places considered "bad", "dangerous", or off-limits for whatever reason, ancestral domain areas, and other similar places;
- Places of socio-economic relevance, such as commercial areas and establishments, agricultural areas, farms, and related facilities (solar driers, mills, etc.), types of crops, fishing areas and sanctuaries, fishponds and landings, wharfs, and other similar locations;
- Places of historical significance to the community. These can include places where major historical events occurred and which are important to the community, such as places of battles and armed conflicts, places where flooding, landslides, and other similar natural disasters have happened, and other similar locations;
- Other sites and locations important to the community

MATERIALS YOU NEED

A large manila paper, coloring materials, pencils, permanent markers, colored papers, adhesive tapes, scissors, glue

PROCESS

1. List down all features that must be included in the map;
2. Ask the participants to discuss and come to agreement on the symbols to be used for each feature;
3. Group the CVs by purok/sitio and provide each group with half a manila paper, a pencil, and crayons of other drawing material;
4. Ask each group to draw a map of their purok/sitio, putting in the details of features earlier discussed;
5. After all groups have finished, cut and paste together the map of each sitio to form a round map of the barangay. Don't worry if the proportions are not yet exact.
6. Facilitate discussion of the map in plenary. Agree on the location of features, and put in missing features.
7. Once agreement is reached, prepare a final map of the entire barangay on a clean sheet of manila paper.



STAGE 1: Social Preparation

PSA Tool: HISTORICAL TIMELINE

A **Historical Timeline** is a process where community members can review their barangay's history. It should include the dates of significant events in the life of the community, such as:

- Events of geo-political significance, such as the establishment of first settlements, the founding of the barangay, creation of sitios and puroks, etc.;
- Events of physical and environmental significance, such as drought, a landslide, earthquake, major storm, or similar natural disaster or calamity;
- Events of socio-cultural significance, such as establishment of the first church, school, health station and similar event; occurrence of a major crime or armed conflict and other similar event; establishment of the first ancestral domain and other events significant for IP groups, and others;
- Events of economic significance, such as a major harvest or bad harvest due to drought, establishment of the first commercial establishment, establishment of the first commercial farm and landholdings, etc; and
- Other events important to the community

It can also include the trends over time—for example:

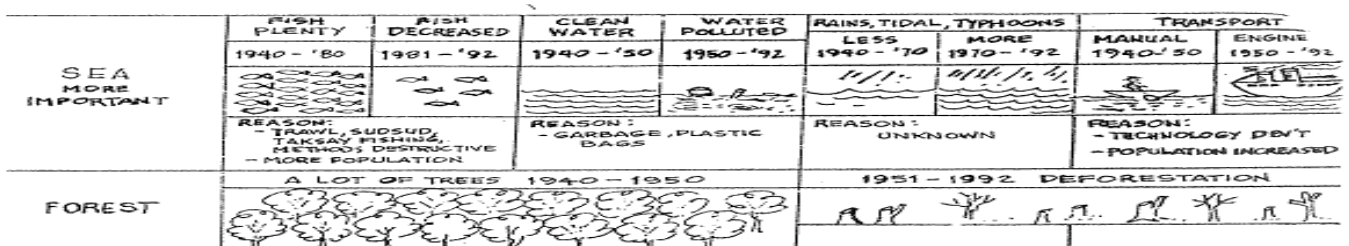
- Growth or reduction of forest cover;
- Growth or reduction of farm lands (and trends from small to big landholdings);
- Growth or decline of population and settlements over time;
- Increase of commercial over agricultural areas;
- Growth or decline in agricultural production (including fish catch), by type of produce;
- Frequency of disasters and natural calamities over time; and
- Other trends deemed important by the CVs

MATERIALS YOU NEED

A large manila paper, coloring materials, pencils, permanent markers, colored papers, adhesive tapes, scissors, glue

PROCESS

1. Facilitate agreement with the CVs on a start date.
2. Group the CVs by sitio/purok.
3. Ask CVs to recall important events in the life of the community occurring from the start date to present. Ask the CVs to write the event, date, and a short description on a piece of metacard, one event per card.
4. Draw a timeline in the middle of a piece of manila paper, from the start date to the present;
5. Ask participants to place their cards on a spot on the chart determined by (i) the time the event occurred (from left to right), and; (ii) by whether the event is good (above the line) or bad (below the line). The distance from the line upwards or downwards should reflect how good or bad the event is;
6. Have all participants put all their cards on the chart. Where similar cards appear, get CVs to agree on the time and the distance above or below the line;
7. At the end of the process, the chart should look something like the one below:



STAGE 1: Social Preparation

PSA Tool: SEASONAL CALENDAR

A **Seasonal Calendar** is a way for the community members to share and collectively see the recurring annual patterns in their barangay. This visual tool can show the summary of data gathered on the following:

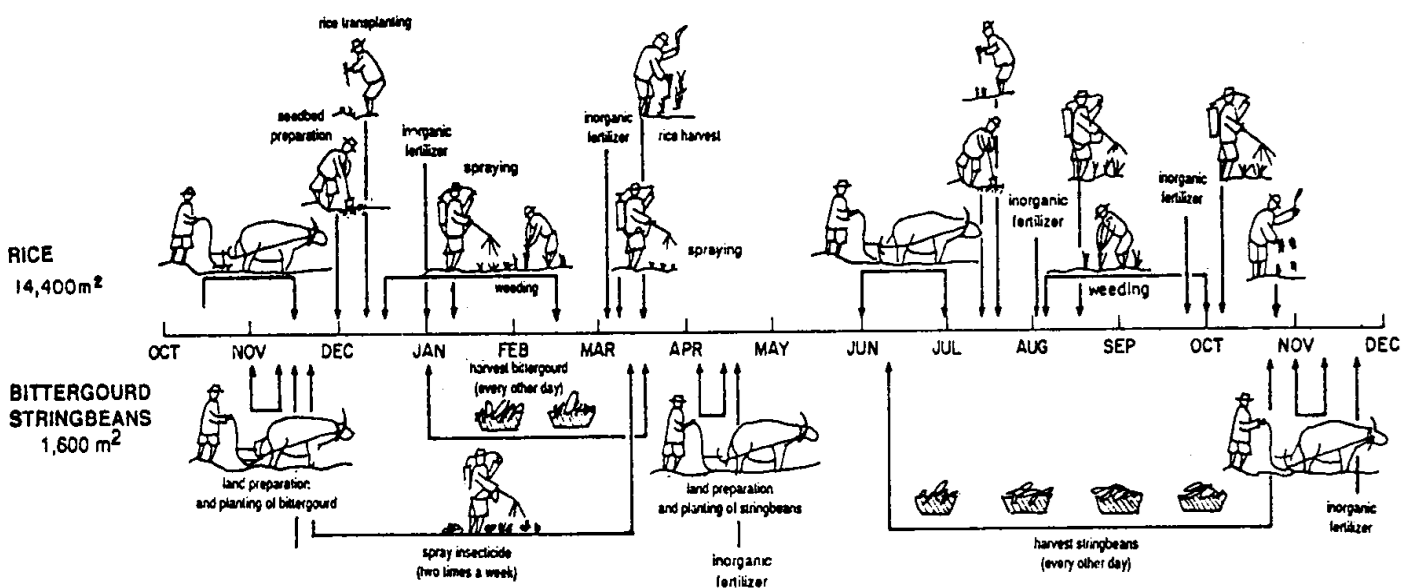
- Events of geo-political significance, such as community / barangay assemblies, activities around the local development planning and budgeting cycle and annual investment programming of the BLGU, and others;
- Events of annual physical and environmental significance, such as seasonal droughts or dry periods, rainy season, etc
- Annual events of socio-cultural significance, such as celebrations and festivals, community gatherings, cultural and/or religious events, illnesses and when they occur, and other similar patterns;
- Annual events/trends of the economic significance, such as planting and harvest seasons, in or out-migration due to work opportunities within and outside the community, seasonal labor opportunities, periods of high or low income, and other similar patterns;
- Other annually occurring events that are important to the community

MATERIALS YOU NEED

A large manila paper, coloring materials, pencils, permanent markers, colored papers, adhesive tapes, scissors, glue

PROCESS

Like the historical trends chart, help the CVs describe the changes in conditions for each category as experience throughout the year. The changes can be described either through statements, drawings, or even cutouts from old newspapers or magazines, like a collage.



STAGE 1: Social Preparation

PSA Tool: GRAPHS and CHARTS

Graphs and charts are best used to present demographic data, especially those data to show the community situation along the 13+1 core local poverty indicators, such as the ones identified below. In areas with mixed IP and non-IP populations, indicate specific data relative to IP populations per indicator.

Health data, such as;

- Incidence of child morbidity by age and type of illness, by sex, by sector
- Proportion of child deaths aged 0-5 years old, by sex, by sector
- Proportion of women deaths due to pregnancy-related causes, by sector
- Other related data

Nutrition, such as;

- Proportion of malnourished children aged 0-5 years old, by sex, by sector
- Other related data

Water and sanitation, such as;

- Proportion of households with no access to safe water supply.
- Proportion of households with no access to sanitary toilet facilities.
- Other related data

Shelter, such as;

- Type of structure by number of households
- Proportion of households living in makeshift dwellings.
- Proportion of households who are squatters.
- Other related data

Income, including;

- Proportion of households with income below the poverty threshold, by sector
- Proportion of households with income below the subsistence threshold, by sector
- Proportion of households who experienced food shortage, by sector
- Number of women-headed households (including single parents)
- Other related data

Basic education, including;

- Proportion of children aged 6-12 years old not in elementary school, by sex
- Proportion of children aged 13-16 years old not in secondary school, by sex
- Cohort drop-out and survival rate by grade level, by sex
- Teacher to student ratio
- Student to classroom ratio
- Other related data


Employment, such as;

- Proportion of households who are unemployed.
- Unemployment and under-employment rate by sex
- Type of jobs and number of persons engaged in these jobs over total population, by sex
- Other related data

Peace and security, such as;

- Proportion of persons who are victims of crime, by sex
- Type of crimes and number of victims, by sex
- Incidence of armed conflict by cause
- Number of persons affected by armed conflict, by sex
- Effect of armed conflict to population groups, by effect
- Other related data

Remember!

A number of different visual tools can be used to present data related to indicators above. These include Pie charts, bar graphs, line graphs, pictographs, and other similar devices. 

Help the CVs cull out needed data on each of the indicators above, from secondary sources, and from their own community research. Assist them in choosing and preparing a visual tool to show the information collected.

STAGE 1: Social Preparation

PSA Tool: PROBLEM TREE

A **Problem Tree** is a tool for identifying a specific problem's cause and effect. Using the Problem Tree to analyze the community's situation will help you and the community members understand a problem's context. It is also helpful in building a solid foundation for project planning.

Using the Problem Tree in the PSA helps you and the community members to:

- [1] - identify roadblocks in attaining their desired ideal condition or VISION for their community;
- [2] - identify bad or negative conditions and/or events that they experience; and
- [3] - realize that problems can have solutions.

PROCESS

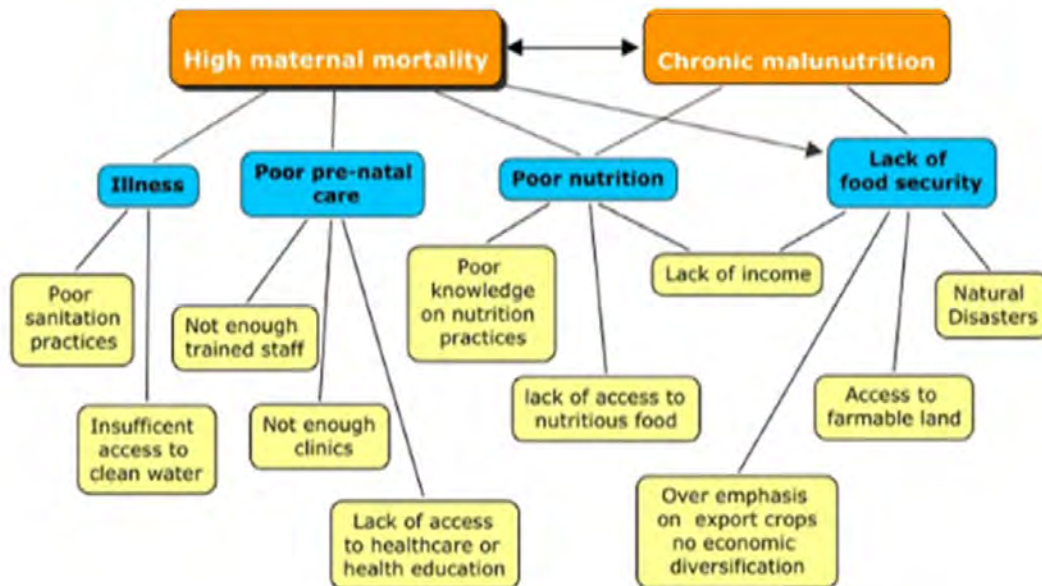
1. Let the participants identify any bad or negative event that they observe in their community. Instruct them to write one problem in one meta card and post the cards on the wall. Use the following guidelines in formulating problem statements:
 - a. The problem should exist and should not be theoretical, imagined or based on personal judgment. It should be based on factual information that can be verified.
Good: "Many working age people are not working"
Bad: "People are lazy"
 - b. The problem should be an existing negative state, occurring and observable NOW and not in a future condition.
Good: "A lot of youths are not able to go to school."
Bad: "A lot of youths will not be able to go to school."
 - c. One problem should be written in one meta card. In addition, do not mix the cause or the effect in the same card.
Good: CARD 1 - "A lot of people cannot access health care services immediately;" CARD 2 - "The health center is too far."
Bad: "A lot of people cannot access health care services because the health center is too far."
2. Ask the participants to study the cards, then, instruct them or a few volunteers to group cards that appear to be related to each other. Use the following guidelines for this exercise:
 - a. Similar cards or just a reformulation of the first card should be placed beside the first card;
 - b. An effect of the first card should be placed above the first card; and
 - c. A cause of the first card should be placed below the first card.
3. Review how the initial result and ask the participants if they agree with how the cards were arranged and if they have other ideas, comments, or clarifications.
4. Repeat this process until all cards are arranged logically. As you link cards, some will cluster together around or flow into common causes. It will be necessary to eventually end up with cluster of cards around specific themes. As the group progresses in building up the tree, the group will propose new problems. Write these down on metacards, and place these on the tree.
5. At the end of this process, you will have guided the community in formulating a problem tree that looks like the sample shown on the following page.

MATERIALS YOU NEED

Meta cards, adhesive tapes, permanent markers, and a wide clear wall

STAGE 1: Social Preparation

Sample of a problem tree.



Now that you have an overview of the tools that you can use, let's look at the overview of the whole PSA process:

STEP 1: Conduct the MUNICIPAL WORKSHOP FOR PSA

STEP 2: Conduct the BARANGAY PSA WORKSHOP

- a. Prepare the CVs for the PSA
- b. Prepare for PSA
- c. Conduct the actual PSA
- d. Consolidate and analyze the findings
- e. Generate solutions
- f. Action planning

STEP 3: Conduct the 2nd BARANGAY ASSEMBLY: BARANGAY PRESENTATION of PSA RESULTS

STEP 4: Conduct the MUNICIPAL CONSOLIDATION of PSA RESULTS

The succeeding pages discuss these steps.

STAGE 1: Social Preparation

PSA PROCESS:

STEP 1: Conduct the MUNICIPAL WORKSHOP FOR PSA



- Build a common understanding of the PSA objectives, processes, and expected outputs;
- Review existing and available data; and
- Plan for the conduct of PSA activities in the barangays.



- Barangay PSA Plan, which includes the following:
 - Schedule of barangay PSA undertakings;
 - Roles of the ACT and MCT members and of the MIAC; and
 - Documentation



- This activity should be participated by the following:
 - ACT
 - MCT
 - MIAC
 - CV representatives per barangay
- Your Area Coordinator (AC) is the main facilitator, with support from his/her municipal counterpart, the MCT-AC.
- The PSA was discussed comprehensively.

IMPORTANT!

- For the allocated time of two days, you should be able to undergo the following:
 - Review of existing and available data (what you already know);
 - Identify gaps in the data (what needs validation; what you do not know, but you need to know); and
 - Discuss the PSA and its processes, procedures, steps, and tools
- Prepare the PSA Plan – set the schedules for each barangay; make sure that activities such as:
 - 1] – PSA Orientation;
 - 2] – Community Data Gathering;
 - 3] – Monitoring Sessions;
 - 4] – Consolidation and Analysis Meeting; and
 - 5] – BA for PSA Validation, are included in your plan.

TOOLS and FORMS

- Municipal Activity Attendance Sheet;
- Municipal Activity Minutes Form

STAGE 1: Social Preparation

PSA PROCESS:

STEP 2: Conduct the BARANGAY PSA WORKSHOP



- Identify the key poverty problems and challenges in the community that need to be addressed;
- Identify possible solutions to address problems and challenges in the community and translate this into a Barangay Action Plan (BAP) to implement solutions; and
- Develop a simple community-based monitoring and evaluation system for the PSA



- Conducted a simple visioning exercise, generating the participants' desired condition of their community.
- A Problem Tree (depicting existing problems in the community that block the goal of attaining the vision.
- Data gathered about the barangay, summarized using visual tools
- A Solutions Tree
- Barangay Action Plan
- Community Monitoring Plan
- Documentation



- PSA Community Volunteers participated in the process
- You, the CeF will facilitate the Barangay PSA, with support from the MCT CF
- ACT and MCT ACs, MIAC members to provide technical assistance and to monitor activities

TOOLS and FORMS

- Barangay Activity Minutes Form
- Barangay/Community Meeting/Training Attendance Sheet

You should be able to cover your assigned barangays within 25 working days to implement the PSA in phases that are described below:

PART 1: Prepare the CVs for the PSA

- This is a preliminary activity where you should take the opportunity to get to know the CVs better and allow them to learn more about each other, as well.
- Together with the CVs, define the purpose, end-goal, expected outputs, and processes of conducting the PSA in their barangay.
- Enhance their knowledge, skills, and attitudes about data gathering techniques. Initiate role plays or simulation exercises for doing key informant interviews, facilitating focus group discussions (FGDs), and approaching local government offices, schools, health centers, and the like, for secondary data collection. These exercises would help build their confidence for the actual PSA.

STAGE 1: Social Preparation

PART 2: Prepare for the PSA

- Form data gathering teams from among the CVs. It is helpful for the CVs if they can work in pairs or as a group of three. In this light, you are also enhancing the community's traditional values on collective work.
- Make sure that representatives from vulnerable groups are able to participate in the PSA, either as sources of information or as researchers themselves.
- Identify areas of study or themes that each team will cover for data gathering.
- Allow the teams to identify the data they will collect and formulate their data gathering questions. Make sure that the teams cover all the areas of study. You should be present to provide inputs and feedback.
- Provide the CVs materials and supplies they need for data gathering (e.g., notebooks, pens, pencils, meta cards, tapes, manila paper, etc.).
- Create a Community Research Plan captures the items on the heading of the following sample of a community research plan:

Areas of Study / Themes	Information to Collect	Questions to Ask	PSA Tools to Use	Target Informants/ Sources of Information	Person Responsible/ Researcher	Schedule
Health	Common illnesses among infants	What illnesses do infants usually have?	FGD	Mothers	(Name of CV)	1st week of Feb
		In what times of the year do they get this illness?	Survey questionnaire	Barangay health workers		

PART 3: Conduct the Actual PSA

- Follow your Community Research Plan by making sure that CVs go out and conduct data gathering activities.
- Ensure that CVs are recording the data that they collect. Remind them to use the materials that you provided.
- Adequately discuss and ensure that conditions of vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CCAs) are inputted into the analysis of community volunteers.
- You should note if the MPDC, MSWDO, and MLGOO ensured attendance of LGU staff during the PSA activities.
- Conduct monitoring visits, but it is best if you are there to observe during their first day and give feedback.

STAGE 1: Social Preparation

PART 4: Consolidate and Analyze the Findings

- Have the CVs present the data they collected, using visual tools, and what they think about the information they shared.
 - Ask the CVs to go back to their Community Research Plan and see if they were able to cover everything as planned.
 - If important gaps were identified, you should help them plan to gather more data.
- Once the data collected are deemed complete, meet the CVs for a data analysis session that should surface the following:
 - *What do all these information say about the community?*
 - *What are the strengths (e.g., practices, beliefs, traditions, characteristics, natural resources, etc.) of their community and its opportunities for development?*
- Make sure to process the findings to the following questions by using a Problem Tree:
 - *What are the problems that fellow community members surfaced? What are their felt needs?*
 - *What are the gaps in terms of services and programs for the community in general? How about gaps in terms of services and programs for vulnerable groups?*
 - *What are the underlying factors (cultural, political, economic), internal to the community that shape their situation? Why does the community have these realities?*
 - *What are the relevant conditions at the national and international level that contribute to shaping the community's situation?*
 - *What is the root cause of these problems in the community?*



IMPORTANT!

During this process, guide the CVs to link the answers to these questions and see how these are connected to each other in the Problem Tree. You should prioritize their inputs and opinions. Moderate the session if debates arise to keep the discussion in perspective. Facilitate consensus on the Problem Tree.

STAGE 1: Social Preparation

PART 5: Generate Solutions

- After the participants agreed on the Problem Tree, facilitate the discussion on identifying solutions to the problems and begin to transform the Problem Tree to a Solutions Tree.
- To do this, ask the CVs to convert the problem statements into positive statements.
 - The positive statement should describe the desirable condition after the problems are solved.
 - Check the logic of the Solutions Tree. If the logic of the Problem Tree is cause-and-effect, the logic of the Solutions Tree is means-and-ends.
- Once the Solutions Tree is complete, ask the CVs to identify which of the bottom-most statements that they think the community should work on. Guide them in their selection process with the following questions:
 - *Will the solution significantly address the root causes stated in the Problem Tree?*
 - *Will the solution directly benefit the vulnerable groups?*
 - *Will the solution help address other problems in the community?*
- Make sure that the participants agree on the solutions that they selected.

PART 6: Action Planning

- Once the participants agreed on the solutions they want the community to work on, you should proceed to formulating the Barangay Action Plan (BAP).
- Formulate the BAP using the planning guide below:
 - *What problems do the identified solutions address?*
 - *What should be done to ensure that the solution materializes?*
 - *Who is responsible for making the solution happen?*
 - *When should the solution be implemented?*

ACTION PLAN				
SOLUTION	What problems do the identified solutions address?	What should be done to ensure that the solution materializes?	Who is responsible for making the solution happen?	When should the solution be implemented?
Health facility in the barangay	Malnutrition	Allocate budget in the Barangay Development Plan	Barangay Council	March
	Infant illnesses			

This is the end of the second step of the PSA, the next pages discusses the rests of the PSA process

STAGE 1: Social Preparation

PSA PROCESS:

STEP 3: Conduct the **SECOND BARANGAY ASSEMBLY: BARANGAY PRESENTATION of PSA RESULTS**

This Barangay Assembly is the time to present the PSA results to the community members and gather their views and feedback. This BA aims to attain the following objectives:



- Validate the results of the PSA activities with the entire community;
- Facilitate the assembly's approval to incorporate the BAP into the BDP and AIPs; and
- Facilitate election of CVs who will form the Project Preparation Team (PPT) and Barangay Representation Team (BRT)



As the CEF, you should take the lead in this activity and the CF from the MCT should help you. You should be able to meet the objectives by going through the following phases:

BEFORE THE BARANGAY ASSEMBLY

TASKS	EXPECTED OUTPUTS	STANDARDS	TOOLS and FORMS
Planning with barangay officials for BA details	Agreements on Municipal Orientation details: <ul style="list-style-type: none"> • Schedule • Venue • Participants • Agenda/ Program • Documents for distribution • Logistics • Final Barangay Resolution provisions 	You were able to involve the barangay officials and the MIAC to help in mobilizing, co-facilitating, and serving as resource persons during the 2nd BA. You were able to "groundwork" the MLGOO to take responsibility in mobilizing the barangay officials.	
Meeting with the CVs to prepare for the PSA Results presentation	Tasking on the presentation and the BA; PSA Results reviewed		

STAGE 1: Social Preparation

BEFORE THE BARANGAY ASSEMBLY

TASKS	EXPECTED OUTPUTS	STANDARDS	TOOLS and FORMS
Mobilization of community members	<ul style="list-style-type: none"> At least 80% of barangay households attended the BA Vulnerable groups attended the BA or were reached through other modalities Mobilized community contacts and barangay LGU in informing community members about the BA Attendance sheets 	Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CCAs) are adequately represented.	<ul style="list-style-type: none"> Barangay/ Community Assembly Attendance Sheet Barangay/ Community Assembly Household Participation
Complete logistical arrangements	<ul style="list-style-type: none"> Distributed invitations Posted public announcements Final venue Oriented and assisted guests and participants about their roles Printed hand-outs, if applicable Visual aids 		

DURING THE BARANGAY ASSEMBLY



- Discussed the PSA Results
- Addressed participants' concerns, issues, clarifications
- Noted additional inputs and/or feedback
- Agreed on priority projects of the barangay to be incorporated into the BAP
- Agreed on criteria to be lobbied for the CSW
- Agreed on PPT and BRT members
- Approved Barangay Resolution with the following details:
 - Adopting PSA Results
 - Incorporating the BAP into the BDP and AIP
 - Names of the members of the PPT and BRT
- Documentation

TOOLS and FORMS

- Community Volunteers' Profile Form
- Barangay Activity Minutes Form



- 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 are selected to form the Project Preparation Team (PPT).
- Gender balance is observed in the selection of CVs.
- Where IPs are present, IP CVs are selected to join the BRT and PPT.

STAGE 1: Social Preparation

IMPORTANT!

Some details on the BRT and PPT:

- The BRT represents the barangay in the Municipal Inter-Barangay Forum (MIBF).
- The PPT leads in the preparation of community proposal for the project to be submitted to the MIBF.
- BRT and PPT membership is voluntary. A nominee should be willing to be elected.
- Nominations for BRT and PPT membership should be done per sectoral group and not at the plenary, because the groups can identify the most effective person for the role. But, the plenary elects the final members.
- Emphasize that the selection of volunteers should give opportunity to barangay residents other than elected or appointed officials.
- In addition, the selection process should be done using a set criteria.
- Consider how vulnerable groups' and marginalized sectors' participation in the future are ensured.
- In case your area is with IPs, refer to the Guidance Notes on IPs.

Remember!

- As the CEF, you are a facilitator. Your role is to create an enabling environment for the community members and volunteers to understand their community's situation better and to identify and articulate ways to solve its problems. You should ensure that they express their thoughts and ideas.
- You should also ensure that both women and men and all sectors are equally represented and have relatively the same levels of understanding about their participation in the processes.



STAGE 1: Social Preparation

PSA PROCESS:

STEP 4: Conduct the MUNICIPAL CONSOLIDATION of PSA RESULTS



PSA results from your barangays and other areas' PSAs in the same municipality are put together and integrated into the Municipal PSA. Note that the ACT and the MIAC have already conducted the Municipal PSA. The barangay level PSA results and proposed solutions would complete the municipality's community-based profile and action plans.

Before the actual conduct of municipal consolidation of PSA results, the following tasks are carried out:

TASKS	EXPECTED OUTPUTS
<ul style="list-style-type: none"> Organize all PSA activity outputs; Incorporate inputs from the 2nd BA; and Submit these to the AC for consolidation. 	Enhanced barangay PSA results matrix
Set meetings with the MAC, MPDO, and MLGOO to consolidate the PSA results at the municipal level.	Complete attendance of the MCT, MPDO, MLGOO, municipal mayor in the meeting

DURING THE ACTUAL MUNICIPAL CONSOLIDATION



- Review enhanced barangay PSA results matrix
- Consolidate the barangay PSA results into a single municipal situationer, with an analysis and consolidated proposed solutions
- Set clear activities, targets, timelines, tasks to complete:
 - Revisions to the LPRAP; and
 - Support provision to barangays in preparing detailed Barangay Development Plans (BDPs)
- Meet with the barangay chairpersons and the BRT after the activity.



- Consolidated municipal PSA that features the following:
 - Consolidated municipal matrix of problems and needs and proposed solutions
 - Municipal map exhibiting:
 - [1] areas where specific problems cut across multiple barangays;
 - [2] areas where solutions proposed for support from different sources overlap and/or duplicate;
 - [3] areas where significant hazards are exist which may impact either choice, or design of projects;
 - and [4] areas where complementarities between solutions and projects need to be clarified and established to ensure better results



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.



- AC Activity Plan

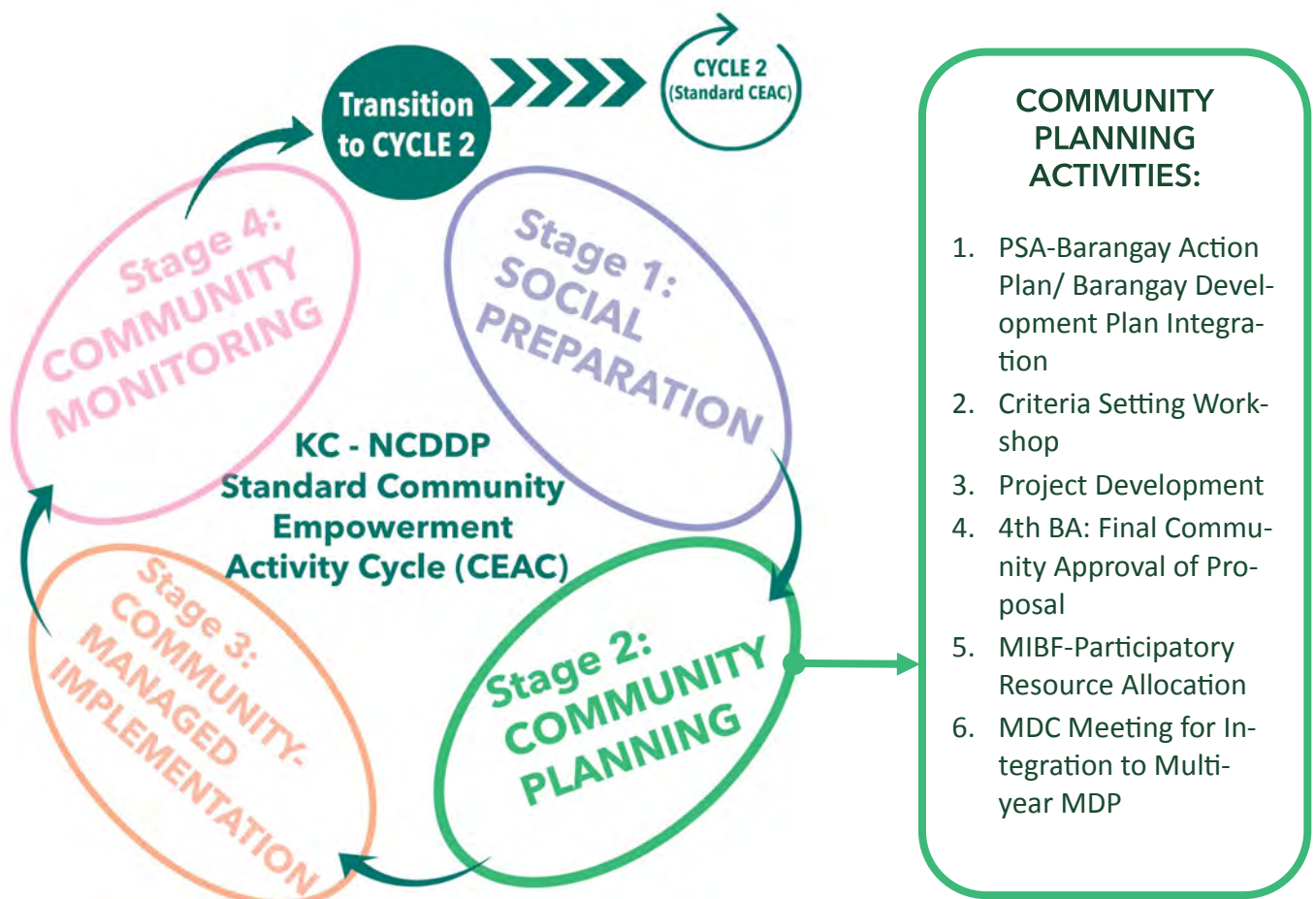


STAGE 2: Community Planning

STAGE 2: Community Planning



1. Orient community members on the governance processes where they will participate in; and
2. Integrate the PSA results and BAP into the BDP, Local Poverty Reduction Action Plan (LPRAP) and Municipal Development Plan (MDP), with budget allocation for implementation from existing local and program resources



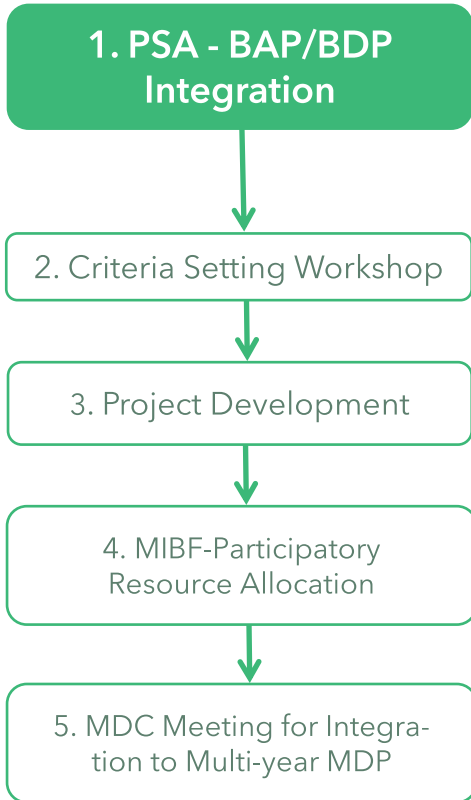
At the barangay level:

1. Community approved project concepts based on the integrated BAP/BDP;
2. CVs, the BRT, and PPT members with basic knowledge and skills in preparing project proposals;
3. Developed and approved project proposals based on the community-approved project concepts; and
4. Allocated budget for implementation of the integrated BAP/BDP.

At the municipal level:

1. Set criteria and selection process for priority development activities for NCDDP funding; and
2. Integrated selected community proposals into the MDP

STAGE 2: Community Planning



The integration of PSA results and community-articulated solutions into Barangay Action Plan (BAP) and Barangay Development Plan (BDP) is immediately taken on after the PSA wherein you need to take the necessary steps to have the PSA results and BAP integrated into the BDP.

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Follow up on the barangay resolution on integrating the PPT, CVs, BRTs, and other community and sectoral organizations into the Expanded BDC	<p>List of names of CVs, PPT, and BRT members, including community and sectoral organizations for integration into the Expanded BDC from the last BA</p> <p>Approved Barangay Resolution indicating BDC expansion</p>
Organize a preparatory meeting with the said groups	<p>Reviewed the PSA results and BAP</p> <p>Oriented the meeting participants on the BDC meeting process</p> <p>Agreed on roles during the Expanded BDC meeting</p>



The MLGOO takes the lead in the integration of BA-identified priorities.

The MLGOO may request support from NCDDP for the various integration activities

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 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.

STAGE 2: Community Planning

ACTUAL BDC MEETING



- BRT presented the PSA results and BAP to the Expanded BDC
- Concerns and clarifications from other BDC members were addressed
- Barangay resolution was passed indicating the following:
 - PSA results and BAP integrated into the BDP, which is developed into the Multi-Year BDP; and
 - The Multi-Year BDP is endorsed to the Municipal Development Council (MDC) for inclusion into the Municipal Development Plan (MDP)
- Minutes of the Expanded BDC Meeting
- Insights, lessons learned, activity report gathered from the reflection session with CVs, BRT, and PPT after the meeting.



- 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.
- 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 present, the IP tribal leader is also invited to participate.

IMPORTANT!

The Barangay Chairperson and the rest of the Council set the schedule for the Expanded BDC meeting and issue the notice and the agenda.

Taking the PSA and community-articulated solutions into account, the BDP could then be expanded to three years (now Multi-Year BDP). Additional funding sources, such as the NCDDP funds and the Bottom-up Budgeting (BUB), are made available to the barangay. NCDDP and BUB require community-based plans and community participation to be accessed.

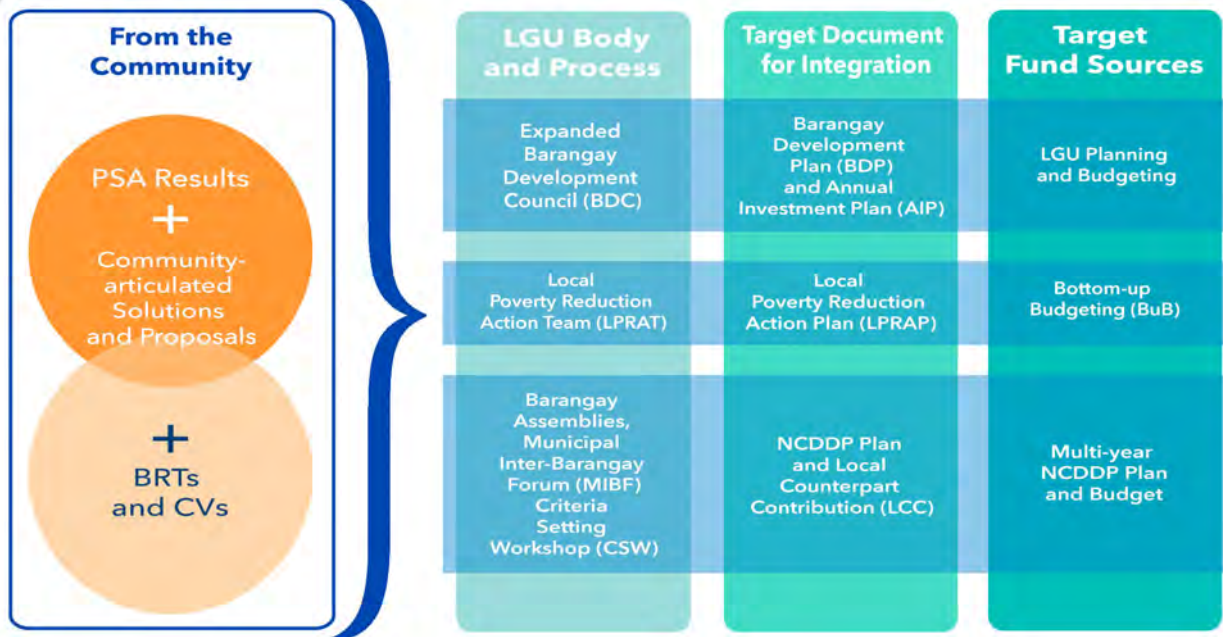
With these funding opportunities opened, the Expanded BDC must review its Annual Investment Plan (AIP).

Later on, the BDC can escalate their Multi-Year BDP to the Local Poverty Reduction Action Plan (LPRAP) and Municipal Development Plan (MDP) for integration.

The PPT, BRT, CVs, and other representatives are the participants in the actual Expanded BDC meeting. Your main role is to support them and you can intervene only if necessary. You already took the necessary steps to properly prepare them.

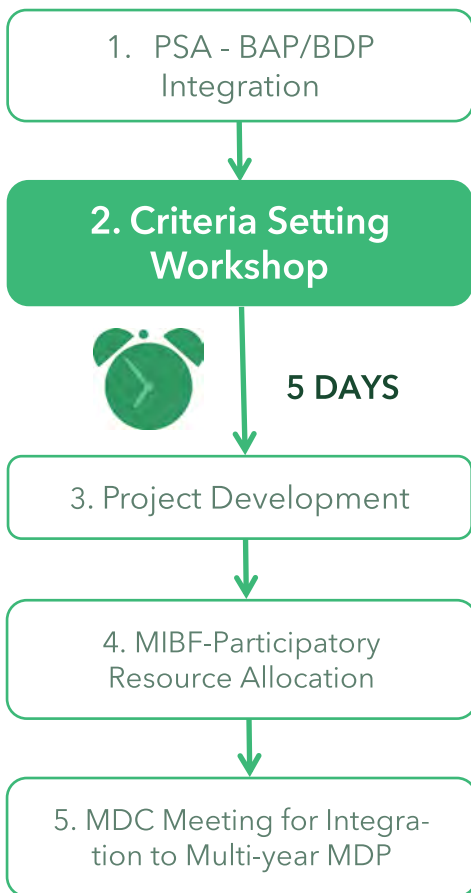
STAGE 2: Community Planning

IMPORTANT!



When the PSA results and proposed solutions are integrated into the BDP, funding opportunities are opened to the community and the barangay. The diagram illustrates community participation in local governance, where the PSA results and community-articulated solutions must be integrated into the BDP, AIP, LPRAP, and/or prioritized in the NCDDP Plan and LCC. Through these development channels, community members can access the local government budget and funds from BUB and NCDDP for community projects. This could be done through the BRT and the CVs' presence in, active engagement with, and participation in the Expanded BDC, LPRAT, and the MIBF.

STAGE 2: Community Planning



Criteria Setting Workshop (CSW) is considered as the first Municipal Inter-Barangay Forum (MIBF). In this meeting, elected BRTs from the barangays of your assigned municipality come together to set a criteria and selection procedure for the proposal to be funded from the NCDDP for that specific cycle.

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Organize a preparatory meeting with the BRTs	Reviewed the Multi-Year BDP
Coordinate with the MAC, MIAC, MLGOO, MPDC, Basic Sector Representative, the Mayor, and the SB	Mobilized the MIAC to assist in the preparations of: <ul style="list-style-type: none"> • Invitations • List of participants • CSW Workshop design • MIBF Meeting agenda Mobilized MLGU officials to attend the activity
Ensure that the BRTs participate in the MIBF	

DURING CRITERIA SETTING WORKSHOP



- Negative list of projects are discussed
- MIBF Resolution with defined set of criteria and selection process of priority community projects for NCDDP support
- An MIBF resolution on the use of the Technical Assistance Fund (TAF), if necessary.
- Minutes of the CSW



- 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.
- Recommendations to address and mitigate risks are tackled in the discussions.

STAGE 2: Community Planning

AFTER CRITERIA SETTING WORKSHOP

TASKS	EXPECTED OUTPUTS
Reflection session with CVs, BRT, and PPT	Insights, lessons learned, activity report
Meet with the ACT and MCT, and the MIAC to prepare for project proposal development activities	TAF RFRs are submitted to the S/RPMO Activity reports and other documents These documents should be submitted 7 days after the forum

IMPORTANT!

You have to ensure that the following are discussed during the CSW:

- Connectivity or linkages of similar or related projects (e.g., roads and schools, sea walls and mangrove reforestation, etc.);
- Avoiding duplication and contradiction with other NGA, LGU, another development partner;
- Address possible conflict with other disaster management policies and legal standards (e.g., hazard areas, protected areas, etc.); and
- Feasibility of innovative ideas and technical assistance requirements to support implementation of innovative projects

Remember!

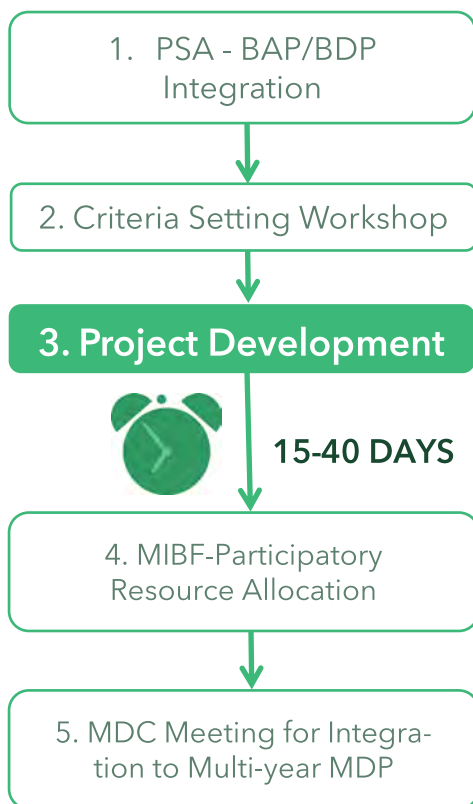
Not all of the community's priority solutions can get support from the NCDDP. With this, you have to explore other sources for support early on. Mainly, these are the BuB and the LPRAP.

However, by the time the prioritization and BDB are completed, the LPRAP, which is prepared a year in advance, would have already been approved, along with the funding allocated for community priorities. Although this is the case, a window to validate and change the priorities reflected in the LPRAP is opened during the first quarter of the year. It is important that you assist and ensure that BRT representatives are able to participate in this validation process and advocate for their preferred priority solutions to be integrated into the LPRAP where necessary. This way, the preferences of the communities are the ones that are eventually funded and implemented.

STAGE 2: Community Planning

[[PRINCIPLES of CRITERIA SETTING HERE]] - no reference provided

STAGE 2: Community Planning



Project Development is a process where appropriate solutions to priority problems are identified, selected, and designed. It is composed of the following five major activities that give a lot of premium on people's participation.

STEP 1: PROJECT DEVELOPMENT WORKSHOP

STEP 2: 3rd BARANGAY ASSEMBLY: COMMUNITY CONSULTATION on the Project Concept and CSW Results

STEP 3: PROJECT PROPOSAL FORMULATION

STEP 4: MIAC TECHNICAL REVIEW

STEP 5: 4th BARANGAY ASSEMBLY: FINAL COMMUNITY APPROVAL OF THE PROPOSALS

STAGE 2: Community Planning

PROJECT DEVELOPMENT PROCESS:

STEP 1: Project Development Workshop

This activity intends to facilitate the PPT members' capacity building on proposal development and to come up with drafted project concepts based on the PSA results and the BAP.

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Prepare and mobilize the PPT Ensure that vulnerable groups are represented	Oriented the PPT on the activity's objectives and expected outcomes
Create the Workshop Design	Workshop Design
Coordinate with MCT, MIAC, NGA Representatives	MCT, MIAC, NGA Representatives attended and provided technical assistance
Prepare workshop materials (e.g., visual aids, hand outs)	Visual aids, hand outs and other workshop resource materials are translated and simplified, accessible and understandable for participants

TOOLS and FORMS

- Activity Checklist

DURING THE PROJECT DEVELOPMENT WORKSHOP



- Conducted in-depth discussions with the PPT on Project Development
- PSA results and BAP were translated into project concepts

TOOLS and FORMS

- Attendance Sheets



- The following topics were discussed comprehensively:
- The Project Cycle (planning, implementation, monitoring, and evaluation)
- Making a project concept
- Approximate budgeting

STAGE 2: Community Planning

REFLECTION SESSION AFTER THE WORKSHOP



- PPTs' insights, lessons, feedback on the activity



- The Reflection Session was guided by the following questions:
 - *How did you feel about the activity?*
 - *What did you learn from the activity?*
 - *What will you be able to apply from what you've learned?*
 - *Commitments*

TOOLS and FORMS

- Activity Report Form

STAGE 2: Community Planning

PROJECT DEVELOPMENT PROCESS:

STEP 2: 3rd Barangay Assembly: Final Community Approval of the Proposals

Through this BA, the BRT will present results of the Criteria Setting Workshop and Project Development Workshop. The Assembly should approve priority project concepts from the Project Development Workshop that it intends to work on. These priority projects should be consolidated into a Barangay Multi-year Plan, with proposed budget allocation. Afterwards, the Assembly should decide which community project concepts they want to present to the MIBF. These concepts would be developed as project proposals in the succeeding activity.

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Planning with barangay officials for BA details	Agreements on BA details: <ul style="list-style-type: none"> • Schedule • Venue • Participants • Program • Documents for distribution • Logistics
Prepare the BRT for presentation of MIBF Meeting and CSW results	
Mobilization of community members	At least 80% of barangay households attended the BA
Mobilization of the following: <ul style="list-style-type: none"> • MAC • MIAC • Barangay Sector Representative • MLGOO • LPRAT 	MAC, MIAC, Barangay Sector Representative, MLGOO, and LPRAT were present in the BA
Complete logistical arrangements	<ul style="list-style-type: none"> • Distributed invitations • Posted public announcements • Final venue • Oriented and assisted guests and participants about their roles • Printed hand-outs, if applicable • Visual aids



Vulnerable groups attended the BA or were reached through other modalities.

TOOLS and FORMS

- Attendance Sheets

STAGE 2: Community Planning

DURING THE BARANGAY ASSEMBLY



- Updated community members on MIBF meeting, the CSW results, and the Project Development Workshop results
- Approved the Barangay Multi-year Plan, with an annual breakdown of activities and budget
- Identified and approved priority project concepts for proposal development
- LPRAT explained the available support for the community's priority solutions, including the mechanisms and timelines



- 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 SESSION AFTER THE BARANGAY ASSEMBLY



- BRTs' insights, lessons, feedback on the activity
- The Reflection Session was guided by the following questions:
 - *How did you feel about the activity?*
 - *What did you learn from the activity?*
 - *What will you be able to apply from what you've learned?*
 - *Commitments*



TOOLS and FORMS

- Activity Report Form

STAGE 2: Community Planning

PROJECT DEVELOPMENT PROCESS:

STEP 3: Project Proposal Formulation

The lead group for the Project Proposal Formulation is the PPT. However, you should still conduct monitoring visits to be readily available for providing technical assistance.

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Orient PPT members about project proposals (content, structure)	Orientation session Sample project proposals submitted for NCDDP and/or BUB support
Review approved project concepts	
Mobilization of community members for gathering data relevant to the project proposals to be formulated	List of materials and costing for target projects Procedures or steps to complete target projects
Access the Technical Assistance Fund (TAF)	Capacity building activities
Conduct studies and analyses	<ul style="list-style-type: none"> • Feasibility studies • Cost-benefit analysis • Risk analysis



TAF TA Providers are recruited following the TAF guidelines

TOOLS and FORMS

- Activity checklist
- Attendance Sheets

STAGE 2: Community Planning

DURING THE PROJECT PROPOSAL FORMULATION



- MCT, MIAC, and NGA representatives provided technical assistance
- Project proposals based on approved project concepts
- Guidelines on accessing resources from the BuB in coordination with LPRAT, to be discussed after the project proposal formulation



- 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.
- Gender balance in PPT composition is observed.
- If in an IP area, the PPT includes an IP volunteer.

TOOLS and FORMS

- Template Sub-project Proposal
- RFR documents
- ESMP template/tool
- Activity Report Form for the LPRAT engagement

STAGE 2: Community Planning

PROJECT DEVELOPMENT PROCESS:

STEP 4: MIAC Technical Review

The MIAC shall review the prepared proposals to ensure that they meet technical standards and requirements of the NCDDP and/or BUB. This review is also a form of technical support to the communities' outputs in the form of feedbacks on how to improve the proposals further. Note that the MIAC has no authority to decide on the proposals in any way.

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Orient the MIAC on the NCDDP's technical, financial, and safeguarding standards, including the MIBF's set criteria	Conducted a half-day orientation session MIAC and MDC have the same level of understanding on the review parameters and procedures
Orient the MIAC on NGA technical standards and safeguards	
Establish review process	

TOOLS and FORMS

- Activity checklist

DURING THE MIAC TECHNICAL REVIEW



- Reviewed project proposals of barangays in the municipality
- MIAC resolution endorsing the subproject proposals and RFR documents to the MIBF.



- The Mayor, or a designated representative, convenes the meeting.
- The AC facilitates the review and discussions.
 - The review to focus on ensuring
 - appropriate provisions for operation and maintenance, and sustainability;
 - completeness of documents;
 - correctness of information, and;
 - consistency of information across all attachments and supporting documents.

TOOLS and FORMS

- Template MIAC and Mayor's endorsement (already included in the existing RFR templates)
- Attendance Sheets
- RFR review checklist
- Activity Report Form

STAGE 2: Community Planning

PROJECT DEVELOPMENT PROCESS:

STEP 5: 4th Barangay Assembly: Final Community Approval of the Proposals



- review, finalize, and approve the community proposals;
- endorse final proposals to the MIBF for NCDDP support;
- review the Barangay Multi-year Plan and forward to the MDC and LPRAT for acceptance and integration into the MDP;
- agree on alternatives and action plans, in case the MIBF does not approve the community's priority projects; and

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Planning with barangay officials for BA details	Agreements on BA details: schedule, venue, participants, program, documents for distribution, logistics
Prepare the BRT for presentation of project proposals	
Mobilization of community members	At least 80% of barangay households attended the BA Vulnerable groups attended the BA or were reached through other modalities Attendance sheets
Mobilization of the MAC, MIAC, MLGOO, LPRAT	MAC, MIAC, MLGOO, and LPRAT were present in the BA MIAC members assisted as resource persons in discussing the project proposals
Ensure attendance of MLGU officials, PLGU representatives, Congressional Representative, Barangay Sector Representative, NGAs	The MLGU, PLGU, Congressional Representative, Barangay Sector Representative, and NGA representatives were present in the BA
Complete logistical arrangements	Distributed invitations Posted public announcements Final venue Oriented and assisted guests and participants about their roles Printed hand-outs, if applicable Visual aids

STAGE 2: Community Planning

MIAC technical review guideline (no reference available)

STAGE 2: Community Planning

DURING THE BARANGAY ASSEMBLY



- Barangay resolution stating the final and approved community proposals for application for NCDDP support
- Final and approved Barangay Multi-year Plan to be forwarded to the MDC and LPRAT for integration into the MDP
- Action plan for the project proposals, if the MIBF does not approve them for NCDDP support
- Details of the LCC



- Community validates the Project Proposal.
- Community local counterpart contribution is agreed.
- Community endorses the proposal to the MIBF for prioritization.
- Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CCAs) are adequately represented.

REFLECTION SESSION AFTER THE BARANGAY ASSEMBLY



- BRT and PPTs' insights, lessons, feedback on the activity
- Debriefed CVs and/or barangay members directly related to project proposals that were not prioritized

STAGE 2: Community Planning

DURING THE MIBF– PARTICIPATORY RESOURCE ALLOCATION



- MIBF resolution, listing the NCDDP-supported projects
- MIBF resolution, endorsing the non-NCDDP community projects to the MDP and AIP, the LPRAP, and other fund sources



- 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; (iv) consistency of information across all attachments and supporting documents.

TOOLS and FORMS

- Template MI-AC and Mayor's endorsement (already included in the existing RFR templates)
- RFR review checklist
- Attendance Sheets

REFLECTION SESSION AFTER THE BARANGAY ASSEMBLY



- Debriefed BRTs on the results of the second MIBF
- Identified next steps for project proposals that were selected for NCDDP support
- Identified next steps for project proposals that were not selected for NCDDP support

TOOLS and FORMS

- Activity Report Form

Remember!

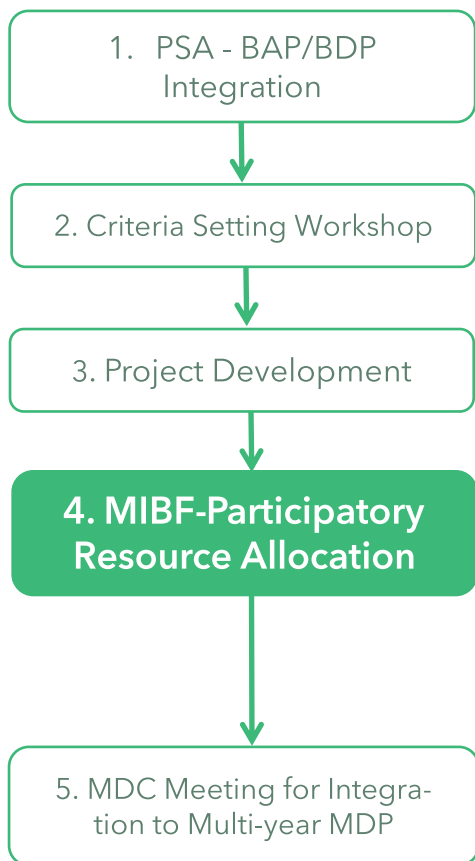
Not all project proposals that the community members and barangays prepared will be selected for NCDDP support. You should be sensitive to how the community members in your assigned areas would react about the results of this activity. Based on past experiences, community members could get emotional if their project proposals were not selected for NCDDP support.

You should initiate a brief session to level off on the community members' expectations about the results of the second MIBF.

Educate them further with gentle reminders on the fact that not all project proposals could be selected. Repeat to them that there are other funding opportunities they can tap, when needed. You should also review the selection criteria and process that the MIBF identified during the CSW.

Be encouraging by cheering them on and reminding them to do their best in showcasing their project proposals.

STAGE 2: Community Planning



Municipal Participatory Resource Allocation is the second Municipal Inter-Barangay Forum (MIBF). It is an important juncture in the CEAC that aims to:



- Determine which of the community project proposals are for NCDDP support based on the set criteria and selection procedure established during the first MIBF; and
- Determine support sources for non-NCDDP supported projects from other stakeholders

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Coordinate with MIAC, MAC, the Mayor, SB, Basic Sector Representative, MLGOO, LPRAT	MIBF Agenda Attendance to the MIBF
Prepare the BRTs for presentation of project proposals	Creative presentations of project proposals (e.g., use of visual aids, props, other methods of presentation) Printed copies of project proposals

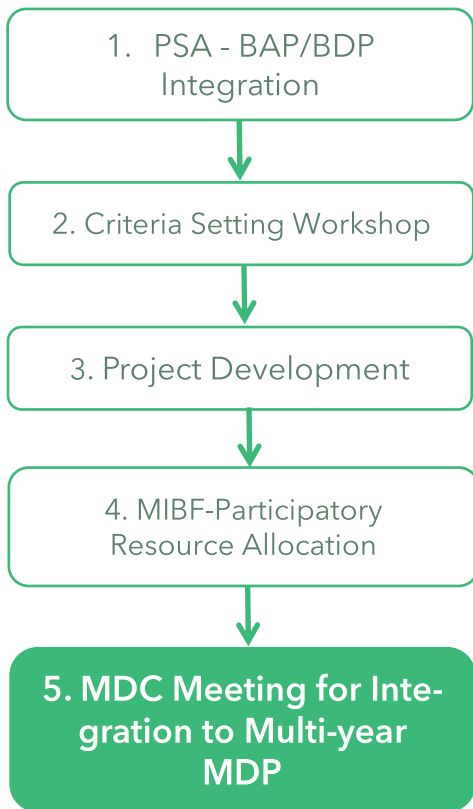


- Reviewed the BRTs on MIBF selection criteria and process
- BRTs are informed of possible results of the activity

TOOLS and FORMS

- Activity Checklist

STAGE 2: Community Planning



This **MDC Meeting** is organized to formalize the integration of the non-NCDDP, community-prioritized projects into the MDP and LPRAP. This process aims to ensure funding support for the community projects that were not selected for NCDDP support.

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Coordinate with the MPDO	MDC Meeting schedule, venue, and list of participants MDC Meeting agenda, program flow, and other materials needed
Ensure quorum of MDC	
Preparatory workshop with BRT	Revised non-NCDDP project proposals according to required formatting of the MDP and LPRAP



- 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.

TOOLS and FORMS

- Activity Checklist

DURING THE MDC MEETING



- BRT presented the non-NCDDP project proposals
- Integrated non-NCDDP supported projects into the Multi-Year Development Plan
- MDC Resolution, adopting the Multi-Year Development Plan and endorsing the Plan to the Municipal Mayor and SB

TOOLS and FORMS

- Template MIBF Resolution
- Attendance Sheets



- The ACT and the MLGOO conduct 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.

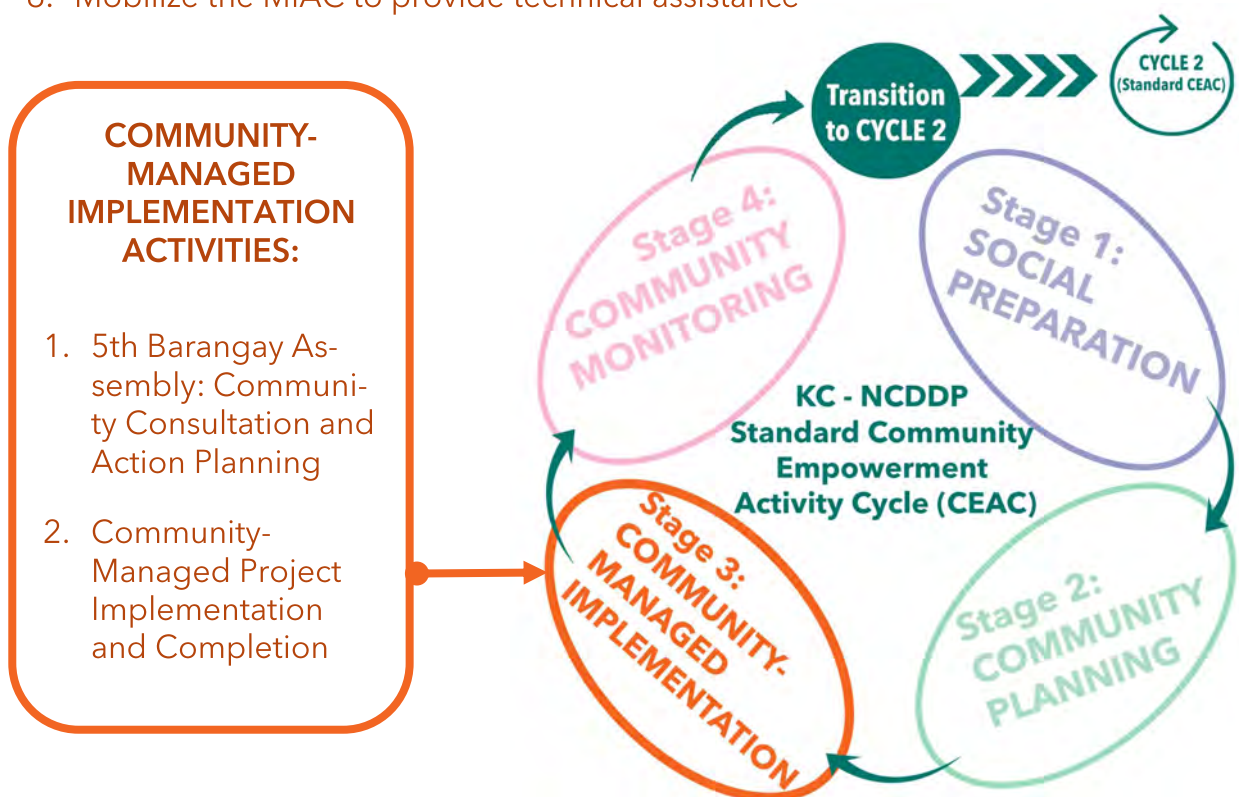


STAGE 3: Community-Managed Implementation

STAGE 3: Community-managed Implementation



1. Facilitate implementation of NCDDP-supported community projects;
2. Facilitate community mobilization and action on prioritized, but non-NCDDP supported projects;
3. Mobilize local NGOs, CBOs, the private sector, and other local associations to contribute in implementing the community projects;
4. Mobilize IPs and ICCs, women, communities in conflict, Pantawid Pamilya beneficiaries, and other vulnerable groups to participate in community project implementation and monitoring;
5. Facilitate formation of community organizations for community project implementation and management; and
6. Mobilize the MIAC to provide technical assistance



1. Completed NCDDP-supported projects;
2. Completed non-NCDDP-supported projects or are being implemented by community members;
3. Tapped resources from NGOs, CBOs, the private sector, and other local organizations for implementing community projects;
4. IPs and ICCs, women, communities in conflict, Pantawid Pamilya beneficiaries, and other vulnerable groups participated in community project implementation and management; and
5. Conducted training sessions with community volunteers;
6. Formed community-based organizations to operate, manage, and maintain community projects; and
7. MIAC members conducted regular monitoring activities, provided technical assistance, and assisted communities in the community's implementation of projects.

STAGE 3: Community-managed Implementation

1. 5th Barangay Assembly: Community Consultation and Action Planning



2. Community-managed Project Implementation and Completion

5th BA: Community Consultation and Action Planning is your venue to prepare the community for project implementation. Here, the fifth BA is organized to discuss the next steps for the NCDDP-funded projects and to explore implementation options for the non-NCDDP community proposals. At the end of the BA, decisions and agreements made should refer to the following:



- Formulated community action plans and monitoring systems for the NCDDP project implementation and for the non-NCDDP supported projects;
- Formed the Barangay Sub-Project Management Committee (BSPMC), along with the other committees (e.g., finance, procurement, etc.), and discussed their roles and functions; and
- Barangay Council approved opening the community account for downloading NCDDP funds and identified the signatories

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Planning with barangay officials for BA details	Agreements on BA details: schedule, venue, participants, program, documents for distribution, logistics
Prepare the BRT for presentation of MIBF decision on the project proposal	
Mobilization of community members	At least 80% of barangay households attended the BA Vulnerable groups attended the BA or were reached through other modalities Attendance sheets

STAGE 3: Community-managed Implementation

BEFORE THE ACTIVITY

TASKS	EXPECTED OUTPUTS
Mobilization of the MAC, MIAC, MLGOO, LPRAT	MAC, MIAC, MLGOO, and LPRAT were present in the BA MIAC members assisted as resource persons in discussing the project proposals
Complete logistical arrangements	Distributed invitations Posted public announcements Final venue Oriented and assisted guests and participants about their roles Printed hand-outs, if applicable Visual aids

DURING THE BARANGAY ASSEMBLY



- Community Action Plan for NCDDP-supported projects, including activities for capacity building and regular meetings, specific tasks and responsible persons/ groups, and timeline
- Community Action Plan for non-NCDDP-supported projects, including activities for capacity building and regular meetings, specific tasks and responsible persons/ groups, and timeline
- Formed the Barangay Sub-Project Management Committee (BSPMC) and determined roles and functions
- Names of approved community account signatories
- Barangay resolution stating the final and approved Community Action Plans, BSPMC members, with their roles and functions, and community account signatories
- CVs' insights, lessons, feedback on the activity



- Reactions to the presentation are solicited, questions are adequately answered, and recommendations discussed.
- 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.

STAGE 3: Community-managed Implementation



Community-managed Project Implementation and Completion is a milestone focused on realizing the project proposals approved for NCDDP support until completion. The Program is also aware of the need to sustain the completed projects so community members can benefit from them for a long time. That is why your work is focused on building the community's abilities to work together to manage the projects on their own.

To do this, you need to organize a Project Implementation Planning session with the CVs, existing CBOs' representatives, and volunteer groups who will be involved in the project implementation. Orient the participants on the projects' objectives, activities, and expected outputs. Based on the project proposal, construct an implementation plan that details the following:



- Preparatory and post-activity requirements (e.g., preparatory meetings, activity assessment sessions, coordination, documents, reports, guidelines that need to be observed)
- Capacity-building activities (e.g., trainings, seminars)
- Tasking
- Detailed timeframe

The **Project Implementation Plan** needs to be reviewed regularly. There might be necessary adjustments, depending on the flow of actual implementation. When the project is nearing completion, you need to organize a planning session with relevant groups in the community focused on maintaining and sustaining the projects, especially after the NCDDP support is completed.

Under the Program, there are **two main elements** considered as key strategies to complete the projects and sustain them. These are **community capacity building** and **formation of community organizations for operation and maintenance**.

STAGE 3: Community-managed Implementation

ELEMENTS OF COMMUNITY-MANAGED PROJECT IMPLEMENTATION AND COMPLETION:

Element 1: Capacity Building

For NCDDP-supported projects, the primary training sessions that you need to conduct immediately are on the following:

- Community Procurement;
- Community Finance;
- Project Development and Management (Planning, Implementation, Monitoring and Evaluation); and
- Organization Formation and Development

For CVs who are working on non-NCDDP-supported projects, training sessions and seminars will depend on their needs to complete and sustain the projects. However, an in-depth discussion on the Project Management is a very significant input to them. Ensure that community members engaged in their projects are able to get this training.

To accomplish these training sessions, you need to work with the rest of the ACT in tapping external technical facilitators, NGAs, and the MIAC to provide technical inputs and assistance. During the implementation, you and other ACT members and the MIAC should consistently provide coaching sessions and technical assistance to the community members. Conduct leadership training sessions, team building activities, and other organizational development processes to strengthen existing committees and organizations engaged in the implementation.

For non-NCDDP supported projects, you need to assist them in following up and advocating for these projects' implementation and access to fund sources from the LGU and/or BUB. Furthermore, if there are initiatives in these community-prioritized projects that could be implemented with minimal funding, your assistance would be needed in accessing donations from willing fund sources.

Encourage the community members to review and update their proposals from time-to-time. In addition, you need to conduct informal training sessions with community members on speaking with donors or potential partners. This way, you help them increase their confidence and initiative to seek funding support or to initiate partnerships for their projects. Orient them on finance management principles and processes, so that they are prepared, in case funding is already available.

As a whole, it is important that you conduct reflection sessions with the community, especially with implementers for both NCDDP funded and non-NCDDP funded projects. These sessions help them look at how they are taking part in their community development, how they feel about it, and how they can contribute and learn further.

STAGE 3: Community-managed Implementation

ELEMENTS OF COMMUNITY-MANAGED PROJECT IMPLEMENTATION AND COMPLETION:

Element 2: Formation of Community Organization for Operation and Maintenance

An indicator of community empowerment is being able to maintain and sustain development projects, which is why the Operation and Maintenance (O&M) organizations are formed under the NCDDP. The group's main task is to ensure that completed projects are implemented or used continuously, as long as they are relevant.

You and the rest of the ACT should take initiatives to familiarize with the different types of O&M organizations and how they are formed. Examples of O&M organizations include PTCAs for school buildings and day care centers; BAWASA for water systems; community enterprise groups for post-harvest facilities; users associations for other basic service facilities; peoples' organizations for environmental protection projects. Initiate discussions with the MLGU for accreditation for O&M groups such as these.

In forming the O&M organizations, you need to conduct house-to-house visits and small meetings to recruit members. You can also tap existing local organizations, if they are interested to engage in the projects' O&M. Explain that the value of their participation in the project implementation, monitoring and evaluation is towards sustaining these projects in their community. All the NCDDP-supported projects would undergo evaluation and testing once they are completed. These assessment processes, as discussed in the next section, will look at project utilization and sustainability performance. You have to make this clear with the O&M organizations so they understand their primary role in the community.

Once the O&M groups are established, your next step is to facilitate their structure formation and agreeing on internal policies and procedures. This way, their O&M roles and functions are clear. Other groups would also know who to get in contact with when concerns or positive updates surface.

You also need to facilitate their planning session for operation and maintenance activities. The O&M plan is implemented immediately, once an NCDDP-supported project is completed. Set-up sharing sessions between organizations, a good venue for establishing support mechanisms, discuss experiences, lessons, challenges, and problem-solving strategies with each other.

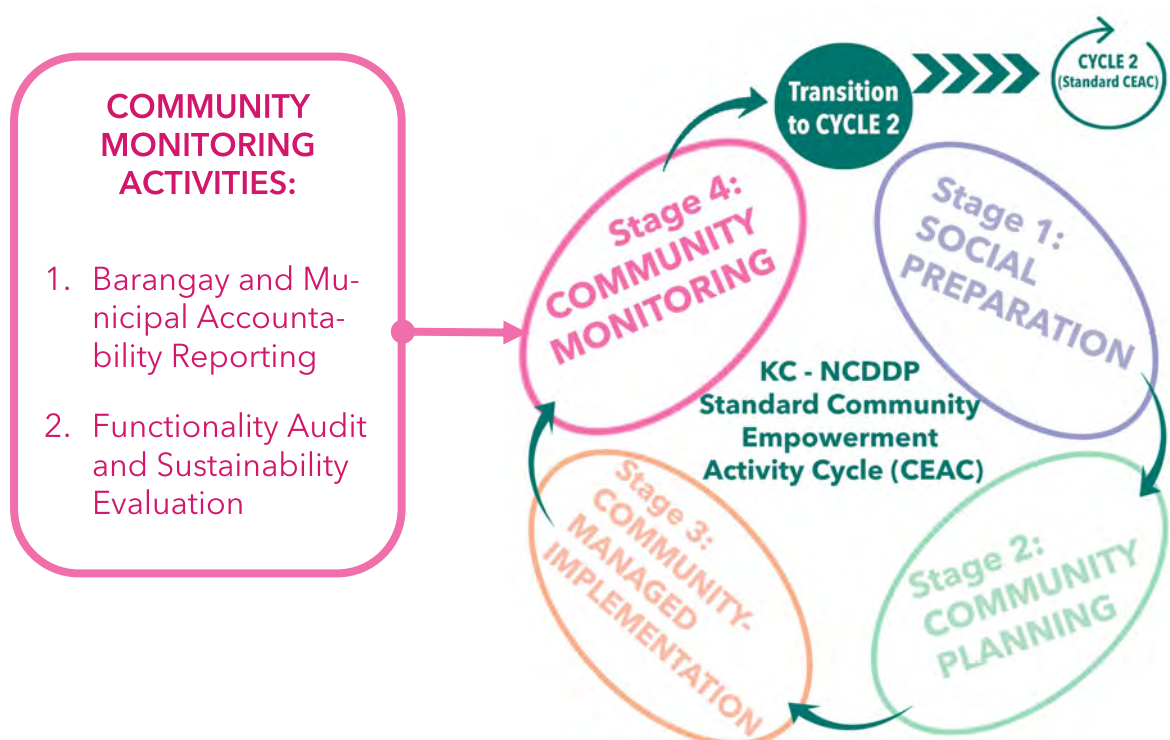


STAGE 4: Community Monitoring

STAGE 4: Community Monitoring



1. Facilitate community assessment of project implementation activities;
2. Facilitate review and assessment of commitments made and delivered by stakeholders; and
3. Facilitate identification of lessons from the current cycle and recommendations for the succeeding cycle



1. Community-based Monitoring and Evaluation (CBME) Report;
2. Community Assessment Report;
3. Lessons learned from the current cycle; and
4. Recommendations for the succeeding cycle

STAGE 4: Community Monitoring

Community Monitoring and Evaluation does not exactly begin after Stage 3. You are expected to take on the significant parts of community-based monitoring during Stage 3, once community projects begin implementation. However, a more in-depth discussion on the NCDDP framework for monitoring and evaluation, the Community-based Monitoring and Evaluation, is given ample focus in this section.

Monitoring is one of main components of project management where reviews on projects or programs are done at regular intervals while still in implementation. This is to make sure that the set activities and targets are being met according to plan. Monitoring involves gathering and verification of data that are relevant to the project.

Evaluation is done at the end of the project to see if its objectives and goals were met or not and what effects it had on the target beneficiaries. Evaluations also aim to see which factors facilitated or hindered project implementation.

For the NCDDP, monitoring and evaluation are done with the community as the primary actors, hence, unlike most institutions or organizations, projects are monitored and evaluated by external resource persons to “maintain objectivity”. Although this is also an effective approach, NCDDP believes that being able to directly measure, record, consolidate, and analyze information; and knowing how, why, and when to do this facilitates community members to make informed and collective decisions about projects they developed and implemented. They undergo the process of learning and developing by experience in project management. There are four steps that you should undergo in applying CBME:

Step 1: Form the Community Monitoring Team (CMT)

Step 2: Create Monitoring Plan

Step 3: Implement the Monitoring Plan

Step 4: Discuss Monitoring Results with the Rest of the Community

STAGE 4: Community Monitoring

COMMUNITY-BASED MONITORING AND EVALUATION PROCESS

Step 1: Form the Community Monitoring Team (CMT).

The CMT should come from the groups of CVs you have been working with, as they went through the various processes in developing their community projects. Conduct a learning session on CBME to orient them on its principles, objectives, and processes.

Step 2: Create Monitoring Plan

You need to facilitate this process, with the CMT as the workshop participants. Based on the project proposals and Project Implementation Plans, let the CMT identify the indicators of success or what makes them say that an activity and/or an objective is already achieved. Indicators should be measured based both on quantity and quality. Below is a sample monitoring plan looks (in this case, a quarterly monitoring interval was used):

Goals / Objectives / Activities	Expected Outputs for the Year	Indicators of Success	Status				Remarks
			Q1	Q2	Q3	Q4	
Goal 1: No cases of maternal deaths in Brgy. San Pedro							
Objective 1: Increase number of pregnant women availing pre-natal care		% increase of pregnant women getting pre-natal care					
Activity 1: House-to-house visits	180 households with pregnant women visited	45 households visited per quarter Importance of pre-natal care was discussed with the pregnant women					
Activity 2: Mobile clinics for pre-natal check-ups	120 pregnant women had a pre-natal check-up in the mobile clinic	1 Mobile clinic session per quarter 4 sitios hosted a mobile clinic session 120 pregnant women had at least 1 pre-natal check-up from the mobile clinic					

STAGE 4: Community Monitoring

COMMUNITY-BASED MONITORING AND EVALUATION PROCESS

Step 3: Implement the Monitoring Plan

The CMT should set a regular period for monitoring sessions based on their plan. With the example shown on the previous page, a quarterly monitoring session should be conducted. In between these periods, the CMT need to visit the project sites and personally see how the implementation is going. You should note that monitoring should still be implemented under an environment of trust.



Step 4: Discuss Monitoring Results with the Rest of the Community



The CMT should share results of monitoring efforts with community members. For one, it keeps them up to date about the projects that they helped decide on during the Barangay Assemblies. Second, it could raise their interest in participating in future projects. CMT members can share monitoring results through both formal and informal methods.

STAGE 4: Community Monitoring

1. Barangay and Municipal Accountability Reporting



2. Functionality Audit and Sustainability Evaluation Test

Barangay and Municipal Accountability Reporting (AR) fulfills the Stage 4's objectives, which are to:



- Facilitate review and assessment of commitments made and delivered by stakeholders; and
- Facilitate identification of lessons from the current cycle and recommendations for the succeeding cycle

BEFORE THE BARANGAY AR SESSION

TASKS	EXPECTED OUTPUTS
Planning with barangay officials for BA details	Agreements on BA details: schedule, venue, participants, program, documents for distribution, logistics
Prepare the CMT, BRT and BSPMC	Program flow Activity and facilitation design Consolidated monitoring activity results Presentation of community projects' historical overview Presentation of current status of NCDDP-supported and non-NCDDP-supported projects
Mobilization of community members	At least 80% of barangay households attended the BA Vulnerable groups attended the BA or were reached through other modalities Attendance sheets
Complete logistical arrangements	Distributed invitations Posted public announcements Final venue Oriented and assisted guests and participants about their roles Printed hand-outs, if applicable Visual aids



- You prepared key questions to focus discussions on critical elements of the review.
- 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.

STAGE 4: Community Monitoring

DURING THE BARANGAY AR SESSION



- Surfaced problems, issues, and gaps in the project implementation
- Recommendations to address the gaps and issues
- Lessons learned
- Recommendations for improvement of activities and processes in the next cycle
- Barangay resolution stating the following:
 - BLGU's commitments to support and maintain completed projects, including funding;
 - To complete project gaps;
 - Continue support for the upcoming NCCDDP cycle; and
 - To endorse the Barangay AR to the Municipal AR
- Barangay AR Report
- Conducted orientation of BRT and BSPMC about Municipal AR



- Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, and Conflict-Affected Areas (CCAs) are adequately represented.
- Reactions to the presentation are solicited, questions are adequately answered, and recommendations discussed.

Once all Barangay AR sessions are completed, preparations for the Municipal AR should follow.

STAGE 4: Community Monitoring

BEFORE THE MUNICIPAL AR SESSION



- Consolidated Barangay AR discussed
- Dry-run for Municipal AR
- Facilitation design
- Tasking
- MLGU officials attended the Municipal AR

DURING THE MUNICIPAL AR SESSION



- The discussions should reach the following:
 - Surfaced problems, issues, and gaps in the project implementation
 - Recommendations to address the gaps and issues
 - Lessons learned
 - Approved recommendations for improvement of activities and processes in the next cycle
 - Formed the Municipal Inspectorate Team (MIT) that will conduct the Functionality Audit (FA) and the Sustainability Evaluation Test (SET)

STAGE 4: Community Monitoring

1. Barangay and Municipal Accountability Reporting



2. Functionality Audit and Sustainability Evaluation Test

Functionality Audit (FA) and Sustainability Evaluation Test (SET) compose the second part of fulfilling Stage 4's objectives 2 and 3.

The Municipal Inspectorate Team (MIT) conducts this process to determine if standards were met in implementing the NCDDP-supported projects. The MIT is composed of the MPDC and Municipal Engineer, AC, MIAC representative, the Mayor's representative, and an SB representative.

The FA is used to assess if projects, especially infrastructural projects, are used by the community as intended and how these projects benefitted the community. The SET complements the FA, as it assesses the community's initiatives to sustain the completed NCDDP-supported projects. It looks into organizational effectiveness and financial management of community-based organizations directly involved with the projects in the implementation, operations, and management. The FA and SET are administered for three days per barangay. It begins six months after the projects are completed and is repeated every six months afterwards.



- Activities and schedules for administering FA and SET
- Budget allocation and resources for the MIT activities
- Data gathered should cover:
 - Date or project completion
 - Actual NCDDP grant and local counterpart contribution
 - Barangay resolutions related to the projects
 - CBOs and O&M organizations' plans, policies, financial records, and other relevant documents
- Consolidated findings
- Submitted report to MPDC
- Action plan to resolve issues
- Mitigation measures included in the MOA for succeeding cycle to prevent functionality and sustainability issues

The CEAC Process

The Community Empowerment Facilitator's job is **to increase the people's role and participation** in community development and therefore **decrease their need for him or her in the process.**

The CEAC is an intense process all throughout. However, having followed the process and applying the principles of participatory development, you will see that a lot of the responsibilities that you took on before will be eventually be done by community members. It is not because they take pity on you, but it is because they have been equipped to do those responsibilities for themselves. They have become confident and motivated to take on their own community development. At some point, you will observe that the activities just happen, even if you are not there to initiate. Sometimes, you might feel left out because it seems that you are no longer needed. In truth, that is the best indicator that you have done your job and that you did it well. This is what Community-Driven Development and CEAC is all about.

