

Disaster Response Operations Procedures

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FINAL DRAFT

Republic of the Philippines: KALAHI CIDSS - National Community-Driven Development Program

Department of Social Welfare and Development, Philippines

Table of Contents

PART I: THE DISASTER RESPONSE OPERATIONS PROCEDURE (DROP)	7
1. Introduction	8
2. Guiding Principles and Objectives	9
3. Comparison of the DROP and CEAC	10
4. Requirements and Procedures for Triggering the DROP	11
5. Eligible Subprojects	12
6. Institutional Arrangements	12
PART II: FACILITATORS' GUIDE	13
1. Initiating the DROP	16
1.1 Joint MDRRMC-MIBF Meeting	16
2. Social Preparation Stage	21
2.1 Conduct of Rapid Assessment	21
2.2 Community Consultation	23
2.3 MIBF	30
3. Activity Proposal Development Stage	38
3.1 Activity Proposal and RFR Documents Preparation	38
3.2 Community Consultation	41
3.3 MIAC Meeting for Subproject Final Technical Review and Approval of Fund Release	44
4. Community-Managed Implementation Stage	47
4.1 BSPMC Orientation and Planning Meeting	47
4.2 Mobilization of Various Committees for Actual Implementation	49
4.3 Completion and Turnover of Subprojects	49
5. Community Monitoring	50
5.1 Accountability Reporting	50
5.2 Conduct of Sustainability Evaluation	56
6. Transition from DROP to Regular CEAC	60
7. Simplified Monitoring and Evaluation	61
PART III: ANNEXES	
1. Enabling Program Policies on DROP Utilization	
A. Financial Guidance on Damaged, Suspended and Terminated Subprojects	
B. Additional Guidelines on Environmental and Social Safeguards System	
C. Procurement	
C1. Emergency Procurement	
C2. Procurement Activities	
D. Community-Managed Implementation of Subprojects	

- E. Formation of Community Organizations for O&M
 - F. Simplified Monitoring and Evaluation and GRS
 - G. DSWD Memo Circulars on coordination with various agencies and organizations
2. Community-Based Tools
 - A. Rapid Assessment Tool
 - B. Consolidated Rapid Assessment Results Template
 - C. KC-NCDDP List of Eligible Projects under DROP
 3. Tools for CEF, ACT, MIAC Use
 - A. Activity Proposal Review Checklist for DROP
 - B. Sample Computation for Ranking and Clustering Barangays
 - C. Simplified RFR Requirements for KC-NCDDP DROP Implementation
 - D. Procedures for the Conduct of Sustainability Evaluation
 4. Formats for Community, Barangay LGU and Municipal LGU
 - A. Simplified ESMP
 - B. Activity Proposal Format
 - C. Revised MIBF Resolution

Boxes and Figures

Box 1 - Task Instruction on Ranking/Clustering of Barangays	32
Box 2 - Task Instruction for Grant Allocation	34
Box 3 - Guide in Selection of Subprojects for NCDDP Funding	36
Box 4 - Tips on How to Do Final Review of Activity Proposal	37
Figure 1 – Procedures for Triggering the DROP	11
Figure 2 – Disaster Response Operations Procedures	15

Acronyms and Terms

AC	-	Area Coordinator
ACT	-	Area Coordinating Team
AD	-	Ancestral Domain
ADB	-	Asian Development Bank
AOQ	-	Abstract of Quotation
AR	-	Accountability Reporting
BA	-	Barangay Assembly
BAC	-	Bids and Awards Committee
BAWASA	-	Barangay Waterworks and Sanitation Association
BDC	-	Barangay Development Council
BFP	-	Bureau of Fire Protection
BRT	-	Barangay Representation Team
BSPMC	-	Barangay Sub-Project Management Committee
BUB	-	Bottom-Up Budgeting
CAA	-	Conflict-Affected Area
CBO	-	Community-Based Organization
CBPM	-	Community-Based Procurement Manual
CDD	-	Community-Driven Development
CEAC	-	Community Empowerment Activity Cycle
CEF	-	Community Empowerment Facilitator
CIDSS	-	Comprehensive and Integrated Delivery of Social Services
CSO	-	Civil Society Organization
CV	-	Community Volunteer
DANA	-	Damage Assessment and Needs Analysis
DFAT	-	Department of Foreign Affairs and Trade, Government of Australia
DILG	-	Department of the Interior and Local Government
DROP	-	Disaster Response Operations Procedures
DSWD	-	Department of Social Welfare and Development
ECPP	-	Emergency Community Procurement Plan
ESMF	-	Environmental and Social Management Framework
ESMP	-	Environmental and Social Management Plan
FA	-	Functionality Audit
GAD	-	Gender and Development
GIDA	-	Geographically-Isolated and Depressed Areas
GRS	-	Grievance Redress System
ICC	-	Indigenous Cultural Communities
IDP	-	Internally Displaced Persons
IO	-	International Organizations
IP	-	Indigenous Peoples

Acronyms and Terms

IPMR	-	Indigenous Peoples Mandatory Representative
IRA	-	Internal Revenue Allotment
KALAHI	-	Kapit Bisig Laban sa Kahirapan
KC	-	Kalahi – CIDSS
KC-NCDDP	-	KALAHI CIDSS – National Community-Driven Development Program
LARRF	-	Land Acquisition, Resettlement, and Rehabilitation Framework
LCC	-	Local Counterpart Contribution
LDF	-	Local Development Fund
LDRRMC	-	Local Disaster Risk Reduction and Management Council
LDRRMF	-	Local Disaster Risk Reduction and Management Fund
LGU	-	Local Government Unit
LPRAT	-	Local Poverty Reduction Action Team
M&E	-	Monitoring & Evaluation
MAO	-	Municipal Agriculture Officer
MCT	-	Municipal Coordinating Team
MDRRMO	-	Municipal Disaster Risk Reduction and Management Office, also Officer
MEO	-	Municipal Engineering Office
MFA	-	Municipal Financial Analyst
MIAC	-	Municipal Inter-Agency Committee
MLGOO	-	Municipal Local Government Operations Officer
MOA	-	Memorandum of Agreement
MPDC	-	Municipal Planning and Development Coordinator
MPDO	-	Municipal Planning and Development Office
MSWDO	-	Municipal Social Welfare and Development Office, also Officer
NCDDP	-	National Community-Driven Development Program
NCIP	-	National Commission on Indigenous Peoples
NDRRMC	-	National Disaster Risk Reduction and Management Council
NGA	-	National Government Agency
NGO	-	Non-Government Organization
NHTS-PR	-	National Household Targeting System for Poverty Reduction
NPMO	-	National Program Management Office
O&M	-	Operation and Maintenance
PAMANA	-	Payapa at Masaganang Pamayanan
PDNA	-	Post-disaster Damage Assessment and Needs Analysis
PDW	-	Project Development Workshop
PINCO	-	Problems, Issues, Needs, Concerns and Observations
PIT	-	Project Implementation Team
PNP	-	Philippine National Police
PO	-	Peoples Organization

Acronyms and Terms

PO	-	Purchase Order
POW	-	Program of Works
PPT	-	Project Preparation Team
PSA	-	Participatory Situational Analysis
PT	-	Procurement Team
PTC-A	-	Parents-Teachers-Community Association
RD	-	Regional Director
RFQ	-	Request for Quotation
RFR	-	Request for Fund Release
RPM	-	Regional Program Manager
RPMO	-	Regional Program Management Office
SB	-	Sangguniang Bayan or the Municipal Council
SET	-	Sustainability Evaluation Tool
SRPMO	-	Sub-Regional Program Management Office
SVP	-	Small Value Procurement
TA	-	Technical Assistance
TAF	-	Technical Assistance Fund
TF	-	Technical Facilitator
WB	-	World Bank

**PART I:
THE DISASTER RESPONSE OPERATIONS PROCEDURES
(DROP)**

1. Introduction

1.1 What is this Manual about?

This manual outlines the Disaster Response Operation Procedures (DROP) to be followed by the Area Coordinating Team (ACT) in implementing the Department of Social Welfare and Development (DSWD) KALAHI CIDSS - National Community-Driven Development Program (KC-NCDDP) in areas struck by disasters. The manual is presented in three parts: The first part on the specific measures of DROP implementation; the second part on how to facilitate each activity of the DROP; and, third part the Annex which provides further details to the relevant sections.

1.2 When should this manual be used?

Use of this manual and the procedures outlined herein shall be applicable to all municipalities implementing KC-NCDDP affected by disaster. The use of the DROP shall be triggered by a “*declaration of state of calamity*” covering a barangay, several barangays, or the entire municipality, and LGU decision to use DROP through a Sangunian Bayan (SB) Resolution, subject to SRPMO validation and RPMO approval. Refer to Section 4 for details.

The Disaster Response Operations Procedures shall engage the KC-NCDDP Municipalities and communities in responding to the effects of disasters. Recognizing the disruptions caused by disasters in the lives and livelihoods of communities, the DROP allows KC-NCDDP covered areas to shift its operations from regular developmental activities into a disaster response modality to immediately address issues related to early recovery.

Recovery is the process to fully restore the community to pre-disaster level of functioning or better than that, and usually refers to the rehabilitation of livelihoods, restoration of social and economic activities and reconstruction of shelter and infrastructure.

Early Recovery is a multidimensional process of recovery that begins in humanitarian setting. It is guided by development principles that seek to build on humanitarian programmes and catalyze sustainable development opportunities. It aims to generate self-sustaining, nationally-owned, resilient processes for post-crisis recovery. It encompasses the restoration of basic services, livelihoods, shelter, governance, security and rule of law, environment and social dimensions, including reintegration of displaced populations. (R.A. 10121, Rule 2 – Definition of Terms)

1.3 Who are the intended users of this manual?

This manual is intended primarily for the members of the Area Coordinating Teams (ACT). However, all staff involved in all aspect of disaster operation should be familiar with this manual and use it as reference.

1.4 How should this manual be used?

This manual shall be used as a supplemental reference to the CEAC sub-manual as well as other relevant manuals and guidelines of the Program and DSWD issuances. It is divided into three parts: Part I describes the key features of the DROP, Part II contains the facilitators' guide, and Part III contain the Annexes.

Disaster Response refers to the provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic sustenance needs of the people affected. Disaster response is predominantly focused on immediate, short-term needs and is sometimes called "disaster relief. (R.A. No. 10121, Rule 2 – Definition of Terms)

Familiarize yourselves with the key principles of the manual in Part I before proceeding to the detailed procedures outlined in Part II. This will help you interpret and apply the procedures based on the peculiarity of your municipality. Should you have further questions about this manual, consult your SRPMO and RPMO for further guidance.

Enhancements to the procedures must be documented by the ACT and submitted to the S/RPMO.

2. Guiding Principles and Objectives

The Disaster Response Operations Procedures remains anchored on the Basic Guiding Principles and Objectives of the Community Empowerment Activity Cycle (CEAC). Given its disaster response nature, key elements have been included to make the procedures simple and fast.

Guiding Principles:

- Participation:** All stakeholders are engaged in an all-encompassing process with communities' and public's interest given paramount consideration.
- Transparency:** Openness and clarity in the whole process and outcome.
- Accountability:** All stakeholders engaged in the process are held accountable for decisions and actions taken.
- Simplicity:** Activity implementation in the simplest possible manner without compromising quality of results.
- Speed:** Activities are implemented in the shortest possible time to speed up community recovery.

Objective:

Provides guidance to ACTs in implementing Disaster Response Operations Procedures (DROP) to allow timely and effective delivery of disaster response.

3. Comparison of the DROP and CEAC

The DROP is essentially based on the CEAC with key changes that allows for timely and effective disaster response. The Table below presents these changes.

#	Regular CEAC	Disaster Response Operations Procedure
1	6 to 8 months from Municipal Orientation to Project Approval	Shorter social preparation activities. Refer to Part II, Section 2 for details.
2	Mandatory local cash contribution	Mandatory cash LCC waived
3	Flexible criteria setting with inputs from communities and municipal level competition.	Fixed criteria for targeting disaster-affected barangays: (i) population of the barangay (using the results of the latest census – 20% (ii) poverty incidence (to be generated from the DSWD National Household Targeting System for Poverty Reduction (NHTS-PR) – 30%, and; (iii) extent of damage as measured by the % of damaged HHs (or other available data that allows comparison across all barangays) – 50%. Barangays will be categorized/clustered into 3 groups: (i) severely damaged/affected, (ii) moderately damaged, and (iii) least affected. Grants are allocated based on severity of damage.
4	Municipal allocation based on income class, poverty incidence and population.	Municipal allocation for regular implementation is doubled.
5	Sub-project funds downloaded in three tranches (50%-40%-10%)	Sub-project funds downloaded in two tranches , where the first tranche will range from 70-90% of the total sub-project cost upon approval of the subproject proposal while the second tranche will range from 10% to 30% of subproject costs upon subproject completion and assessment by the ACT.
6	Procurement Threshold: <ul style="list-style-type: none"> - Community Bidding - Community Shopping - Direct Contracting 	Shorter timeline for bid invitations and sole source procedures for partners already active in disaster-affected area. Prior review timeline waived. Details of the emergency procurement method are provided in Annex 1.C1.
7	Safeguards instruments developed for sub-project screening focus on voluntary land donation and managing environmental risk	Simplified safeguards instruments and procedures. Refer to Annex 4A for the Simplified ESMP and Annex 1B for Additional Guidelines on Environmental and Social Safeguards.
8	Use of standard Monitoring & Evaluation (M&E) forms and MIS database by Municipal Encoders	Simplified Monitoring and Evaluation forms. Refer to Annex 1F for details.

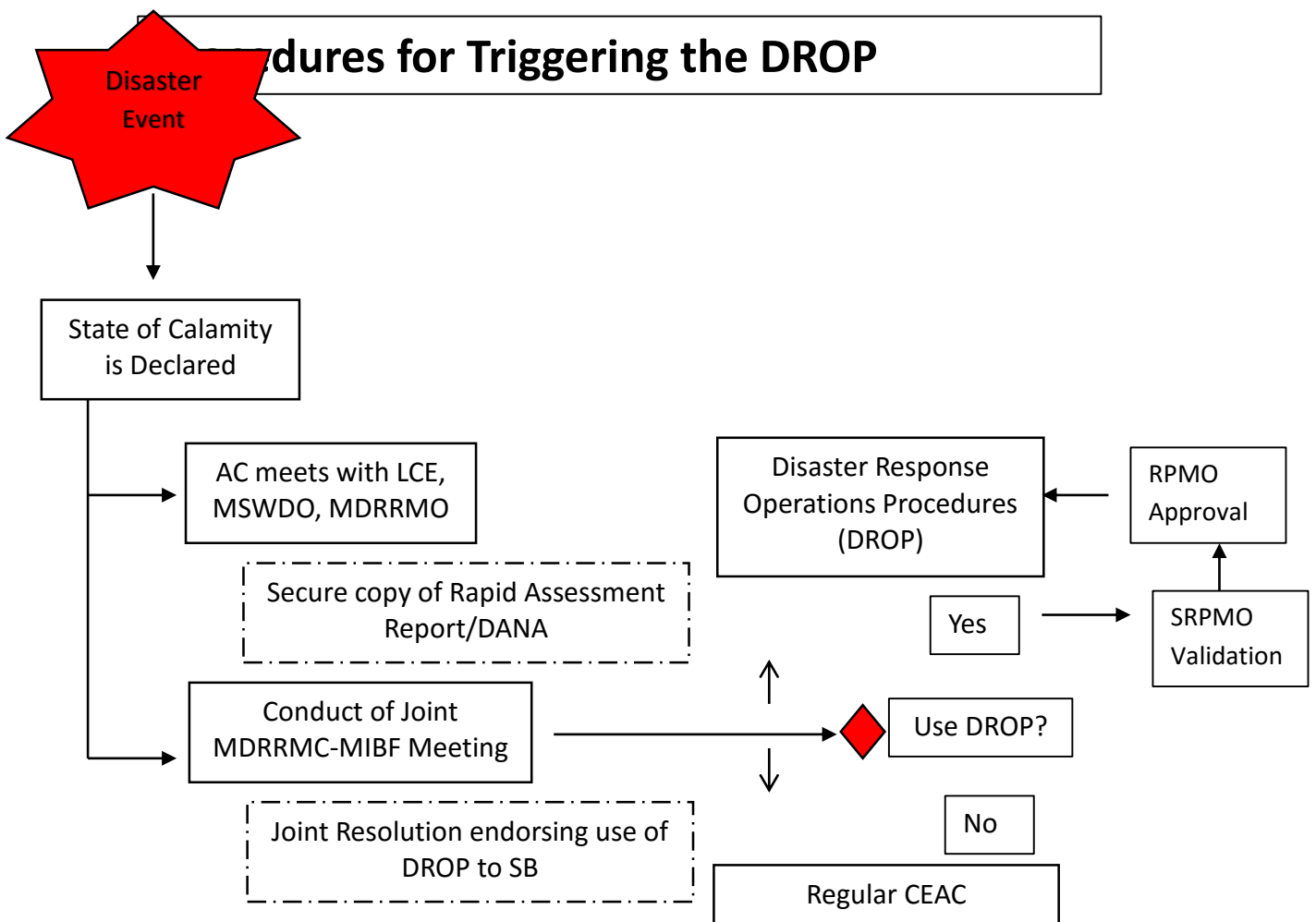
Both processes shall comply with Program accountability mechanisms on documentation, accounting and recording, internal controls, reporting, and auditing

4. Requirements and Procedures for Triggering the DROP

The use of the Disaster Response Operations Procedures shall be triggered by a Declaration of a State of Calamity¹ supported by a SB Resolution to use DROP, subject to SRPMO validation and RPMO approval. Refer to Part II Section 1 for detailed procedures.

The process flow for triggering the DROP is shown in figure 1.

Figure 1. Procedures for Triggering the DROP



¹ A Declaration of a State of Calamity may be made at any levels affected by a disaster in accordance with the IRR of RA 10121.

5. Eligible Subprojects

Annex 2C provides a revised **list of eligible projects under KC-NCDDP DROP**. The list focuses on interventions that will address emergency needs, facilitate immediate restoration of lifeline services², and may be **temporary in nature**. Please note that the list does not exclude other projects for early recovery that may be selected and prioritized by communities.

6. Institutional Arrangements

- a. **ACT training on DROP:** Prior to use of DROP, the Regional Project Management Office (RPMO) orients the ACT and MCT on the procedures to be undertaken in case disaster affects KC-NCDDP areas. The module on DROP includes an orientation of the following: (i) key features of RA 10121 and the KC-NCDDP DROP, including requirements (ii) importance of pre-disaster data gathering and use of data during disaster operations (including baseline data requirements for disaster operations, geo-tagging of DSWD investments, and mapping of risk areas), (iii) conduct of rapid damage assessment, and (iv) DSWD role in relief operations and disaster response.
- b. **Increasing implementation support**, which may involve (i) mobilization of additional staff to provide facilitation and technical support (staff augmentation); (ii) re-deployment of staff from other areas to provide support; (iii) Emergency hiring of additional personnel using TAF among others, and (iv) other arrangements deemed necessary to efficiently implement DROP.
- c. **Mandatory Local Government Cash Counterpart Contributions will be waived for emergency response and early recovery activities** to remove potential obstacles to the participation of the most affected *barangays*, whose resources may be fully committed to relief activities. While LCC is not required, in-kind contributions (equipment, materials) on the part of the LGU and (free labor contributions) on the part of affected communities are accepted but not mandatory.
- d. LGUs shall also waive local fees, permits and licenses. Fees due to NGAs shall be chargeable against KC Grants.
- e. Use of DSWD guidelines for **coordination with various agencies and organizations** undertaking humanitarian response, resource mobilization, and information management. Annex 1G presents the relevant Memo Circulars.

² Lifeline services refer to

PART II:
FACILITATORS' GUIDE

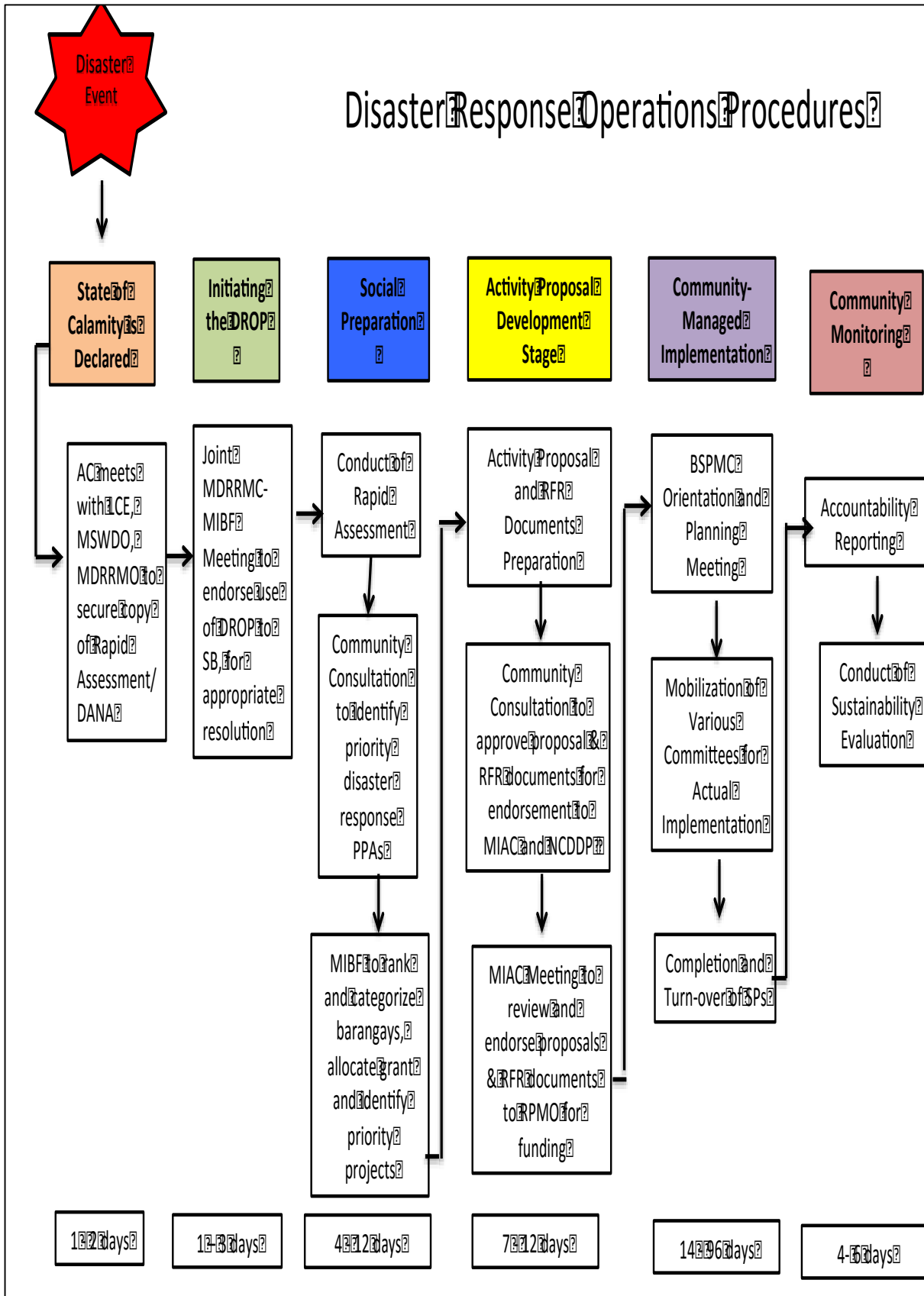
When a disaster hits a KC municipality in the course of implementation, there are at least four (4) scenarios:

- a. Disaster occurs prior to MIBF
- b. Disaster occurs after MIBF but SPI not yet started
- c. Disaster occurs after MIBF during SPI
- d. Disaster occurs with KC areas implementing overlapping cycles and/or varying SPI in prioritized barangays

Some steps or features may vary depending on the scenario where the barangay is at the time of the disaster.

Under the DROP, each of the four stages is fast-tracked. There are activities and sub-activities waived or modified to hasten the process of approval of sub-projects that are helpful for the community under the new situation. The entire abbreviated process takes a minimum of 31 days and maximum of 131 days per barangay, to include preparatory, actual and post-activity follow-through. Figure 2 presents an overview of the main stages and corresponding activities. The detailed activities are further described in the succeeding sections.

Figure 2: Disaster Response Operations Procedures (per barangay, to include preparatory, actual and post-activity)



1. Initiating the DROP

A formal Declaration of State of Calamity supported by SB Resolution triggers the use of the DROP, subject to SRPMO validation and RPMO approval.

If the Municipality has on-going implementation of the KC-NCDDP but has been hit by a disaster and RPMO approved its decision to shift implementation to the disaster-response procedures, the Area Coordinating Team (ACT) and the LDRMMC will convene the different stakeholders at the municipal level to orient them on: (i) the shift in modality of KC-NCDDP implementation process and requirements; (ii) the main steps in the process; (iii) the key operational changes, and; (iv) the new timeline. Before the scheduled meeting, the ACT will need to prepare the status of funds in the community accounts, and present the same during the meeting.

1.1 Joint MDRRMC-MIBF Meeting (Municipal level; 1 day)

a. **Objectives:**

1. Decide whether or not to use the KC-NCDDP DROP in addressing disaster response and early recovery efforts, subject to SRPMO validation and RPMO approval.
2. Assess sufficiency of available data for decision-making
3. Discuss and agree on the next steps on the conduct of rapid assessment, if data are insufficient
4. Plan for the conduct of community consultation, if data are sufficient for decision-making.
5. Set the schedule for the conduct of MIBF to (i) rank/categorize barangays, (ii) allocate grants, and (iii) identify priority projects for NCDDP funding.

b. **Key Outputs:**

1. Minutes of Joint MIBF-MDRRMC Meeting: (i) adopting the use of DROP and endorsing the same to SB for Resolution, (ii) conduct of rapid assessment to determine extent of damage per barangay, if data are insufficient, or, conduct community consultation to prioritize disaster response and early recovery needs per barangay, if data are sufficient, (iii) forming and naming the members of the rapid assessment team, if needed, and (iv) schedule of MIBF.

c. **Participants:**

Chaired by the Municipal Mayor or his/her authorized representative and facilitated by the MDRRMO or Area Coordinator.

Participants to the meeting:

Government	Citizens Groups	Program Staff
<ul style="list-style-type: none"> • The MDRRMC composed of: <ul style="list-style-type: none"> • Municipal Planning and Development Coordinator • MDRRMO • Municipal Social Welfare and Development Officer • Municipal Health Officer • Municipal Agriculture Officer • Head of the Gender and Development Office • Municipal Engineer • Municipal Veterinarian • Municipal Budget Officer • Division Head/ Superintendent of Schools of the DepED • Highest-ranking officer of the Armed Forces of the Philippines (AFP) assigned in the area • Municipal Chief of the Philippine National Police (PNP) • Municipal Fire Marshall of the Bureau of Fire Protection (BFP) • President of the Association of Barangay Captains (ABC) • Philippine National Red Cross (PNRC) representative • Four (4) accredited CSOs • One (1) private sector representative. • Municipal Vice Mayor • Sangguniang Bayan (SB) members, and in particular the SB chairpersons for social welfare, and appropriations. • Municipal Environment and Natural Resources Officer • Representative of the National Commission on Indigenous People (NCIP) (if the municipality covers IP areas) • Members of the Municipal Coordinating Team • Barangay Captains 	<ul style="list-style-type: none"> • Leaders of the Indigenous Peoples (IP) communities, if the municipality covers, either in whole or in part, a known ancestral domain. • Representative of CSOs, POs, NGOs operating in the municipality (not MDRRMC members) • At least 50% of the MIBF members, with majority of barangays represented 	<ul style="list-style-type: none"> • Representatives of the Sub-Regional Project Management Office SRPMO • Members of the Area Coordinating Team assigned in the municipality.

d. Process and Steps

1. In preparation for the meeting

- 1.1. Once a State of Calamity is declared, the AC meets with the Mayor and Local DRRMO³ to: (i) secure copies of Declaration of State of Calamity and data used as basis for the declaration, (ii) initially discuss KC-NCDDP's DROP as one of the options to address disaster response and early recovery needs, and (iii) get the schedule of, and agree to present in detail the DROP during the MDRRMC Meeting.
- 1.2. In preparation for the MDRRMC meeting, the Area Coordinator coordinates with the MDDRM Officer to: (i) assess availability or sufficiency of data on extent of damages, (ii) consolidate data on damages, (iii) secure copy of LGU contingency plan⁴, and; (iv) assist MDRRMC in mapping stakeholders (including services offered) involved in disaster response operations operating in the municipality.
- 1.3. In the assessment of data sufficiency, AC shall make available to the MDRRMO pre-disaster data generated by the Program through the Social Investigation and Barangay Profiling, and geo-tagging.
- 1.4. AC informs the S/RPMO the schedule of conduct of MDRRMC Meeting.
- 1.5. AC, supported by the ACT members, prepares the presentation materials on DROP.
- 1.6. Where needed, the ACT provides support to the Barangay Council in mobilizing the identified community participants to the MDRRMC meeting.

2. During the actual Meeting

- 2.1 AC attends as a stakeholder in the municipality. MDRRM officer facilitates the meeting.
- 2.2 MDRRM officer presents and discusses the: (i) extent of damages in the affected barangay/s, (ii) MLGU contingency plan and budget for disaster response and early recovery, and (iii) NGA plans and programs for disaster response and early recovery. Based on the presentation, the MDRRMO will facilitate the following MDRRMC decisions:
 - ii. Whether available data are sufficient for identifying community needs, or there is a need to conduct rapid assessment to supplement the current information.
 - iii. Whether the LDRRMF and commitments from NGAs and other organizations are sufficient to cover the identified needs, or if there is a need to explore other options for addressing disaster needs such as the KC-NCDDP DROP.

³ LDRRMO is composed of: DRRM Officer and assisted by three (3) staff responsible for: (1) administration and training; (2) research and planning; and (3) operations and warning.

⁴ Contingency plan refers to the LGU's plan for the use of the Local DRRM Fund

2.3 For an informed decision, the MDRRMC calls on the Area Coordinator to present the KC-NCDDP DROP.

2.4 AC orients the different stakeholders on the key features of the KC-NCDDP disaster response operations procedures in the context of addressing needs for disaster response and early recovery in affected barangays.

2.4.1 AC discusses the following: (i) key features and mechanics of the DROP, (ii) Eligible subprojects for KC-NCDDP funding under the DROP, (iii) Accelerated CEAC and implementation timelines, including conduct of Rapid Assessment, (iv) Procurement Arrangements, (v) Grant allocation and Financial implications and requirements, (vi) handling of ongoing subprojects (if under SPI at the time of disaster), (vii) safeguards policy of the Program and National Government Agencies, and the possibility of relaxing the same, if applicable, (viii) Grievance Redress System, (ix) transitioning to the Standard CEAC, and (x) DSWD role (including relief operations) and possible assistance to be extended by the Program.

2.4.2 During the presentation, the AC highlights the implications of using DROP to NCDDP's number of committed cycles to the municipality, and to the utilization of the grant. S/he also informs the Council of the need for the MIBF to concur the decision due to the implications to grant and number of committed cycles.

2.4.3 If composition of the ACT has changed, the ACT is introduced.

2.4.4 Reactions, questions, and recommendations of participants are solicited and addressed by the AC.

One of the key features of the DROP is the frontloading of grant, subject to availability of funds. This means that when DROP is triggered, the total grant allocation for the municipality may be consumed in fewer cycles than the Program's committed number of cycles. ACTs shall ensure that disaster-affected communities are aware of this implication. Thus, the need to secure the MIBF's concurrence on the use of DROP.

2.5 Based on the presentation, the MDRRMO facilitates discussion and agreement on

For areas with on-going KC cycles under different scenarios as stated in page 14, orientation shall include implications on using the grant allocation for regular CEAC to be realigned in the implementation of DROP.

whether or not DROP will be used to conduct rapid assessment and/or explored as one of the alternatives for disaster response and early recover efforts. The MDRRMO requests the MDRRMC and MIBF convenor to call for

appropriate resolutions reflecting the Council and Forum's decision.

2.6 The MDRRMC facilitates the planning for next steps (whether to conduct rapid assessment or community consultation, whichever is applicable), based on the decision/s in Item 3.5.

2.6.1 If data are sufficient and there is no need to conduct rapid assessment: The LGU shares the data with barangays and instructs them to proceed with validation of damages and identification of priority needs.

2.6.2 If data are insufficient and LGU decides to undertake rapid assessment for data gathering, the MDRRMO facilitates the formation of rapid assessment team. The team should be composed of members of the MDRRMC, ACT, MCT and selected volunteers.

2.7 The expanded procedures for Grievance Redress System (GRS) (Annex 1F) are explained, and a resolution forming a municipal grievance committee composed of representatives of barangay grievance committees, is passed.

2.8 The AC facilitates the schedule of conduct of MIBF to rank the barangays and allocate grants.

2.9 Minutes of meeting detailing the agreements is prepared by the ACT.

3. Post-activity follow-through

3.1. AC to ensure that Joint MDRRMC-MIBF Resolution endorsing to SB use of DROP is signed by appropriate signatories.

3.2. AC to follow-up issuance of signed SB Resolution endorsing the use of DROP.

3.3. After the MDRRMC meeting, the MDRRMO with assistance from the AC, meets with the rapid assessment team to: (i) agree on areas of assignment, detailed work schedule and roles in the FGD, (ii) orient the team on the conduct of the rapid assessment, (iii) inform the team of focus of data to be generated based on currently available information, (iv) set the schedule of conduct of assessment and submission of outputs, and (v) undertake or agree on necessary preparations for the conduct of rapid assessment.

3.4. AC finalizes the minutes of meeting and submits this to RPMO within seven days after completing the activity.

2. Social Preparation Stage

2.1 Conduct of Rapid Assessment⁵ (per barangay, 1 to 2 days per barangay)

If MDRRMC has sufficient data, ACT accomplishes the Rapid Assessment Form (Annex 2A) using secondary data. Refer to sub-activity nos. 2.3 to 2.4 under Process and Steps (during conduct of Rapid Assessment).

In the event that data are insufficient to determine disaster response and early recovery needs per barangay, rapid assessment will be conducted by the Rapid Assessment Team formed during the MDRRMC meeting. The Rapid Assessment shall be conducted as specified below.

a. **Objectives:**

1. Determine extent of damage and needs requirement in affected areas as basis for decision-making
2. Generate initial data on status of lifelines, extent of damages to households and livelihood per barangay, basic infrastructure facilities, and effects to vulnerable groups
3. Identify the most vulnerable segments of the population that need to be targeted for assistance;
4. Identify the level of response by the affected community and its internal capacity to cope with the situation;
5. Identify the level of response from the other organizations;

b. **Key Outputs:**

1. Initial data on extent of damages, including damages to basic infrastructure, lifelines and livelihood
2. Priority disaster response and early recovery needs
3. Differentiated effects to vulnerable groups

c. **Participants:** Rapid assessment shall be undertaken by a composite team formed during the MDRRMC meeting. Each team is composed of members from the following:

1. Area Coordinating Team
2. Municipal Coordinating Team
3. LDRRMC members and MDRRMO staff
4. Selected PSA Volunteers (if previous KC area) or selected community leaders/volunteers (if non-KC areas)

⁵ Rapid Assessment is a process undertaken by MDRRMC during the emergency period to determine extent of damage and needs requirement in affected areas as basis for decision-making. It is usually undertaken in the immediate aftermath of disasters to assess immediate (relief) and early recovery. The rapid assessment is conducted immediately, as soon as it is safe for the assessment teams (done within 36 hours of the declaration of state of calamity)

Each team shall cover a number of barangays pre-determined during the MDRRMC meeting. The team members may be further divided into various puroks or sitios in the conduct of assessment.

The number of assessment teams will depend on the number of ACT CEFs assigned in the municipality, or whichever is doable at the municipal level. Provided that, the teams are comprised as indicated in # 1 and will not cause delay in completion of the assessment.

In cases that ACT and community volunteers are affected by the disaster, thus are unable to participate in the assessment, the RPMO will issue a Special Order to adjacent ACTs not affected by disaster to augment in disaster operations, including the conduct of rapid assessment.

d. Process and Steps

1. In preparation for the Rapid Assessment

- 1.1 Rapid assessment teams should have been formed during the MDRRMC meeting. Assessment teams are oriented on the procedures and tools by the MDRRMO assisted by the AC. Secondary data should have been generated and identify sections of the tool which needs further data gathering.
- 1.2 Assessment teams should coordinate with their assigned barangay for the schedule of rapid assessment, including logistical and administrative arrangements with target respondents.

2. During the conduct of Rapid Assessment

- 2.1 The assessment teams will proceed to their assigned puroks or sitios to conduct the assessment using the Rapid Assessment Tool in Annex 2A.
- 2.2 Assessment teams will undertake focused group discussion with target respondents and/or key informants.
- 2.3 Where needed, information presented during the MDRRMC Meeting will be validated through ocular survey or site visits.
- 2.4 Rapid Assessment Form will be accomplished using data gathered and validated during the FGDs.

3. Post-activity

- 3.1 ACT and MCT CEFs review the filled-up forms and ensure that the same have been properly and completely filled-up. Inconsistencies and questionable entries should be quickly addressed.
- 3.2 ACT and MCT CEFs participate in the MDRRMO-ACT-MCT meeting to consolidate the report on damages and update the initial LGU rapid assessment report.

e. Standards

1. Broad-based participation to the extent possible while ensuring completion of activities at shortest time possible.
2. Close coordination with all agencies concerned in data gathering.
3. Highly facilitated activity.
4. Activities have been undertaken with quality and speed demanded for an effective response.

2.2 Community Consultation (Barangay level; ½ to 1 day)

a. Objectives:

1. Introduce the KC-NCDDP disaster response operations procedures in the context of addressing needs for disaster response and early recovery in the barangays.
2. Present and validate the result of rapid assessment;
3. Present and discuss the Municipal and Barangay PPAs, and other commitments by NGAs, NGOs and other organizations;
4. Agree on the criteria to prioritize the disaster response and early recovery needs of the barangay;
5. Agree on the steps to be undertaken, in case currently implementing an NCDDP project;
6. Rank the list of unaddressed needs using the agreed criteria, and generate priority list of unaddressed needs for support by various organizations including NCDDP, including cash for work activities.
7. Re-confirm elected community volunteers, or elect new volunteers for Barangay Representation Team, Project Preparation Team.
8. Community decides on NCDDP subprojects depending on ff scenario:

If with ongoing SP: decision on whether or not to continue with currently funded NCDDP sub-projects (i.e., continued, suspended or terminated);

If with prioritized SP but SPI not yet started: decision to continue with the same subproject or change priority as a result of the rapid assessment.

b. Key Outputs:

1. Community/Barangay Assembly Resolution: (i) validating or confirming the result of the rapid assessment, (ii) endorsing the priority needs/project ideas for NCDDP funding using the agreed criteria, (ii) electing (or activating or replacing, if with existing volunteers) and naming the members of the BRT, PPT members, and (iv) endorsing to

NCDDP the continuation, suspension or termination of project currently being implemented, whichever is applicable.

2. Activity proposal for identified priority subproject for NCDDP funding. (Refer to **Annex 4B** for the SP Proposal Form).

c. Participants:

Government	Community	Program Staff	LGU
<ul style="list-style-type: none"> • Barangay Chairperson • Sangguniang Barangay members • An NCIP representative, if the barangay covers or is covered by a known Ancestral Domain, either in part or in whole. 	<ul style="list-style-type: none"> • Assessment Team (formed in MDRRMC Meeting) • Representatives of basic sectors such as, but not limited to: youth, women, farmers, fisherfolks, IDPs, senior citizen, professionals, PWDs, private/business organizations • In old KC areas, representatives of the BSPMC/ Community Volunteers • IP tribal leader, if the barangay covers or is covered by a known Ancestral Domain, either in part or in whole. 	<ul style="list-style-type: none"> • CEF 	<ul style="list-style-type: none"> • MCT CEF • LDRRMC/LDRRMO representative

d. Process and Steps

1. In preparation for the assembly

- 1.1. Prior to the meeting, the Community Empowerment Facilitator prepares program and presentation materials for the assembly, to include (i) consolidated result of rapid assessment, (ii) Barangay and LGU-NGA-NGO PPA, (iii) list of previously elected volunteers, (iv) possible list of criteria for ranking projects, (v) matrix of priority unmet needs for funding by NCDDP and other NGAs.
- 1.2. CEF coordinates with AC to invite MDRRMO, NGA and NGO representatives to present LGU-NGA-NGO committed plans, programs and activities for disaster response and early recovery.
- 1.3. In case the community is implementing an NCDDP project prior to the disaster event, the ACT and MCT CEFs meet with the BSPMC to prepare an updated status

of subproject implementation (physical and financial progress report), and prepares the BSPMC in undertaking the presentation during the community consultation.

- 1.4. The CEF meets with the Barangay Chairperson and the assessment team to plan for the consultation, and mobilizes the BLGU in ensuring attendance and participation of sectoral representatives.
- 1.5. Coordinates with AC the need to engage relevant agencies and LGU staff in providing interpretation of generated information to identify appropriate interventions to be included in the contingency plans and list of projects to be proposed for funding, if needed.

2. During the actual assembly

- 2.1. The meeting is opened by the Barangay Chairperson, and the CEF is introduced as facilitator.
- 2.2. The CEF assisted by his/her MCT counterpart, presents and discusses the overview of the NCDDP disaster response operations procedures.
- 2.3. The Assessment team then presents the consolidated rapid assessment results of the barangay.
- 2.4. Reactions, questions, and recommendations of participants are solicited and addressed by the CEF, his/her municipal counterpart, and the assessment team.
- 2.5. Invited representatives of relevant agencies and LGU provide interpretation to the consolidated assessment results, to better guide the community in identifying priority needs and possible project ideas that will address the needs.
- 2.6. The CEF then facilitates discussion on criteria, and criteria-based identification and ranking of problems and early recovery needs. Examples of criteria include (i) urgency; (ii) the number of HHs (including HHs from vulnerable groups such as IPs, CAAs, and GIDAs) who are directly affected by the problem or need, or who will immediately benefit if the need is addressed, and/or; (iii) risk/imminent danger to affected HHs (including special emphasis on vulnerable populations such as IPs, women, etc.) if the need remains unaddressed.
- 2.7. If community has priority subproject but SPI has not yet started, the CEF facilitates discussion for the community to make decision on whether to continue the subproject, or return funds if no longer needed. Funds can be

accessed by the same barangay to fund a new priority project that will address disaster-related problems and needs.

2.8. The MDRRMO, NGA, NGO representatives then present their respective PPAs. The CEF then facilitates cross-matching of problems and needs, with the Contingency Plans to identify interventions with resource support commitments.

2.9. Remaining problems and needs not addressed by any activity in the LGU-NGA-NGO commitments is identified and ranked using criteria defined by the community. Sample criteria in item 2.5 above may also be used. The LGU representative should be able to provide initial technical advice on the technical feasibility and requirements of identified priority project ideas.

2.10. The CEF then facilitates discussion and agreement on the top three (3) needs to be proposed for NCDDP. Remaining needs can be proposed to other NGAs and/or the municipal LGU for support.

2.11. The CEF then facilitates discussion on the community projects that may be implemented to address the top needs identified, using the list of eligible projects (Annex 2C).

In addition, the following will also be undertaken for an informed community decision-making:

i. Initial advice on the technical requirements and technical considerations of the top 3

priority subprojects shall be provided by the Technical Facilitator and/or Municipal Engineer.

ii. Potential impacts of the top 3 subprojects and corresponding mitigation measures shall be identified and included in the ESMP prepared during PDW. Refer to **Annex 4A** for the Simplified ESMP format.

2.12. The CEF then informs the community of available Technical Assistance Fund (TAF) that may be used to engage service providers to assist the community in preparing technical documents and proposals, construction supervision and other activities needing technical assistance, if needed.

The KC-NCDDP list of eligible subprojects under disaster response operations includes projects and activities that:

- (i) focus on emergency response and early recovery interventions,
- (ii) designed to facilitate immediate restoration of community lifelines, and are
- (iii) temporary in nature.

2.13. The CEF then facilitates discussion and agreement on the subproject currently being implemented by the community prior to disaster (if applicable). Decision may either be (i) suspension, or (ii) termination of the subproject.

TIP TO THE CEF:

Refer to Annex 1A for the guidelines on suspension and termination of subprojects due to disaster.

Multi-component projects shall be treated as one project. As such, one project proposal will be prepared. *“Multi-component projects are composed of several, inter-related subprojects which directly contribute to addressing the same need. Such that, the non-implementation of one subproject will prolong the attainment of “state of normalcy”.*

However, in case one or more of the sub-components include income-generating subprojects and other subprojects with tariff, a separate project proposal will be prepared per each of the subprojects of such type. Separate Mutual Partnership Agreements will also be executed for each subproject type under a multi-component proposal.

2.14. The need to confirm or elect new CVs for the Barangay Representation Team (BRT), and Project Preparation Team (PPT) is discussed by the CEF; criteria to be used for electing CVs are agreed; and election of BRT and PPT, Grievance Redress Committee is conducted.

2.15. Community is reminded on the grievance redress system of the Program (Annex 1F).

Resolution is passed on the key agreements on (i) the ranked list of priority needs and projects, (ii) the elected members of the BRT, PPT and GRS Committee, and (iii) decision to continue or change priority subprojects not yet started, or suspend or terminate ongoing NCDDP project affected by disaster.

3. Post-activity follow-through

3.1. The ACT and MCT members shall meet after all Community Assemblies have been completed to review the top 3 priority projects per barangay and determine which among them could be jointly undertaken to address common priority needs and/or avoid duplication and ensure complementation. CEF and his/her municipal

counterpart discuss with BRT and community the possibility of undertaking joint projects.

- 3.2. CEF and his/her municipal counterpart meet with BRTs and PPTs, and prepare them for the MIBF. This includes a detailed orientation on their roles and tasks. CEF and his/her municipal counterpart also orient the CMT members on their tasks.
- 3.3. BRTs and PPTs gather additional information on proposed projects, as further input to prioritizing the subprojects to be funded by NCDDP during the MIBF.
- 3.4. CEF, with inputs from the Assembly and in consultation with the PPT, prepares and finalizes the SP Activity Proposal for submission to MIBF for funding, including estimated cost. Refer to Annex 4B for the Activity Proposal Format.
- 3.5. All activity proposals should be submitted to concerned MIAC member and S/RPMO for review, in time for the MIBF. Technical review should look into the alignment of submitted proposal to the rapid assessment result. Refer to Annex 3A for the Activity Proposal Review Checklist for DROP.

Notes to AC:

- Discuss/flag with S/RPMO financial implication of proposals generated from disaster-affected barangays and seek guidance.
- Sufficient time should be allocated for the preparation of estimated cost per activity proposal. All estimated costs should be available prior to conduct of MIBF.

- 3.6. AC informs the SRPMO and RPMO of projected Technical Assistance (TA) and technical staff augmentation needs based on project ideas being proposed by communities, if applicable.
- 3.7. CEFs assist the communities in complying with the requirements of suspending or terminating the projects being implemented (whichever is applicable).

TIPS/REMINDERS TO CEF:

1. The CEF ensures that rapid assessment forms are completely and properly filled up prior to consolidation. Assessment results are triangulated with secondary data.
2. The CEF prepares key questions to focus discussions on critical issues affecting solutions (i.e. "Are there specific affected groups or areas which have not received assistance, or for which no commitments have been made?", "Are you (the community members) aware of these project commitments from NGAs?") prior to the consultation. This is informed by ocular visits, key informant interviews, and integration by the CEF with community members (cross sectoral) prior to the meeting.
3. The CEF together with his/her municipal counterpart conduct dry-run/simulation and role-play prior to the meeting to identify potential issues and concerns, and refine the meeting facilitation plan.
4. The assembly is chaired by the Barangay Chairperson.
5. The CEF facilitates the meeting.
6. The CEF ensures that the discussion tackles problems and needs FIRST, before solutions and projects.
7. The CEF ensures that problems and solutions are described (i.e. how a problem affects the life of HHs, and/or how a particular solution will benefit affected HHs), and not just listed/enumerated.
8. Vulnerable groups (women, IP, elderly, PWDs, youth, Pantawid Pamilya HHs, internally displaced HHs) and all sectors (fisherfolks, farmers, professionals, private/business organizations) of the community are represented.
9. Reactions to the presentation on the NCDDP are solicited, questions are adequately answered, and recommendations discussed.
10. Two (2) CVs who are not elected public officials are selected to join the Barangay Chairperson in the BRT, one of which shall be further designated as the BRT head (the BLGU chairperson is prohibited from heading the BRT).
11. Three (3) CVs each who are not elected public officials are selected to compose the PPT and CMT.
12. Gender balance is observed in the selection of CVs.
13. Where IPs is present, an IP CV is selected, using customary practices of the IP group concerned, to join the BRT and the PPT.
14. A simple reflection session shall be facilitated by the CEF.

e. Standards:

1. Activity reports and other documents are submitted within seven (7) days after the activity.

2. At least 50% of HHs attended the assembly.
3. Broad-based participation to the extent possible while ensuring completion of all activities at shortest time possible Close coordination with all agencies concerned.
4. Highly facilitated activity.
5. In tackling solutions, the CEF ensures that problems are FIRST matched with solutions (projects) in the LGU-NGA-NGO matrix of PPAs, before new solutions and projects are identified.
6. Where needed, separate meetings are conducted, with documentation, for vulnerable groups (women and IPs) to solicit reactions, questions, and recommendations, including on potential adverse impact of proposed solutions to affected (and vulnerable) populations and groups, and suggested mitigation measures.
7. All subprojects to be funded are aligned with the validated rapid assessment result. This should have been thoroughly assessed during the Technical Review.
8. Selection of subprojects will contribute in the most direct way to emergency response and early recovery, and aligned with LGU Recovery and Rehabilitation Plan.
9. Processes and activities have been undertaken with quality and speed demanded for an effective response.

2.3 Municipal Inter-Barangay Forum (Municipal level, 1 day)

a. Objectives:

1. Validate the consolidated rapid assessment result, community priorities, and matrix of commitments from LGUs (Municipal and Barangay PPAs) and other commitments by NGAs, NGOs and other organizations;
2. Agree on the criteria to: (i) cluster/rank the barangays based on the severity of damage, (ii) approve subprojects for prioritized barangays .
3. Approve the list of projects to be funded by the grant in accordance with the criteria.

b. Key Outputs:

1. MIBF Resolution is passed indicating: (i),agreed criteria for clustering/ranking the barangays, (ii) list of prioritized barangays or group of barangays, title of project/s, indicative cost, and no. of HHs to be benefitted.

c. Participants:

Government	Community	Program Staff
<ul style="list-style-type: none"> • An NCIP representative, if the barangay covers or is 	<ul style="list-style-type: none"> • PPT members • BRT members 	<ul style="list-style-type: none"> • ACT members • S/RPMO representatives

Government	Community	Program Staff
<p>covered by a known Ancestral Domain, either in part or in whole.</p> <ul style="list-style-type: none"> • Representative of NGAs operating in the municipality • MCT members • LDRRMC representative • MDRRMO head and staff 	<ul style="list-style-type: none"> • IP tribal leader, if the barangay covers or is covered by a known Ancestral Domain, either in part or in whole. • Representative of NGOs/IOs operating in the municipality 	<ul style="list-style-type: none"> • TAF service providers

d. Process and Steps

1. In preparation for the MIBF:

- 1.1 MDRRMO and AC meets to prepares and finalizes the agenda together with the Mayor.
- 1.2 ACT attends to all logistical and administrative requirements in coordination with the LGU. (venue, food, invitation, supplies)
- 1.3 AC and MDRRMO prepare presentation materials: (i) summary of damages from the rapid assessment per area of assessment, (ii) consolidated LGU, NGA, and NGO resource commitments to address needs, (iii) remaining unmet needs, and proposed projects for NCDDP in a municipal map.
- 1.4 The AC and MDRRMO conducts a dry-run/simulation of the municipal inter barangay forum. The facilitation plan for the activity is adjusted as needed.
- 1.5 AC secures result of Technical review of activity proposal by concerned MIAC member.
- 1.6 The ACT agrees on who presents the consolidated rapid assessment results and priorities of the barangays during the MIBF.

2. During the MIBF

- 2.1 The Forum is opened by the Mayor, and the AC is introduced as the facilitator.
- 2.2 The consolidated rapid assessment results, priorities of the barangays, and status of ongoing NCDDP subprojects (to include community decision regarding continuation, suspension or termination of ongoing SP, and amount of unused grant), if applicable is presented by designated team member. Refer to Annex 2B for the Template.
- 2.3 At the start of the meeting, the MDRRMC chairperson or his/her representative presents the results of the rapid assessment and the matrix of LGU-NGA-NGO PPA commitments to address disaster response and early recovery needs (this is prepared by the ACT as part of the preparatory activities for the MIBF).

- 2.4 The AC shall facilitate discussions and agreements on two major agenda: (i) clustering/ranking of barangays, (ii) approving subprojects for prioritized barangays.

Box 1: Task Instruction on Clustering/Ranking of Barangays

1. Remind the barangays on the agreed criteria and formula during the joint MDRRMC-MIBF Meeting
2. Ask the MIBF to select criteria for defining the extent of damage based on results of rapid assessment.
NOTE: should be highlight of the consolidated rapid assessment result
 - Remind MIBF that indicator to be used allow for comparison for extent of damage across barangays
 - As much as possible, use only 1 indicator that most represents the degree of damage.
 - From consolidated rapid result, point out the possible indicators for measuring extent of damage; ask the MIBF to select indicator to be used from the list.
3. Enumerate the criteria, adding the extent of damage.
4. Using blackboard or LCD or any visual aid, compute for the ranking based on the criteria.
5. Present the ranking of the barangays and point out the following highlights: (i) difference of highest and lowest scores, (ii) minimal differences in scores of barangays, and (iii) scores of not affected barangays. Validate observations based on the ranking.
6. Go through the list one by one, citing the individual scores up to a point where difference in scores becomes insignificant. Ask the MIBF if the barangays could be grouped together or ranked the same. Then, group the remaining barangays using the same procedure.
7. Explain the purpose for clustering the barangays (i.e., to ensure that severely affected barangays gets the needed allocation). Clustering will be undertaken to respond to minimal differences or same scores among affected barangays.
8. Present and explain the clustering of barangay, based on the result of computation.
Note: IPs participate in the MIBF and may submit separate proposal.
9. Explain the process for computing the range of scores to determine the categories of severity of damage. Categories may be: (i) severely affected, (ii) moderately affected, and (iii) least affected. Annex 3B provides the details for computation.
10. Using the range in # 9, present the result of clustering of barangays.
11. MIBF to validate and confirm the result to be included in the MIBF Resolution.

2.5 After ranking, the AC proceeds with clustering the barangays according to severity of damage. Categories include: (i) severe, (ii) moderate, (iii) least, and (iv) not affected, if any.

AC explains the formula for determining the range of scores per cluster. Refer to Annex 3B.

2.6 After determining the clusters, the AC presents the barangays belonging to each of the clusters and generates comments to the clustering. Clustering may be adjusted, if there are valid comments.

2.7 The AC or MAC then facilitates discussion and consensus among the participants on how grants will be allocated considering 3 scenarios. The following are the task instructions per scenario: (Refer to the Box 2: Task Instruction for Grant Allocation for details).

2.8 AC summarizes the agreements reached during the MIBF to include: (i) clustering of barangays and corresponding grant allocation, and (ii) list of approved subprojects.

2.9 MIBF endorses list of non-prioritized SPs to MDC for inclusion in the MDP/AIP. ACT gets the list and endorses to S/RPMO for possible support from other sources, to be included in the MIBF Resolution. Refer to Annex 4C for the Revised MIBF Resolution.

2.10 MIBF Resolution is passed indicating: (i) concurrence to use DROP, (ii) list of prioritized barangays or group of barangays, title of project/s, indicative cost, and no. of HHs to be benefitted, and (iii) the major agreements.

2.11 The schedule and arrangements for the activity proposal and RFR documents preparation is announced.

2.12 The AC or MAC facilitates short reflection on the proceedings.

2.13 The meeting is adjourned.

Box 2: Task Instruction for Grant Allocation

Scenario 1: Disaster Occurs before MIBF

a. Barangay-level Declaration

(If barangays affected by disaster covers at least 60%, proceed to Scenario 1.b (Municipal-wide Declaration))

1. AC to reiterate importance of targeted disaster-affected barangays, and get MIBF agreement to provide entitlement/grants to affected barangays.
2. AC to facilitate discussion around the allocation of the grant based on 2 options: (i) entitlement of brgy/s based on their proposal, or (ii) MIBF to allocate funds to affected brgys based on per-capita allocation.
3. Facilitate discussion of advantages and disadvantages of the two options. After all advantages and disadvantages have been discussed, AC to generate agreement on which option to use.
4. Present the grant allocation based on chosen option.

If Option 1:

- a. AC to present the list of barangay proposals with indicative cost.
- b. MIBF to clarify certain aspects of the proposals and review acceptability of cost and technical aspects prior to decision-making.
- c. If MIBF approves the proposal, deduct the indicative cost to the total grant. Presentation proceeds until grant runs out. If there are a lot of questions to certain proposals, facilitate MIBF conditional approval. In this case, MIBF will form an Executive Committee to do follow-through.

Note: MIBF may review initial agreements to revise decisions.

If Option 2:

- a. Explain the computation of grant allocation per barangay using formula on per-capita.
- b. Barangays to present their respective proposal.
- c. MIBF to clarify certain aspects of the proposals and review acceptability of cost and technical aspects prior to decision-making.
- d. If MIBF approves the proposal, deduct the indicative cost to the total grant. Presentation proceeds until grant runs out. If there are a lot of questions to certain proposals, facilitate MIBF conditional approval. In this case, MIBF will form an Executive Committee to do follow-through.

REMINDER:

- Agenda for the MIBF will also cover grant allocation, if with remaining grant, for non-affected barangays under the Regular CEAC.
- If consensus on grant allocation cannot be generated, the facilitator generates agreement such as: (i) revisiting/amending proposals (scale down), (ii) refer to RPMO for guidance on additional funding.

Box 2: Task Instruction for Grant Allocation

Scenario 1: Disaster Occurs before MIBF

b. Municipal-wide Declaration

1. Using the clustering, barangays under the severely affected categories (according to rank) present their respective proposals.
2. MIBF to clarify certain aspects of the proposals and review acceptability of cost and technical aspects prior to decision-making.
3. If MIBF approves the proposal, deduct the indicative cost to the total grant. Presentation proceeds until grant runs out. If there are a lot of questions to certain proposals, take note of those questions and identify who should respond to said questions. Facilitate MIBF conditional approval. In this case, MIBF will form an Executive Committee to do follow-through.
4. MIBF confirms the list of barangay activity proposals and corresponding grant allocation to be included in the MIBF Resolution.

Box 2: Task Instruction for Grant Allocation

Scenario 2: Disaster Occurs after MIBF (With approved SP but not yet ongoing, materials not yet delivered or With Ongoing SPI)

1. Present status of implementation in NCDDP prioritized barangays, and the decisions made by the communities (whether continue, suspend or terminate). Presentation includes amount of unused grant per barangay. MIBF to confirm decisions made by barangays.

NOTE: GUIDANCE ON LOST/DAMAGED MATERIALS; WHAT TO DO WITH DELIVERED MATERIALS WHICH WILL NOT BE USED IN NEW SP

1. MFA presents the total grant available (unused grant from terminated SPs and frontloaded amount from the next cycle).
2. Barangays to present their respective proposals, in accordance with clustering.
3. MIBF to clarify certain aspects of the proposals and review acceptability of cost and technical aspects prior to decision-making.
4. If MIBF approves the proposal, deduct the indicative cost to the total grant. Presentation proceeds until grant runs out. If there are a lot of questions to certain proposals, facilitate MIBF conditional approval. In this case, MIBF will form an Executive Committee to do follow-through.
5. If the amount consensus on grant allocation cannot be generated, the facilitator generates agreement such as: (i) revisiting/amending proposals, (ii) refer to RPMO for guidance on additional funding.

Box 2: Task Instruction for Grant Allocation

Scenario 3: Disaster Occurs after MIBF (Non-prioritized barangays)

- 1.** Using the clustering, barangays under the severely affected categories (according to rank) present their respective proposals.
- 2.** MIBF to clarify certain aspects of the proposals and review acceptability of cost and technical aspects prior to decision-making.
- 3.** If MIBF approves the proposal, deduct the indicative cost to the total grant. Presentation proceeds until grant runs out. If there are a lot of questions to certain proposals, take note of those questions and identify who should respond to said questions. Facilitate MIBF conditional approval. In this case, MIBF will form an Executive Committee to do follow-through.
- 4.** MIBF confirms the list of barangay activity proposals and corresponding grant allocation to be included in the MIBF Resolution.

Box 3: Guide in the Selection of Subprojects for NCDDP Grant Funding

- 1.** Based on the grant allocation per barangay, the BRT and PPT will identify the subprojects to be funded by the Program. Priorities shall be based on the list generated during the 1st community consultation. In the identification of projects to NCDDP funding, the following shall be ensured by the ACT:
 - a. Proposed projects not within the eligible list is dropped, or proposed to other agencies for funding.
 - b. Proposed projects with significant safeguards risks, and for which mitigation is not possible, or is beyond the capacity of the Program to address, are dropped.
 - c. Depending on the grant allocation, the barangays may propose multi-component subprojects.
 - d. The AC or MAC will facilitate discussion and agreements on the following: (i) who will shoulder excess cost in case actual project cost based on POW is greater than the grant allocation, and (ii) what will be done in case actual project cost is lesser than the grant allocation.
 - e. AC or MAC facilitates discussion among BRTs of adjoining barangays on possibility of undertaking joint projects to address common priority needs.

3 Post-activity follow-through

- 3.1 The AC ensures that the MIBF Resolution is finalized and duly signed by the attendees. Signed copies of the Resolution are provided to relevant offices.
- 3.2 Coordinate with the LGU, NGAs and NGOs operating the municipality to follow-up delivery of commitments indicated in the PPA matrix.
- 3.3 Follow-up S/RPMO guidance on additional funding.
- 3.4 Ensure that documentation of the proceedings are finalized and submitted to S/RPMO within 7 days of conduct of activity.
- 3.5 The AC meets with the Mayor and the Vice-Mayor, to plan for endorsing the consolidated matrix to the Sanggunian for inclusion into the municipal development plan.
- 3.6 CEF to meet with PPT of barangays or group of barangays to plan for securing the TAF, if applicable.
- 3.7 CEF to guide barangays on completing requirements for terminated/suspended/damaged NCDDP-funded subprojects in accordance with Program procedures.

e. Standards:

1. Broad-based participation to the extent possible while ensuring completion of all activities at shortest time possible Close coordination with all agencies concerned.
2. Highly facilitated activities.
3. Preferential attention was provided to the most affected barangays.
4. All subprojects to be funded are aligned with the validated rapid assessment result. This should have been thoroughly assessed during the Technical Review.
5. Selection of subprojects will contribute in the most direct way to emergency response and early recovery, and aligned with LGU Recovery and Rehabilitation Plan.
6. At least 50% of the total MIBF members participate in the activity, with all barangays represented by at least 1 volunteer.
7. Processes and activities have been undertaken with quality and speed demanded for an effective response.

2. Activity Proposal Development Stage

Under this stage, the ACT and MCT with S/RPMO conduct workshop to prepare the activity proposal and RFR documents, in consultation with the PPT and inputs from BA. Use of simplified forms (ESMP, activity proposal, RFR requirements) characterizes this stage.

3.1 Activity Proposal and RFR Documents Preparation (at most 5 days per barangay; conducted simultaneously)

a. Objectives:

1. Finalize activity proposals for priority subprojects and other RFR requirements, for barangay assembly approval, and review/endorsement of MIAC to RPMO.

b. Key Outputs:

1. Final activity proposal and costs finalized by the ACT/MCT in consultation with Community Volunteers for presentation to the BA for approval, and RFR documents completed for endorsement to the MIAC for final technical review and endorsement to the RPMO.

c. Participants:

Government	Community	Program Staff
<ul style="list-style-type: none">• MCTs• MIAC• Representative of NGAs operating in the municipality	<ul style="list-style-type: none">• Community Volunteers	<ul style="list-style-type: none">• ACT members• SRPMO• RPMO• Technical Assistance (TA) Providers accessed using the TAF, if any

d. Process and Steps

1. In preparation for project proposal and RFR documents preparation

- 1.1. ACT/MCT meet to plan the approach for conducting the project development workshop. This includes:
 - orient the MCT members on how the activities will proceed,
 - clustering of barangays

- team approach for remote and severely affected barangays (Forming teams to be deployed to the prioritized barangays. Each team shall comprise ACT members from other municipalities mobilized to augment during disaster response, and headed by an ACT member from the municipality).
 - having session plans for the barangay-based proposal development activity,
- 1.2. If the community availed TAF, the AC and the TF, together with the Community Volunteers, meet with the Service Providers and orient them on the proposal development, their expected roles and tasks, deliverables and timelines.
 - 1.3. AC meets with the RPMO and/or the SRPMO to (i) coordinate on the activities, flow, process, methodologies, date, and venue of the barangay-based PDW; (ii) ensure adequate technical staff support will be available, based on the consolidated TA and staff support augmentation needs from the community consultations/BA;(iii) TAF service providers have been contracted, and (iv) funds and other logistical requirements are available and on hand.
 - 1.4. AC meets with the MLGU MIAC and other NGA partners to do groundwork for technical support provision during the proposal development at barangay level.
 - 1.5. CEFs meet with the respective PPTs to ensure data to be used during the proposal preparation are on hand and inform them of the detailed arrangements during the workshop (venue, flow, agenda, logistics).

2. Actual project proposal and RFR documents preparation

Coaching and mentoring on the preparation of activity proposal (Annex 4B) and RFR documents (Annex 3C) shall be undertaken per barangay. The PPTs and BRTs of two or more barangays with joint projects shall be gathered in an area strategic to the barangays involved, wherein coaching and mentoring on the actual preparation of the project proposal and RFR documents shall be undertaken.

During the barangay-based preparation of documents:

2.1 The ACT gives an overview of the proposal development process as follows:

- Objectives and expected outputs of the workshop
- Finalizing the activity proposal
- Finalizing the Detailed Estimates, POW, technical plans and specifications
- Preparing the Simplified ESMP
- Preparing the RFR and other requirements

2.2 The CEF facilitates finalization of the activity proposal in consultation with community volunteers, if available.

- Review comments and recommendations of the MIBF, MIAC and discuss necessary changes or revisions
- Work through the proposal section by section
- After finishing the revisions, go through a final review of the whole document.

2.3 In case the actual project cost per POW is greater than the grant allocation, the ACT/CEF shall facilitate discussion and agreement on the possible sources of needed additional funds. Where necessary, the Barangay Captain will be tasked to secure commitments from the identified potential fund sources.

Tips on How to Do Final Review

- Make sure all items are properly filled-up. In case of blank, indicate whether N/A, 0/none, or no data.
- Make sure titles are consistent in all documents
- Make sure totals are correct
- Make sure no. of beneficiaries and other figures are consistent in all documents
- Expected benefits should be consistent with identified disaster-related needs in proposal

Refer to Annex 3A for the Activity Proposal Review Checklist.

2.4 The ACT and MCT, together with TAF service providers (if applicable), conduct workshops and assist PPTs in finalizing technical plans and program of works using estimated cost (which were initially prepared as part of preparatory activities) and other RFR documents.

2.5 CEF prepares the simplified ESMP and IP Plan, if applicable, in consultation with community volunteers. Refer to Annex 4A for the format and Annex 1B for the Additional Guidelines on Social and Environmental Safeguards.

3. Post-activity follow-through

3.1. ACT members assigned in the barangay shall ensure that the outputs (i.e., activity proposal and RFR documents) are complete, consistent and correct.

3.2. ACT and MCT CEFs meet with the BLGU, PPTs and BRTs to finalize plans and schedules for the community consultation on the final proposal.

3.3. Reflection session with the BRT and the PPT are conducted.

e. Standards:

1. Community volunteers representing concerned barangays are present during the workshop.

2. Presence of technical advisers/MIAC members during the workshop.

3. Activity reports and other documents are submitted within seven (7) days after the conduct of activity.

3.2 Community Consultation (barangay level; 0.5 to 1 day per barangay)

a. Objectives:

1. Approve the Activity Proposal and RFR documents for endorsement to the MIAC and the NCDDP.

2. Elect Barangay Subproject Management Committee (BSPMC), the Finance Committee, and Bids and Awards (BAC) CVs. Where possible, existing CV committees in on-going NCDDP projects will be mobilized, subject to confirmation of the assembly. CVs who are not present or cannot function will be temporarily replaced by the assembly.

3. Generate assembly approval to open community account as repository of funds for subproject implementation.

b. **Key Output:** Assembly resolution is passed: (i) approving the activity proposal and RFR documents, and endorsing the same to the MIAC and NCDDP; (ii) forming and naming the members of the Finance Committee, BAC, and BSPMC; (iii) opening a community account and naming the signatories to the account.

c. **Participants:** Participants to the consultation should include the following:

Government	Community	Program Staff
<ul style="list-style-type: none"> • Barangay Chairperson • Sangguniang Barangay members • An NCIP representative, and/or the IPMR, if the barangay is covers or is covered by an Ancestral Domain. • MCT CEF 	<ul style="list-style-type: none"> • BRT and PPT members • Representatives of basic sectors such as, but not limited to: youth, women, farmers, fisherfolks, IDPs, senior citizen, professionals, PWDs, private/business organizations • In old KC areas, community volunteers • IP tribal leader, if the barangay covers or is covered by a known Ancestral Domain, either in part or in whole. 	<ul style="list-style-type: none"> • CEF • Other Program staff who augmented in the barangay

d. **Process and Steps**

1. **In preparation for the community consultation**

1.1. Prior to the meeting, the ACT and MCT CEFs meet with the Barangay Chairperson to plan for the consultation, and mobilizes the BLGU in ensuring attendance and participation of sectoral representatives.

- 1.2. Materials, tools, and visual aids to be used in the community consultation are prepared together with the PPT and BRT.
- 1.3. The CEF prepares key questions to focus discussions on critical elements of the proposal (i.e. "Does the proposal address the priority needs agreed in the first assembly?", "Are there specific groups, especially vulnerable groups, which will be adversely affected by the proposed project?", "Are there affected groups who will not benefit or will be excluded from benefiting from the project?", "Should additional features or elements be included? If so, what?", "Is the site for the proposed project safe?", "Will mitigation be needed? If so, what kinds of mitigation?" and other similar questions) prior to the consultation. This is informed by ocular visits, key informant interviews (KII), and integration by the CEF with community members (cross sectoral) prior to the meeting.
- 1.4. The CEF also develops a glossary of technical terms translated into the vernacular, prior to the meeting. Where possible, the CEF ensures that key features of the proposal are written on the board or on Manila paper, in the local dialect, and posted around the venue for people to freely read.
- 1.5. CEFs conduct simulation and role-play with the PPTs and BRTs to prepare them for presenting the proposal to the community for validation and approval.

2. During the actual consultation

- 2.1. The meeting is opened by the Barangay Chairperson, and the CEF is introduced as the facilitator.
- 2.2. The CEF, assisted by his/her MCT counterpart, introduce the BRT and the PPT or community volunteers present during the project development workshop.
- 2.3. The CV (i) presents a review of the previous community consultation on the problems and issues; (ii) recalls the agreements made by the BA on the priority needs, (iii) provides feedback on the result of the MIBF, and; (iv) presents an overview of the process undertaken by the PPT in developing the final activity proposal.
- 2.4. The CV presents the details of the final activity proposal, beginning with the objective and rationale, expected benefits, components, costs, and implementation arrangements, and adverse impact and mitigation measures.
- 2.5. The CEF facilitates discussion on questions, and further clarification.

- 2.6.** The CEF turns over the meeting to the Barangay Captain. The Barangay Captain seeks the BA for: (i) approval of the proposal, and (ii) endorsement of the same to the MIAC and the NCDDP. The Barangay Captain then requests motion from the floor.
- 2.7.** Once motion is approved, the CEF acknowledges and thanks the community volunteers for their efforts in developing the proposal.
- 2.8.** The CEF discusses the structure for subproject implementation and the Barangay Subproject Management Committee (BSPMC). The CEF then facilitates election of the finance committee, the Bids and Awards Committee (BAC), and the BSPMC.
- 2.9.** The CEF then facilitates discussion on the opening of the community account, and the selection of the signatories. The CEF then requests the Barangay Captain for motion to approve the opening of the community account and the elected signatories.
- 2.10.** The CEF then calls for additional issues and concerns from the floor, and facilitates discussion and resolution of the same.

3. After the consultation

- 3.1.** The CEF and his/her municipal counterpart meet with BRTs and PPTs, and prepare them for the MIAC technical review meeting.
- 3.2.** Community accounts are opened. The CEF and MFA assist the finance committee in the opening of community accounts.
- 3.3.** Materials, tools, and visual aids to be used in the MIAC technical review are prepared together with the PPT and BRT.
- 3.4.** The CEFs conduct simulation and role-play with the PPTs and BRTs to prepare them for MIAC technical review.
- 3.5.** The CEF guides the PPT in finalizing the RFR documents, and submission to the MIAC. CEF ensures completeness, correctness and consistency of documents.

e. **Standards:**

1. At least 50% of the total HHs attended the assembly.
2. Where the IPP is prepared, it should be presented and validated by the concerned IP group. In a mixed IP community, this may necessitate consultation other than the BA.
3. Activity reports and other documents are submitted within seven (7) days after the activity.

3.3 MIAC MEETING for Subproject Final Technical Review and Approval for Fund Release

a. **Objectives:**

1. Review final activity proposals, designs, safeguards plans (i.e. ESMP), cost estimates, and other RFR documents, for endorsement to the RPMO for funds release.
2. Process and release funds for proposals that pass quality standards.

b. **Key Outputs:**

1. Technical Certification of appropriate MIAC member endorsing the subproject proposals and RFR documents to the Mayor.
2. Final and complete subproject activity proposals and RFR documents signed by the municipal mayor and submitted to RPMO.
3. Funds are downloaded to community accounts.

c. **Process and Steps**

The final review and approval will involve two steps: (i) desk review of SRPMO & individual MIAC, and (ii) convening MIAC Meeting for consolidation of reviews and final approval.

1. In preparation for the technical review

- 1.1. AC meets with the RPMO and SRPMO to (i) coordinate on the activities, flow, process, methodologies, date, and venue of the MIAC Technical Review; (ii) ensure RPMO and/or SRPMO technical staff will be present, and; (iii) funds and other logistical requirements are available and on hand.

1.2. AC coordinates with the appropriate MIAC member, and provides and orients the concerned MIAC member on the NCDDP Activity proposal Review Checklist (Annex 3A) to be used in the technical review. The simplified RFR documentary requirements for KC-NCDDP DROP implementation⁶ is attached as Annex 3C.

1.3. CEFs meet with their respective BRTs and PPTs to ensure proposals and RFR documents are complete, correct and consistent, and on hand.

1.4. Project proposals and RFR documents are provided to the appropriate MIAC member at least 2 days prior to the review.

2. During the MIAC Meeting

2.1. The concerned MIAC technical member reviews the proposal based on the KC-NCDDP RFR Review Guide.

2.2. PPT CVs are on-hand to respond to clarifications or questions which may be raised by the MIAC technical member.

2.3. AC is present to provide technical assistance to the MIAC member in the review of proposal and RFR documents.

2.4. The concerned MIAC technical member issues certification and endorses the proposal and RFR documents to the municipal Mayor, who endorses the same to the KC-NCDDP RPMO, if there are no findings. Otherwise, MIAC member provides final comments and recommendations on (i) completeness, (ii) correctness, and (iii) consistency.

2.5. To determine the appropriate MIAC technical member who will review the proposals, the ACT may refer to the matrix below:

MIAC Member	SP Type
Municipal Engineer (ME)	Basic Infrastructures, sub-projects, clearing of debris
Municipal Social Welfare and Development Officer (MSWDO)	Feeding Program, Cash for Work, Transitional shelters and temporary housing

⁶ As agreed during the 5th ISM, August 15, 2016

MIAC Member	SP Type
Municipal Agricultural Officer (MAO)	Agriculture-related projects and activities
Municipal Environment and Natural Resources Officer (MENRO)	Environmental-related projects and activities, and compliance
Municipal Planning and Development Coordinator (MPDC)/Municipal Assessor	Compliance to land acquisition and resettlement requirements
Municipal Health Officer (MHO)	Water and sanitation facilities in emergency and transitional shelter and temporary housing

3. Post activity follow-through

- 3.1. The ACT transmits complete proposal and other RFR documents to the SRPMO within 2 days after the MIAC Meeting.
- 3.2. ACT to follow-up with RPMO to ensure downloading of funds to community accounts⁷ within 5 days after submission of the RFR.
- 3.3. The CEF and his/her municipal counterpart meet with the BLGU and BSPMC to finalize plans and schedules for the pre-procurement conference.
- 3.4. CEFs instruct the BSPMC to safekeep the RFR documents.

d. Standards:

1. MIAC Technical review shall be principally guided by responsiveness and timeliness of the proposed sub-project.
2. Given the emergency nature and/or immediate need for the projects, RFR review, processing and downloading shall be done within 5 working days after submission to RPMO.

⁷ Contracts equal to or higher than P2 million will require “no objection” from the RPMO.

4. Community-managed Implementation Stage

Community-managed project implementation involves a multi-activity process conducted at the barangay level, consisting of: (i) BSPMC Orientation and Planning Meeting, including orientation on newly approved subproject and pre-procurement conference, (ii) mobilization of various committees for actual implementation, and (iii) completion and turnover of subprojects.

4.1 BSPMC Orientation and Planning Meeting

4.1.1 Orientation on Newly-approved Subproject

- a. The CEF, TF, and MFA, together with their municipal counterparts, orient the BSPMC and its various work committees, the BAC, the Finance Team, and the O&M committee on their specific tasks following the approved workplan.
- b. Present approved activity proposal.
- c. Discuss key features and enhancements to the DROP.
- d. In case CVs are new, undertake training on community procurement, community finance management, subproject implementation and/or construction (if projects involve small rural infrastructure), and monitoring activities following the workplan and schedule.
- e. Work schedules by committees are finalized.

Committees	Outputs		Frequency of Reporting
	Planned	Progress Report	
BAC	Work Schedule	CPP Progress Report (refer to CBPM)	
PT	Community Procurement Plan		
PIT	Deployment Plan (refer to infra manual)	Employment Record Sheet	Weekly or Monthly (depending on payment schedule)
		Weather Chart	Daily
MIT	Monitoring and Inspection Plan (refer to infra manual)	Minutes of BSPMC Meeting, highlighting Status Report	

Committees	Outputs		Frequency of Reporting
	Planned	Progress Report	
		ESMP Monitoring Report	
Finance Group	Payment plan (refer to CBFM)		
Bookkeeper		Expense Report	
Treasurer		List of Disbursement Voucher Status of SP Fund Utilization Report	
AIT	Audit and Inventory Plan (refer to CBFM)	Audit Report	
O&M	O&M Plan Functionality Audit (if applicable) Sustainability Evaluation (if applicable)	O&M Report FA Result SE Result/Report	Before Turn-over 6 months after project completion, and 1 year thereafter

4.1.2 Pre-procurement Conference

- a. ACT and MCT discuss with the community volunteers the procurement at hand, and ensure understanding of the emergency procurement procedure. In case the ongoing subproject is still relevant (as discussed in the community assembly) to continue/complete the SP, the ACT/MCT facilitates the review and updating of existing Community Procurement Plan (CPP) as a result of the disaster.
- b. Project TFs and MFAs, together with TAF service providers, and with guidance from and in close coordination with the CEF and PPTs, coaches the Community Volunteers (particularly the PPTs and BRTs) on community procurement and community finance. The actual, hands-on activity shall lead to the preparation of Planned Procurement Packaging Plan, which will be attached as RFR requirements.

4.2 Mobilization of Various Committees (actual implementation)

- a. Mobilization of various committees shall be done simultaneously based on workplan and closely monitored by the CEFs.
- b. ACT members are able to provide timely technical assistance to the committees in their respective fields of expertise.
- c. Convene regular meeting for progress reporting and problem solving.

4.3 Completion and Turn-over of SPs

- a. CEF and TF undertake Functionality Audit prior to turn-over.
- b. O&M arrangements (O&M group, policies, funding sources and agreements) are discussed, roles agreed upon and executed. Agreements are included in the MPA.
- c. Inauguration/Turn-over of completed subproject
- d. Accounts closed.

Refer to Annexes 1C, 1D and 1E for the detailed processes on Procurement Activities and Emergency Procurement, CMI, and Formation of Community Organizations for O&M, respectively.

5. Community Monitoring

5.1 Accountability Reporting

Transition from DROP to Standard CEAC will be triggered by the conduct of the Municipal Accountability Reporting. The accountability reporting shall discuss the highlight of the performance of the barangays using DROP.

The AR will commence after completion of all subprojects in the municipality. The Accountability Reporting will still be done in two (2) levels, first in all barangays followed by the Municipal Level AR.

5.1.1 Barangay Accountability Reporting (Barangay level; 1 – 2 days)

a. **Objectives:**

1. To inform the community members on the status of the subproject and for public disclosure of all aspects of the implementation including synthesis from GRS and actions taken.

2. Review and assessment of commitments made and delivered by the MLGU and other stakeholders relative to the implementation of the sub-project.
3. Identification of lessons in implementing DROP in the barangay and municipality, and recommendations for succeeding implementation using the DROP.

b. Key Outputs:

1. Documentation of learning and assessment of the implementation of DROP.
2. Barangay Resolution to (i) provide support to O&M; (ii) authorizing transition from DROP to Regular CEAC implementation.
3. Barangay Action Plan to complete the subproject (if applicable).

c. Participants:

Government	Community	Program Staff
<ul style="list-style-type: none"> • Representatives from the MDRRMC • MCT members 	<ul style="list-style-type: none"> • BLGU Members • Community Monitoring Team • BRT and PPT members • BSPMC • O&M Committee members • Community Volunteers and Community residents • IP tribal leader, if the barangay covers or is covered by a known Ancestral Domain, either in part or in whole. 	<ul style="list-style-type: none"> • AC • CEF • TF • MFA

d. Process and Steps

1. In preparation for the barangay accountability review (AR):

- 1.1 The AC submits report to the SRPMO that the municipality is already eligible to facilitate the transition. The SRPMO endorses the report to the RPMO and both validates the report. The RPMO issues “No Objection” to the municipality upon validation.

- 1.2 The RPMO provides guidance to the SRPMO on how to facilitate the transition and conduct of Accountability Reporting and the SRPMO coaches the ACTs prior to the activity.
- 1.3 The AC meets with the MDRRMC and orients them on the accountability review activities, and discusses their role and participation in the various accountability activities.
- 1.4 The CEF meets with the Barangay Chairperson to plan for the AR, and mobilizes the BLGU in ensuring attendance and participation of CVs.
- 1.5 The CEF meets with the Community Monitoring Team, BRT and the BSPMC to prepare them for their roles in the meeting, and conducts dry-run, simulation, and role-play with the CVs.
- 1.6 Additional technical assistance is tapped from the RPMO and/or SRPMO prior to the meeting, if needed.

2. During the actual barangay AR

- 2.1 The head of the Community Monitoring Team presents a historical review of the activities conducted at the community beginning with the MDRRMC Meeting and the Community Consultation. Emphasis is given on the Rapid Assessment matrix presented during the community consultation. Presentation ends with a review of the commitments made by the MLGU, BLGU, and other NGAs and NGOs to support the disaster response and early recovery of the community.
- 2.2 The BSPMC Chairperson presents an update of status of subproject implementation activities.
- 2.3 The BLGU and MDRRMC representative presents updates on status of commitment from other partners and stakeholders.
- 2.4 The CEF facilitates assessment of (i) experience using DROP and commitments and activities undertaken; (ii) surfaces problems, issues, and gaps; (iii) generates recommendations to address existing gaps and issues; (iv) surfaces lessons, and; (v) generates recommendations for improving activities and processes for the next cycle.
- 2.5 CEF requests the Barangay Captain for motion to present the results of the review to the municipal accountability reporting.

3. After the barangay AR

- 3.1 The CEF meets with the Barangay Captain to firm-up commitments on BLGU support (including fund support) for: (i) operation and maintenance of subprojects; (ii) transitioning to Standard CEAC implementation; and (iii) issuance of Barangay Resolution on commitments above.
- 3.2 The CEF and his/her municipal counterpart meet with Community Monitoring Team, BRTs, and BSPMC Chairperson and prepare them for the municipal accountability reporting and succeeding activities.
- 3.3 AC informs the SRPMO and RPMO the needed Technical Assistance (TA) for the municipal AR, and prepares plan for the conduct of the activity.

e. **Standards:** The following standards should be observed in conducting barangay AR:

1. The CEF prepares key questions to focus discussions on critical elements of the review (i.e. "Is DROP an effective strategy to address emergency and early recovery needs? What could have been done better? What areas need improvement? What are your suggestion and recommendation to improve DROP implementation? What were the critical commitments of other agencies and partners on the emergency and early recovery of the barangay?", "Were these delivered adequately?", "Did those who commit deliver?", "Were there challenges to participation of women and other vulnerable groups? Were these challenges addressed adequately?", and similar questions) prior to the consultation. This is informed by ocular visits, key informant interviews, and integration by the CEF with community members (cross sectoral) prior to the meeting.
2. The CEF, with assistance of CMT members, also develops simple visual aids such as flowcharts of key activities undertaken, graphs to show accomplishments and delivery of commitments, and a glossary of technical terms, translated into the vernacular, prior to the meeting. Where possible, the CEF ensures that workflows, and planning templates and tools are written on the board or on manila paper, in the local dialect, and posted around the venue for people to freely read, and serve as basis for assessment.
3. The CEF together with his/her counterpart conduct dry-run/simulation and role-play prior to the meeting to identify potential issues and concerns, and refine the meeting facilitation plan.
4. The AR is chaired by the Barangay Chairperson.
5. The CEF facilitates the meeting. The CMT head presents the report.
6. The CEF ensures that the language used in the discussion is simple and in the vernacular so that it is easily understood.
7. Vulnerable groups (women, IP, communities in GIDAs, Pantawid Pamilya HHs, Conflict-Affected Areas (CAAs), and HHs affected by land acquisition and resettlement Program activities, if any, are adequately represented.
8. 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.
9. Additional consultations are conducted (at sitio, purok, or tribe) in IP, conflict areas, and GIDAs to ensure wide dissemination of information and maximum participation of vulnerable groups.
10. Simple reflection is facilitated to (i) evoke observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; and, (iii) generating resolve to (decisions) undertake action and next steps.
11. Activity reports and other documents are submitted within seven (7) days after the activity.

5.1.2 Municipal Accountability Reporting (1 day)

a. Objectives:

1. To inform the community members on the status of the subproject and for public disclosure of all aspects of the implementation including synthesis from GRS and actions taken.
2. Review and assess commitments made and delivered by the MLGU and other stakeholders.
3. Identify lessons in Program implementation using the DROM in the barangay and municipality, and recommendations for implementation of succeeding cycles using the accelerated CEAC process.

b. Key Outputs:

1. Documentation of learning and assessment of the cycle based on shared reports and assessment.
2. Municipal Resolution to provide support to O&M and implementation of succeeding cycles.
3. Barangay Resolution to (i) provide support to O&M; (ii) authorizing transition from DROP to Regular CEAC implementation.

c. Participants:

Government	Community	Program Staff
<ul style="list-style-type: none"> • Municipal Mayor • Municipal Vice Mayor • Sangguniang Bayan members • MIAC/LPRAT/MDRRMC members • MCT • NCIP representative, and IPMR, in municipalities with known ancestral domains. 	<ul style="list-style-type: none"> • Community Monitors • BRTs • IP leaders, in municipalities with known ancestral domains. 	<ul style="list-style-type: none"> • ACT members • SRPMO and RPMO representatives

d. Process and Steps

1. In preparation for the municipal accountability reporting

- 1.1 The ACT consolidates the barangay AR reports, NGA PPA commitments, and proposed projects for the NCDDP, in a municipal map.

1.2 The AC meets with the MCT, Municipal Planning and Development Officer (MPDO) and other members of the MIAC/MDRRMC to discuss the consolidated results of the Barangay AR, and conduct a dry-run/simulation of the Municipal AR. The facilitation plan for the activity is adjusted as needed.

2. During the actual municipal AR

2.1 The MDRRMO presents a historical review of the activities conducted in the municipality, beginning with the MDRRMC Meeting and the Community Consultation Assembly. Emphasis is given on the consolidated LGU-NGA PPA matrix developed from the result of the Rapid Assessment. The presentation ends with a review of the commitments made by the MLGU, BLGU, and other NGAs and NGOs to support the disaster response and early recovery of the barangays.

2.2 The MCT MAC presents an update of the status of subproject implementation activities. S/he also presents the status of other projects to address needs identified in the consolidated NGA-LGU PPA matrix, including integration of other needs into the MDP.

2.3 The AC facilitates: (i) assessment of commitments and activities undertaken; (ii) surfaces problems, issues, and gaps; (iii) generates recommendations to address existing gaps and issues; (iv) surfaces lessons, and; (v) generates recommendations for improving activities and processes for the next cycle.

2.4 AC requests the Municipal Mayor for motion to approve the recommendations made.

2.5 AC facilitates formation of the Multi-Stakeholders Inspectorate Team (MSIT) who will conduct the Sustainability Evaluation Test for early recovery subprojects six (6) months after subproject completion and turn-over.

2.6 The AC facilitates short reflection session on the activity and proceedings.

3. After the AR

3.1 The ACT, with the assistance of the RPMO and/or SRPMO, meets with the Municipal Mayor to discuss enhancements to the NCDDP Specific Implementation Arrangements (SIA) for the succeeding cycle implementation using the standard CEAC or LGU-led modality, including compliance with environment, involuntary resettlement, and Indigenous Peoples safeguards, and Gender guidelines.

3.2 The draft SIA is presented to the Vice Mayor as chairperson of the Sangguniang Bayan, for review and issuance of municipal resolution authorizing the Mayor to sign the revised SIA.

3.3 The ACT, MCT, and MIAC prepare implementation plan for the succeeding cycle using the standard CEAC or LGU-led modality (whichever is applicable), based on the recommendations from the municipal AR.

e. **Standards:** The following standards should be observed in facilitating the municipal accountability review:

1. The Mayor opens the meetings.
2. The AC facilitates the meeting and discussions.
3. The community facilitators prepare a barangay-level synthesis of the results of the barangay level review.
4. The AC prepares key questions to focus discussions on critical elements of the review (i.e. "Is DROP an effective strategy to address emergency and early recovery needs?" "What could have been done better?", "What areas need improvement?", "What are your suggestion and recommendation to improve DROP implementation?", "What were the critical commitments of other agencies and partners on the early recovery and rehabilitation of the barangay?", "Were these delivered adequately?", "Did those who commit deliver?", "Were there challenges to participation of women and other vulnerable groups?", "Were these challenges addressed adequately?", and similar questions) prior to the consultation. This is informed by ocular visits, key informant interviews, and integration by the AC with MLGU members (cross sectoral) prior to the meeting.
5. The ACT also develops simple visual aids such as flowcharts of key activities undertaken, graphs to show accomplishments and delivery of commitments, and a glossary of technical terms, translated into the vernacular, prior to the meeting. Where possible, the AC ensures that key Program policies and work breakdown structures, workflows, and planning templates and tools are written on the board or on manila paper, in the local dialect, and posted around the venue for people to freely read, and serve as basis for assessment.
6. Barangay Participants for this activity (BRT and CMT) are selected during the community consultations under the social preparation stage.
7. Reactions to the presentations are solicited, questions are adequately answered, and recommendations discussed.
8. Where an IP community covers more than one barangay, consider separate meetings of IP leaders.
9. MSIT is headed by the MPDC, and composed of the members of the MIAC. The ACT provides technical and facilitation support to the team. The MSIT will be organized by subproject typology (Schools and Day care, Health Stations, Water Systems, Post-harvest Facilities, Roads and Bridges, etc.)
10. Simple reflection follows of (i) evoking observations, including feelings, of participants on the proceedings, the process of how decisions are made, and the decisions themselves; (ii) soliciting reflections and insights out of what was observed/felt during the proceedings; and (iii) generating resolve to (decisions) undertake action and next steps.
11. The AC works in close coordination and partnership with the MDRRMC, MLGOO and the MPDC in ground working MIAC members for follow-through activities.
12. Activity reports and other documents are submitted seven (7) days after the forum.

5.2 Conduct of Sustainability Evaluation (per subproject; 1 – 2 days per subproject)

a. Objectives:

1. To assess sustainability performance and actual utilization of completed subproject (planned vs. actual)
2. Evaluate quality of community sustainability program and activities along various components (including organizational effectiveness, financial management, physical-technical conditions, and benefits of sub-projects); and
3. To identify and address issues affecting sustainability of the facility and services provided through the facility.

b. Key Outputs:

1. Subprojects are validated to be technically functional.
2. Subproject O&M arrangements are validated to be sustainable.

c. Participants:

Government	Community	Program Staff
<ul style="list-style-type: none"> • MSIT members composed of: <ul style="list-style-type: none"> - Mayor’s representative - MPDC - ME - Representatives from MIAC, SB, PLGU - Barangay Chairperson, other BLGU officials • MCT • NCIP representative, and IPMR, in municipalities with known ancestral domains. 	<ul style="list-style-type: none"> • O&M group officers and members • Representatives from non-prioritized barangays • CSOs operating in the barangay or municipality • IP leaders, in municipalities with known ancestral domains. 	<ul style="list-style-type: none"> • AC • DAC • CIO • NPMO and RPMO representatives

d. Process and Steps

1. In preparation for the sustainability evaluation

1.1 Multi-Stakeholders Inspectorate Team (MSIT) is formed during Municipal Accountability Reporting session. ACT and MCT meet with the MSIT to: (i) orient them on their roles and functions, (ii) discuss the objectives and procedures of the sustainability evaluation including the tools, (iii) plan for the sustainability evaluation, (iv) level-off on concerns such as composition of evaluation teams and methodology in filling-up rating forms (consensus or individual method), and (v) finalize the schedule and other logistics and administrative preparations. Annex 3D provides the Procedures for the conduct of SE and the sustainability evaluation tools (SET).

1.2 AC meets with the municipal Mayor to ensure support for the activities of the MSIT.

1.3 The AC mobilizes technical assistance support from the RPMO and SRPMO for the conduct of SE.

1.4 The ACT and MCT meet with the RPMT to (i) generate a list of all completed subprojects in the municipality; and, (ii) gather and review documents on file about the subprojects (i.e., subproject completion report, previous SE results, etc.).

1.5 ACT and MCT meet to plan for the conduct of sustainability evaluation to: (i) attend to, and finalize logistics and administrative requirements and coordination arrangements, and (ii) ensure documents and other reference materials have been secured/prepared by the MSIT/MSIT Secretariat.

2. During the SE:

2.1. The O&M group representatives are convened by the MSIT members, and oriented on the objectives of the activity, procedures of evaluation and their roles.

2.2. The MSIT, together with the O&M group representatives, undertake actual inspection of structures and sub-structures. FGD will follow to generate responses to the indicators under study.

2.3. After generating the computation of the Final Rating, the MSIT shall conduct an exit conference with the FGD participants to: (i) present the findings, observations and recommendations to the O&M group, and (ii) jointly analyze with the O&M groups the gaps and weaknesses identified during the evaluation.

- 2.4. After the discussions, the FGD participants shall proceed to the preparation of an Action Plan to address the findings presented during the exit conference.
- 2.5. The agreements are then summarized, placing emphasis on the critical follow-through activities. Before dispersing, the group shall set the schedule of the next sustainability evaluation.

3. After the SE:

- 3.1 ACT and MCT assist the MSIT in consolidating the evaluation results.
- 3.2 If adverse findings are found, the MPDC and the appropriate MIAC member meet with the BLGU, BRT, and O&M group leaders of the identified subproject, and prepare action plan to resolve the issue and restore and/or enhance the service.
- 3.3 ACT and MCT sit down with the MSIT Secretariat or the designated documenter to finalize the documentation.
- 3.4 ACT gathers copies of the Process Documentation, summary of SE results and Action Plan per subproject and file these neatly for future reference.
- 3.5 Furnish the RPMO and NPMO a copy of the Process Documentation, consolidated/summary of SE result and Action Plan per Subproject within one week of the conduct of the activity, and duly accomplished and signed SET within two weeks of the conduct of the sustainability evaluation.
- 3.6 Ensure that the MSIT and the CEF in-charge of the Barangay monitor the implementation of the Action plan using the monthly O&M monitoring tool.
- 3.7 The ACT and MCT facilitate a short reflection session on the conduct of the sustainability evaluation.

e. Standards:

1. Technical Assistance is provided to community O&M groups by concerned/identified organizations/individuals to address observed gaps to ensure sustainability of sub-projects.
2. SE is conducted six (6) months after subproject completion and turn over, and one year thereafter, in accordance with the procedures outlined in Annex 3D.
3. The SE is undertaken for all completed subprojects.
4. SE reports (Process Documentation, consolidated/summary of SE result and Action Plan per Subproject) are submitted within one week of the conduct of the activity, and duly accomplished and signed SET within two weeks of the conduct of the sustainability evaluation.

6. Transition from DROP to Regular CEAC

The DROP is treated as an interim procedure. This means that there is just one CEAC, the Regular CEAC. The DROP is a temporary procedure that can be adopted to facilitate a responsive implementation when a disaster strikes an NCDDP municipality. After implementing the emergency response and early recovery activities, communities will go back to the Regular CEAC.

Transition from DROP to Regular CEAC will be triggered by the completion of the activities or projects with Program intervention. As a wrap-up activity for the DROP, a simplified Municipal Accountability Reporting (MAR) will be conducted. The MAR shall include: (i) discussion of highlights of the performance/experiences of the barangays and municipality using DROP, and (ii) municipal meeting to launch the implementation of the succeeding cycle. A Municipal Resolution shall support the decision of the MLGU to transition from DROP implementation to Regular CEAC, to be generated during the conduct of the MAR.

The AR will commence **after completion of all subprojects in all barangays.** The Accountability Reporting will still be done in two (2) levels: first, completed in all barangays then followed by the Municipal Level AR.

Where DROP was used as an interim procedure and after the conduct of the AR, communities shall resume the same cycle on the specific CEAC activity which was interrupted due to the triggering of the DROP (that is, if not all barangays were disaster-affected). Otherwise, resumption of CEAC will be for the succeeding cycle.

7. Simplified Monitoring and Evaluation

Procedures and tools for the major activities in KC-NCDDP Monitoring and Evaluation (M&E) will be simplified under disaster response operations. Refer to Annex 1F for the details.

The ACT should also actively include in their agenda any problems, issues, needs and concerns (PINCOs)/grievances that arise during the implementation and feedback them to the Regional Grievance Monitor. Grievance Monitors shall also ensure that all program staff are fully aware of the KC-NCDDP GRS through provision of GRS Handbooks, conduct of trainings and continuous provision of technical assistance at all levels.