

KC-NCDDP M&E System Sub-Manual for Program Implementers

Prepared by
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Acronyms and Abbreviations

AC	Area Coordinator
ACT	Area Coordinating Team
ADB	Asian Development Bank
AR	Accountability Reporting
BA	Barangay Assembly
BAP	Barangay Action Plan
BDC	Barangay Development Council
BLGU	Barangay Local Government Unit
BSPMC	Barangay Sub-Project Management Committee
BRT	Barangay Representation Team
CBE	Community-Based Evaluation
CBME	Community-Based Monitoring and Evaluation
CDD	Community-Driven Development
CEAC	Community Empowerment Activity Cycle
CEF	Community Empowerment Facilitator
CM	Community Monitoring
CMO	Convergence Management Office
CSO	Civil Society Organization
CSW	Criteria Setting Workshop
CV	Community Volunteer
DB	Database
DBM	Department of Budget and Management
DBMS	Database Management System
DILG	Department of Interior and Local Government
DQA	Data Quality Assessments
DSWD	Department of Social Welfare and Development
EIRR	Economic Internal Rate of Return
GIS	Geographic Information System
GOP	Government of the Philippines
GRS	Grievance Redress System
HH	Household
ICTMS	Information and Communication Technology Management Service
IP	Indigenous People
IS	Information System
KALAH-CIDSS	Kapit-bisig Laban sa Kahirapan (Linking Arms against Poverty) - Comprehensive and Integrated Delivery of Social Services
KC	KALAH-CIDSS
KCAF	KALAH-CIDSS Additional Financing
KC-MCC	KALAH-CIDSS- Millennium Challenge Corporation
KC-NCDDP	KALAH-CIDSS- National Community-Driven Development Program
KML	Keyhole Markup Language
KPI	Key Performance Indicator
LCC	Local Counterpart Contribution

LGU	Local Government Unit
M&E	Monitoring and Evaluation
MCT	Municipal Coordinating Team of the MLGU
MCC	Millennium Challenge Corporation
MCA-P	Millennium Challenge Account Philippines
MDE	Municipal Database Encoder
MIBF	Municipal Inter-Barangay Forum
MIT	Monitoring and Inventory Team
MLGU	Municipal Local Government Unit
MOA	Memorandum of Agreement
MOV	Means of Verification
NAPC	National Anti-Poverty Commission
NCDDP	National Community-Driven Development Program
NEDA	National Economic and Development Authority
NGO	Non-Government Organization
NPMO	National Project Management Office
NSCB	National Statistical Coordination Board
O&M	Operation and Maintenance
OD	Organizational Development
OPAPP	Office of the Presidential Adviser on the Peace Process
OSM	Office of Strategy Management
PDPB	Policy Development and Planning Bureau
PDPRA	Project Development and Participatory Resource Allocation
PDO	Project Development Objective
PDW	Project Development Workshop
PLGU	Provincial Local Government Unit
PIMS	Project Information Management System
PIT	Project Implementation Team
PPT	Project Procurement Team
PSA	Participatory Situation Analysis
RMEO	Research Monitoring and Evaluation Office
RPMO	Regional Project Management Office
SDU	Social Development Unit
SET	Sustainability Evaluation Tool
SMS	Short Message Service
SQL	Structured Query Language
SP/SPI	Sub-Project/Sub-Project Implementation
SRPMO/T	Sub-Regional Project Management Office/Team
TA	Technical Assistance
TF	Technical Facilitator
TOC	Theory of Change
TWG	Technical Working Group
VM	Virtual Machine
WB	World Bank

INTRODUCTION

The M&E sub-manual was prepared by the National Project Management Office (NPMO) Monitoring and Evaluation (M&E) Unit as a guide in monitoring and evaluating the Kapit-bisig Laban sa Kahirapan (Linking Arms against Poverty) - Comprehensive and Integrated Delivery of Social Services (KALAHI-CIDSS) National Community-Driven Development Program (NCDDP) portfolio. This aims to provide Program Managers, Specialists, M&E Officers and other readers an idea on what to expect from KC-NCDDP M&E – what activities to be conducted, what indicators to be monitored and what evaluation questions to be answered.

Intended Users

For M&E officers, this sub-manual presents the steps and standards in doing M&E under the Program. Through this document, they will be able to operationalize their roles and functions in the organization. At the municipal level, Area Coordinating Team (ACT) officers, Local Government Unit (LGU) staff and volunteers can refer to this sub-manual to clarify their roles and determine how to maximize the M&E system.

Organization of the Manual

This sub-manual is divided into six sections:

- Section I presents the evolution and principal concepts of M&E in relation to KC-NCDDP.
- Section II discusses the overall Program Theory of Change (TOC), Results Framework and Key Performance Indicators (KPIs) that will be the basis of all monitoring and evaluation activities of KC-NCDDP.
- Section III presents the different types of monitoring employed by the Program. This section also outlines requirements, processes and standards in doing monitoring activities.
- Section IV meanwhile focuses on evaluation activities and special studies to be expected in KC-NCDDP.
- Finally, Section V outlines the organization and management. It also provides capacity building activities to be undertaken in support of M&E implementation.

Aside from these sections, this sub-manual is supplemented by eight annexes that provide detailed information on the topics discussed. M&E Officers are directed to these annexes in the course of the discussion.

Innovations from Experience

This enhanced M&E sub-manual is a product of a series of consultations with field implementers and partner agencies and as a response to the new Results Framework of KC-NCDDP and challenges in Program implementation. Building on good practices and lessons from 12 years of KC implementation, this sub-manual incorporates the following:

- Data encoding at the lowest level to make the process faster by deconcentrating the task to a number of Municipal Database Encoders (MDE) supervised by Area Coordinators (ACs) who can quickly clarify and review data entries;

- Involvement of ACTs and other program staff in encoding and managing data to address backlogs and ensure quality;
- Use of appropriate technology (where the latest technology is not always the best option) given the limited infrastructure, available network services and staff capacity at the barangay level and the need for offline encoding and multiple options for securing and transmitting data ;
- Conduct of regular data quality assessments (DQAs) to check the quality and timeliness of data, determine if prescribed processes are observed and if systems can further be improved;
- Simplification of forms and procedures where monitoring and internal evaluation activities are calibrated to make them complementary activities instead of a burden to communities, LGUs and field implementers;
- More focus on analysis and feedback to demonstrate the value of good M&E data and to generate buy-in from implementers on the need to support M&E activities; and
- Capacity building for volunteers and LGU staff to ensure quality information are entered into the system and the data are utilized not only by the Program but also by the LGUs and communities

With the above insights, this sub-manual intends to enhance M&E practice in KC-NCDDP to a point where the Program can gain from having good monitoring data and evaluation studies in improving program implementation, generating support to Community-Driven Development (CDD) initiatives and in ensuring institutionalization and sustainability.

I. M&E IN KALAHI-CIDSS

Under KC1, operations and results-based monitoring and evaluation were done by M&E staff using MS Excel. Data coming from the different barangays and municipalities were sent to the Regional Project Management Office (RPMO) for encoding, processing and analysis. There was an attempt to develop a more sophisticated M&E database system but this failed due to numerous changes and enhancements in the Community Empowerment Activity Cycle (CEAC). Community-Based Evaluation (CBE), Sustainability Evaluation Tool (SET) and Functionality Audit were introduced under KC1. CBE later became Community-Based Monitoring and Evaluation (CBME) and Municipal Talakayan.

In KALAHI-CIDSS Additional Financing (KCAF) and KALAHI-CIDSS- Millennium Challenge Corporation (KC-MCC) implementation, a shift towards combining the MS Access-based database system and MS Excel tracking system was initiated. There was also a delineation of tasks between the M&E Unit, Social Development Unit (SDU) and Engineering Unit. The M&E Unit focused on results-based monitoring while SDU and Engineering Unit developed their own operations monitoring processes. SET was enhanced under KCAF and KC-MCC to give more weight to the non-physical aspect of sub-project sustainability. DQA was also introduced to ensure the accuracy and timeliness of data being encoded into the database system. Finally, the Geographic Information System (GIS) was developed to make use of spatial analysis in improving project implementation.

In KC-NCDDP, all monitoring and evaluation activities, both operations and results-based, were concentrated under the M&E Unit. In this set-up, all data coming from barangay and municipal levels are channeled through the M&E database system where all implementers and stakeholders can access the information generated. In addition, CBME became Community Monitoring (CM), while the Municipal Talakayan was enhanced.

A. KC-NCDDP AND CHALLENGES

KC-NCDDP is the scaling up into a national program of the CDD approach, a strategy that has been tried and proven effective in KALAHI-CIDSS. Aside from the expansion from 360 municipalities in 12 regions to 847 municipalities in 14 regions, the KC-NCDDP portfolio also includes a number of projects with different partner agencies such as KC-MCC, a grant from the MCC; Payapa at Masaganang Pamayanan (PAMANA) of the Office of the Presidential Adviser on the Peace Process (OPAPP); Grassroots Participatory Budgeting (GPB) of the Department of Budget and Management (DBM), Department of Interior and Local Government (DILG) and National Anti-Poverty Commission (NAPC); Improving Access to Early Learning through Community-led Approach Project with the Department of Foreign Affairs and Trade (DFAT); and others. In addition, KC-NCDDP implements different modalities that best address the needs of the poorest communities in the country such as the Accelerated CEAC, GPB planning and budgeting process, provincial-level CDD implementation, and the enhanced gender and conflict lens for the gender incentive grant and PAMANA, respectively.

With the increase in scope, modality and partner agencies, the M&E Unit developed an enhanced system to gather data and disseminate information that can cope up with the demands of the Program.

B. FOUNDATION OF THE ENHANCED KC-NCDDP M&E SYSTEM

In response to the challenges of KC-NCDDP, a series of activities were undertaken that became the foundation of the M&E System:

1. Development or enhancement of M&E systems;
2. Provision of trainings and other capacity building activities to M&E officers, S/RPMO staff, ACTs, LGU staff and community volunteers;
3. Conduct of monitoring and evaluation activities; and
4. Reporting and feedbacking to oversight agencies, partners, communities and other stakeholders.

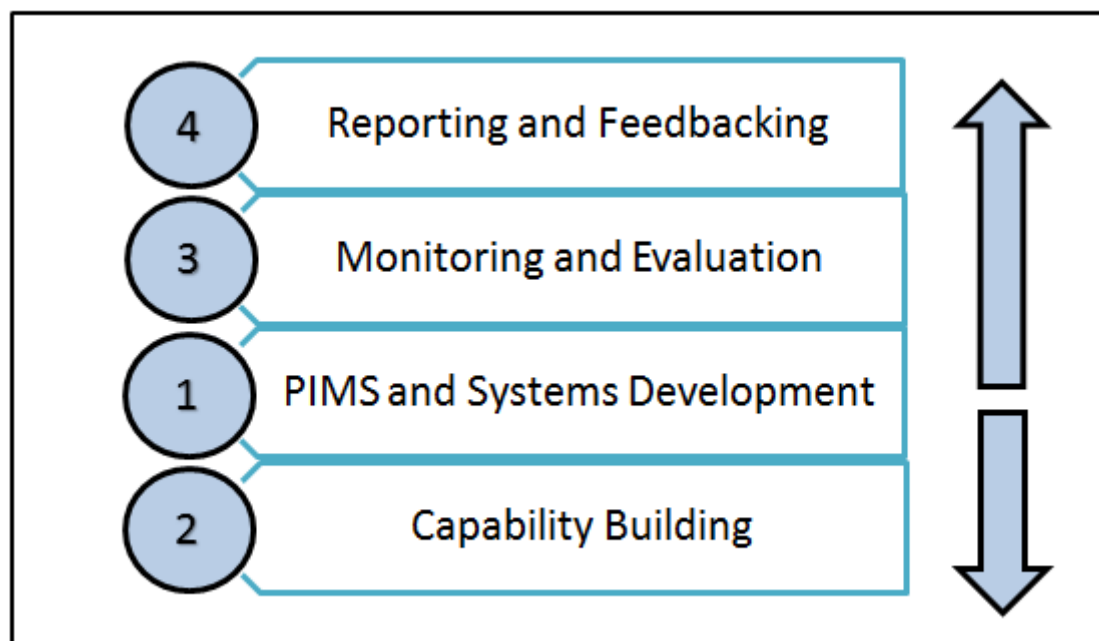


Figure 1: Foundation of the KC-NCDDP M&E System

These explain the three major components of the KC-NCDDP M&E System which are: (i) Program Monitoring, (ii) Program Evaluation and (iii) Support Activities.

The activities are guided by the principles of the CDD approach:

- ✓ **Participation** - by involving both communities and LGUs in M&E activities such as Community Monitoring, Municipal Talakayan, participatory mapping, and GRS; and providing capacity building activities to enable them to meaningfully participate in data gathering, processing and analysis, and especially in data utilization for their own development.
- ✓ **Empowerment** – communities and LGUs are not just sources of data but are partners in all M&E activities. By experiencing M&E activities and through capacity-building activities, they are equipped with necessary skills to utilize the benefits of having quality information that can be used to promote their development.
- ✓ **Convergence** – data from different DSWD programs and different NGAs are fully utilized for community planning and prioritization and better targeting the poor and marginalized. On

the other hand, KC-NCDDP data are shared with the LGUs, communities, DSWD programs and other NGAs as a reference for complementary initiatives that would promote inclusive and sustainable development.

- ✓ **Transparency** – sharing to all stakeholders and general public the status of KC-NCDDP implementation and findings of special studies
- ✓ **Accountability** – through the GRS, Municipal Talakayan and feedbacking activities such as Accountability Reporting where accomplishments and shortcomings are discussed by the community

C. M&E THROUGH THE PROGRAM CYCLE

Managing for results requires that the program managers and implementers have reliable information in order to make informed decisions, hence, the need to ensure that M&E systems and processes are embedded in the program cycle.

The diagram below illustrates how the M&E System fits within the program cycle. Specifically, it demonstrates the different M&E roles and activities needed to be undertaken at each phase of the program cycle. It is also important to note, as shown in the diagram, that the M&E findings from the various M&E activities will be properly communicated to the program managers, implementers, partners, and other key stakeholders in order to improve the program management, strategy, and operations.

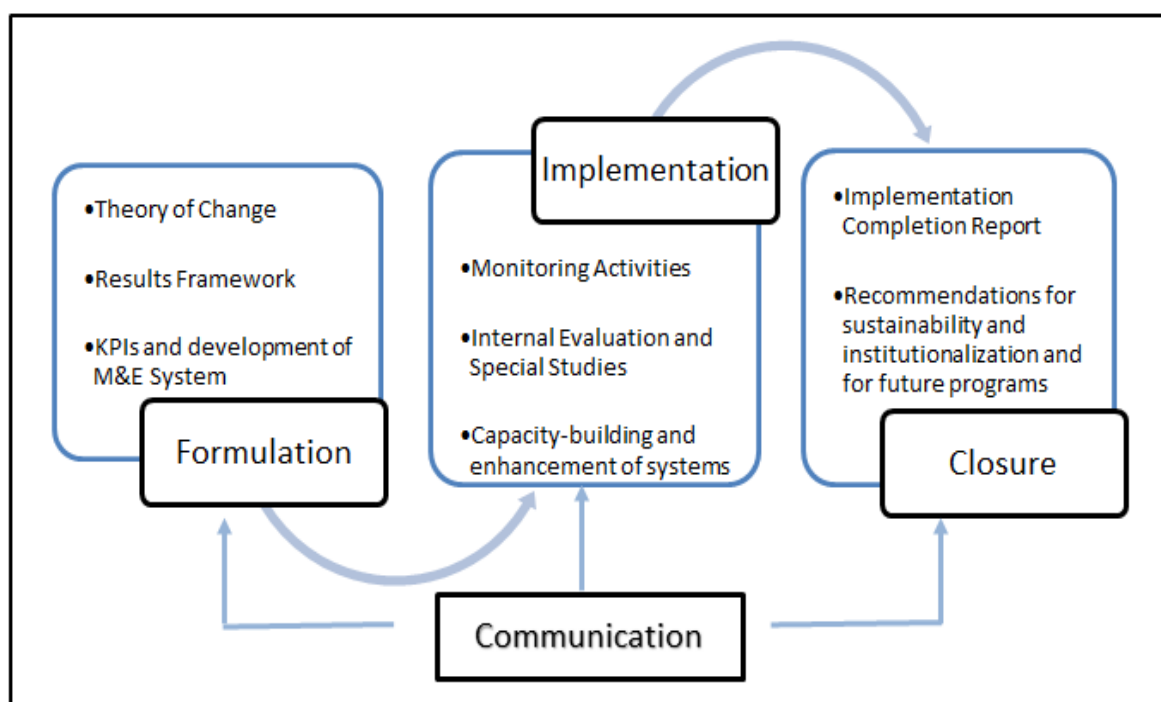


Figure 2: M&E through the Program Cycle

Along KC-NCDDP Community Activity Empowerment Cycle, specific monitoring and evaluation activities will be undertaken by M&E Officers and Area Coordinating Teams. The next diagram presents these activities divided into (i) pre-implementation, (ii) social preparation, and (iii) sub-project implementation phases. KC-NCDDP staff can refer to this diagram for an overall picture of monitoring, evaluation and capacity building activities that should be undertaken in the different

CEAC phases. Meanwhile, details of monitoring activities are in Section III, evaluation activities in Section IV and capacity building in Section V. Users can then check the annexes for toolkits and guides.

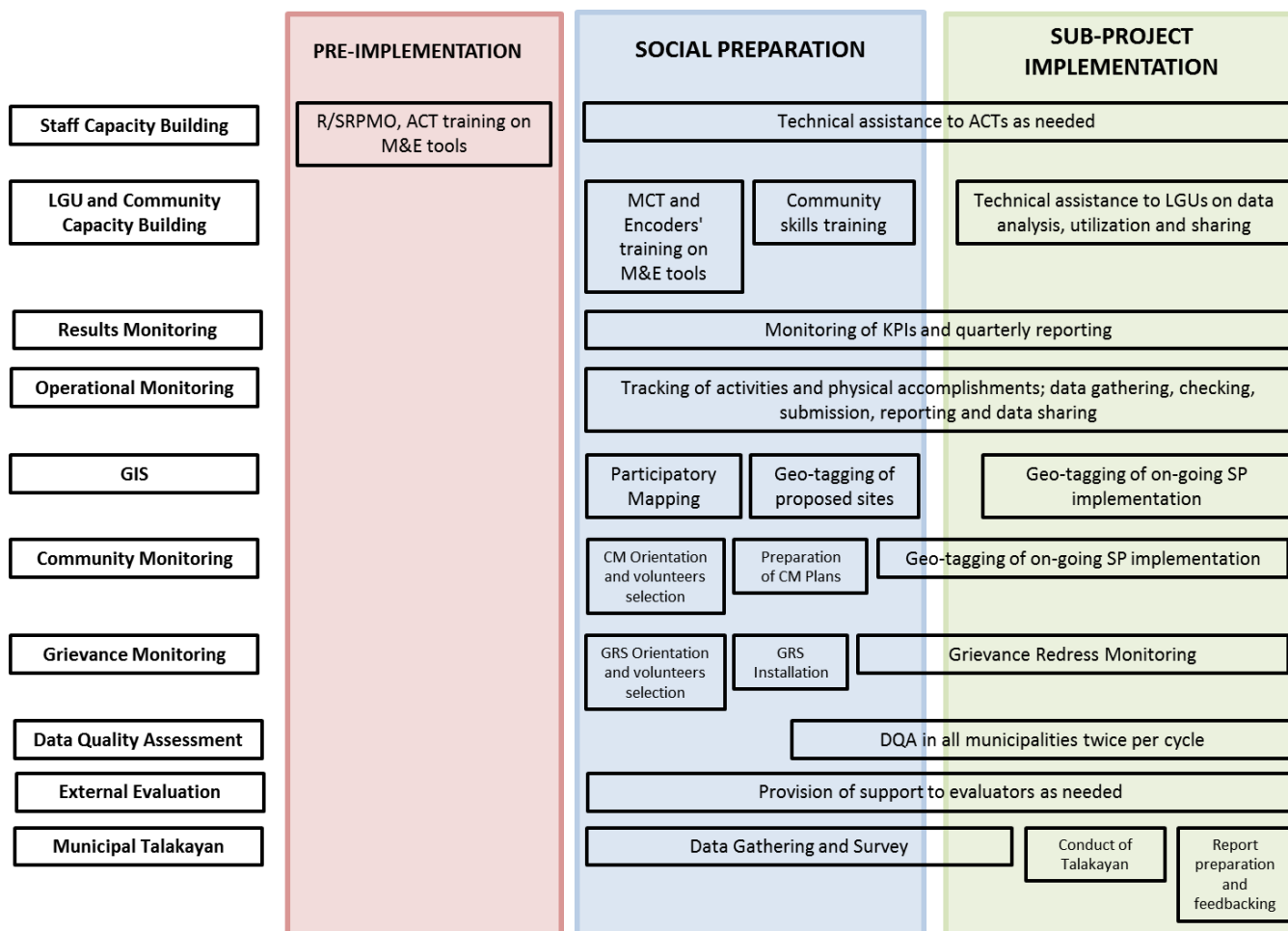


Figure 3: M&E across CEAC

II. KC-NCDDP THEORY OF CHANGE AND RESULTS FRAMEWORK

KC-NCDDP shall promote local poverty reduction and reduce vulnerabilities, in conjunction with implementing community empowerment processes, in the different communities of target municipalities. Using the CDD approach, the KC-NCDDP aims for:

Program Development Objective

Communities in the target municipalities become empowered to achieve improved access to basic services and to participate in more inclusive local planning, budgeting, implementation and disaster risk reduction and management

The above Program Development Objective (PDO) intends to improve the resiliency of poor communities to natural hazards.

Impact

% of poverty incidence reduced or recovered to pre-disaster level in target municipalities

Consequently, achieving performance in the KC-NCDDP shall include attaining local development outcomes in target municipalities, with the following scale and quality indicators by 2019 (average):

Outcome

- **Coverage: 26.9 million individuals or 5.3 million households (HHs)**
- **At least 10% increase in access to and utilization of major CDD investment projects (e.g., road, education, health and water services) in KC-NCDDP municipalities**
- **40% of HHs in KC-NCDDP municipalities report better access to services**
- **35% of HHs in KC-NCDDP municipalities report increase in confidence to participate in community development activities**
- **45% of members from marginalized groups (including Indigenous People (IPs) and women) attend regular Barangay Assemblies (BAs)**

To ensure the attainment of these objectives, the KC-NCDDP Theory of Change and Results Framework were developed. Both capture the essential elements of the logical and expected cause-effect relationships among inputs, outputs, intermediate results or outcomes, and impact of the Program.

A. KC-NCDDP THEORY OF CHANGE

The Theory of Change (TOC) or Program Logic provides for a comprehensive picture of the different pathways or steps required to achieve short term or intermediate changes and eventually towards the attainment of the End of Program Outcome. It not only situates the different relationships of outcomes and their relation to the broader goal but also identifies foundations and influence activities and examines assumptions and risks crucial to the success of the program. It also maps out the different stakeholders and the opportunities available for them to influence the end of program outcome.

The development of a TOC is useful in developing and refining a more logical strategy and results framework through facilitating the identification of more realistic objectives, interventions, KPIs, and evaluation questions that will provide a framework to monitor, evaluate, and report on the performance of a program and produce useful and relevant information for the management and other key stakeholders.

While KC-NCDDP has a PDO statement, the DSWD decided to prepare a TOC that would situate the Program with the overall objectives of the Department and of the Human Development and Poverty Reduction Cluster:

1. Target clients and communities are less vulnerable and more resilient;
2. Poor, vulnerable, marginalized individuals and communities actively and effectively participate in improving their quality of lives; and
3. Improved delivery of SWD services.

As a result, the KC-NCDDP TOC identified “Citizens in target municipalities implement local solutions to address their needs” as its End of Program Outcome. Three pathways were also identified as critical to the attainment of KC-NCDDP end of program outcome. Figure 4 shows the KC-NCDDP Theory of Change.

1. Citizens in target municipalities are prepared for risks and disasters;
2. Citizens in target municipalities implement local solutions to address social welfare and development needs; and
3. Target LGUs actively deliver quality and inclusive basic social welfare and development services.

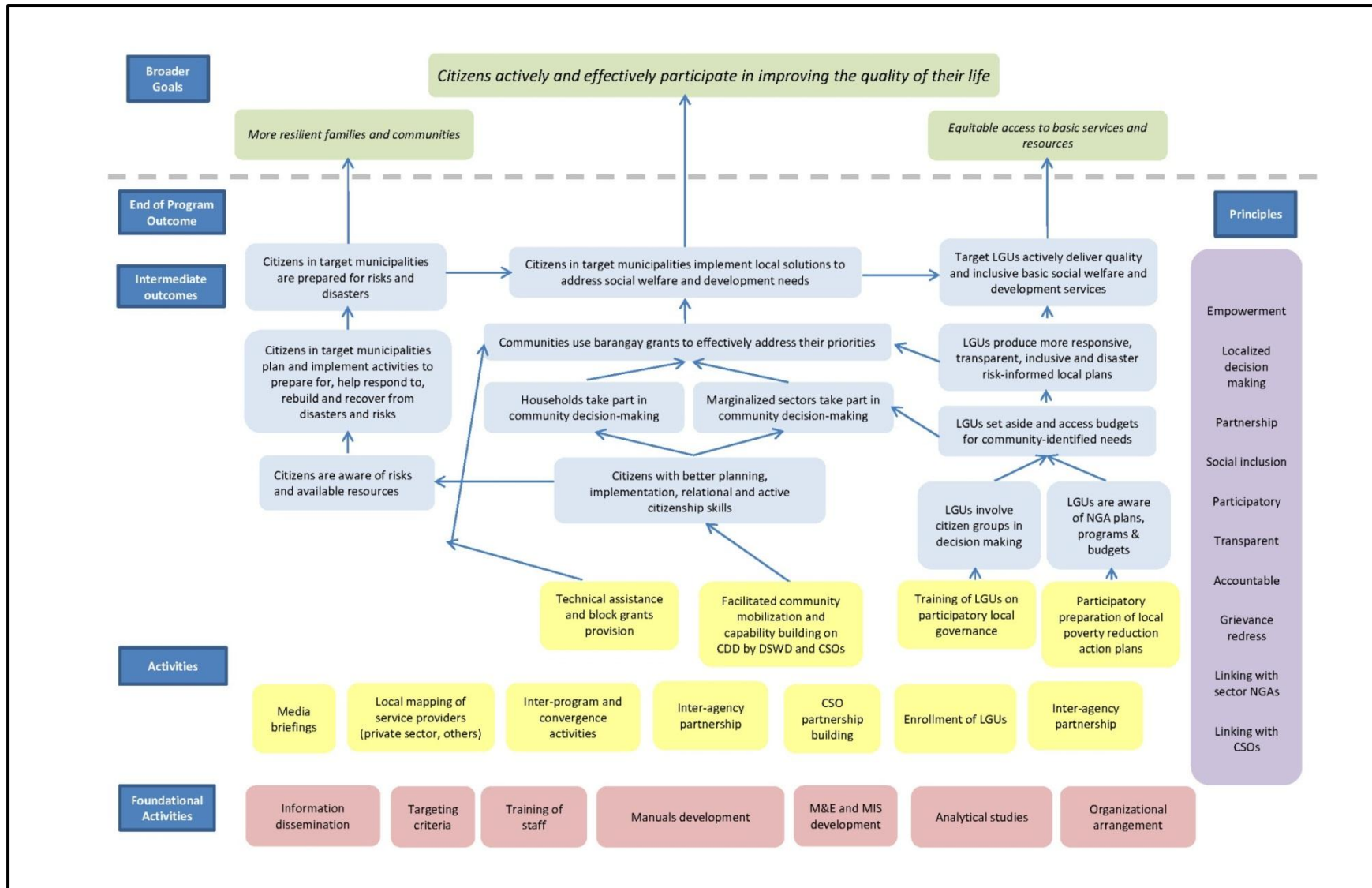


Figure 4: The KC-NCDDP Theory of Change

B. RESULTS FRAMEWORK

As part of the program design stage, DSWD, World Bank and the Asian Development Bank (ADB) identified program outcomes and KPIs to measure the success of KC-NCDDP in achieving its PDO. Due to differing focus and reporting needs of the three agencies, the Program has three results frameworks that differ slightly on emphasis and wordings (see Annex A). Nevertheless, these three are consistent with one another other, with the DSWD version serving to consolidate the information needs and targets of the World Bank and ADB results frameworks. The Program M&E activities capture these nuances and the database system was designed for easy consolidation of information to meet the requirements of these three results frameworks.

Presented below are the consolidated key performance indicators.

Outcome Indicators

- **Households benefitting from sub-projects**
- **% of HHs that report better access to services**
- **% increase in access to and utilization of roads, education, health centers and water (major KC-NCDDP investments) in KC-NCDDP municipalities**
- **% of HHs in KC-NCDDP municipalities that report increase in confidence to participate in community development activities**
- **% of members from marginalized (IPs, women) groups in KC-NCDDP municipalities that attend regular Barangay Assemblies**
- **% of HHs in KC-NCDDP municipalities with at least one member attending regular Barangay Assembly**

Moreover, there are also Intermediate Outcome Indicators per Program component.

Component 1: Barangay Grants

Communities plan and use barangay grants effectively

- **% of KC-NCDDP barangays with poverty reduction action plans prepared, involving community members in accordance with the KC-NCDDP participatory process**
- **% of KC-NCDDP community projects completed in accordance with technical plans, schedule and budget**
- **% of completed KC-NCDDP projects that meet basic financial standards based on KC-NCDDP Finance and Administration Sub- Manual**
- **% of completed KC-NCDDP projects that have satisfactory or better sustainability evaluation rating**
- **% of the paid labor jobs created by the project are accessed by women**
- **No. of reconstructed or repaired shelters for disaster-affected HHs**

Component 2: Capacity-building and Implementation Support

More inclusive and transparent planning and budgeting at municipal and provincial levels

- **KC-NCDDP Plan for strategic capacity building of community volunteers, NGAs, CSOs and other partners implemented**
- **No. of KC-NCDDP municipalities with LGUs staff trained by DILG using the local governance modules**
- **% of KC-NCDDP municipalities with municipal poverty reduction plans prepared in accordance with KC-NCDDP participatory process**
- **% of KC-NCDDP municipalities with citizens, other than public officials, who participate in municipal-level prioritization forum**
- **% of KC-NCDDP municipalities that provide LCC based on their LCC delivery plan**
- **% of KC-NCDDP municipalities with increased membership of POs and CSOs in local development councils and special bodies (BDC, local school board, PTCA, local health board, peace and order councils)**
- **% of registered grievances satisfactorily resolved in line with the GRS**
- **No. of KC-NCDDP provinces with provincial poverty reduction plans prepared in accordance with pilot-test of NCDDP PLGU process**
- **No. of community volunteers per barangay trained in CDD**
- **% of leadership positions in community volunteer committees are held by women by 2017**

Component 3: Program Management and M&E

- **KC-NCDDP PIMS providing necessary information in a timely fashion to measure project effectiveness and results**
- **KC-NCDDP multi-stakeholder oversight and coordinating committees in place and functional in accordance with TORs**
- **No. of KC-NCDDP studies on effectiveness and outcomes completed, with a review of gender equality dimensions by 2017**
- **System for community fund request fully operational at national and regional levels**
- **% of targeted new KC-NCDDP municipalities generate sex-disaggregated data**
- **Gender action plan implemented**

III. PROGRAM MONITORING

Monitoring is a continuing function that uses systematic collection of data on specified indicators. It provides the management and the main stakeholders an on-going development intervention with indications of the extent of progress and achievement of objectives and progress in the use of allocated funds¹. In KC-NCDDP, Program Monitoring activities are grouped into the following: (i) results-based or outcomes monitoring; (ii) operations monitoring; (iii) community monitoring; and (iv) grievance monitoring.

Results Monitoring vs. Implementation Monitoring²

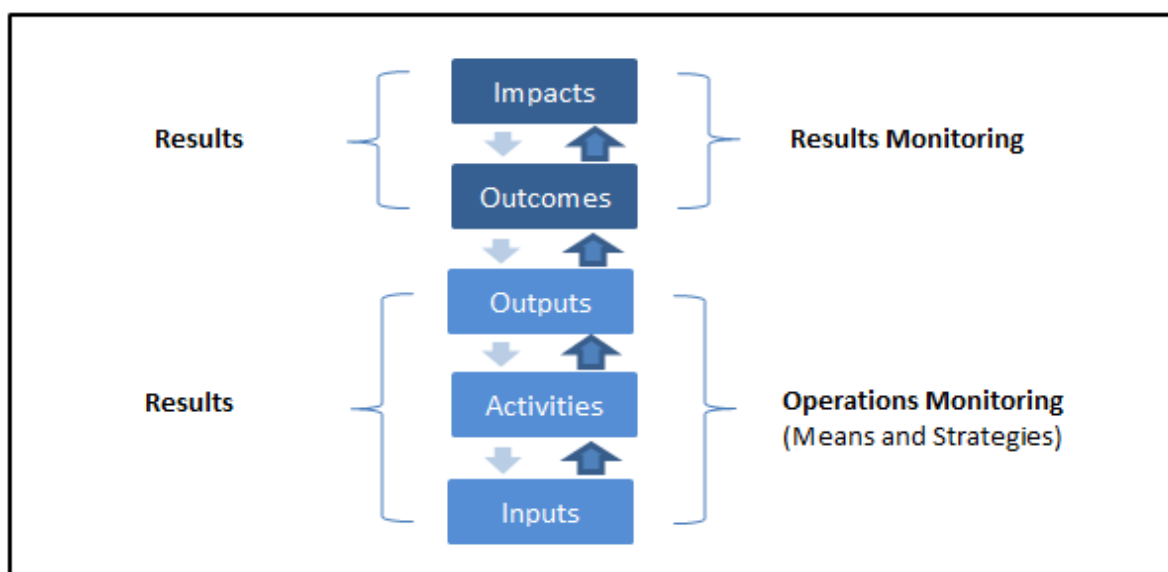


Figure 5: Results Monitoring vs Operations Monitoring

While KC-NCDDP is putting an increased emphasis on results, implementation or operations monitoring continues to be carried out in support of program implementation, in grievance redress, and in doing community monitoring. Program monitoring, in its various forms, thus figures in throughout the Program cycle.

A. TYPES OF MONITORING UNDER KC-NCDDP

1. RESULTS MONITORING

Results monitoring is designed to address the “so what” question by measuring and reporting if Program implementation is progressing in the right pace and direction toward achieving the PDO. It

¹ Adapted from: Organisation for Economic Co-operation and Development (OECD). 2002a. “Glossary of Key Terms in Evaluation and Results-Based Management.” Paris: OECD/DAC

² Kusek, Jody and Ray Rist. Ten Steps to a Results-Based Monitoring and Evaluation System. World Bank 2004.

is a continuous process of collecting and analyzing information to compare how well a project, program or policy is being implemented against expected results³.

As it entails a program-wide perspective, analysis is done primarily in the national level or by Program Managers, supported by reports from the RPMOs. Using the TOC and Results Framework, KC-NCDDP M&E Officers periodically look into outcome-level KPIs and determine if these are being met. In conducting results monitoring, means of verification (MOVs), which are identified in the next parts, are processed using the database system to automatically generate data on the KPIs. Data gathered are usually compared against barangay and municipal baseline information and complemented by special studies, as further discussed in the Evaluation section.

2. OPERATIONS MONITORING

Operations or implementation monitoring is designed to address compliance, answering the “did they do it” question. The implementation approach focuses on monitoring and assessing if a project, program or policy is being executed, and it often links the implementation to a particular unit of responsibility. However, it does not provide policymakers, managers, and stakeholders with an understanding of the success or failure of that project, program, or policy⁴.

In the case of the Program, operations monitoring holds its relevance in helping ensure the timeliness of implementation, especially given the urgency of rehabilitation activities. In addition, it determines if Program standards are being met at every stage of the CEAC. Specifically, this focuses on tracking and technical-level management of:

- Various community processes;
- Physical and financial management activities within the CEAC, based on time, quality and cost standards in the activity work plans of KC-NCDDP facilitators and beneficiary communities; and
- Standards in the different KC-NCDDP technical sub-manuals.

Most of the M&E tools are geared toward operations monitoring and are used not only by M&E Officers but also by other program staff at different levels. In the conduct of operations monitoring, it is thus important that all implementers are familiar with their roles in data gathering, quality assessment, and analysis, as shall be discussed in the succeeding sections. It is also highly suggested that information sharing and regular meetings are held to ensure timely technical assistance so as to immediately address red flags and other findings that may have bearing in the conduct of CEAC activities.

³ Adapted from: Organisation for Economic Co-operation and Development (OECD). 2002a. “Glossary of Key Terms in Evaluation and Results-Based Management.” Paris: OECD/DAC

⁴ Ibid.

3. COMMUNITY MONITORING

Community Monitoring (CM) is composed of several activities starting from the Participatory Situation Analysis (PSA) for CEAC and First Barangay Assembly for the Accelerated CEAC. Every sitio/purok is to have one volunteer Community Monitor. For areas implementing the standard CEAC, PSA volunteers become Community Monitors and are guided to do operations monitoring based on their Barangay Action Plan (BAP). They prepare their own Monitoring Plan and Workplan, taking in consideration the major BAP activities, preparatory activities and expected outputs by the end of the cycle. Community Monitors also look into the KC-NCDDP implementation and the delivery of community and municipal commitments under the Program. These are presented during the Barangay Activity Reporting and are discussed by the rest of the community members to identify lessons and issues that affect their development. Findings are then consolidated and presented by the Barangay Representation Teams at the Municipal Accountability Reporting. In all these, ACTs and SRPMO/RPMO staff provide guidance and technical support, while LGU and MCT staff likewise provide necessary data and technical assistance.

The findings from CM are expected to contribute in designing local activities to promote community development. However, it should be noted that this information is also valuable to the Program itself and is included in the database system as reference information to monitor KPIs and for future enhancements in Program design and implementation. Given this, it is expected that M&E Officers from the SRPMO level up to the NPMO level periodically check on the activation of the CM systems in Program areas, and extend technical assistance, as necessary. Please see Annex B for the Community Monitoring Toolkit.

4. GRIEVANCE MONITORING

The Grievance Redress System (GRS) is a salient feature of KC-NCDDP that promotes social accountability and responsiveness to its beneficiary communities. This mechanism was designed to attend to complaints, problems and issues that arise from Program implementation; as such, the system should be installed at the initial stage of the CEAC, starting from the Municipal Orientation. Issues may include misuse of funds and allegations of corruption; inappropriate intervention by outside parties (in making decisions, determining allocations, in procurement etc.); and violation of project policies, principles or procedures, among others. It also responds to simple requests for information to clear up a misunderstanding.

The system upholds transparency and accountability and demonstrates the commitment of the Program to provide opportunities for the empowerment of communities. It is for this reason that the system ensures the participation of the Barangay Assembly (BA) and volunteers in the handling and redress of grievances. Below are the principles of the GRS:

- Transparent and participatory
- Socially inclusive and open
- Institutional capacity-building for good governance
- Simple and accessible
- Quick and proportional action

- Objective and independent
- Anonymity and security
- Due process

The system groups grievances, comments and queries into three, categorized mainly according to the level of authority delegated to address or resolve them.

- **Type A** – refer to the non-contentious queries, comments and suggestions.
- **Type B** – refer to issues on compliance with project processes, MOA, and other KC-NCDDP implementation arrangements; and
- **Type C** – refer to issues on conformance with KC-NCDDP procurement and financial guidelines.

Meanwhile, main activities under the GRS likewise fall under three components:

- i. installation in KC-NCDDP areas;
- ii. monitoring and feedback to grievance senders on KC-NCDDP action; and
- iii. incorporation of GRS monitoring reports in the regular KC-NCDDP progress report.

While various parties are involved in the GRS along its abovementioned components, select staff in the various levels are designated as Grievance Monitors who are authorized to receive and intake these grievances. Details on the operation of the KC-NCDDP GRS are found in Annex C.

Table 1: Designation of Grievance Monitors across Levels

Level	Grievance Monitor
Barangay	Community Empowerment Facilitator
Municipal	Area Coordinator
SRPMO	M&E Officer III
RPMO	M&E Officer III for Grievance
NPMO	M&E Officer IV for Grievance

B. DATA GATHERING, PROCESSING AND REPORTING

During KC1, MS Excel was used at the RPMO to encode forms and MOVs collected from the ACTs. Under KCAF and KC-MCC, MS Access was introduced. Forms and MOVs are submitted by the ACT to the MDE for input into the MS Access database. Data are extracted from the database and are e-mailed to the RPMO for review and consolidation. From the RPMO, the consolidated data are forwarded to the NPMO for another review and consolidation.

For KC-NCDDP, the Project Information Management System (PIMS) was developed to address new challenges that come up in the course of the implementation and take advantage of technological developments. The PIMS consists of technology (hardware and software), datasets, personnel and other resources to create, maintain, visualize, analyze and share information and services to all KC-

NCDDP units, participating LGUs and to the general public. KC-NCDDP PIMS is expected to support the internal workflows across the units and the external workflows across the LGU.

For a complete implementation, the following major components of the system are considered:

- **System Infrastructure** – A complete system infrastructure comprises the technology components of the IS. It includes the hardware, network, DBMS, GIS and the software.
- **Information Infrastructure** – This defines the design and format of files and databases. The procedures for capturing the data, processing methods to produce output and database management are also part of the information infrastructure.
- **Applications** – Applications are needed to let stakeholders all over the country perform data management, editing, spatial analysis, mapping and visualization without directly connecting to the data storage.
- **Human Resource** – This provides the list of staff that will use the system on their operations. The components ensures the quality and reliability of the data are maintained through providing standards and procedures to operate the system.

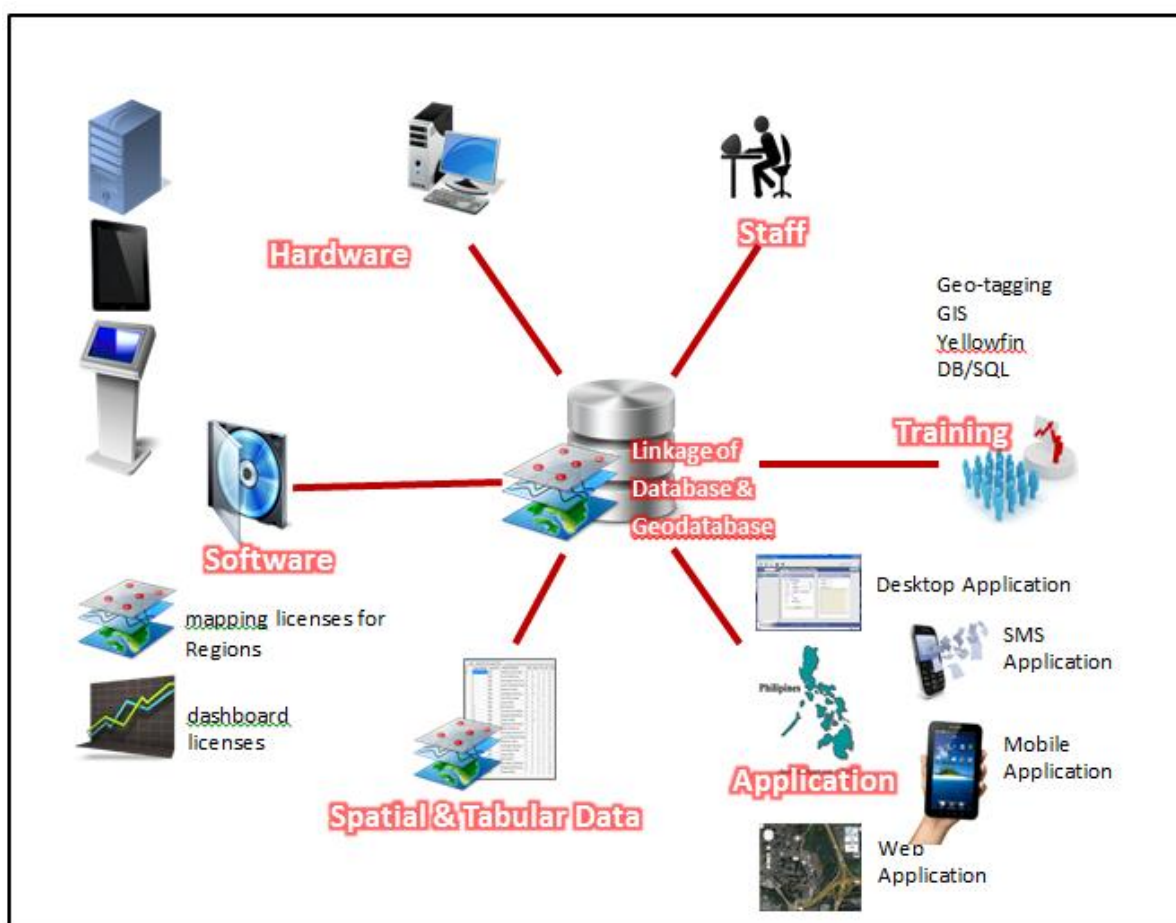


Figure 6: KC-NCDDP Project Information Management System

A critical element in the concept of PIMS is the integration of GIS data with other existing information systems in KC-NCDDP that do not have mapping and visualization capabilities. GIS technology provides sophisticated capabilities to observe what is going on to the project, measure the impacts of intervention, analyze distinctive data, craft plans, and finally decide what actions to take. These capabilities do not only help in the daily operations within KC-NCDDP, but extends

vertically to other levels such as the regions and municipalities. If coordinated properly, GIS solutions can evolve into a multidepartment implementation that enables geographic data sharing among different National Agencies and Departments that also utilize GIS technology.

Table 2: Comparison of Data Handling Processes under KC-NCDDP

Process	MS Access Phase	PIMS Phase I and II
Data Processing	Centralized encoding of data using MS Access database system by the Municipal Database Encoder	Distributed encoding of data using SQL based desktop application, mobile application system or SMS system
Data submission	Municipality sends the data export file to the RPMO using web mail	Data uploading from municipal desktop to national server using internet connection
Data consolidation	Using a standalone MS Access based tool	After submission and data checking at the central server, a module/program will be executed to consolidate the data
Data Quality Check/Review	Field visit to municipality and regional office	Online data quality checking
Data Feed backing	Regional office will inform municipality through phone/email	Data is available on line

By using appropriate technology, KC-NCDDP intends to reduce time and resources spent by field implementers thereby providing them with more time for actual implementation, data analysis and information sharing. With these innovations, quality and timeliness of data are improved.

1. FORMS AND MOVs (MEANS OF VERIFICATION)

ACTs and M&E Officers are directed to the Forms Compendium (Annex D) for the relevant forms for each KPI that should serve as guide in identifying sources of information and providing other KC-NCDDP implementers the standard format of forms and documents. With this strategy, KC-NCDDP managed to utilize transactional or technical documents and reduce monitoring and evaluation burden on field staff, volunteers and community members. The Annex also includes summaries on:

- Forms and documents needed for every CEAC activity across different modalities
- MOVs per KPI
- List of Reporting Forms

Finally, the Compendium contains all KC-NCDDP forms and templates related to:

- Reporting
- Finance
- Engineering
- SDU
- Procurement
- Safeguards

Note that forms and other MOVs are initially paper-based. However, in the implementation of PIMS Phase II, a number of forms or sections of paper-based forms will be converted to electronic format. This will reduce redundancies occurring when users first input information in paper-based forms only to encode the same information in the database again later on.

In addition, RPMOs may develop additional forms and MOVs, provided that these are first reviewed and cleared with the NPMO to make sure that information requirements are not present in existing MOVs. Convergence and other DSWD reporting forms meanwhile will be cleared by the Convergence M&E Technical Working Group (TWG) and by the NIAPIT Information Sharing TWG (see Convergence Section).

The next table should serve as quick guide on the reporting form requirements under the KC-NCDDP portfolio as grouped according to appearance in the CEAC.

Table 3: KC-NCDDP Reporting Form Requirements

Stages	Activities	Regular	PAMANA	DRO	JFPR	GPBP	AusAid	M&E Form/Tool
Social Preparation	Municipal Orientation	1	1	1	1			1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	Consultation Meeting on Disaster Impact and Barangay Ranking and Allocation			2				1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	Community Consultation on Priority Basic Services for Recovery (Municipal Level)				2			1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	Validation of Approved Projects					1		
	Validation of Identified Priority Needs of KC-NCDDP Non-Prioritized Barangays (School and Day Care Centers)						1	
	Meeting with LPRAT and Execution of MOA with LGU					2		1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	Barangay Assembly: Feedbacking of result of Approval of LPRAP; Formation of PPT and BSPMC					3		1)Barangay Activity Minutes Form 2)Barangay/Community Assembly Attendance Sheet 3)Barangay/Community Assembly Household Participation 4)Community Volunteers Profile Form
	Social Investigation	2	2					
	A. 1st BA (Barangay Orientation)/ B. for disaster - (BA to generate list of unaddressed needs for support by NCDDP)	3	3	3				1)Barangay Activity Minutes Form 2)Barangay/Community Assembly Attendance Sheet 3)Barangay/Community Assembly Household Participation 4)Community Volunteers Profile Form
	Municipal Planning for PSA	4	4					1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form

Stages	Activities	Regular	PAMANA	DRO	JFPR	GPBP	AusAid	M&E Form/Tool
	Barangay PSA Workshop	5	5					1)Barangay Activity Minutes Form 2)Barangay/Community Meeting/Training Attendance Sheet
	Municipal Consolidation of PSA Result	7	7					1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
Social Preparation/for disaster - Community Planning and Project Proposal Development	A. 2nd BA (Presentation of PSA Result)/ B. for disaster - (Approval of Project Proposal for endorsement to the MIAC and the NCDDP; and formation of BSPMC and other CVs)	6	6	7				1)Barangay Activity Minutes Form 2)Barangay/Community Assembly Attendance Sheet 3)Barangay/Community Assembly Household Participation 4)Community Volunteers Profile Form
Community Planning and Project Proposal Development	Recovery Planning and Prioritization of BS recovery needs for JFPR support				3			1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	Municipal Forum (For Disaster)			4				1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	Barangay Council Meeting	8	8					1)Barangay Activity Minutes Form 2)Barangay/Community Meeting/Training Attendance Sheet
	Criteria-Setting Workshop (CSW)	9						1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	3rd BA (Feedbacking of CSW and Deciding on the final SP to be proposed)	10	9					1)Barangay Activity Minutes Form 2)Barangay/Community Assembly Attendance Sheet 3)Barangay/Community Assembly Household Participation 4)Community Volunteers Profile Form
	A. Project Development Workshop (PDW) / B. for GPB (PDW with LPRAT and assisting the PPT & BSPMC in preparing the proposal documents)	11	10	5	4	4	2	1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form 3)Sub-Project's Household Beneficiaries

Stages	Activities	Regular	PAMANA	DRO	JFPR	GPBP	AusAid	M&E Form/Tool
	Actual Preparation and Finalization of Detailed Proposal and Feasibility Study	12	11	6	5	5		
	MIAC Technical Review	13	12	8				1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	4th BA (Final Community Approval of Proposal prior to MIBF-PRA)	14	13					1)Barangay Activity Minutes Form 2)Barangay/Community Assembly Attendance Sheet 3)Barangay/Community Assembly Household Participation
	MIBF-PRA	15	14					1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	MDC Meeting for integration in multi-year MDP/LPRAP	16	15					1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
Community-managed Implementation and Organization Formation and Development	A. 5th BA (feedbacking on the result of MIBF-PRA and action planning for the preliminary activities prior to SPI)/ B. for disaster (BA)- (feedbacking of the result of MIAC Technical Review and action planning for SPI)	17	16	10				1)Barangay Activity Minutes Form 2)Barangay/Community Assembly Attendance Sheet 3)Barangay/Community Assembly Household Participation
	A. Formation of BSPMC (including O&M) / B. for disaster - (O&M group only)	17	16	10	6			Community Volunteers Profile Form
	Pre-Implementation/Construction Workshop/Community Volunteers Training	18	17	11		6	3	1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	RFR processing and approval	19	18	9	7	7	4	
	Community-managed implementation of projects	20	19	12	8	8	5	CDD Sub-Project Workers Basic Profile
	Implementation/Operationalization of O&M	21	20	13	9	9	6	
	Completion of projects and Turn-over	22	21	14	10		7	Sub-Project's Household Beneficiaries
Community Monitoring	Barangay Accountability Reporting	23	22	15	11			1)Barangay Activity Minutes Form 2)Barangay/Community Meeting/Training Attendance Sheet

Stages	Activities	Regular	PAMANA	DRO	JFPR	GPBP	AusAid	M&E Form/Tool
	Municipal Accountability Reporting	24	23	16	12	10	8	1)Municipal Activity Attendance Sheet 2)Municipal Activity Minutes Form
	Functionality Audit	25	24	17	13	11	9	
	Sustainability Evaluation Testing	26	25	18	14			
Across CEAC	Across CEAC							GRS Intake Form GRS Installation Checklist Oversight and Coordinating Committees Checklist PTA Integration Checklist MDC Expansion Checklist

2. GEO-TAGGING

Aside from the text and numerical data captured in forms and MOVs, KC-NCDDP also uses geo-tagging to capture photos, audios and videos on field and pinpoint their location. Since the technique requires a device with camera and built-in GPS (Global Positioning System) receiver, KC-NCDDP uses smart phones and tablets in conducting geo-tagging activities. In geo-tagging, the surveyor must stand in unobstructed view of the sky and let the smart phones communicate and receive radio signals from the satellite as shown in Figure 7.

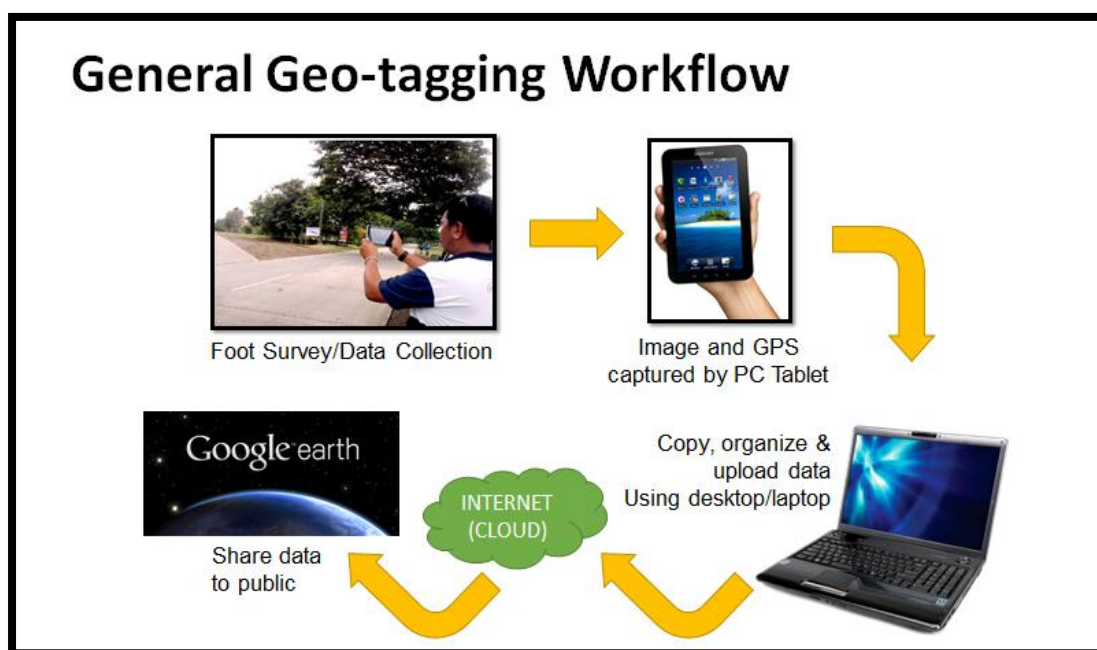


Figure 7: General Geo-tagging Workflow

Geo-tagging is mainly used to improve operational monitoring of projects and activities in KC-NCDDP. However, the most important gain from the geo-tagging technique is that it allows the Program to represent community projects, critical facilities and influence areas on a GIS map, conveying the actual conditions and additional needs of the community for better decision-making. Other benefits from geo-tagging and GIS mapping are as follows:

- Identify vulnerable and at-risk population and facilities within the community
- Able to share geo-tagged data sets through a web-based mapping application which would lead to better situation analysis at the field level
- Combine all data sets from other poverty reduction programs of DSWD and NGAs to allow more comprehensive development analysis

ACTs and MCTs conduct the field work for the geo-tagging of KC-NCDDP activities and sub-projects, which must be packaged according to Guidelines (Annex E). The M&E Officers of the SRPMO and RPMO act as auditors of the geo-tagging output from the field. They are expected to prepare summary tables and write-ups on the conducted field work. Furthermore, the RPMO converts to GIS

the geo-tagged data received, and submits these to the NPMO. The NPMO GIS administrators will consolidate all geo-tagged files, upload them online, and overlay them in the geodatabase.

Protocol on the actual geo-tagging varies on the type of community projects. Briefly stated, projects are categorized on how they should be symbolized on a map:

1. Point- day care center, multi-use building, public market, school building, etc.
2. Linear- farm-to-market road, drainage, flood control, road concreting, etc.
3. Non-permanent- boat construction, community transport, etc.
4. Feasibility studies
5. KC-NCDDP activities- barangay assembly, capacity building, etc.

3. DATA GATHERING

Having been acquainted with KC-NCDDP forms and its information management system, data gathering can then be done accordingly at the barangay, municipal, sub-regional or provincial, regional and national levels. Data may be in the form of text and numerical data, or geo-tagged photos. Below are the data gathering activities, sources, and information used at each level:

➤ At the Community or Barangay Level

Data gathered here mostly refer to profiles, quality and timeliness of activities, initial outputs, sub-project implementation, grievance, and geo-tagging. Community volunteers, as assisted by the ACT or MCT in the course of the CEAC implementation are in charge of:

- Developing the barangay profile by referring to the secondary data available from the municipal and barangay LGUs. This is to be supplemented with the field research by PSA volunteers.
- Collecting data based on the Community Monitoring Plan, and using these, determine (i) major activities, preparatory activities and outputs of the BAP, (ii) KC-NCDDP commitments, (iii) KC-NCDDP implementation, and (iv) sub-project implementation for all projects funded under the whole KC-NCDDP portfolio. This part is done specifically by the CM volunteers.
- For grievances, the GRS Committee must ensure documentation of grievances and PINCOs raised during community assemblies/meetings or submitted through other channels (e.g., grievance box). The Grievance Monitor records these in an intake form.
- Built in to their regular field work, ACTs and MCTs also conduct geo-tagging not only of sub-projects but also of CEAC activities is done.

➤ At the Municipal Level

Data gathering at this level focuses on collecting profiles, grievance, SET, quality and timeliness of activities, and delivery of commitments based on MOA and SIA. Similar to barangay level data, these are prepared by volunteers with assistance coming from the ACT and MCT. Critical data gathering at this level includes:

- Culling out LGU priorities from the AIP, LPRAP and municipal development plan for use during PSA and MIBF where decisions are made on which sub-projects will be funded.

- Gathering NGA data from heads of MLGU departments to validate national and provincial level information.
- Capturing of ACT plans to serve as benchmark in assessing actual KC-NCDDP implementation.
- Grievance intake, as performed by the Grievance Monitor.

➤ **At the Sub-Regional, Regional and National Level**

Regional and sub-regional level information cover regional/provincial plans and commitments, grievance and findings from RPMO/SRPMT spot checks and technical assistance. Like municipal plans, these will aid communities in understanding gaps and opportunities in promoting development in their area. Regional and sub-regional M&E staff will act as point persons who will coordinate and consolidate information at this level. Meanwhile, national level data gathering mostly refers to internal and external convergence activities, KC-NCDDP plans and national level activities, and grievances filed directly at the DSWD Central Office.

For other projects implemented under the KC-NCDDP portfolio, data gathering will be guided by their respective Operations Manual. Due to differences in procedures and staff complement, not all forms and MOVs will be applicable and data gathering will be done by their respective field staff.

4. DATA ENCODING, PROCESSING AND SUBMISSION

Responsibility for data encoding, processing, and submission is spread out across levels, and may vary depending on the type of data. However, for all levels, consolidation of information, including the preparation of standard queries and reports, can be done automatically by the database system. For special queries, there is a facility that would allow manual intervention and processing.

For text and numerical data, there shall be two ways of encoding: through desktop application, and through smartphones. At the initial rollout of the PIMS, only activity dates and number of participants are encoded through smartphones to be sent to the database through SMS. Upon completion of the android-based mobile application for data encoding, additional information with more text content can be included and will be sent to the database over the internet.

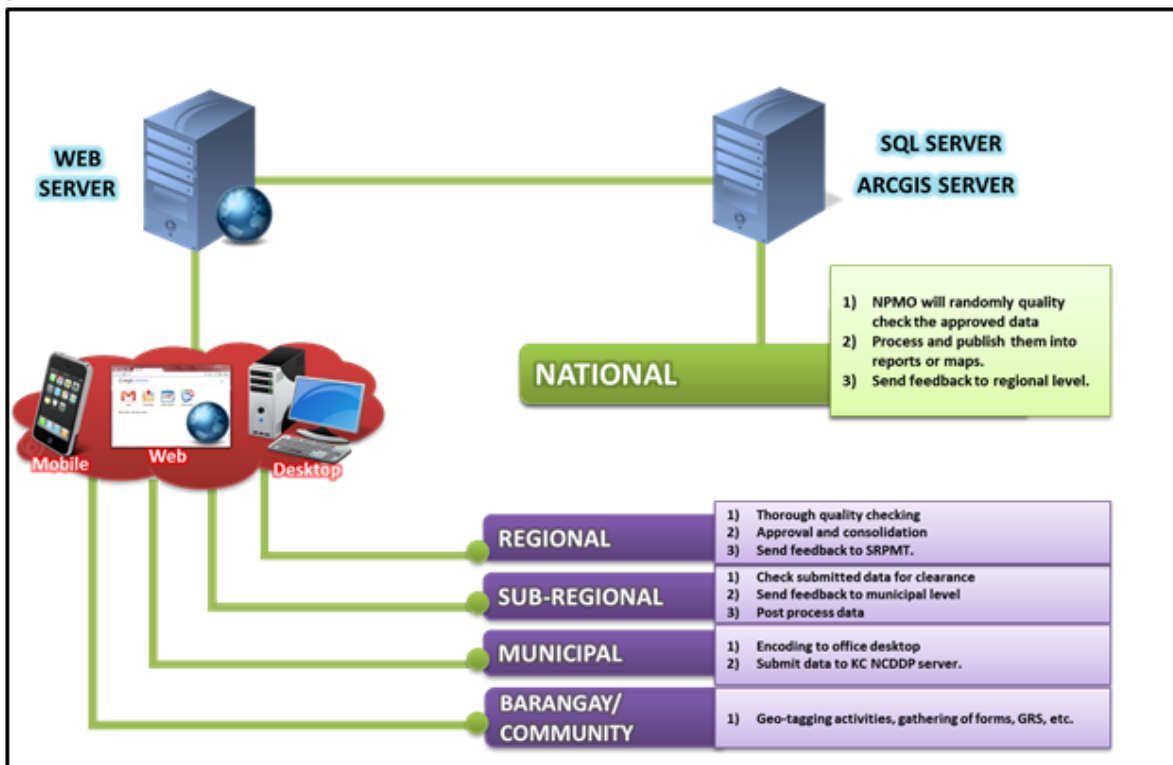


Figure 8: KC-NCDDP Simplified Data Flow

➤ **At the Community or Barangay Level**

At the barangay level, there is minimal encoding due to limitations in hardware, connectivity, electric capacity/access and skills. As such, Community Volunteers are to immediately submit data gathered through forms to the ACT for encoding. Upon launch of PIMS Phase II, however, CVs will be able to send short information directly to the national server through SMS and the internet using smartphones to avoid lag time.

➤ **At the Municipal Level**

The bulk of encoding activities happens at the municipal level. As a general rule, encoding is done immediately upon completion of the required MOV. Under PIMS I, the whole ACT is trained to handle the desktop application to ensure almost real-time encoding and to secure sensitive grievance information. The MDE, who is hired and provided access to a computer by the municipal LGU, supports the ACT.

- The Technical Facilitator (TF) encodes technical information such as detailed physical accomplishments in the desktop application.
- For the rest of the data, encoding is handled by the MDE under the supervision of the Area Coordinator and the Municipal Planning and Development Coordinator.
- When encoding is done by the MDE, the CEFs who submitted the MOVs should ensure that all entries are clear and correct. Encoders are to refer to the CEFs if there are concerns over the data. However, CEFs are not barred from encoding other barangay activity information from their covered barangays.

The Database Users' Guide will provide detailed information on which data and from which MOV is required for the different fields of the database system. It also presents how data can be consolidated and processed for submission. At the end of the day, ACs will be held accountable on the completeness, timeliness and accuracy of the encoded information.

As for data submission, this is likewise done immediately upon approval of the AC on the encoded data to support the real-time data sharing targeted by DSWD. Under the PIMS, data are directly sent over the internet to the national server hosted at the DSWD Central Office. However, before integration into the overall database system, new submissions first pass a series of reviews at the SRPMO and RPMO. At these two levels, M&E Officers along with concerned units check the municipal data for accuracy and consistency with other reports and observations.

However, for municipalities with no access to the internet, information can be saved in the desktop application, exported by the ACT on a weekly basis and hand-carried to the nearest internet access point for sending to the national server.

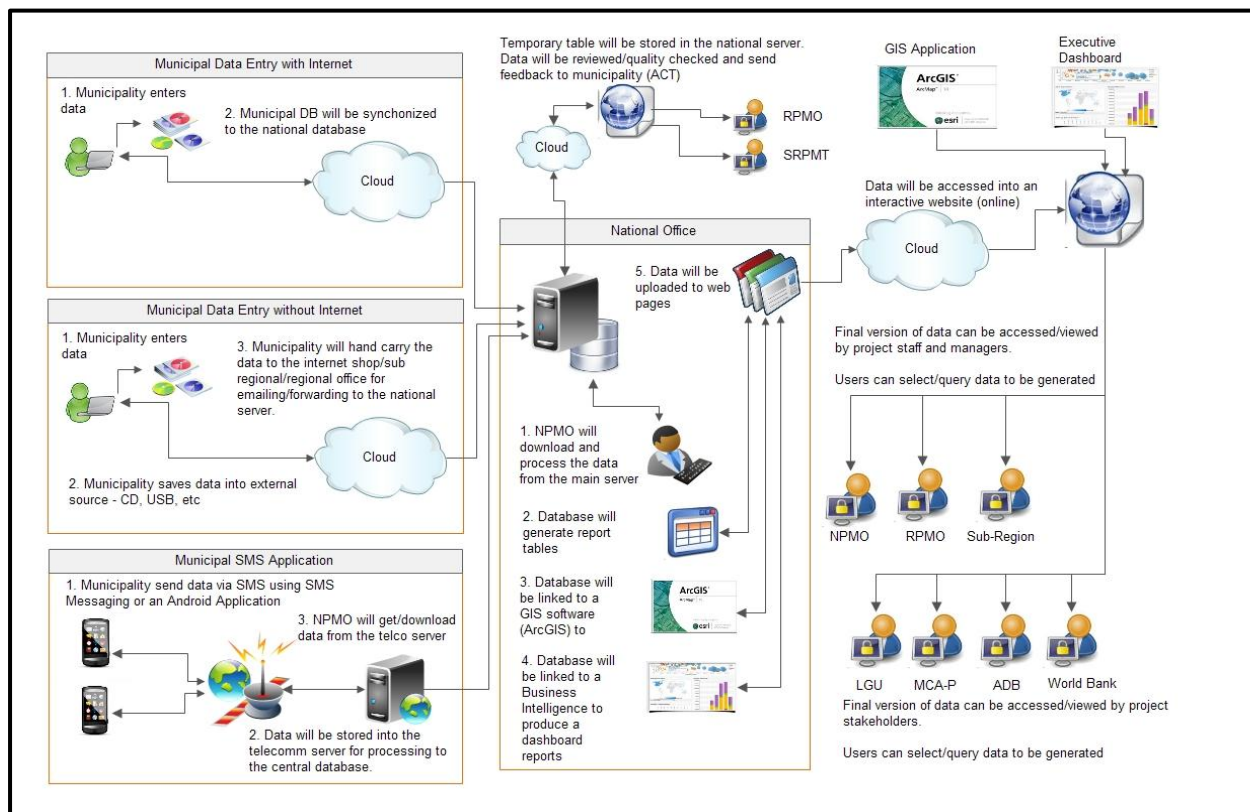


Figure 9: KC-NCDDP Data Processing and Submission

Encoding, processing and submission of geo-tagged photos are discussed thoroughly in the geo-tagging guidelines. Geo-tagged photos needing specialized applications are submitted to the SRPMT M&E Officer for post processing. Under PIMS Phase I, this is done through e-mail while PIMS Phase II provides a facility through the KC-NCDDP interactive website where geo-tagged photos can be submitted.

➤ **At the Sub-Regional, Regional and National Level**

At the sub-regional, regional and national levels, data encoding is done by all concerned KC-NCDDP staff, with technical support from the M&E Unit. Data review on the other hand is performed primarily by the SRPMO and RPMO M&E staff. Meanwhile, downloading pertinent information to implementers, feedbacking among levels, and reporting to various parties sum up the NPMO M&E unit's activities for this part.

- The GRS Monitor encodes grievances received by the RPMO or SRPMT staff into the system.
- For data gathered during checks and technical assistance by the RPMO or SRPMT, the concerned staff handles encoding by transferring information from paper-based forms into the database. With the development of android applications, RPMO and SRPMT staff are provided with electronic forms to allow them to directly input observations and findings to their smartphones.
- If encoding is a critical activity at the municipal level, data review is the primary role of SRPMT and RPMO M&E staff. Upon submission of data from the municipal level, said M&E Officers, in consultation with specialists at their level, check accuracy and timeliness of the data. Once approved, these are flagged to the NPMO for publishing. However, if there are findings on the data that need correction or clarification, the concerned ACT is informed to address the findings and re-submit the data.
- Meanwhile, NPMO M&E Officers secure national-level data from the NHTO, other DSWD Offices, implementing agencies, Philippine Statistical Authority (PSA) and mapping agencies, and provide these to field implementers, particularly for the ACTs' use. These data become included or linked in the database for subsequent use of field offices.
- NPMO also publishes field data for feedbacking, generating summaries dashboards and maps, which are made available to field implementers at the ACT, SRPMO and RPMO levels. These are also provided to LGUs and local partners for KC-NCDDP implementation and for local development initiatives, to report to oversight agencies and other implementing national agencies, funding agencies, other partners and general public.

The following table further details the actors, tasks, reports, and timelines per level of data gathering:

Table 4: KC-NCDDP Data Gathering and Reporting

Levels	Who Are Involved/Contributing	Tasks	Reports Prepared	Due
Municipal	Community Empowerment Facilitators and Community Volunteers	Documenting community activities in KC-NCDDP paper-based forms	Records of post-KC-NCDDP community activity	Immediately after activity
	Technical Facilitators, Municipal Financial Analysts, and Community Volunteers	Review of community-prepared technical and financial sub-project records, required for KC-NCDDP processing of community funding requests	Technical and financial sub-project progress reports	Monthly
	ACT and Municipal Database Encoder	Copying/encoding data from the KC-NCDDP paper-based forms	Data typed into KC-NCDDP M&E Database	Constant data entry/updating

	Municipal AC or Municipal Monitor (MT Modality)	Checking of encoded data	Municipal Database	Immediately after data encoding
	Municipal Database Encoder	Uploading of encoded data to the KC-NCDDP server	Municipal Database	Immediately after data checking
Sub-Regional	M&E Officer III with inputs from the sub-regional technical staff	Checking of uploaded database from the municipality and providing feedback to ACT/Municipal Database Encoder	Reviewed Municipal Database	Immediately after uploading of data from the municipal level
	M&E Officer III and Sub-Regional Program Coordinator	Approval of uploaded municipal database	Approved Municipal Database	Immediately after data checking
		Giving feedbacks to Municipal LGUs	KC-NCDDP feedback report to municipalities	Every 7 days from the end of the month
Regional	Regional M&E Unit with inputs from technical, financial and process specialists	Desk review/quality checks of database approved by the SRPMT and providing feedbacks	Reviewed Municipal Database	Immediately after the SRPMT approval of the municipal database
	Regional M&E Unit	Final approval of the uploaded municipal database	Final Municipal Database	Immediately after data checking
	Regional M&E Unit and Regional Project Manager (RPM)	Regional consolidation and report preparation	Regional KPIs/Intermediate Outcomes Monitoring Table and Progress Report	Every 15 days from end of the quarter
National	National M&E Unit with inputs from technical, financial and process specialists	Desk review/quality checks of database approved by RPMO and providing feedbacks	National Consolidated Database	Immediately after the RPMO approval of the database
	KC-NCDDP National M&E Unit, KC-NCDDP National Project Manager	Overall KC-NCDDP progress report preparation	Overall KPIs/Intermediate Outcomes Monitoring Table and Progress Report	Every 45 days from end of the quarter

Table 5: Submission, Review and Approval of Municipal Data

ACTIVITY	MDE	AC	SRPMT	RPMO	NPMO
Add	✓	✓	✗	✗	✓
Update	✓	✓	✗	✗	✓
Delete	✓	✓	✗	✗	✓
Review	✗	✓	✓	✓	✓
Approve	✗	✗	✗	✓	✓

In the case of other projects under the KC-NCDDP portfolio, data encoding, processing and submission will closely follow the process described above and will utilize the same database system. To differentiate information on multiple projects that overlaps implementation in common municipalities, tagging will be done during the encoding process. There is also a system of queries in place that will allow easy disaggregation of data based on different projects.

5. DATA ANALYSIS AND INTERNAL USE

After securing all necessary clearances, submitted data are published through the KC-NCDDP website and the Program dashboard. Data analysis can then be done at all levels of implementation to:

- i. Identify accomplishments in activities and outputs;
- ii. Determine course of implementation through attainment of milestones and KPIs;
- iii. Identify red flags and formulate appropriate measures;
- iv. Match fund utilization with accomplishments;
- v. Determine accomplishments along internal convergence initiative and attainment of strategic goals of the Department;
- vi. Generate reports to oversight agencies, partners and other stakeholders; and
- vii. Identify leads for further studies.

To facilitate analysis, the PIMS was designed to generate tables, graphs and maps at different levels of disaggregation and to look into indicators across, time, modalities, political boundaries, and fund source. Program implementers are also able to cross reference information and look into the relationship of different indicators. Finally, the system allows easy linkage with statistical tools for further analysis.

6. REPORTING AND FEEDBACK

Reporting and feedbacking is an essential component of the M&E system that enables implementers to communicate to senior management, development partners and other stakeholders the progress, difficulties and challenges encountered during implementation. In KC-NCDDP, reports are prepared monthly, quarterly, and annually following standard formats. Reports flow from communities to the ACT, Sub-Regional, and Regional and National levels.

➤ At the Community and ACT Level

The ACT is responsible for preparing reports at the barangay and municipal levels, as well as facilitating and coordinating the preparation of reports by communities and LGUs. Municipal level reports focuses on the following:

- i. Status of CEAC activities;
- ii. Community participation;
- iii. Community sub-project implementation; and
- iv. Grievance monitoring.

The AC leads the sharing of reports analysis among ACT members through regular internal assessment meetings of the team. The ACT submits reports to the R/SRPMO every month and quarter.

In addition, analysis of reports is shared among community members and LGUs for their own learning and decision-making as called for in the findings. At the barangay level, during special meetings of community groups and barangay assemblies, monitoring reports and analysis is reported by community volunteers and the CEF, while the AC reports to the MDC every month.

➤ **At the Regional and Sub-Regional Level**

The R/SRPMO receives monthly and quarterly monitoring reports from ACTs and communities. From these reports, the R/SRPMO prepares monthly and quarterly consolidated reports for submission to NPMO and discussion during regular assessment meetings at the regional and sub-regional levels.

Regional consolidated reports are also shared and reported during the regular gatherings of regional convergence groups of government agencies and regional development councils. The Regional Program Director or the Regional Program Manager takes this opportunity to share the accomplishments of KC-NCDDP to different stakeholders in the group to get more support for the program and promote CDD strategy. The table below contains details on the reports generated at this level.

Table 6: List of Reports Prepared at the RPMO Level

Reports Prepared	Submitted To Whom	Done When
Program Accomplishment Report for the following: a. Annual Report b. Budget Hearing c. President's SONA	Regional Planning Unit	Annually
Quarterly Narrative Report (Narrative and Statistical Report)	NPMO, Regional Program Management	Quarterly
Major Final Outputs/Indicators (Agency Performance Measure)	Regional Planning Unit	Quarterly
Convergence Report	Regional Convergence Unit	Quarterly
Consolidated Physical and Financial Status of Community Sub-Projects (including GPBP)	Regional Program Management	Monthly
Monthly Accomplishment Report	Regional Program Management	Monthly
Legislators' Folders	Regional Planning Unit	Monthly
Congressional Report	Regional Planning Unit	Monthly
URPMT	Regional Planning Unit	As need arises
Stories/best practice	Social Marketing Officer	As need arises

➤ **At the National Level**

At the National level, reports are prepared for program management, oversight agencies, members of the National Steering Committee, other stakeholders and the general public.

For instance, as part of the loan agreement, NPMO must prepare and submit a Physical and Financial Progress Report to development partners quarterly (due every 45 days from the end of the quarter). The report (see Annex F for the outline) is composed of a write-up and summary tables on targets and accomplishments of the Program KPIs, disbursements and other concerns. The report also includes descriptions of the actions on problems and challenges as well as priority activities and plans. Moreover, the report reflects the participation of community volunteers by gender in KC-NCDDP activities, project committees and barangays assemblies. Whenever results from third-party and external project evaluation reports and studies are available, these are summarized and included in the progress report. For wider dissemination, the report is also posted regularly in the KC-NCDDP website. Other reports prepared by the NPMO are listed in the following table.

Table 7: List of Reports Prepared at the National Level

Reports Prepared	Submitted To Whom	Done When
Physical and Financial Progress Report	WB, ADB, Other Development Partners and NEDA	Quarterly
Intermediate Outcomes Monitoring Matrix	WB, ADB, Other Development Partners and NEDA	Quarterly
CEAC Tracking Chart	Program Management	Monthly
Consolidated Physical and Financial Status of Community Sub-Project	Program Management	Monthly
Good News Report (Narrative and Statistical Report)	DSWD RMEO and PMS	Monthly
Legislators' Folders	DSWD RMEO and Legislators	Monthly
Major Final Outputs/Indicators (Agency Performance Measure)	DSWD PDPB and DBM	Quarterly
Program Accomplishment Report for the following: a. DSWD Annual Report b. Budget Hearing c. President's SONA	DSWD PDPB DSWD PDPB and FMS DSWD PDPB and PMS	Annually
Official Development Assistance (ODA) Portfolio Review	DSWD PDPB and NEDA	Annually

Aside from the reports submitted to different stakeholders, information sharing also happens in the following activities at the National level:

- Regular staff meetings;
- Assessments and planning (PREW);
- National Steering Committee and Technical Working Group meetings;
- DSWD convergence initiatives such as Joint NPMT meetings, NMDC; and
- Other internal or external KC-NCDDP fora.

C. DATA QUALITY ASSESSMENT

Data quality assessment (DQA) is a process of evaluating data to determine if they meet the objectives of the program, and thus are of the right type, quality, and quantity to support their intended use. The dimensions by which data quality is determined are:

- Accuracy
- Consistency
- Completeness
- Relevancy
- Accessibility; and
- Timeliness.

Quality of data is highly dependent on the underlying data management and reporting systems. In order to produce quality data, functional components need to be in place at all levels – from the data collection and encoding at the barangay and municipality; to data checking, review and processing at the sub-regional, regional and national levels. The DQA tools are designed to (i) validate the quality of data collected; (ii) assess the system that produces the data and (iii) develop strategic actions to improve the data and the system.

The DQA tool has three components:

1. **Compliance to data encoding and submission standards.** This first component deals with the completeness and timeliness of submission of data from the municipal/barangay up to the national level. The Municipal, Sub-Regional and Regional teams will be evaluated on the level of their compliance to reporting requirements and standards set by NPMO monthly.
2. **Data verification.** This looks into the accuracy and consistency of data from the source document, cross-checking the reported information with the paper-based forms, templates and other post documentations.
3. **System assessments.** The last component looks into the competencies of staff in relation to data collection and management and the overall information management system.

Once per cycle, National M&E Officers will be conducting data verification and system assessments in all regions, and the Regional M&E Officers in all of their sub-regions. Sub-Regional M&Es on the other hand will be conducting data verification in all municipalities covered twice per cycle. Please see Annex G for the detailed discussion of the tools.

D. INTERNAL AND EXTERNAL CONVERGENCE

Internal and external convergences have been in the agenda of DSWD for several years primarily to ensure that the strategic goals of the Department are met. This was also driven by the directive of the President to ensure that KC-NCDDP implementation does not duplicate the mandates of other agencies but promotes convergence and supports national thrusts.

Internally, the Convergence Management Office (CMO) of DSWD has been spearheading internal convergence through the development of guidelines for regional and field staff. While convergence

initiatives entail new challenges specially in dealing with multiple stakeholders, and in developing new tools and systems, these initiatives also bring about opportunities for data sharing, streamlining monitoring guidelines and enables implementers to target higher level indicators.

Focusing on convergence of monitoring and evaluation, the CMO of DSWD created a TWG on M&E to rationalize data gathering processes and reportorial requirements of the three major Programs of the Department. Through the TWG, it is expected that program holders and implementers can conduct synchronized M&E activities and likewise share data, findings, and other M&E outputs that would allow DSWD programs to have consolidated analysis of data and information on the situation of target beneficiaries and communities.

Meanwhile, in order to operationalize external convergence, several TWGs within the National Inter-Agency Program Implementation Team were created. One of these is the TWG on Information Sharing, which aims to develop a database system with different projects and initiatives at the municipal and barangay levels, identify agencies and programs to be included in the database system, draft guidelines on information sharing and use of data, and develop field guidelines for KC-NCDDP implementers on the use of the convergence database in relation to sub-project prioritization.

Given this thrust for convergence, data coming from other DSWD programs and from other NGAs will be utilized at the different levels of KC-NCDDP implementation to (i) inform Program directives and targets, (ii) identify initiatives from other actors that may complement KC-NCDDP activities, (iii) identify funded projects to avoid duplication during community prioritization, (iv) reduce data gathering activities of the field implementers and volunteers, and (v) generate support from other agencies by making accessible the profile and needs of poor communities.

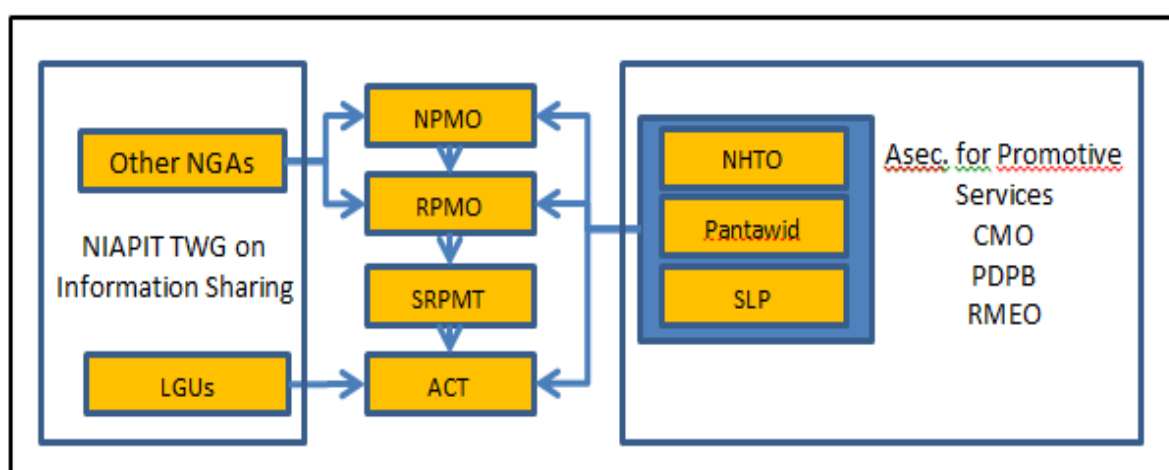


Figure 10: Internal and External Convergence and Data Sharing

IV. PROGRAM EVALUATION

Evaluation is a periodic, systematic analysis of project or program performance in terms of achievement of higher objectives, and is conducted to process the lessons learned for improving design during implementation or applying the lessons to other projects or programs⁵. Acknowledging its importance, there are several KC-NCDDP evaluation activities, which are grouped into external evaluation and internal evaluation.

A. EXTERNAL EVALUATION AND SPECIAL STUDIES

Acknowledging the value of quality evaluation for the attainment of KC-NCDDP objectives evaluation, the Program, in partnership with different agencies, shall conduct external evaluation and special studies. The involvement of independent groups in the conduct of special studies would reduce bias, portray an accurate picture of KC-NCDDP and give credibility to the findings. Another reason for engaging external groups is the limited capacity of DSWD to conduct focused and in-depth studies given the scope of KC-NCDDP. However, KC-NCDDP M&E staff and relevant specialists shall provide guidance in the development and conduct of these special studies.

The evaluation activities shall focus on the key outcomes outlined in the TOC and Results Framework that could not easily be drawn from monitoring and administrative data. These studies shall revolve around the following themes:

- KC-NCDDP impact
- KC-NCDDP processes
- Empowerment
- Governance
- Poverty reduction and local development
- Disaster risk reduction and management
- Social inclusion and participation
- Benefits and cost effectiveness
- Sub-project technical standards
- Institutionalization and sustainability

The results of the external quantitative and qualitative studies shall be utilized to stimulate more program lessons exchange, experience sharing, public dialogues, policy discussions and generating inputs for program design works on CDD. Finally, findings will be used to generate support and buy-in from both foreign partners and various NGAs.

⁵ Organisation for Economic Co-operation and Development (OECD). 2002a. "Glossary of Key Terms in Evaluation and Results-Based Management." Paris: OECD/DAC

B. INTERNAL EVALUATION – MUNICIPAL TALAKAYAN

The Municipal Talakayan (or simply, Talakayan) is an M&E tool designed to measure overall development of KC-NCDDP municipalities. It is an annual (end-of-cycle) activity which brings together the local stakeholders (community citizens, local government officials and organized local groups) into a municipal-level democratic dialogue providing a venue to discuss their development situation, issues and identify plans to address the identified development gaps.

Operationally, the Talakayan is conceptualized as both a diagnostic and capacity-building tool. As a diagnostic tool, it captures and assesses a “snapshot” of the conditions and level of development of the municipality by measuring indicators on the aspects of local governance, poverty reduction and people empowerment. As a capacity-building tool, it intends to enhance awareness and appreciation of the roles and responsibilities of the stakeholders in the development process. It is thus expected to build local capacities in results-based participatory M&E through knowledge generation, sharing, and collaborative self-assessment among stakeholders.

The Talakayan has the following specific objectives: (i) to increase local stakeholders’ awareness of development status in the municipality; (ii) to provide a venue for systematic face-to-face feedback from stakeholders; (iii) to promote the use of information at the local level to support better planning and reporting of outcomes; and (iv) to clarify experiential lessons learned. Aside from the achievement of these objectives, the output of the activity is the “Municipal Talakayan Report” which contains analysis of the whole Talakayan data and experiences which serves as a guiding document for the LGUS and input to KC-NCDDP implementation as well.

As a key implementation strategy, the Talakayan engages third-party partner/s (local academic/research institution, non-government organization, or individual consultant) to strengthen the LGU-Third Party collaborations supporting the provisions of the Local Government Code in promoting good governance. Please see Annex H for a more detailed discussion.

C. THIRD PARTY EVALUATION

At the national level, the mechanism for promoting third-party evaluation of KC-NCDDP by civil society groups is already in place through the KC-NCDDP steering committee, TWG and other consultation mechanisms. These existing national-level mechanisms shall be utilized for engaging civil society groups who might be interested in the KC-NCDDP third-party monitoring and evaluation.

At the sub-national level, the KC-NCDDP shall perform the following activities to promote the third-party monitoring and evaluation: (i) seek out local civil society groups, by establishing points of contact through making an inventory of civil society organizations operating at the provincial and regional levels where KC-NCDDP implementation is active, (ii) hold regional and provincial-level face-to-face info dissemination and discussion meetings with civil society organizations, (iii) involve NGOs and CSOs in local project assessments of the KC-NCDDP together with communities and LGUs, (v)

conduct lessons sharing activities, and (vi) explore other strategies, activities and platforms for third-party monitoring and evaluation in KC-NCDDP.

V. ORGANIZATION AND MANAGEMENT

This section presents the staffing complement to enable KC-NCDDP perform monitoring and evaluation functions stated earlier in the sub-manual. First, organizational structures are presented at different levels and then the discussion focuses on the roles and responsibilities of the different M&E staff. Finally, capability building of the different stakeholders is discussed to ensure the effective implementation of M&E.

A. ORGANIZATION

To implement the different KC-NCDDP monitoring and evaluation activities, the Program has staff complement at the national, regional and sub-regional offices. At the NPMO, the M&E Unit is directly under the Office of the National Program Manager for faster information sharing to not only to the said office but also to the Operations Division and Technical Support Services Division.

The M&E Unit is divided based on functions which include Monitoring, Evaluation, Information Technology, and Grievance Redress. M&E Officers from other projects are also embedded in the unit to provide dedicated M&E support to their respective projects. Internally, the NPMO M&E Unit is headed by the National M&E Specialist assisted by the Deputy M&E Specialist and various specialized staff.

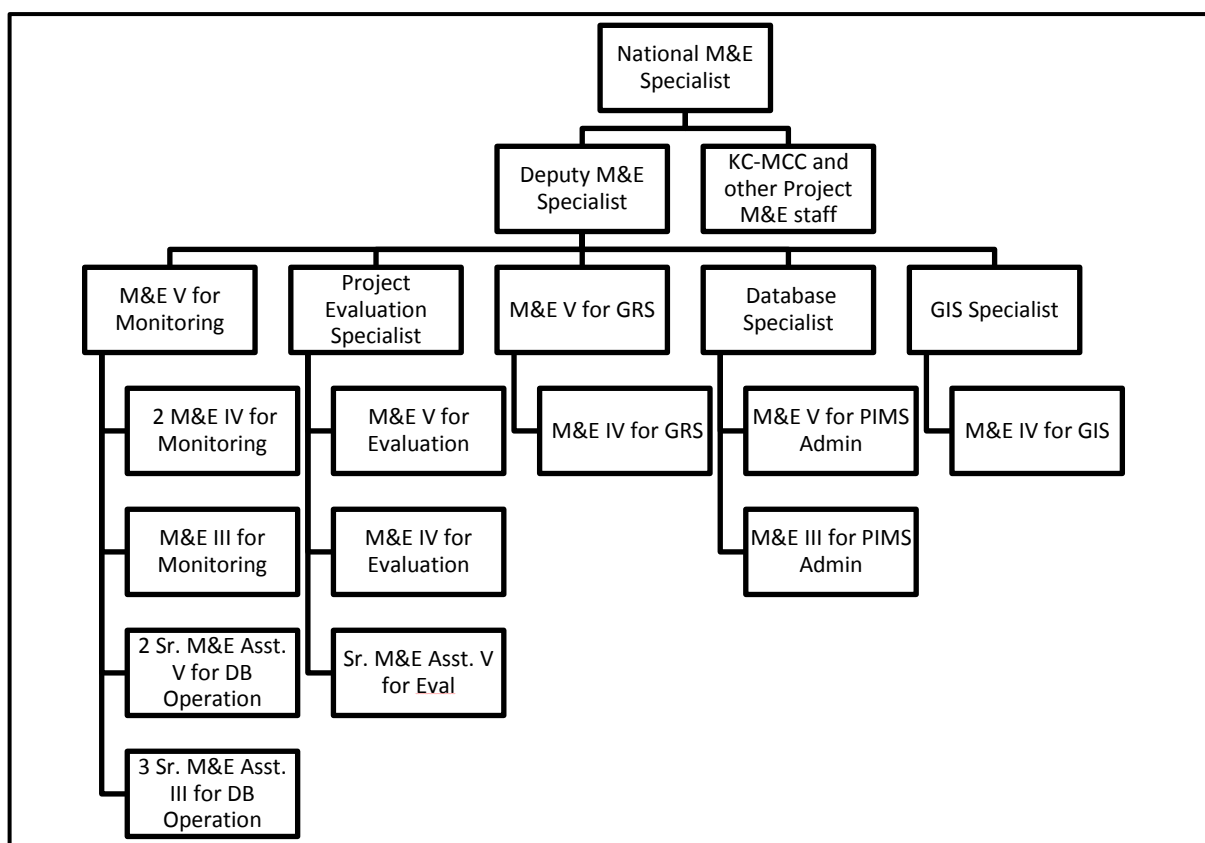


Figure 11: NPMO M&E Structure

At the RPMO, there are at least three dedicated M&E staff: one Regional M&E Specialist, one M&E Officer III for Grievance Redress Monitoring and one M&E Officer III for Database Management. Staff complement increases depending on the number of additional projects present in the region. However, all M&E Officers report directly to the Regional M&E Specialist who in turn reports directly to the Regional Program Director, Regional Program Manager and Deputy Regional Program Manager. For guidance on monitoring and evaluation activities, Regional M&E Units are also under the supervision of the NPMO M&E Unit.

Meanwhile, every SRPMO will also have an M&E Officer III to bring technical assistance closer to ACTs, Municipal Database Encoders and Geo-tagging Surveyors. SRPMO M&E Officers are under the supervision of the SRPC and the Regional M&E Specialist.

At the municipal level, LGUs are required to provide a Municipal Database Encoder and a point person for Geo-tagging who will be reporting under the Area Coordinator and the Municipal Planning and Development Coordinator. This set-up would allow LGUs access to the database for increased ownership and for the transfer of technology to LGU staff.

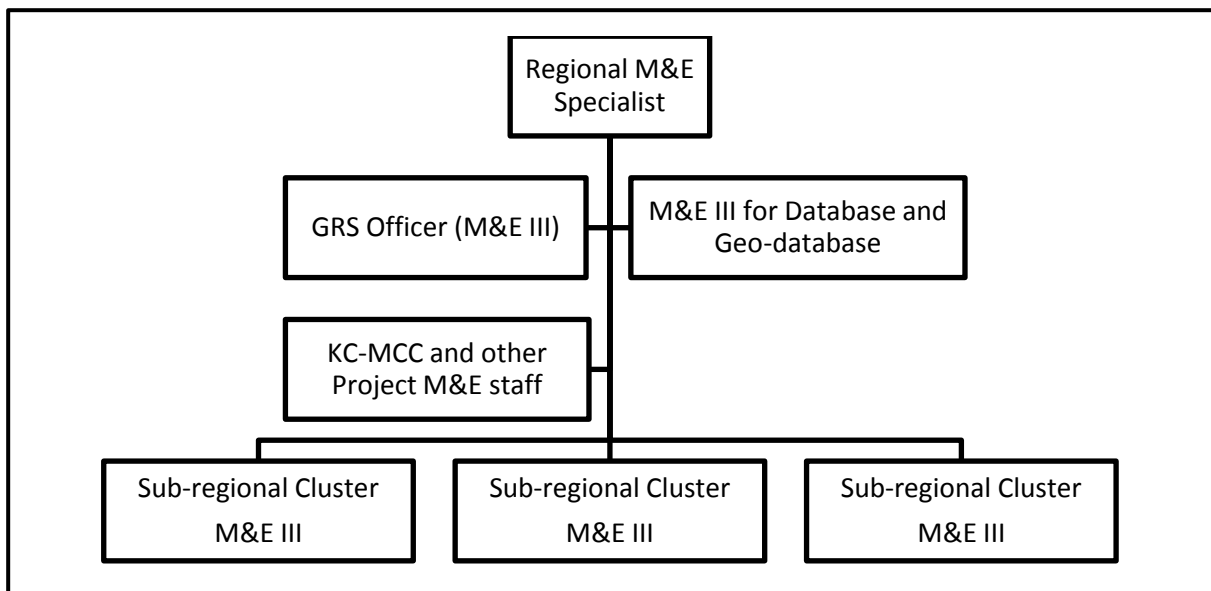


Figure 12: RPMO M&E Structure

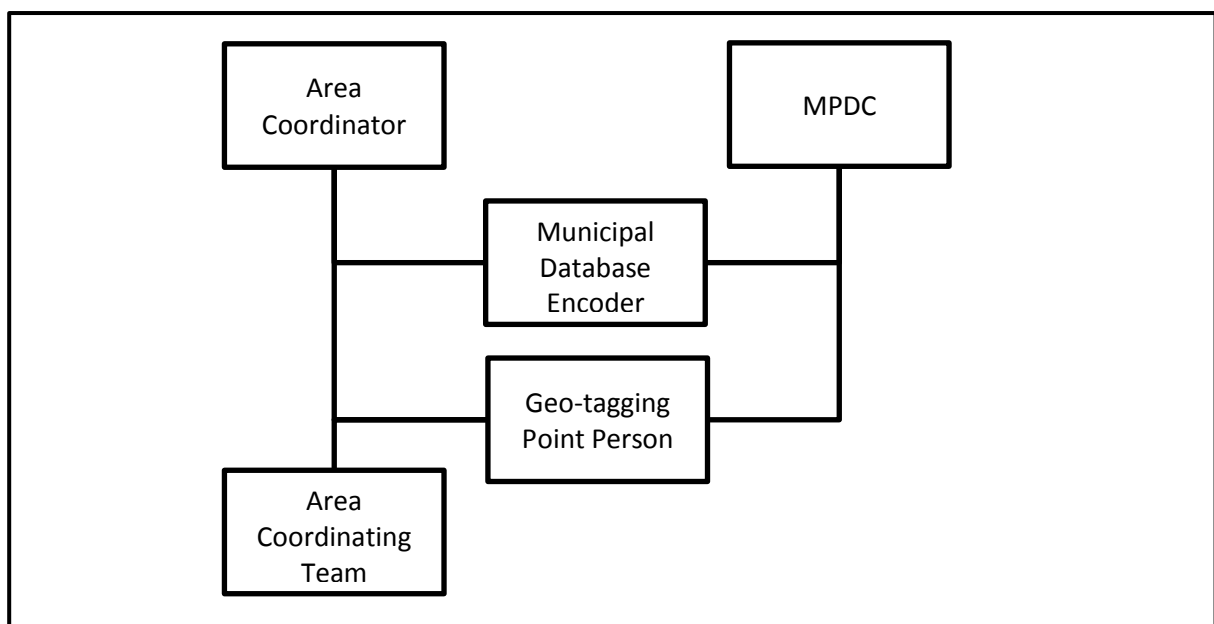


Figure 13: Municipal M&E Structure

B. ROLES AND RESPONSIBILITIES

The NPMO M&E Unit addresses information needs of the Program through the conduct of different monitoring and evaluation activities. The Unit also coordinates M&E activities, shares information and provides technical assistance to various offices in the Department. While a more direct role is played at the NPMO, the M&E Unit provides trainings, tools and systems to RPMOs and SRPMOs. As a unit, M&E staff at the national level will perform the following:

- Monitor results and progress towards outcomes based on input, process and output standards set in manuals, guidelines and work and financial plans, and prepare regular and on-demand reports;
- Establish systems for assessing KC-NCDDP in support to Program management and operations and share evaluation outputs with partner agencies, LGUs and communities;
- Develop a centralized program information management system and ensure its functionality;
- Institutionalize the GRS at all levels;
- Build and strengthen staff and local counterparts' capacity on monitoring and evaluation; and
- Spearhead lessons sharing.

Meanwhile, RPMO and SRPMO M&E Specialists and Officers serve as a link between NPMO and field implementers at the municipal level by rolling-out systems and tools, and providing training and technical assistance to ACTs and LGU staff. They also ensure that monitoring and evaluation activities are carried out and standards are met. In addition, they are encouraged to innovate and explore strategies that would improve monitoring and evaluation activities. Finally, RPMO and SRPMO M&Es manage the database system at their level, ensure information sharing and utilization, provide required regular and on-demand data, and provide assistance to other KC-NCDDP staff who will use data for operations.

Below is a matrix of key tasks of different M&E Specialists and Officers of KC-NCDDP.

Table 8: NPMO M&E Staff Task Distribution

Table 3: NMES and DMES Staff Task Distribution					
NMES and DMES	Evaluation Specialist and Officers	Monitoring Officers	Grievance Officers	Database Specialists and Administrators	GIS Specialist and Officer
Management and/or supervision of national, regional and LGU staff					
Planning					
TA and coaching					
Program Monitoring		Program Monitoring	Grievance intake and monitoring, field investigation		
Program Evaluation					
Data analysis				Data review and processing	
Review of reports and feedbacks	Preparation of reports and feedbacks				
				Database operation and management	

NMES and DMES	Evaluation Specialist and Officers	Monitoring Officers	Grievance Officers	Database Specialists and Administrators	GIS Specialist and Officer
			Data encoding	Data encoding	Data encoding
Systems development (guidelines, policies, processes and tools)				Systems development (guidelines, policies, processes and tools)	
Thematic studies management					

Table 9: RPMO M&E Staff Task Distribution

RMES	Database Officer III	Grievance Officer III	SRPMO ME Officer III
Database operation Data encoding, review and processing TA and coaching to RPMO, SRPMO, ACT, LGU and volunteers Data sharing with RPMO, SRPMO and other stakeholders			
Management, supervision and planning	Database management		
Program Monitoring	Program Monitoring	Grievance intake and monitoring and field investigation	Program Monitoring and grievance intake and monitoring and field investigation
Program Evaluation			Program Evaluation
Data analysis	Data processing	Data Analysis	Data Analysis
Preparation of reports and feedbacks		Preparation of reports and feedbacks	Preparation of reports and feedbacks
	GIS Operation (including geo-tagging)		GIS Operation (including geo-tagging)

C. STAFF CAPACITY BUILDING

Staff capacity building involves trainings, technical assistance and coaching. The objective is to enable Program staff to better perform their functions and assist partner LGUs and communities along the following competency areas: data analysis (quantitative and qualitative), results-based and participatory M&E, process documentation, data quality assessment, facilitating Municipal Talakayan and local learning sessions, social accountability and grievance redress, report writing and preparation, system and database operations, thematic mapping and geo-tagging, and other supplemental competency areas as needed.

Initially, the following trainings are proposed for Program staff:

- KC-NCDDP M&E System and Forms
- Municipal Talakayan Orientation
- Grievance Redress System
- Data Quality Assessment
- Geo-tagging and ARCGIS Operation
- PIMS
 - Database Training
 - Web Application
 - Yellowfin Training
 - Android applications
 - Web Management
- Ladderized Qualitative and Quantitative Data Analysis

However, these trainings will be calibrated through regular performance and needs assessment of NPMO, RPMO and SRPMO staff.

D. LGU AND COMMUNITY CAPACITY BUILDING ON M&E

Meanwhile, LGU staff and community volunteers are also provided with capacity building activities on M&E to enable them to utilize data being generated by the KC-NCDDP system. This will contribute to the sustainability of CDD by making the necessary data available and updated. On the other hand, community members will have the skills to participate in gathering and analysis of information relevant to promote inclusive local development. Among the trainings initially identified are:

- Talakayan Orientation
- GRS Orientation
- Minutes Taking
- Community Monitoring
- Geo-tagging, Participatory Mapping and Quantum GIS
- PIMS
 - Database Management
 - Web Application
 - Website Development and Management for MLGUs
 - Data Utilization

LIST OF ANNEXES

Annex A	Results Framework
Annex B	Community Monitoring Toolkit
Annex C	Grievance Redress System Handbook
Annex D	Compendium of CDD Forms and Tools
Annex F	Geotagging Guidelines
Annex G	Reports Template
Annex H	Data Quality Assessments Toolkit
Annex I	Municipal Talakayan Design and Toolkit

ASIAN DEVELOPMENT BANK - PROJECT DESIGN AND MONITORING FRAMEWORK

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
<p>Impact</p> <p>Improved resiliency of poor communities to natural hazards</p>	<p>By end of 2020:</p> <p>Poverty incidence in target areas recovers to levels before Typhoon Yolanda (baseline: average poverty incidence of 37.3% in Yolanda-affected municipalities, using small area estimates for 2009)</p>	<p>National Statistical Coordination Board small area estimates</p> <p>KC-NCDDP evaluation studies on effectiveness and impact</p>	<p>Assumption</p> <p>Government and community support for the project is secured</p> <p>Risk</p> <p>More natural disasters and economic shocks limit progress in reducing poverty.</p>
<p>Outcome</p> <p>Improved access to services and infrastructure for communities in affected provinces and their participation in more inclusive local disaster risk reduction and management planning, budgeting, and implementation</p>	<p>35% of households in covered municipalities reporting increased in confidence to participate in community development by 2017</p> <p>Access to and utilization of basic services and infrastructure such as roads, education, health centers, and water in covered municipalities increased by 10% by 2017</p> <p>45% of members from marginalized groups (indigenous peoples and women) in covered municipalities attending regular barangay (village) assemblies by 2017</p>	<p>Midterm and end-line community and household surveys</p> <p>Midterm and end-line KC-NCDDP management information system data from barangay assembly meeting minutes and attendance complemented by specialized household surveys</p>	<p>Assumption</p> <p>Communities actively participate.</p> <p>Risk</p> <p>Institutional and personnel capacity is inadequate to manage, implement, and monitor the KC-NCDDP.</p>

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
	900,000 households benefited by 2017	Midterm and end-line community and household surveys	
Outputs 1. CDD subprojects selected, implemented, and completed	85% of completed subprojects meet basic financial standards based on finance and administration sub-manual by 2017 (baseline: 0% in 2013) 85% of subprojects in covered municipalities completed in accordance with technical plans, schedule, and budget by 2017 (baseline: 0% in 2013) 85% of completed subprojects in covered municipalities have satisfactory or better sustainability evaluation ratings by 2017 (baseline: 0% in 2013) 20%–30% of the paid jobs created by the project are held by women by 2017 (baseline: 3% for skilled and 5% for unskilled in 2013)	Quarterly KC-NCDDP progress report from KC-NCDDP community projects completion reports Quarterly KC-NCDDP progress report from KC-NCDDP community projects completion reports Annual KC-NCDDP report from subproject sustainability evaluation reports of barangays and municipalities Quarterly KC-NCDDP progress report from KC-NCDDP community projects completion reports	Assumption Government is committed to adequately fund and manage the program. Risks Political interference occurs. Cost escalation of materials for construction. Unclear information regarding ownership and/or prior occupation of land to be utilized for the subprojects.
2. Institutional and organizational capacity strengthened	85% of covered municipalities with increased membership of people's and civil society organizations in local development councils and special bodies by 2017	Quarterly KC-NCDDP progress reports from municipal and barangay LGU reports	Assumption Stakeholders have positive attitudes to the KC-NCDDP.

Design Summary	Performance Targets and Indicators with Baselines	Data Sources and Reporting Mechanisms	Assumptions and Risks
	<p>At least 10 community volunteers per village trained in CDD by 2017, of which 50% are women</p> <p>50% of the leadership positions in community volunteer committees held by women by 2017 (baseline: 35% in 2012)</p>		<p>Risk</p> <p>The participation of the poor, particularly women, is weak.</p>
3. Program management and M&E systems enhanced	<p>System for community requests for fund release fully operational by 2014</p> <p>At least one study regarding effectiveness and impacts completed, including a review of gender equality dimensions, by 2017</p> <p>100% of newly targeted 189 municipalities generate sex-disaggregated data by 2017 (baseline: 10% in 2009)</p> <p>Gender action plan implemented by 2017</p>	Quarterly KC-NCDDP progress reports	<p>Assumption</p> <p>The recruitment of staff and procurement of equipment is timely.</p> <p>Risk</p> <p>Errors occur in recording and reporting project transactions and program information.</p>

World Bank-Results Framework and Monitoring
Arrangements for KC-NCDDP Results Monitoring¹

KC-NCDDP Outcomes and Indicators	Target/Projects Years						Data Collection and Reporting		
	Yr 1 2013	Yr 2 2014	Yr 3 2015	Yr 4 2016	Yr 5 2017	Yr 6 2018	Reports and Frequency	Data Collection Instrument	Responsible for Data Collection and Analysis
Overall Project Development Objective (PDO) Communities in targeted poor municipalities empowered to achieve improved access to services and to participate in more inclusive local planning, budgeting and implementation									
• Nos. Project beneficiaries [CORE]			4 million			8.4 million	mid-term and end-line studies	Specialized household survey	External consultant team
• % increase in access to and utilization of roads, education, health centers and water (major KC investments) in KC-NCDDP municipalities			5% across various sectors			10% across various sectors	mid-term and end-line studies	Specialized household survey	External consultant team
• % of households in KC-NCDDP municipalities with at least one member attending regular Barangay Assemblies			60%			70%	mid-term and end-line studies	Specialized household survey	External consultant team
• % of members from marginalized groups ² in KC-NCDDP municipalities who attend regular Barangay Assemblies [CORE]			30%			40%	KC-NCDDP MIS Data mid-term and end-line studies	Data capture from BA mtg minutes and attendance complemented with specialized household survey	Local KC-NCDDP staff, LGUs and CSOs, KC-NCDDP PMOs External consultant team

¹ Baseline data will be obtained from a large-scale household survey carried out by the MCC in 2012 in a sample of 198 municipalities as a baseline for the impact evaluation of KALAH-CIDSS. When appropriate the data will be disaggregated by gender.

² This indicator will be reported separately for IPs and women.

KC-NCDDP Outcomes and Indicators	Target/Projects Years						Data Collection and Reporting		
	Yr 1 2013	Yr 2 2014	Yr 3 2015	Yr 4 2016	Yr 5 2017	Yr 6 2018	Reports and Frequency	Data Collection Instrument	Responsible for Data Collection and Analysis
Intermediate/Component Outcomes and Indicators									
Component 1: Barangay (Community) Sub-Grants for Planning and Investment: Communities plan and use barangay grants effectively									
<ul style="list-style-type: none"> % of KC-NCDDP barangays with poverty reduction action plans prepared in accordance with the KC-NCDDP participatory process 		70%		80%		85%	Quarterly KC-NCDDP progress reports	Copies of BAPs/BLPRAPs and BLGU resolutions	Local KC-NCDDP staff, LGUs and CSOs, KC-NCDDP PMOs
<ul style="list-style-type: none"> % of KC-NCDDP community sub-projects completed in accordance with technical plans, schedule and budget³ 		70%		80%		85%	Quarterly KC-NCDDP progress reports	Data capture from KC-NCDDP community projects completion reports	Local KC-NCDDP and LGU staff , KC-NCDDP PMOs
<ul style="list-style-type: none"> Nos. of reconstructed or repaired shelters for disaster-affected households 	Annual targets to be determined						Quarterly KC-NCDDP progress reports	KC-NCDDP MIS	Local KC-NCDDP and LGU staff , KC-NCDDP PMOs
<ul style="list-style-type: none"> % of completed KC-NCDDP sub-projects that have satisfactory or better sustainability evaluation rating 			70%		80%		Annual KC-NCDDP Reports	SP sustainability evaluation reports of brgy and municipalities (using KC SET)	Local KC-NCDDP and LGU staff with communities, KC-NCDDP PMOs
<ul style="list-style-type: none"> % of female participation in KC-NCDDP paid labor component during sub-project implementation 	8%	10%	15%	20%	25%	25%	Quarterly KC-NCDDP progress reports	Data capture from KC-NCDDP community projects completion reports	Local KC-NCDDP and LGU staff , KC-NCDDP PMOs

³ To include an assessment of emergency sub-project processing in line with the Post-disaster Response guidelines.

KC-NCDDP Outcomes and Indicators	Target/Projects Years						Data Collection and Reporting		
	Yr 1 2013	Yr 2 2014	Yr 3 2015	Yr 4 2016	Yr 5 2017	Yr 6 2018	Reports and Frequency	Data Collection Instrument	Responsible for Data Collection and Analysis
Component 2: Capacity-building and Implementation Support: Support more inclusive and transparent planning and budgeting at the municipal level.									
<ul style="list-style-type: none"> % of KC-NCDDP municipalities with municipal poverty reduction plans prepared in accordance with KC-NCDDP participatory process 		80%		85%		85%	Quarterly KC-NCDDP progress reports	Copies of Municipal LPRAPs and LGU resolutions	Local KC-NCDDP staff, LGUs and CSOs, KC-NCDDP PMOs
<ul style="list-style-type: none"> % of KC-NCDDP municipalities with increased membership of POs and CSOs in local development councils and special bodies (e.g., BDC, PTCAs, local school boards, local health boards, peace and order councils) 		50%		70%		85%	Annual KC-NCDDP Reports	MLGU and BLGU reports	Local KC-NCDDP staff, LGUs and CSOs, KC-NCDDP PMOs
<ul style="list-style-type: none"> Number of KC-NCDDP municipalities w/ staff trained by DILG using the Local Governance modules. 		150		350		477	Annual KC-NCDDP Reports	Data capture from KC-NCDDP-DILG and LGU reports	KC-NCDDP PMOs, DILG, LGUs
Component 3: Project Management: Effective project management undertaken									
<ul style="list-style-type: none"> % of registered grievances satisfactorily resolved in line with the Grievance Redress System [CORE] 		80%		80%		80%	Quarterly KC-NCDDP progress reports	Monthly recording of grievances and resolutions at community, municipal and KC-NCDDP PMO levels	Communities, Local KC-NCDDP staff, LGUs and KC-NCDDP PMOs

KC-NCDDP Outcomes and Indicators	Target/Projects Years						Data Collection and Reporting		
	Yr 1 2013	Yr 2 2014	Yr 3 2015	Yr 4 2016	Yr 5 2017	Yr 6 2018	Reports and Frequency	Data Collection Instrument	Responsible for Data Collection and Analysis
<ul style="list-style-type: none"> MIS providing necessary information in a timely fashion to measure project effectiveness and results (Yes/No based on bi-annual assessment) 		Y		Y		Y	Special bi-annual assessment	Study	External evaluator
<ul style="list-style-type: none"> No. KC-NCDDP studies regarding effectiveness and outcomes completed (e.g., process evaluation, household survey, econ/fin analysis, technical quality/sustainability survey) 		1	2		1	2	Annual KC-NCDDP Reports	Progress report	KC-NCDDP National PMO, M&E Unit

COMMUNITY MONITORING TOOLKIT

What is Community Monitoring?

Community Monitoring is a process of measuring, collecting, recording, processing and periodic analysis of information by community members themselves. It follows the action-reflection-action framework where communities reflect on previous activities to adjust or continue with the implementation of their development plans. The end goal of CM is to facilitate collective decision-making through the use of gathered information. In CM, people decide for themselves what they want to monitor, why they want to monitor, and what standards they will adopt for monitoring.

In Accelerated CEAC, CM is a series of activities from their first BA until the conduct of Accountability Reporting while in regular CEAC, it starts during the PSA and ends during the AR. In the conduct of CM, communities look into the activities and outputs, KC-NCDDP LGU and community commitments, sub-project implementation and lessons during the cycle.

Who are involved in Community Monitoring?

1. One Community Monitoring Volunteers for every sitio/purok, with a Chairperson to be selected among the group. In regular CEAC where there is already a set of PSA volunteers, the PSA volunteers will become the CM Volunteers.
2. ACT and SRPMO/RPMO staff to provide guidance and technical support
3. LGU and MCT staff to provide necessary data and technical assistance
4. Community Members who will approve the plans and discuss monitoring findings
5. Other stakeholders within the community

What are the activities in Community Monitoring?

The following are the activities to be conducted under Community Monitoring:

Activities	Regular CEAC	Accelerated CEAC	Details
Start of CM	2 nd BA	1 st BA	<ul style="list-style-type: none">• CM volunteers selected (PSA Volunteers will become CM volunteers for municipalities implementing Regular CEAC)• Chairperson selected among the volunteers• CM volunteers adopt BAP or List of Prioritized Needs during 1st BA (for Accelerated CEAC) as basis of CM plan
CM Volunteers Planning	After 1 week	After 1 week	<ul style="list-style-type: none">• CM volunteers• Identify key activities and outputs from

			the BAP or List of Prioritized Needs <ul style="list-style-type: none"> • Prepare Monitoring Plan • Prepare Work Plan
Approval of Monitoring Plan	3 rd BA	After another 1 week	<ul style="list-style-type: none"> • In regular CEAC, community agrees on activities and outputs to be monitored • In Accelerated CEAC, all community members serving as volunteers meet for a special meeting to agree on the activities and outputs to be monitored.
Mid Cycle Monitoring	After MIBF	After Municipal Forum	Based on CM Plan, CM Volunteers collect and analyze data
Data Analysis	1 week before presentation	1 week before presentation	CM Volunteers <ul style="list-style-type: none"> • Check gathered information • Group information based on Monitoring Plan • Compare information from different sources • Look into anecdotes and reasons behind the data
Mid Cycle reporting and updating of Monitoring Plan	During SP implementation, depending on CM Volunteers, ACT and MCT agreement	During SP implementation, depending on CM Volunteers, ACT and MCT agreement	Mid-cycle findings are discussed with all volunteers, ACT/MCT, other members of the community and with other stakeholders
End of Cycle Monitoring	After SP completion	After SP completion	Based on CM Plan, CM Volunteers collect and analyze data
Data Analysis	1 week before Brgy AR	1 week before Brgy AR	CM Volunteers <ul style="list-style-type: none"> • Check gathered information • Group information based on Monitoring Plan • Compare information from different sources • Look into anecdotes and reasons behind the data
Barangay Level Accountability Reporting	End of Cycle	End of Cycle	CM Volunteers <ul style="list-style-type: none"> • present both mid-cycle and end of cycle monitoring findings • facilitates discussion on lessons and insights in CDD implementation and recommendations for the next cycle

What are the tools to be used during CM?

Community Monitoring volunteers will use the following tools:

1. Monitoring Plan
2. Work Plan
3. Data Gathering Guide
4. Guide Questions: Interviews, Consultations & Meetings

How do CM volunteers prepare the Monitoring Plan?

To prepare the Monitoring Plan, CM volunteers must first identify key activities based on the BAP or the List of Prioritized Needs. Once done, they will also identify the necessary preparatory activities that should be done to execute their plans. They will then identify target outputs and beneficiaries. Aside from monitoring the implementation of their plans, CM volunteers will also look into how KC-NCDDP is being implemented in their barangay. In this regard, they will also identify KC-NCDDP LGU and community commitments, KC-NCDDP activities, sub-projects to be funded which will be determined after MIBF in regular CEAC and after Municipal Forum for Accelerated CEAC. Once all of these have been identified, CM Volunteers will then identify the sources of information. Below is a template for the Monitoring Plan.

Monitoring Plan Template

Areas of Monitoring	Required Key Activities	Expected Outputs/ Beneficiaries	Sources of Information	Accomplishments by Mid Cycle	Accomplishments by End of Cycle	Remarks
BAP						
Commitments						
KC-NCDDP Implementation						
SPI						

How do CM Volunteers prepare the Work Plan?

After completing their Monitoring Plan, CM Volunteers prepare their Work Plan for the whole cycle. To do this, they will have to identify the simplest way of getting the required data and distribute the task among themselves. CM volunteers will also have to include in their work plan the preparatory activities and data analysis. Finally, they need to identify and address other requirements such as transportation costs, meeting place and other logistics. As a guide, CM volunteers can also refer to the Data Gathering Guide in implementing their work plan. This guide already identifies common information needs and who can help them getting said information. However, CM volunteers, with the assistance of ACT, MCT and LGU staff can identify other sources of data relevant to their Monitoring Plan. Below is a sample Work Plan and Data Gathering Guide.

Work Plan Template

Major Activities	Specific Activities	When	Who are Involved?	Resources Needed
Mid Cycle Monitoring	Ex. Community meeting, Interview MPDC, Review KC- NCDDP database			
End of Cycle Monitoring				

Data Gathering Guide

Areas of Monitoring	Information Needs	Source	How to get Info	Who can help?
BAP Status	Activity Updates	LGU and other partners’ reports; Households, BAP	Interview, Group discussion, Review Reports, Survey	MIAC, MCT, BLGU
	Outputs			
KC-NCDDP Commitments	Technical Assistance	LGU reports, MOA, SIA	Interview, Group Discussion, Review Reports	ACT, MCT
	Institutionalization			
	Finance	ACT/LGU Financial docs.		
KC-NCDDP Implementation	KC-NCDDP Activities	KC-NCDDP database	Interview, Group Discussion, Review Reports, Review Database	
	Outputs			
Sub-project Implementation	Findings on completed sub-project	SPCR, Households	Review Reports, Interview, Survey	BSPMC, ACT, MCT, Mun. Engineer

What are the steps in data processing and analysis?

During data processing and analysis, CM volunteers are reminded to first review the data they have gathered and check if these are correct. By consolidating data from different sources, they can triangulate and determine if these are consistent with each other. Inconsistencies do not necessarily mean that the data are incorrect as there are cases where there are dissenting opinions among the different stakeholders. Based on the gathered information, CM volunteers must do the following:

1. Check if target activities were conducted
2. Determine if outputs were delivered
3. Identify reasons behind the accomplishment
4. Include anecdotes that will shed light to findings

Finally, CM volunteers should keep their data and findings in a secured location for future reference.

How is community monitoring data to be used during Barangay Accountability Reporting?

During Barangay Accountability Reporting, CM volunteers will present their findings per monitoring area. They will also solicit feedback from the community, LGU and other stakeholders on their opinion and ideas from the presented information. As a community, they will identify how the monitoring data and feedback will affect KC-NCDDP implementation and in general, the development activities in the barangay. Finally, they will facilitate discussion on how the monitoring findings will affect PSA revalidation, the crafting of the new BAP and in implementing KC-NCDDP in the next cycle.

GRIEVANCE REDRESS SYSTEM

A Public Accountability Mechanism

KALAHI-CIDSS

*National Community-
Driven Development
Program*

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OVERVIEW OF THE GRIEVANCE REDRESS SYSTEM

INTRODUCTION

The Kalahi-CIDSS National Community Driven Development Program is the scaled-up implementation of Kalahi-CIDSS which uses the Community-Driven Development approach to promote local poverty reduction. CDD puts people at the center of decision-making and enables them to take part on their own development.

The Grievance Redress System is a feature of KC-NCDDP to promote social accountability. It allows the Project to be fully responsive to its beneficiary communities. This mechanism was designed to attend to complaints, problems and issues that arise out from project implementation. These issues may include misuse of funds and allegations of corruption; inappropriate intervention by outside parties (in making decisions, determining allocations, in procurement etc.); and violation of project policies, principles or procedures. It will also respond to simple requests for information to clear up a misunderstanding.

The system upholds the principle of transparency and accountability and demonstrates the commitment of the Project to provide opportunities for the empowerment of communities. It is for this reason that the system ensures the participation of the barangay assembly and volunteers in the handling and redress of grievances.

PRINCIPLES

The Grievance Redress System is anchored on the following principles that guide the KC-NCDDP Project:

Transparency – The system encourages comments and feedback (negative and positive) to improve the Project. The community must be aware of all complaints, grievances and problems reported; must be involved in their redress; and must be kept informed on progress made in resolving grievances.

Empowering and participatory – Communities, project implementers, NGOs and other civil society actors and journalists are encouraged to participate and bring complaints, grievances and comments to the attention of Project management. More importantly, communities are responsible for resolving problems and the system will prepare them to do so.

Socially inclusive and open – The whole community (and even those outside) is given the opportunity to raise concerns and the right to be accorded a response. The grievance system will allow anyone, especially the poor, the disadvantaged groups, the women, to raise grievance or complaints, be heard and be involved in its redress.

Institutional capacity-building for good governance – Through the system, the DSWD and local government units can strengthen channels of communication and mechanisms for grievance redress at the community level. The system enables the government to be accountable to the people and work transparently to resolve problems - not on behalf of the people but with the people. This enhances responsiveness of local governments and develops people's trust.

Simple and accessible – Procedures to file complaints and seek redress are kept simple and easy to understand by the communities. Complaints and queries may be sent through different accessible means.

Quick and proportional action – Response to grievance and comments is ensured within an acceptable timeline and that the corresponding action is responsive and commensurate to the complaint or comment. The system does not over-react to problems and strives to provide solutions which shall address the problem rather than penalize the people or communities.

Objective and independent – The system entails objective and independent process so that it will be perceived as fair and encourages people to use it, thus enhancing the Project's contribution to good governance. In all instances, conflict of interest or perceptions of conflict of interest will be looked into and avoided.

Anonymity and security – To remain accessible, open and trusted, the grievance system ensures that the identities of those complaining are kept confidential. This encourages people to openly participate and file complaints or comments.

Due process – implies the right of a person to be present and be heard before a duly constituted body assigned or formed to hear, settle, mediate or conciliate complaints or grievance.

RIGHTS AND OBLIGATIONS OF PARTICIPANTS IN THE KC-NCDDP PROJECT

A complaint or grievance is usually filed because of a personal or collective belief that there was a violation of a right or a non-fulfillment of an obligation.

Rights of Participants in the Project. Barangay residents, LGU officials, employees of national government agencies, media representatives, NGOs and civil society groups and the project implementers are accorded the following rights as Project participants.

Right to information – The principle of transparency and good governance dictates that all participants should have full access to information on the Project especially the status of the sub-projects in their communities. Information that will enable the barangay residents to make an effective decision on matters affecting their welfare should be made readily available at all levels of the Project.

Right against intervention – The Project supports localized and demand-driven decision-making. The Project respects the right of communities to choose the people who will represent them, make decisions on the sub-projects they want to propose, the manner of implementing projects, and the manner by which grievance and complaints will be resolved -- free from interference from other sectors or agencies. Provision of a sound technical assistance by the Project staff to the community could not be considered as a form of intervening community decisions. Proper technical assistance would guide the community to make the most appropriate, effective, and efficient solution to their needs.

Right to a graft-free project – Among the objectives of the principle of transparency is to ensure that sub-projects chosen and implemented by the barangays are graft-free. If people fully participate and take charge of their own development, corruption will be lessened, if not eradicated.

Right to participate and be heard -- The Project advocates for participation in the selection, design and implementation of sub-projects and in the election of community representatives. The right of all participants to be heard and to air grievance, comments, and opinion is also respected.

Right to informed consent -- Only after the communities are informed of all options available to them and the possible consequences of their choices should they be asked to make their final decisions. The right of the people to information and technical advice is premised on the assumption that they are only able to make right decisions after full information has been given to them.

Obligations of Participants in the Project. Parties joining the Project will assume certain obligations inherent to or explicitly provided by the Project. These obligations are categorized into four general areas, as follows:

Obligations arising from the principles of the Project. Adherence to the core principles of the Project is required. The operationalization of these principles is mostly contained in the project manuals. The manuals therefore serve as a reference on these obligations.

Localized decision-making. All deliberations and decisions on sub-projects are taken at the barangay level and at the inter-barangay forum.

Empowering and participatory. The Project ensures that communities, with assistance from technical experts, will be able to prioritize development needs and make decisions on how resources are to be used.

Transparent. The barangay and the municipal stakeholders will know every aspect of project decision-making. Every amount spent and all decisions taken will be publicly announced and made available on information boards and through the independent monitoring of NGOs and media groups.

Community prioritization. Participating barangays will submit proposals to the inter-barangay forum for prioritization. All barangays have equal chances to access project funds based on the feasibility of proposed activities.

Socially inclusive. The whole community, not just a few families, will have the opportunity to be involved in the planning and decision-making process. Special effort will be taken to ensure gender-balance and active participation of the poorest segments and minorities in the barangay.

Demand-driven. Options for community-driven development projects are based on an open menu. Communities will prioritize their needs, design project activities, seek technical expertise and make informed choices on how resources are to be used for sustainable poverty-reduction.

Simple. All decision-making, financial procedures and components of the project will be kept simple for all stakeholders to easily understand and become fully involved.

Sustainable. Long-term operations and maintenance plans are set up to ensure sub-project sustainability. At the municipal and barangay levels, local governments will be encouraged to adopt participatory community-driven planning approaches.

Obligations arising from the provisions of the Memorandum of Agreement (MOA) among parties participating in the project. These MOAs contain the responsibilities of different parties and become a source of obligations. The MOAs are between the:

DSWD and MLGU perfected during the municipal launch
DSWD, MLGU and BLGU/BSPMC on Sub-Project Implementation

Obligations also arise because the Project confers and recognizes certain rights of stakeholders. Violation of any of these rights may result in the filing of grievance or complaint. Discussed earlier, these rights are as follows:

Right to information
Right against intervention
Right to a graft-free project
Right to participate and be heard
Right to informed consent

Lastly, obligations arise from generally accepted norms of conduct dictated by legal precepts or cultural practices. These are contained in:

Civil Code as the basic law guiding human relations
Code of Conduct and Ethical Standards for Government Employees
Traditional and Customary Laws of the areas where Project is implemented

Grievance: Definition

- Non- contentious questions/clarifications regarding the project
- Issues/concerns that result due to non-performance of obligation of any of the parties involved to project processes and documents
- Grievances or offenses pertaining to conformance with KC-NCDDP government procurement and finance guidelines such as misuse of funds, allegations of corruption, falsification of public documents.

COMPONENTS OF THE GRIEVANCE REDRESS SYSTEM

INSTALLATION


The Grievance Redress System must be accessible to everyone who wants to file a grievance or ask clarifications regarding the project. Grievance installation should be done at the initial stages of the CEAC cycle starting from Municipal Orientation. The GRS is considered installed once the following key activities are completed:

- A. GRS orientation at the municipal and barangay levels provided
 - Grievance orientation to be provided to all covered areas of the project during the municipal orientation and first barangay assembly.
 - During the municipal orientation, the GRS is explained, and a resolution forming a municipal grievance committee composed of the Municipal Interagency Committee/Municipal Development Council and representatives from the barangay grievance committees, is passed. The municipal resolution in general stipulates the commitment of the municipality to include representatives from the barangay grievance committees as members of the municipal grievance committee.
- B. GRS information materials available
 - Information materials such as brochures, tarpaulin or posters should be present in the area. The materials should contain information regarding the GRS and contact numbers or hotline of DSWD KC-NCDDP Office at all levels and should be translated into local dialect.
- C. Grievance Committee established and trained
 - Each barangay should have a functioning grievance committee who are oriented on the grievance redress system and trained on basic alternative dispute resolution.
 - During the first Barangay Assembly, the community elects three volunteers coming from different purok to compose the GRS Committee. The GRS committee should as much as possible link up with the Lupon Tagapamayapa or other existing grievance resolution bodies in the barangay to harmonize their systems of resolving grievances.
 - For IP communities, the grievance committee will automatically be the members of the IP's conflict resolution system.
 - For municipal level grievances, the Municipal Grievance Committee is composed of members of the Municipal Interagency Committee/Municipal

Development Council with 5 to 10 representatives coming from the different Barangay Grievance Committees.

D. Means of reporting grievances available

- This includes putting up the grievance box in the barangay and other means to receive complaints such as e-mails, grievance hotlines or complaints desk.



The Grievance Box

The grievance box aims to provide a means for anonymous complainants to raise their concerns without revealing their identity.

- ✓ Renaming the grievance box to a more culturally-sensitive term is encouraged.
- ✓ Box should be secured and locked before placing in an accessible area in the barangay.
- ✓ Should be opened by authorized personnel on a regular basis (at least once a month) during community assemblies or BSPMC meetings in the presence of at least one GRS volunteer to ensure proper documentation.

HANDLING AND MONITORING STRUCTURE

Barangay Level

Barangay Assembly – Is the decision-making body at the barangay. Actions and resolution on the grievance will be decided by voting or consensus among the attendees.

Barangay GRS Committee - Ensures that grievances and PINCOS (problems, issues, needs, concerns and observations) at the barangay level are captured and addressed by the Grievance Redress System. During the first Barangay Assembly, the community elects three volunteers coming from different purok to compose the GRS Committee.

Roles of GRS Committee

- ✓ Once elected, the GRS committees will serve as the Community Empowerment Facilitator's assistant in ensuring that the GRS is properly installed in the barangay.
- ✓ The GRS committee will link up/coordinate with the Lupon Tagapamayapa and other barangay grievance structures to harmonize the various systems (example: representation of GRS committee in the Lupon Tagapamayapa).
- ✓ In cases when there is a need for fact-finding, the GRS committee will assist the Community Volunteer in calling for community assemblies, and securing means of verification and other pertinent documents regarding the grievance.
- ✓ The Grievance Committee will also inform the Community Empowerment Facilitator about existing PINCOS in the community and how they were addressed or what actions are expected from the management.
- ✓ Documentation of grievances that were raised during community assemblies/meetings or submitted through other channels such as the grievance box.

Barangay-based Institutions – KC-NCDDP is fully cognizant of existing structures and community-based modes of dispute or grievance resolution. The Project will therefore try to harness these mechanisms and complement these structures. The following are the mandated structures in the barangay which can be tapped during the grievance resolution process.

- Barangay Development Council
- Peace and Order Council
- Lupon Tagapamayapa
- Brgy Disaster Risk Reduction Mngt
- Council of elders (for IP communities)

However, the structure must be agreed upon in an assembly and documented with minutes of meeting or barangay/municipal resolution.

Community Empowerment Facilitator – Serves as the barangay grievance monitor who is responsible for recording all grievances in an intake form and ensuring that these are

inputted by the encoder in the database. The CEF also ensures that the GRS has been installed in his/her assigned barangay. The CEF should regularly monitor the status of resolution of grievances.

Municipal Level

Municipal Inter Barangay Forum/Municipal Forum – The decision making body for municipal-level grievances. Actions and resolution on the grievance will be decided by voting or consensus among the attendees.

Municipal Inter-agency Committee (MIAC) or Municipal Development Council (MDC) – The MIAC and MDC will be informed of municipal-level concerns or those that affect more than one barangay. With representatives from concerned Barangay Grievance Committees, the MIAC or MDC may conduct fact-finding or immediately call for municipal consultations to discuss the grievance.

Area Coordinator – Serves as the municipal grievance monitor who is responsible for monitoring the status and actions taken on all municipal-level concerns. The Area Coordinator is also responsible for accomplishing the intake form to document the grievance.

Roles of the Area Coordinating Team

- ✓ Monitor and ensure installation of the Grievance Redress System
- ✓ Provide coaching to grievance volunteers on GRS handling process and conflict resolution
- ✓ Receive complaints and accomplish Intake Form
- ✓ Convene the grievance volunteers and facilitate resolution of complaints/issues.
- ✓ Monitor resolution and ensure closure to every grievance.
- ✓ Submit required monthly and quarterly report to the regional Office

Regional and Sub-Regional Project Management Level

Regional Project Director – Supervises and ensures that the Grievance Redress System is functional as part of the KC-NCDDP's program features.

Regional Grievance Office (Regional Project Manager) – Under the supervision of the Regional Project Director, the Regional Grievance Officer renders decision on grievances

concerning project staff and those that cover violations on procurement and financial guidelines based on results of investigation.

Regional/Sub-regional Project Coordinator - supports the system by performing tasks given by the Regional Grievance Officer and by providing the administrative and other needs to enable the regional staff in performing their function.

Regional Grievance Monitors (Monitoring and Evaluation Officers III) - provides technical assistance and capability building to Area Coordinating Teams in grievance handling and reporting. The responsibility also includes intaking, monitoring and consolidating municipal level database.

Regional/Sub-regional Fact-finding Body - is a person or group of persons designated by the Regional Grievance Officer (RPM) to conduct validation of facts related to the grievance. The function may also include provision of technical assistance to clarify issues in the project.

DSWD Retainer Lawyer - provides assistance and advice for grievances involving legal actions and complaints against Project staff and other personnel of the DSWD.

Roles of the Regional and Sub-regional Project Management Team

- ✓ Ensure installation and functionality of the Grievance Redress System to Project areas
- ✓ Conduct GRS orientation and create greater awareness to various stakeholders (NGOs, NGAs, media, etc)
- ✓ Simplify and localize the grievance information materials
- ✓ Monitor resolution of grievances/complaints and response to queries, comments and suggestions.
- ✓ Provide coaching/training on the GRS handling process and Conflict resolution to field staff
- ✓ Provide sufficient grievance intake and report forms at the field
- ✓ Institute review of common cases, sharing of lessons learned, and effective strategies in redressing grievances.
- ✓ Submit required monthly and quarterly reports to the NPMO.
- ✓ Conduct spot checks or site visits to check on installation and functionality of the grievance system including the process and outcome of grievance resolution.

National Level

National Project Director and Deputy National Project Director – Issue operational directives to reflect official department positions that will have impact on Project policies and operations including that of the Grievance Redress System.

National Project Manager - Ensures that the grievance cases in all the regions covered by KC-NCDDP are promptly acted upon. The responsibility includes supervising the strengthening of the system and making it viable for institutionalization at the local level.

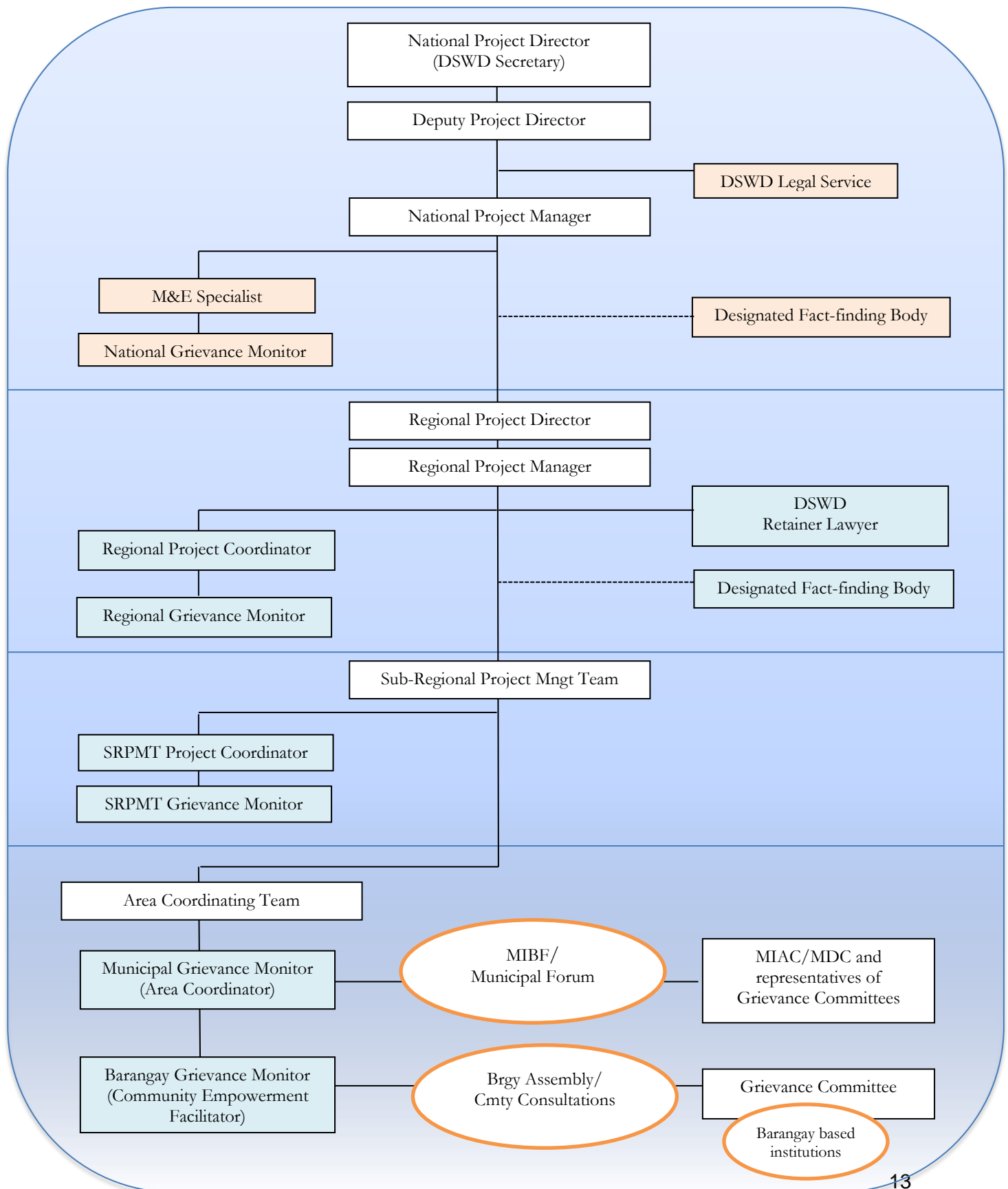
Monitoring & Evaluation Specialist - Provides overall supervision to the Grievance Redress System by ensuring that it is properly functioning at all levels.

National Grievance Monitor - Provides technical assistance to the Regional Grievance Monitors in building the capacity of the people to install, operate and sustain the system through community training activities in grievance handling, tracking, and data-basing. The NGM also consolidates and reviews the grievance reports and databases coming from the regions.

Fact-finding Body - is a person or group of persons designated by the NPM to conduct validation of facts related to the grievance. The function may also include provision of technical assistance to clarify issues in the project.

DSWD Legal Service - provides assistance and advice for grievances involving legal actions and complaints against Project staff and other personnel of the DSWD.

Grievance Handling & Monitoring Structure



HANDLING PROCESS

The grievance handling process involves four major steps, namely:



Intake

This is the first step in the process whereby a grievance, comment, suggestion or query is filed.

❖ Who may file?

Anyone with a complaint against the Project, its implementation, the project staff, local personalities in the areas of Project operation and others may file grievance. This includes:

- Any or all residents of the barangay and municipality where the project is being implemented,
- Officials of local and national government agencies,
- Staff of non-government organizations, faith-based institutions, consultants, media representatives and local business groups,
- Non-residents of the barangay or municipality who stand to gain or lose from the project.

❖ How is a grievance or comment filed or initiated?

A grievance or comment may be channeled or initiated through:

- Letters
- E-mails
- Text messages
- Verbal narration from walk-in complainants
- Phone calls
- Suggestion boxes to be placed in non-political/religious institutions
- Reports on visits to project offices and sites by project staff, independent monitors, supervision teams, government officials, or any interested persons or special groups like IPs, elderly, etc.
- Reports of staff, consultants, NGOs, LGUs and journalists

- Findings of WB supervision missions
- Call in questions, comments or complaints from radio programs
- Media newscasts, newspaper articles, and other publications

❖ **In what form may the comment or grievance be filed?**

The comment or grievance can be:

- in writing or given orally
- it can be in hard copy or in the form of e-mails or text messages
- it may or may not be signed by the sender

❖ **Where should the grievance be filed?**

A concerned individual or group may file a complaint or address queries/comments at any level of the Project's implementation structure (DSWD Central and Regional Offices, Municipal/MIBF and Barangay levels) using any of the means identified earlier.

❖ **Who may receive grievance, comments or queries?**

The following were the designated project staff who are authorized to receive and intake the grievance.

	Grievance Monitors
Barangay	Community Empowerment Facilitator
Municipal	Area Coordinator
SRPMO	M&E Officer III
RPMO	M&E Officer III for Grievance
NPMO	M&E Officer IV for Grievance

The grievance monitors will accomplish the intake form to record the complaints they received. They are also responsible in determining the type of grievance filed and how it should be addressed.

Types of Grievance

Type A – Non-contentious queries, comments, and suggestions.

This type is non-contentious and merely requests for information/updates, seeks clarification or a response and suggestions to enhance the project design, improve operations and facilitate administrative/logistical support to the project.

Type B - Compliance with project processes, MOA and other KC-NCDDP implementation arrangements.

This type of grievance results from the non-performance of obligation of any of the parties involved to project processes and documents. Primarily addressed by the Barangay Assembly (BA) and/or the Municipal Inter-barangay Forum (MIBF) at the community level but there are cases, especially those involving project staff, when RPMO/NPMO action is required.

Type C - Conformance with KC-NCDDP procurement and finance guidelines.

This includes grievances or offenses pertaining to conformance with KC-NCDDP government procurement and finance guidelines such as misuse of funds, allegations of corruption, falsification of public documents.

Verification and Action

This second step in the grievance handling process covers two activities, namely:

Verification/Fact-finding and Action

Verification

This activity includes gathering of facts and clarifying information in order to have a clear picture of the circumstances surrounding the grievance or complaint.

Conducting Verification/Fact-finding

- ✓ Analyze issues that need to be validated and the persons/parties involved.
- ✓ Determine facts to be verified and how to gather them. Validation methods include site visits, review of documents, interviews and meetings with concerned individuals/groups.
- ✓ Secure all documents/means of verifications (MOVs) that will support the findings.
- ✓ Ensure that whole procedure is properly documented (such as minutes of meeting, recordings or photos), fair and transparent.
- ✓ Present findings/results of validation to BA/MIBF or head of office for their decision.

The following constitute the verification or fact-finding body at the different levels:

Levels	Fact-finding Body
Barangay	GRS Committee
Municipal	Municipal Devt Council or Municipal Interagency Committee (MIAC) and concerned Grievance Committees
SRPMT	SRPMT Fact-finding Body
RPMO	RPMO Fact-finding Body
NPMO	NPMO Fact-finding Body

Action

This step reflects the steps towards the resolution of the case. Actions to a grievance include openly discussing the issues to the community and arriving at agreements and decision as well as imposition of sanctions if needed.

In general, the process is kept simple and all grievances will be dealt with at the lowest level possible – at the barangay or municipal level. This is because the ultimate users of the system are the residents of the barangay participating in the project. They should therefore be kept informed and involved in determining actions to be taken.

Processing of Grievances Per Type		
Type of Grievance	Processing	Timeline
Type A: Non-contentious queries/Clarifications on the project Examples: Positive comments/appreciation on the project; Clarification on roles and responsibilities of volunteers; inquiry on schedule and timeline of project	Responded to at the point of intake at any level of the project or referred to appropriate office/person who can address the inquiry.	Should be addressed within 5 days from the date of receipt.
Type B: Compliance with project processes, MOA and other KC-NCDDP implementation arrangements Scope: Only one barangay Example: Elite capture in decision making for proposed sp.	CEF will endorse grievance to GRS committee. GRS committee may conduct initial fact-finding or call for community consultations where involved parties will arrive at decision/consensus/agreement Grievance committee will gather/secure MOVs (ex. Minutes of the meeting) and coordinate with CEF on status of resolution.	Should be addressed within 15-30 days from the date of receipt.
Type B: Compliance with project processes, MOA and other KC-NCDDP implementation arrangements Scope: More than one barangay Example: Collusion in MIBF	ACT will endorse grievance to MIAC/EMDC. MIAC/EMDC with reps from brgy grievance committees to conduct fact-finding and discuss grievance in the MIBF or municipal forum. MIBF/Municipal Forum to decide on the grievance.	Should be addressed within 15-30 days from the date of receipt.
Type B: Compliance with project processes, MOA and other KC-NCDDP implementation arrangements Scope: Involving project staff	SRPMT/RPMO or next higher level to conduct fact-finding. Composition of fact-finding group to be designated by head of office.	Should be addressed within 15-30 days from the date of receipt.

Example: Project staff manipulated results of MIBF.	Head of office to decide.	
Type C: Conformance with KC-NCDDP procurement and finance guidelines Scope: Involving one barangay Example: Brgy BAC favored a certain supplier	ACT/SRPMT together with brgy grievance committee to conduct fact-finding. Results of fact-finding to be presented in a community consultation or barangay assembly for validation. Head of office to decide.	Should be addressed within 30-60 days from the date of receipt.
Type C: Conformance with KC-NCDDP procurement and finance guidelines Scope: Involving 2 or more barangay	ACT informs MIAC/EMDC of grievance MIAC/EMDC together with SRPMT/RPMO to conduct fact-finding. Results of findings to be presented in MIBF/Municipal forum for validation. Head of Office to decide.	Should be addressed within 30-60 days from the date of receipt.
Type C: Conformance with KC-NCDDP procurement and finance guidelines Scope: Involving project staff Example: Forgery of documents	SRPMT/RPMO or next higher level to conduct fact-finding. Composition of fact-finding group to be designated by head of office. Head of Office to decide	Should be addressed within 30-60 days from the date of receipt.

Note: Community Consultations may replace Barangay Assemblies while Municipal Forum may replace Municipal Inter Barangay Forum as venues for community decision making.

Any decision made by the body should be contained in a minutes of meeting or proceeding. This would serve as supporting document to the resolution of the case.

A grievance case is considered resolved when:

- An inquiry or clarification regarding the program/project has been responded and the person who raised the concern is satisfied with the response provided.

- When unfulfilled obligations/commitment of one of the parties involved had been complied and all parties are satisfied with the actions taken.
- When violations committed had been corrected in accordance to program policies and guidelines
- Appropriate sanction to group/individual involved in the case has been imposed when necessary

Sanction

Depending on the gravity of the act or omission, sanctions may be imposed by the BA, MIBF or concerned head of agency. Sanctions can be imposed only when there is a majority vote of the members of the BA or MIBF. In cases where sanctions are not within the scope of the BA and MIBF, the Regional Project Manager (as the Regional Grievance Officer) and the National Project Manager will decide on the matter. Sanctions may be imposed on an individual, group of individual, sitio, group of sitios, barangay, and group of barangays, cluster, or municipality.

Any sanction shall be without prejudice to the penal, civil or administrative sanctions that may be imposed by pertinent laws or guidelines.

Possible Sanctions

Sanctions that may be imposed by the BA and MIBF

- Compromise agreement
- Warning
- Reprimand

Sanctions that may be imposed by the Regional Grievance Officer and National Project Manager

- Suspension from KC-NCDDP for one or two cycles and from proposing certain types of projects for one or two cycles
- Disqualification for the entire project duration from proposing certain types of sub-projects.
- Non-renewal of project staff

Feedback

This refers to the process of replying to the grievance sender and informing the complainant or aggrieved party of the status of his/her complaint. If complainant is unknown, the status or the redress documents covering the complaint will be posted in the municipal and barangay bulletin boards. Response to grievances under Type A must be presented to assemblies to provide clear and complete information to people about their queries.

Follow-Up

This involves determining the result/outcome of resolved grievances. Follow-up must also be done to all resolved grievances immediately upon the feedback was provided to the complainant to determine if the final resolution yielded positive result to the aggrieved party and to the community in general. This involves asking the complainant whether or not he/she was satisfied or not satisfied with the resolution of the issue.

Regional Grievance Monitor should also conduct audit to review if handling of grievances was in accordance with the GRS process.

Appeal

- ✓ Any person who does not agree with the decision on a complaint or grievance may file an appeal with the next higher level of the grievance redress system or to any appropriate office. The appeal shall be resolved by the receiving office within 30 working days.

MONITORING AND REPORTING SYSTEM

There are two forms used in GRS monitoring:

- 1) The Barangay and Municipal Installation Form - Checklist to monitor the status of the grievance system's installation in the barangay and municipality.
- 2) The Grievance Intake Form - Used to record reported and unreported grievances (PINCOs). It is accomplished every time a grievance/concern has been filed and must be updated until the case is resolved.

The Community Empowerment Facilitator and Area Coordinator are responsible for filling up both the installation forms and the intake forms at the barangay and municipal levels respectively.

- ❖ All means of verifications (such as minutes of the meeting, resolutions, financial documents, statements, reports etc) must be attached to the intake form in support to the findings and should be filed in a secure area in the ACT office.

The installation and grievance intake forms will then be encoded to the GRS Database. The database contains both the barangay and municipal installation database and the grievance database and must be submitted to the regional office every month.

GRS is part of the project's commitment in its Key Performance Indicators (% of registered grievances satisfactorily resolved in line with the GRS). As such, monitoring of status of resolution of all reported grievances should be strengthened at all levels.

Annexes

Annexes

FREQUENTLY ASKED QUESTIONS by Community residents/ community volunteers

What is a grievance?

- ❖ In general, a grievance is an expression of concern or complaint voiced by any person who feels they have been or will be negatively impacted by someone else's activity.¹
- ❖ For NCDDP, a grievance may include non-contentious inquiries and clarifications about the project as well as issues and concerns that emanate due to non-compliance to project processes, MOA and non-conformance to government procurement and finance guidelines.

What is the Grievance Redress System?

- ❖ A Grievance Redress System is a locally-based formalized way to accept, assess and resolve community feedback or complaints.²

Why do we need the GRS?

- ❖ The GRS provides a platform for communities to express their preference or feedback on government actions/programs and provide them the opportunity to take part in the resolution of their issues and concerns.
- ❖ In addition, the system is also one of the safeguards for ensuring that the project is free from abuse and corruption.

How will I send my grievances?

- ❖ You may send your grievances through designated channels such as text, grievance box, email, letter, or you may personally talk to authorized KC-NCDDP personnel.

I want to file a grievance but I do not want the KC-NCDDP staff in our municipality to know about them.

- ❖ You can send your grievance directly at any level of the project – municipal, regional or national offices where your grievance will still be entertained.

Why do we have to elect a grievance committee when we already have a Lupon Tagapamayapa in our barangay?

- ❖ The GRS committee will serve as the point person for program-related complaints and issues. However, the GRS committee may coordinate with the Lupon Tagapamayapa or other conflict-resolution bodies in the barangay to agree on how to deal with these issues.

¹ Grievance Redress Mechanism Frequently Asked Questions. World Bank

² ibid

How can I be a part of the GRS committee?

- ❖ The GRS committee is formed through election of 3 volunteers during the 1st barangay assembly. However, those who are willing to volunteer may be accommodated as part of the committee.

What are my responsibilities as a GRS committee?

- ❖ The GRS committee will serve as the focal person on grievances in the barangay. With the assistance of the Community Facilitator, they should ensure that the GRS is installed and grievances/PINCOS are reported and documented by the grievance monitor.

How do we open the grievance box?

- ❖ The grievance box should be opened by authorized personnel on a regular basis at least once a month during community assemblies or BSPMC meetings in the presence of at least one GRS volunteer.
- ❖ Details on how to open the box should be discussed and agreed by community members.

What happens with the GRS after KC-NCDDP?

- ❖ The program hopes that even beyond the project life, the communities continue to practice the principles of transparency and accountability in local government. It is encouraged that the GRS be adopted by the LGU as a means for communities to exact accountability from their officials.

FREQUENTLY ASKED QUESTIONS by
ACT/ MCT/ Project Implementors

What's the difference between a PINCO and a Grievance?

- ❖ A PINCO is usually filed by a project staff to flag issues that may have an impact to project implementation or issues requiring immediate attention of management.
- ❖ A grievance is filed by a concerned individual/group that is expecting a resolution to his/her concern.

How do I deal with anonymous complaints?

- ❖ The system encourages anonymous complaints especially if the grievance has sufficient information to conduct fact-finding. If after validation, it was found that the grievance has no basis, and no further information from the complainant was received, only then will the grievance be closed.

Can I file a grievance against my co-worker?

- ❖ Yes you can file a grievance against any project staff. However, we should also refrain from using the system for personal purposes especially if it is not work-related because the main purpose of the system is to give voice to the marginalized.

How can we harmonize the grievance system with other barangay-based institutions?

- ❖ The ACT and the GRS committee should coordinate with the barangay-based institutions such as the Lupon Tagapamayapa, council of elders in Indigenous communities, and other conflict-resolution bodies, to discuss how these groups may help during grievance resolution.

Possible areas for harmonization:

- Assist during fact-finding of the GRS committee
- Lead or assist during mediation to resolve grievance, provided that they are not party to the grievance

GRIEVANCE REDRESS SYSTEM (GRS) INTAKE FORM

Date Received :		Date Resolved: _____	
GRS Form :	<input type="checkbox"/> PINCOs	<input type="checkbox"/> Filed Grievance	
Intake Level :	<input type="checkbox"/> Central	<input type="checkbox"/> Region	<input type="checkbox"/> Municipal
Grievance Location :			
Region :	Province: _____	Municipality: _____	Barangay: _____
Mode of Filing :			
<input type="checkbox"/> Mail/Letter	<input type="checkbox"/> Walk-in/verbal narration	<input type="checkbox"/> Phone/Fax	<input type="checkbox"/> BA <input type="checkbox"/> Reports (specify) _____
<input type="checkbox"/> E-mail	<input type="checkbox"/> Text Message	<input type="checkbox"/> Suggestion Box	<input type="checkbox"/> Media <input type="checkbox"/> Others (specify) _____

I. Complainant/Sender's Information

Name (optional) :		IP Group: _____	
Sex :	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Unknown <input type="checkbox"/> Group/Organization/Institution (specify): _____
Designation/Position			
<input type="checkbox"/> MLGU Official/Staff	<input type="checkbox"/> BLGU Official/Staff	<input type="checkbox"/> DSWD/KC-NCDDP Personnel	<input type="checkbox"/> Volunteer <input type="checkbox"/> Ordinary Resident
<input type="checkbox"/> Contractor	<input type="checkbox"/> Service provider/Supplier	<input type="checkbox"/> Other Participating Agencies (specify): _____ <input type="checkbox"/>	
Others(specify) _____			
Contact Information (Address/Tel/Fax/Cel./Email):	_____		

II. Details of the Issue/Concern

Nature of Issue/Concern:			
<input type="checkbox"/> Type A: Queries, Comments and Suggestions (non-contentious)			
<input type="checkbox"/> Type B: Compliance with project processes, MOA and other KC-NCDDP implementation arrangements (non-performance of obligations)			
<input type="checkbox"/> Type C: Conformance with KC-NCDDP/government procurement and finance guidelines (violation of law)			
Subject of Complaint:			
<input type="checkbox"/> MLGU Official/Staff	<input type="checkbox"/> BLGU Official/Staff	<input type="checkbox"/> DSWD/KC-NCDDP Personnel	<input type="checkbox"/> Volunteer <input type="checkbox"/> Ordinary Resident
<input type="checkbox"/> Contractor	<input type="checkbox"/> Service provider/Supplier	<input type="checkbox"/> Other Participating Agencies (specify): _____ <input type="checkbox"/>	
Others(specify) _____			
Category of Concerns			
<input type="checkbox"/> Administrative	<input type="checkbox"/> CEAC Schedule/Timeline	<input type="checkbox"/> Community Participation	<input type="checkbox"/> Delivery of LCC <input type="checkbox"/> Delivery of Materials
<input type="checkbox"/> Financial Mgmt	<input type="checkbox"/> Gender Concerns	<input type="checkbox"/> Graft and Corruption	<input type="checkbox"/> KC-NCDDP Process/Design/Guidelines
<input type="checkbox"/> LGU Participation	<input type="checkbox"/> O&M/Sustainability	<input type="checkbox"/> Positive Comments	<input type="checkbox"/> Procurement
<input type="checkbox"/> Quality and Operations of SP	<input type="checkbox"/> RFR Processing	<input type="checkbox"/> Salary and allowances	<input type="checkbox"/> Social and Env't'l Safeguards
<input type="checkbox"/> SP Imple.	<input type="checkbox"/> TA/support, information dissem. and capability building	<input type="checkbox"/> Other concerns specify) _____	

Details of Concern (if PINCOs, indicate if Community and/or Operation and Management Concern):

Details/Narrative Summary (Use additional sheet if table is not enough.)	Actions Taken/Resolution of the Issue	FOR PINCOs ONLY Recommendations (Action needed from RPMO/NPMO/Other agencies)

III. Complainant's Feedback on Resolution of Grievance

☐ No comment
 ☐ Not Satisfied
 ☐ Satisfied
 ☐ Very Satisfied

Name of Intake Office
Designation
List of Categories

Concerns	Cases/Examples
<input type="checkbox"/> Administrative (includes HR concerns - <u>(recruitment, hiring, staffing, behavior of staff)</u>)	<ul style="list-style-type: none"> • Misconduct • Tardiness/absences • CF should smile more
<input type="checkbox"/> CEAC Schedule/Timeline	<ul style="list-style-type: none"> • Schedule of MIBF •
<input type="checkbox"/> Community participation (functionality of committees, volunteers' responsibility, etc.)	<ul style="list-style-type: none"> • Volunteers not attending trainings • Resignation of volunteers • Low participation in BAs
<input type="checkbox"/> Delivery of LCC	<ul style="list-style-type: none"> • LCC Cash commitment not yet downloaded to community account
<input type="checkbox"/> Delivery of materials	<ul style="list-style-type: none"> • Contractor failed to deliver gravel and sand • Delivery of substandard materials
<input type="checkbox"/> Financial Management	<ul style="list-style-type: none"> • Pay roll padding • Inconsistent signatories in vouchers • Misuse of funds
<input type="checkbox"/> Gender concerns	<ul style="list-style-type: none"> • Sexual harassment • Gender discrimination
<input type="checkbox"/> Graft and corruption	<ul style="list-style-type: none"> • Bribery of contractor • Pilferage of materials
<input type="checkbox"/> KC-NCDDP Process/design/guidelines	<ul style="list-style-type: none"> • Collusion in MIBF • Intervention to community decisions • Non-inclusion in selection of volunteer • Tedious KC-NCDDP process • Fraudulent filing up of attendance sheet by CF
<input type="checkbox"/> LGU Participation	<ul style="list-style-type: none"> • Barangay Captain does not support KC-NCDDDP activities
<input type="checkbox"/> O&M/Sustainability (includes financial management issues, functionality of SPs and ODM)	<ul style="list-style-type: none"> • Water system association not active • No funding from barangay to maintain SP
<input type="checkbox"/> Positive Comments	<ul style="list-style-type: none"> • The community expressed appreciation to the entry of KC-NCDDP in their barangay.
<input type="checkbox"/> Procurement	<ul style="list-style-type: none"> • Can shopping be conducted in lieu of bidding? • No bidding conducted
<input type="checkbox"/> Quality and operation of SPs	<ul style="list-style-type: none"> • Unfinished footbridge • POW/design of SP not followed
<input type="checkbox"/> RFR Processing	<ul style="list-style-type: none"> • Reason why RFR not downloaded
<input type="checkbox"/> Salary and allowances	<ul style="list-style-type: none"> • Delay in salary of staff • Travel allowances not enough
<input type="checkbox"/> Social and environmental safeguards	<ul style="list-style-type: none"> • No deed of donation • IP not consulted
<input type="checkbox"/> Subproject implementation	<ul style="list-style-type: none"> • Delays in subproject implementation due to weather • Labor issues
<input type="checkbox"/> TA/support, information dissemination and capability building	<ul style="list-style-type: none"> • Non-provision of technical assistance by LGU staff • Non-consistency of information during KC-NCDDP implementation

GRS-ADR TRAINING

Date: _____ Time: _____

Session Plan

Session	Objectives	Process	Time Frame	Materials Needed
<p>Session 1: Overview of KALAH-CIDSS GRS</p> <p><u>Topics:</u></p> <ul style="list-style-type: none"> - Social Accountability and KC GRS - Definition of KC GRS - Principles of KC GRS - GRS Handling Structures and Processes - Roles and Responsibilities of Municipality/Community in KC GRS - Importance of MOVs / reports / documentation on GRS - KC interface with grievance redress mechanisms present in the community (ex. Pantawid GRS, IP Council of Elders, Lupon, etc.) - FAQs by community residents / community volunteers / ACT / MCT / Project Implementers <p>Main Facilitator: _____</p> <p>Resource Persons: _____ _____ _____</p>	<p>To explain the KC GRS and roles and functions of key stakeholders and demonstrate the KC-GRS process/procedure in handling grievances.</p> <p><i>Message: GRS enables communities especially the marginalized groups to exact accountability from those in the position of power.</i></p> <p><i>Grievance resolution in KC-NCDDP is a transparent and participatory process that allows the people to take part in resolving their issues/problem that is acceptable and fair to all concerned</i></p>	<ul style="list-style-type: none"> • An overview of KALAH-CIDSS GRS will be discussed by the Resource Speaker. • An activity will immediately follow the presentation as an application of the lecture. • The activity will focus on how the participants will handle various grievance scenarios and how will they handle those grievances using the GRS. • <u>Activity:</u> Each group will pick a paper with a grievance scenario on it. Participants are expected to demonstrate the process of grievance handling at the barangay level and municipal level. 	<p>Lecture: 1 Hr.</p> <p>Activity: 45mins.</p>	<p>LCD, laptop</p> <p>Powerpoint presentations</p> <p>Handouts of the powerpoint</p> <p>Metacards</p>

Session	Objectives	Process	Time Frame	Materials Needed
<p>Session 2: Conflict Management Concepts / Conflict Diagnosis</p> <p><u>Topics:</u></p> <ul style="list-style-type: none"> - Overview and Nature of Conflict - Functions of Conflict - What causes conflict - Conflict Analysis (Who, What, Where, and How) - Constructive vs. Destructive Conflict - Common Grievances in the Communities, and Participants' Grievance Handling Strategies: <ul style="list-style-type: none"> • Grievances encountered in the community • Participants handling strategies <p>Main Facilitator: _____</p> <p>Resource Persons: _____ _____ _____</p>	<p>To identify common causes of conflict or grievances in communities</p> <p><i>Message: "Conflict is normal, ubiquitous, and unavoidable". We need to learn how to manage conflict, and understand what causes it.</i></p>	<ul style="list-style-type: none"> • A run-through lecture on the Nature, Functions, and what causes conflict. • A discussion on Conflict Analysis and the differences of constructive against destructive conflict. • Followed immediately by an activity. • Activity 1: <u>Using the words CONFLICT, MANAGEMENT, and RESOLUTION</u> Direction: Using the 3 given words above, list down words that you can come up with as many as you can think of, use these words and try to connect them with the other words that you have listed. The facilitator/Resource Speaker will then ask the participants one by one what words they have come up with and present it to the rest of the group. At the end of the activity the RS will then incorporate the activity in handling conflicts, and the possibilities in coming up with different kinds of resolution. Just like the words being listed and connected to each other there are several conflicts and resolution that can be linked to each other that will help understand and resolve such issues and conflicts given. • After the resource speaker explains and incorporate the activity with their previous discussion on Conflict, another activity will commence. • The next activity will focus on the Analysis of conflict in the community and how the participants handle it. • <u>Activity 2: Human Knot</u> Directions: The Facilitator/RS will pick out one or more participants that will serve as the "It" that will solve the problem/activity. The rest of the group then forms a circle. Each person holds out their right hand and grasps another hand as if shaking hands. All then extend left hands and grab another left hand. They should not have both hands of the same person or hands of the people on either side of them. The goal is to then untangle themselves into a single circle without releasing hands. • This activity will help the participants on how they can manage and resolve common grievances in their communities. It will also show case the capabilities of the participants to strategize in handling grievances. 	<p>Lecture: 20mins. 1st Activity: 40mins 2nd Activity: 30mins.</p> <p>For a total of 1hr. and 30mins.</p>	<p>LCD, laptop</p> <p>Powerpoint presentations</p> <p>Handouts of the powerpoint</p> <p>Pens and Papers</p>

Session	Objectives	Process	Time Frame	Materials Needed
<p>Session 3: Alternative Dispute Resolution and Techniques</p> <p><u>Topics:</u></p> <ul style="list-style-type: none"> - Overview – RA 9285, Alternative Dispute Resolution act of 2004 - When to use ADR: exception/s to the application - Differentiating Mediation and Arbitration - Principles and Techniques on: <ul style="list-style-type: none"> • Effective Communication in mediation • Negotiation and its Elements - Skills and Qualities of a Mediator: <ul style="list-style-type: none"> • Roles of a Mediator: What is and What is Not • Characteristics of a Good Mediator - Mediation Process <ul style="list-style-type: none"> • What is Mediation • Elements of Mediation • Do's and Don'ts of Mediation <p>Main Facilitator: _____</p> <p>Resource Persons: _____ _____ _____</p>	<p>To explain ADR processes its uses and limitations.</p> <p><i>Message: ADR will help the participants reconcile grievances/disputes by amicably settling issues and complaints.</i></p>	<ul style="list-style-type: none"> • This session will start with a quick overview of Republic Act No. 9285 otherwise known as the Alternative Dispute Resolution of 2004. This session will focus on setting the grounds for ADR by knowing the process, its procedures, and limitations. Further, this will let the community participate in the resolution of inter/intra disputes/grievances. • The discussion will be immediately followed by an activity focusing on the Principles and Techniques on Effective Communication in mediation; Negotiations and its elements. • <u>Activity: “Pin-the-sungay-on-the-Kalabaw”</u> Direction: Prepare a picture/image of a Carabao without a tail on a large sheet of paper. Cut out a horn (any side of it) from a separate piece of paper or card, and attach it to a thumb tack, a piece of tape or some sticky tack. Hang the picture of the Carabao on a wall or door at roughly the participants' average eye-level. • The purpose of this activity is to let the participants better understand the importance of active listening as part of communication in the negotiation of resolution in a dispute/grievance. • Immediately after, a discussion on the Skills and Qualities of a Mediator will commence. This will highlight the Characteristics of a good Mediator and His/her roles as a Mediator. • The next discussion will focus further on the Mediation process, and its elements. • This will enhance the knowledge of the participants in using Mediation and its process in resolving grievances that needs settlement of 2 disputing parties in their level. 	<p>1st Lecture: 15mins. 1st Activity: 30mins. 2nd Lecture: 15-30mins. 3rd Lecture: 15-30mins.</p> <p>For max. total of 1hr. and 45mins.</p>	

Session	Objectives	Process	Time Frame	Materials Needed
<p>Session 4: Application of ADR in GRS</p> <p>Main Facilitator: _____</p> <p>Resource Persons: _____ _____ _____</p>	<p>To demonstrate the skills in ADR and Mediation as modes in resolving inter/intra disputes/ grievances in a community in the context of project implementation.</p> <p><i>Message: By the use of ADR and Mediation and applying this in GRS, it will further enhance the resolution of Grievances effectively and efficiently.</i></p>	<p>Experiential Learning Activities:</p> <ul style="list-style-type: none"> • <u>Activity 1: The Fishbowl / The Box</u> Direction: the participants are instructed to review their note on Mediation process for 10mins. Then the facilitator prepares a fishbowl or a box with the names of the participants; the facilitator and the RS will act as the 2 conflicting parties in this activity they will pick a name in the fishbowl/box, he/she will act as the mediator and will try to determine the step by step process of Mediation as the 2 conflicting parties try to act throughout the process. This activity will help the participants in the application of Mediation process in order to resolve grievances/disputes within the community by amicable settlement. • <u>Activity 2: Mediation Process</u> Directions: Divide the participants into 3-4 groups. Each group will pick a paper with different scenarios and issues. Each group will prepare a skit that will demonstrate the issues/scenarios given to them with the use of Mediation; each group will try to demonstrate the process flow and the resolution to the given issue. After each presentation it will be critiqued by the RS for corrections and improvements. 	<p>1st Activity: 1hr. 2nd Activity: 1hr.</p> <p>For a total of 2hr.</p>	<p>Fishbowl or Box 345</p>

Session Plan

Minutes Taking Training

At the end of the Minutes Taking Training for Barangay Secretaries, the participants will be able to:

1. Explain the importance of accurate minutes of the meeting
2. Identify the roles of the barangay secretary during meetings
3. Enumerate the skills needed in note taking
4. Write a sample minutes of the meeting

Session	Key Message	Topics	Methodology	Time Frame
Session I: Understanding the fundamentals of Meetings	Understanding the purpose of the meeting, the agenda and the actors is important to come up with an accurate minutes of the meeting.	<p>TOPIC 1. Purpose of Meetings</p> <p>TOPIC 2. Elements of Meetings</p> <p style="padding-left: 40px;">A. Procedure used in meetings</p> <p style="padding-left: 40px;">B. Participants in a meeting</p> <p style="padding-left: 80px;">a. The Chairperson</p> <p style="padding-left: 80px;">b. The Recorder/Minutes Taker</p> <p style="padding-left: 120px;">i The Brgy Secretary</p> <p style="padding-left: 40px;">C. Written documentation of a meeting</p> <p>TOPIC 3: Types of Meetings</p> <p style="padding-left: 40px;">A. Formal Meeting</p> <p style="padding-left: 40px;">B. General Meeting</p> <p style="padding-left: 40px;">C. Meetings in Regular LGU</p>	<p>Exercise: Charade</p> <p>The participants will be formed in groups. A representative from one group will act out the type of meeting. The other groups will guess. Each group will take a turn. Group with highest point wins.</p> <p>The facilitator should be able to draw out from the participants the usual meetings being held in the barangay, how these meetings are being undertaken and how do people normally react/participate in them.</p> <p style="text-align: center;">- Lecture -</p>	<p>Exercise: 30 minutes</p> <p>Lecture: 1.5 Hours</p>

Session II: Effective Methods for Note-taking	Developing good listening skills and knowing one's note taking technique will facilitate easier minutes taking.	<p>TOPIC 1. Functions and Skills of a Note-taker</p> <p>TOPIC 2. Note-taking Techniques</p> <p style="padding-left: 40px;">A. Outline</p> <p style="padding-left: 40px;">B. Cornell</p> <p style="padding-left: 40px;">C. Mapping</p> <p>TOPIC 3. Tips/Dos and Don'ts in Note taking</p>	<p>Exercise: Testing Participant's note taking skills</p> <p>The facilitator will read two to three sets of scenarios (may be samples of barangay assembly). After reading, the facilitator will ask the participants to summarize the main points of the scenario.</p> <p>The facilitator will process the activity by asking the participants what they did or techniques they used to remember.</p> <p style="text-align: center;">- Lecture -</p>	<p>Exercise: 45 minutes</p> <p>Lecture: 1.5 Hours</p>
Session III: Writing the minutes of the meeting	It is better to write the minutes immediately after the meeting while the agenda discussed are still clear in your mind.	<p>TOPIC 1. Purpose and Contents of the Minutes</p> <p>TOPIC 2. Types of Minutes</p> <p style="padding-left: 40px;">A. Formal / Resolution</p> <p style="padding-left: 40px;">B. Semi-Formal / Narrative</p> <p style="padding-left: 40px;">C. Action</p> <p style="padding-left: 40px;">D. Verbatim</p> <p>TOPIC 3. Reminders for effective Minutes of the Meeting</p>	<p style="text-align: center;">- Lecture -</p> <p>Exercise: The participants will be given a sample barangay assembly narrative and the participants will prepare the minutes of the meeting (including observing correct style/format)</p>	<p>Lecture: 1 Hour</p> <p>Exercise: 1.5 hours</p>
			Total Hours	6 Hours, 45 Minutes

Version

3

FOR NEW, ONGOING AND COMPLETED SUB-PROJECTS

Geo-tagging Guidelines

© KALAHI CIDSS-NCDDP
DSWD Complex, Batasan Hills, Quezon City

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Rationale

As part of firming up the Geographic Information System of KC-NCDDP, the Monitoring and Evaluation Unit initiates a data collection technique also known as geo-tagging wherein staff use PC tablets and smart phones with GPS functionality to capture photos of sub-projects on field and then associate them with their exact positions on the earth surface. This particular tool is spearheaded and piloted by MRDP (Mindanao Rural Development Program) to assure and strengthen accountability and transparency of their community projects. The technique poses positive feedbacks and becomes popular in project validation, monitoring and evaluation of other NGAs.

Data gathered from geo-tagging surveys are used to manage community-driven projects in KC-NCDDP areas and are overlaid with other geographic information such as administrative boundaries, rivers, roads, elevation, fault lines, flood, and others to create thematic maps that give a visual overview of the existing sub-project situation.

Principles of Geo-tagging

The term “geo-tagging” was coined to describe GPS-enabled devices such as smart phone, PC tablet and camera that are capable to receive satellite signals to determine the actual location where photo, audio, video and SMS are captured.

1) GPS (Global Positioning System)

GPS or Global Positioning System is usually used in land surveying, aviation, military and other applications where the determination of exact location is needed. As of today, there are about 30 active satellites which orbit the earth and transmit signals to enable the exact location of a GPS receiver. There are facilities located in different countries that track the GPS satellites, monitor their transmissions, perform analyses, and send command and data requested by GPS users to satellites. Thus, anyone holding a GPS receiver and standing in an unobstructed view of the satellites can acquire exact locations with the aid of control facilities.

Nowadays, various GPS receivers are used. These are:

- 1) GPS Navigation Device
- 2) GPS modules that need to be connected to a computer to be used
- 3) GPS loggers/tracking that record trip information
- 4) GPS Phones, GPS Tablet and GPS cameras, in which GPS is a feature rather than the main purpose of the device.

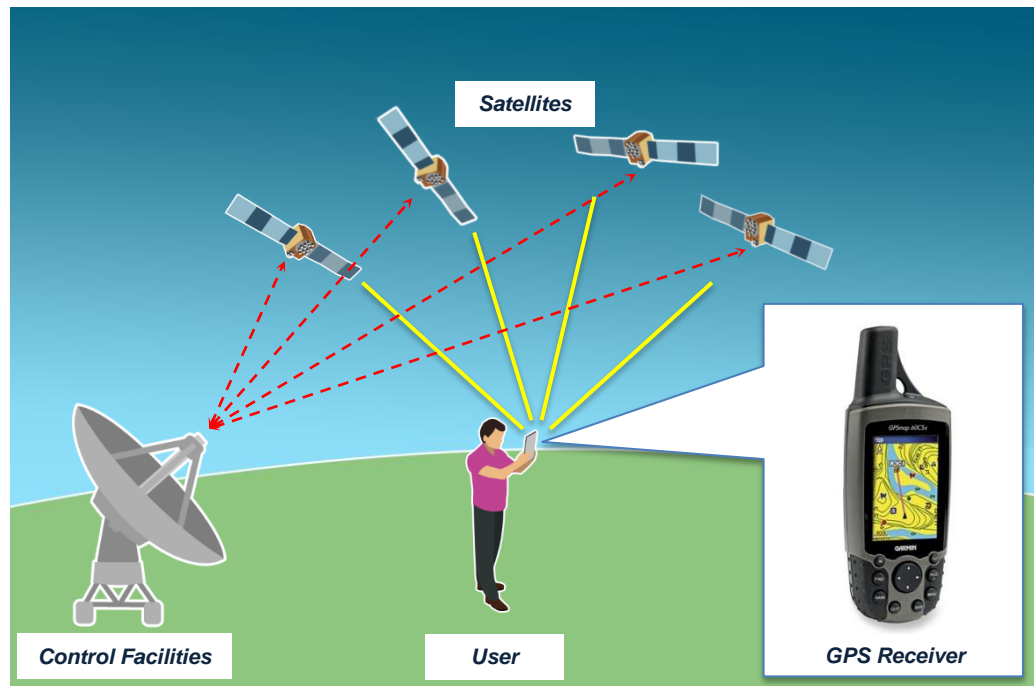


FIGURE 1.1 An image showing how a GPS receiver interacts with the satellites to acquire exact location of user

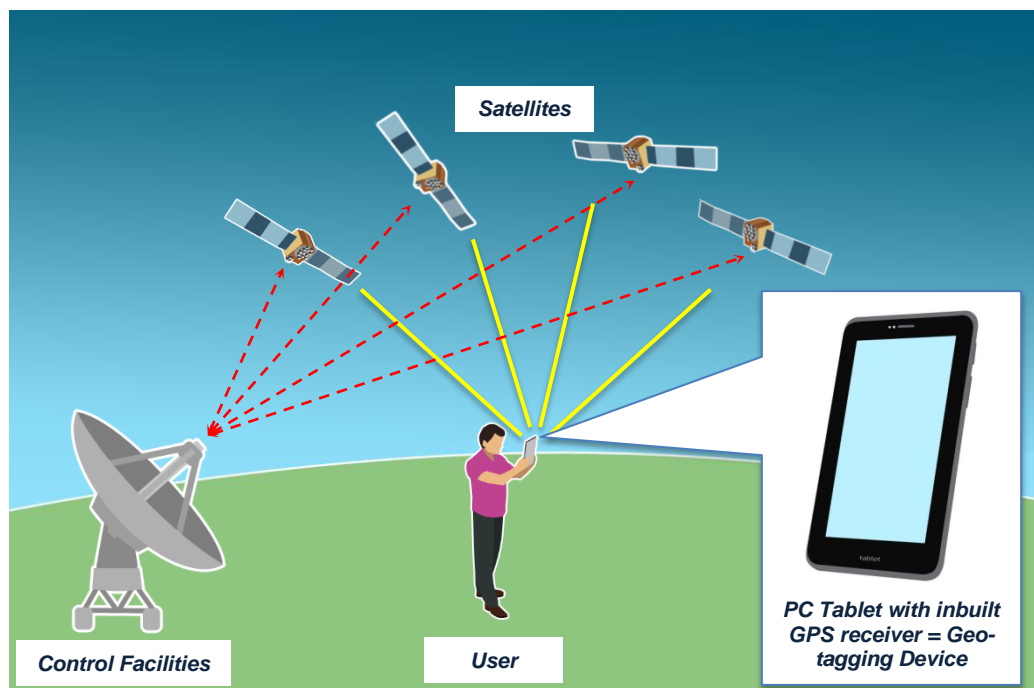


FIGURE 1.2 An image showing how a PC tablet/Geo-tagging device interacts with the satellites to acquire exact location of user

In collecting location data of KC-NCDDP sub-projects, the program opted to use the 4th from the above list, also known as geo-tagging device. Due to massive use of smart phones and PC tablets, GPS receivers are built into mobile devices with different degrees of signal sensitivity. **Figure 1.1 and 1.2** illustrate that all kinds of GPS receivers use radio signals from satellites to get location information. However, the difference between the usual handheld GPS receiver from the geo-tagging device is that smart phones and tablets can use additional network resources (WIFI and data connection) if the signal to communicate with satellites are inadequate.

2) A-GPS (Assisted GPS)

A surveyor may use the capability of A-GPS in a geo-tagging device especially in places where radio signals from satellites are very poor. An example of this is when a GPS receiver is used in vehicles, under the canopy, close to high buildings or if a determination of exact location is impossible. Instead of getting location information directly from the satellites, A-GPS can acquire location information through the use of the internet.

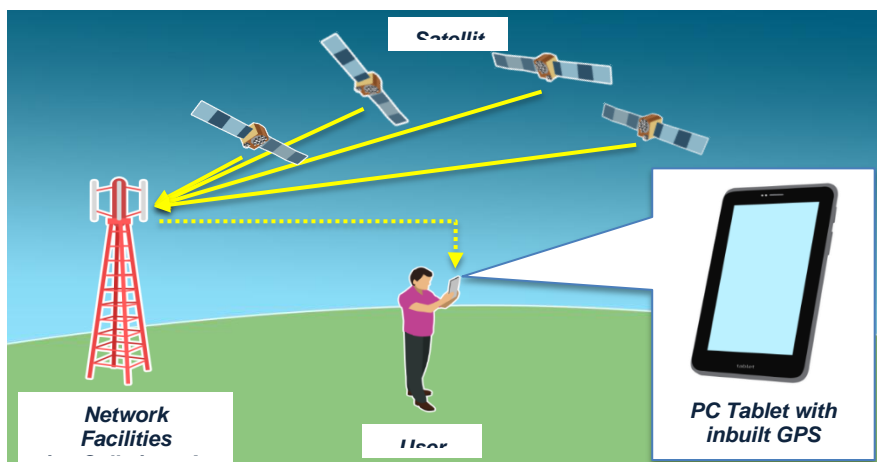


FIGURE 1.3 An illustration of how A-GPS downloads information from the satellites and transmits them into user's geo-tagging device

Compared to **Figure 1.1**, **Figures 1.2** and **1.3** demonstrate that geo-tagging devices have the capability to use both its GPS and A-GPS functionalities. Nevertheless, A-GPS operations cost money as they use data connection provided by the network operators like Globe, Sun and Smart. Aside from the cost, GPS and A-GPS operations vary in:

	A-GPS <i>(Assisted Global Positioning System)</i>	GPS <i>(Global Positioning System)</i>
Source of triangulation information:	Radio signals from satellites and assistance servers e.g. mobile network cell sites	Radio signals from GPS satellites
Speed:	A-GPS devices determine location coordinates faster because they have better connectivity with cell sites than directly with satellites.	GPS devices may take several minutes to determine their location because it takes longer to establish connectivity with 4 satellites.
Reliability:	Location determined via A-GPS are slightly less accurate than GPS	GPS devices can determine location coordinates to within 1 meter accuracy
Cost:	It costs money to use A-GPS devices on an ongoing basis because they use mobile network resources.	GPS devices communicate directly with satellites for free. There is no cost of operation once the device is paid for.

FIGURE 1.4 Variability of GPS and A-GPS operations

3) Sources of Errors in GPS

Acquiring and tracking satellite signals are sometimes challenging which may cause GPS operation results to be inaccurate. Below are several factors that have to be taken into account in acquiring GPS locations.

a) Adequate number of fix satellites

For the usual hand-held GPS receivers, the minimum number of satellites that should be fixed to give information about the location is 4. On the other hand, because geo-tagging devices have lower performance parameters, a user is required to see more than 10 satellites to gather an accurate location data.

b) Positioning of satellites

From the view of the user holding a GPS receiver, satellites should be very well dispersed over the space to determine accurate location. If satellites are arranged in one direction or more satellites are clustered in one position, then error may be up to 100 meters.

c) Reflected and blocked off signals

If the GPS receiver is used inside a vehicle or building, near a high structure or under a canopy like in **Figure 1.5**, some of the signals will be blocked off. The acquisition of location is possible but mostly inaccurate. DOP or Dilution of Precision values should be low to get an accurate location.

d) Clock inaccuracies

Time discrepancy between the GPS receiver's clock and satellite clock can also distort results. In reality, the universal time and GPS have an offset of 15 seconds that is why standard GPS devices and geo-tagging devices may produce distorted information such as location, speed, time and distance.

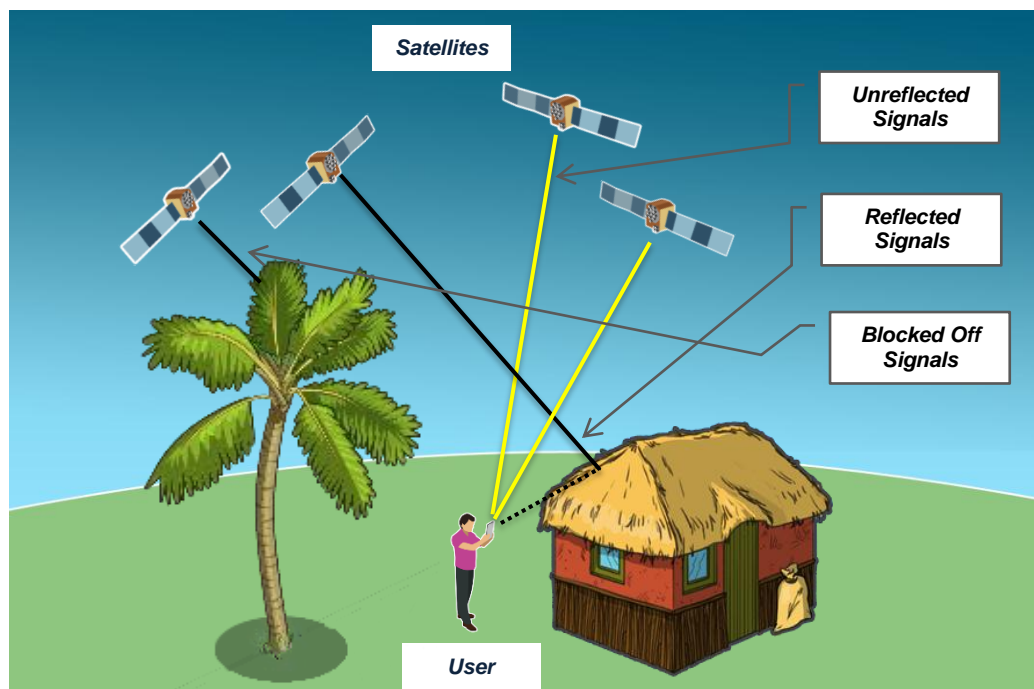


FIGURE 1.5 An illustration of how users can acquire inaccurate GPS result

Purpose of using the technique

- 1) For completed KC subprojects: to identify geographically the access, location and influence areas of completed subprojects.
- 2) For proposed/on-going KC-NCDDP subprojects: to identify proposed/on-going subprojects that are within or near high risk sites.
- 3) More effective operational monitoring of subprojects and major activities in CEAC-Barangay Assembly, Participatory Situational Analysis, and Municipal Inter-Barangay Forum, DQA and Municipal Talakayan.
- 4) To share gathered data to DSWD stakeholders through a web-based GIS mapping application which would lead to a better situation analysis at the field level.
- 5) To engage the community to crowd source geographic information relevant to their locality and to the program.
- 6) To overlay the geo-tagged data to existing GIS data sets of other poverty reduction programs of DSWD and of different national agencies thereby allowing more comprehensive development analysis.

General assumptions and protocols

For completed and on-going sub-projects under the KALAHI-CIDSS, only those municipalities with existing ACT/MCT will be geo-tagged and post-processed by the Regional M&E 2 and 3 personnel. This will ensure easy coordination among regional staff and the communities. With the ACT still present in the municipalities, the team may also avoid difficult security conditions on field.

On the other hand, for the proposed sites and the updated physical accomplishment of SPs under the expanded KC-NCDDP, ACT/MCT are the ones to conduct geo-tagging during their ocular inspections and all KC-NCDDP activities. They are also expected to post-process the data gathered before submission to the SRPMT.

Nonetheless, geo-tagging KC-NCDDP activities is not applicable in accelerated CEAC activities.

1) Planning for the field survey

Field surveys should be planned carefully before undertaking the task. In planning, there should be specific considerations on survey methodology, location of survey, time of survey, and estimate costs of survey.

The surveyor is expected to collect all databases and maps of the field area for location familiarization. For the regional staff who'll conduct geo-tagging, a formal letter to the Mayor should be sent 2 weeks prior to the scheduled survey. Formal and informal communication and coordination to the RIA and ACT should be done to collect information regarding the topography of the area and the accessibility of the completed and on-going SPs. This will help the surveyor to strategize and prioritize which SP should be geo-tagged first.

One of the major limitations to any field survey is time. A surveyor should check first the weather condition on the area before scheduling and preparing for a survey. For security reasons, it is advisable to conduct the survey between 7AM to 4PM or until the sun is still up.

Finally, an estimated cost should be analysed in every field activity to evade delays in carrying out a geo-tagging survey. Budgeting must include transport cost or vehicle rental cost, board and lodging and other incidental costs.

2) Preparing for the field survey

In conducting field surveys, it is strongly recommended to wear appropriate clothing (waterproofs, sun hats, walking shoes or sandals, long sleeves) and equipment (first aid kit, mobile phones). Also, make sure that batteries of mobile phones and PC tablet are fully charged before going to the site. Finally, always remember to bring your tablet's wall and cable charger in case you need additional battery life.

3) Tasking and Coordination

Regional M&E 2 and 3 - shall focus on geo-tagging and post-processing of completed and on-going SPs (of all fund sources) under the KALAHI-CIDSS.

ACT/MCT - shall conduct geo-tagging and post-processing of the proposed sites, the updated physical accomplishment of SPs during their ocular inspections, and all NCDDP activities listed in Chapter 3. Post-processed file will be submitted to SRPMT for quality checking.

See **Chapter 7** for more details on the geo-tagging workflow for different modalities.

4) Frequency of Geo-tagging Survey

Regional M&E 2 and 3 - shall collect geo-tagged data whenever he/she has an arranged monitoring visit or scheduled TA in the project area.

ACT/MCT - shall conduct geo-tagging activities during the subproject implementation:

- RFR 1st tranche
- RFR 2nd tranche
- Subproject completion/During the Inauguration
- Every 6 months thereafter or every conduct of SET

A printed copy of the geo-tagged image will still be submitted to the RPMO as a requirement for RFR. The geo-tagged files will be processed and submitted to the SRPMT for auditing.

During the first tranche, majority of the geo-tagged photos will include unoccupied lots as shown below.



Figure 1.6 Sample of geo-tagged image for first tranche

Geo-tagged photos for the 2nd and 3rd tranches shall indicate the physical accomplishment based on the table below.

1 st Tranche	Required Physical Progress for 2 nd Tranche
50%	30% in place
51% to 60%	40% in place
61% to 70%	50% in place
71% to 80%	60% in place

** Required physical progress for the 3rd tranche is 90%.*

It is important for the field surveyors to capture the same angle of geo-tagged photo for the 3 tranches to accurately observe and monitor the progress of SPs. Minimum of 4 photos should be captured in every visit (front, 2 side views and back).

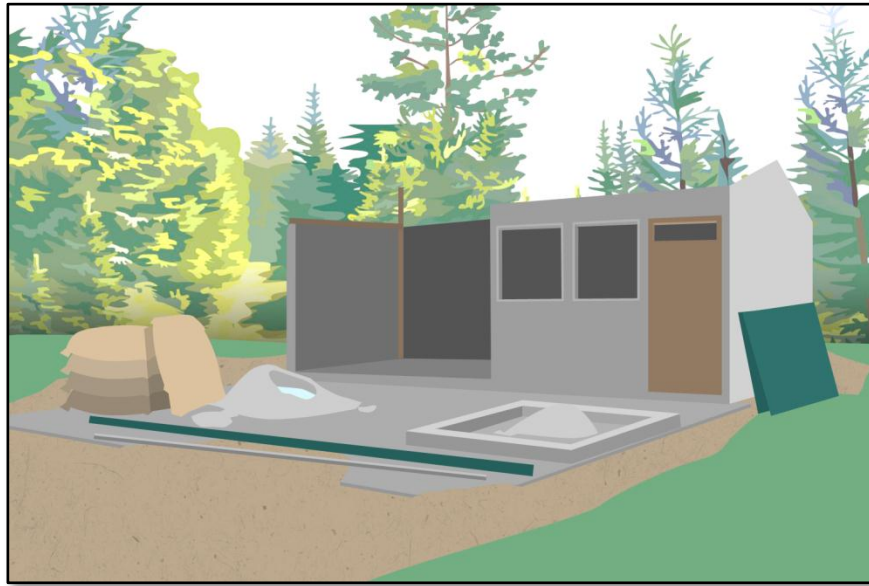


Figure 1.7 Sample of geo-tagged image for second tranche



Figure 1.8 Sample of geo-tagged image for inauguration

5) Community Sub-Projects

As of January 2015, KC has a total of **1,064** on-going SPs and a total of **13,004** completed SPs. Below is a breakdown of number of sub-projects per region.

To cover all sub-projects of KC as well as the incoming NCDDP sub-projects, the survey will be carried out by different groups into 3 simultaneous phases:



- a. Survey of **13,004** completed SPs
- b. Survey of **1,064** on-going SPs
- c. Survey of **new** NCDDP SPs



Region	On-going SPs	Completed SPs	Not Yet Started
NCR (NATIONAL CAPITAL REGION)	3	20	-
CAR (CORDILLERA ADMINISTRATIVE REGION)	50	433	8
REGION III (CENTRAL LUZON)	-	101	-
REGION IV-A (CALABARZON)	38	634	91
REGION IV-B (MIMAROPA)	114	383	47
REGION V (BICOL REGION)	180	2,023	255
REGION VI (WESTERN VISAYAS)	148	1,542	77
REGION VII (CENTRAL VISAYAS)	76	843	35
REGION VIII (EASTERN VISAYAS)	269	2,273	227
REGION IX (ZAMBOANGA PENINSULA)	85	1,547	132
REGION X (NORTHERN MINDANAO)	29	766	71
REGION XI (DAVAO REGION)	59	517	77
REGION XII (SOCCSKSARGEN)	15	745	1
REGION XIII (CARAGA REGION)	1	1,197	6
Grand Total	1,064	13,004	1,027

FIGURE 1.9 Regional breakdown of 13,004 completed sub-projects




Applications and
Programs

A surveyor can use any GPS-enabled android device (PC tablet or Smart phone) in geo-tagging. The following applications are required to be installed first on your device before performing the survey.

	<i>GPS Status and Tools by MobiWIA</i>	<ul style="list-style-type: none">-Used in establishing a GPS navigational signal.-Enable first the GPS functionality of the device.-This app is for outdoor use only.-GPS error should be between 0-5 (meters)-Fix satellites should be more than 10.
	<i>My Tracks by Google</i>	<ul style="list-style-type: none">-Used in recording tracks and waypoints.-Don't forget to click "My Location" icon first and tick on

		<p>“GPS satellites” before recording a track.</p> <p>-Click the “Start” button to start the recording.</p> <p>-Click the “Stop” button to end the recording.</p> <p>-Save your recorded track.</p> <p>-Rename it if necessary.</p> <p>-To get/insert a waypoint:</p> <ul style="list-style-type: none"> • Click on the “Marker” icon while recording. • Type the name, type and description of the marker. • Click “Add”.
	<p>Camera ICS (for Ice Cream Sandwich firmware)</p> <p>Camera KK (for Kitkat firmware)</p>	<p>-Used in acquiring geo-tagged single shot images.</p> <p>-Go to Camera Settings first.</p> <p>-Turn on the store location tab.</p>
	<p>DMD Pano</p>	<p>-Used in acquiring geo-tagged panoramic (360°) images.</p>

For post processing, desktops/laptops that will be used should be installed with the following programs:

	Google Chrome	-The browser that is compatible with manipulating geo-tagged data
	Google Earth	-Used in viewing and managing the geo-tagged data (tracks, waypoints, photos and panoramas) over satellite imagery
	Picasa	-Used to organize and rename geo-tagged photos

It is also necessary for the field surveyors and auditors to have GMAIL/GOOGLE, PICASA and DERMANDAR accounts. It's important to use a single GMAIL account for the PICASA and DERMANDAR.

Apps download and installation to geo-tagging device



GPS Status

1. Online

- a. Use “Play Store” in your android phones/tablet.
- b. Type in “GPS Status” in the search page. Then click enter.
- c. Choose and click “GPS Status & Toolbox”.
- d. Click “Install” then “Accept” when prompted with App Permission.

2. Offline

- a. Search for the folder containing your Apps (i.e. Android Tools)
 - “Apps” button > My Files > extSdCard > “Android Tools”
- b. Click “GPS Status” .apk file.
- c. When asked for what program to use for installation, choose “Package Installer”.
- d. As a default setting, all Apps outside Android market are blocked when you try to install them. When prompted with this message, go to Settings > Security > and check the box next to “Unknown Sources”. If not, go to the next step.
- e. Click “Ok” when asked if you want to continue.

- f. Click “Install” and wait for it to finish then accept the “End-User License Agreement”.



Camera ICS or Camera KK

1. Online

- a. Use “Play Store” in your android phones/tablet.
- b. Type in “Camera ICS or Camera KK” in the search page. Then click enter.
- c. Choose and click “Camera ICS or Camera KK”.
- d. Click “Install” then “Accept” when prompted with App Permission.

2. Offline

- a. Search for the folder containing your Apps (i.e. Android Tools)
 - “Apps” button > My Files > extSdCard > “Android Tools”
- b. Click “Camera ICS or Camera KK” .apk file.
- c. When asked for what program to use for installation, choose “Package Installer”.
- d. As a default setting, all Apps outside Android market are blocked when you try to install them. When prompted with this message, go to Settings > Security > and check the box next to “Unknown Sources”. If not, go to the next step.
- e. Click “Ok” when asked if you want to continue.
- f. Click “Install” and wait for it to finish then accept the “End-User License Agreement”.



My Tracks

1. Online

- a. Use “Play Store” in your android phones/tablet.
- b. Type in “My Tracks” in the search page. Then click enter.
- c. Choose and click “My Tracks”.
- d. Click “Install” then “Accept” when prompted with App Permission.

2. Offline

- a. Search for the folder containing your Apps (i.e. Android Tools)
 - “Apps” button > My Files > extSdCard > “Android Tools”
- b. Click “My Tracks” .apk file.
- c. When asked for what program to use for installation, choose “Package Installer”.
- d. As a default setting, all Apps outside Android market are blocked when you try to install them. When prompted with this message, go to Settings > Security > and check the box next to “Unknown Sources”. If not, go to the next step.
- e. Click “Ok” when asked if you want to continue.
- f. Click “Install” and wait for it to finish then accept the “End-User License Agreement”.
- g. Choose “Metric” as unit of measurement.



DMD Pano

1. Online

- a. Use “Play Store” in your android phones/tablet.
- b. Type in “DMD Pano” in the search page. Then click enter.
- c. Choose and click “DMD Pano”.
- d. Click “Install” then “Accept” when prompted with App Permission.

2. Offline

- a. Search for the folder containing your Apps (i.e. Android Tools)
 - “Apps” button > My Files > extSdCard > “Android Tools”
- b. Click “DMD Pano” .apk file.
- c. When asked for what program to use for installation, choose “Package Installer”.
- d. As a default setting, all Apps outside Android market are blocked when you try to install them. When prompted with this message, go to Settings > Security > and check the box next to “Unknown Sources”. If not, go to the next step.
- e. Click “Ok” when asked if you want to continue.
- f. Click “Install” and wait for it to finish then accept the “End-User License Agreement”.
- g. Choose “Metric” as unit of measurement.

Installation of programs to desktops and laptops



- Download programs from Google Chrome or any browser.
- Double click the file to begin installation.
- Click “Yes” when asked if you want to continue with the installation.
- Finish the process by following the wizard driven window.

How to use apps on geo-tagging device

To better facilitate geo-tagging in the field, Apps should be organized or grouped in the device in such a way that they can easily be accessed by the surveyor.

The surveyor may click and drag the four applications (GPS Status, Camera ICS, My Tracks and DMD Pano) to the device' home page for easy access.

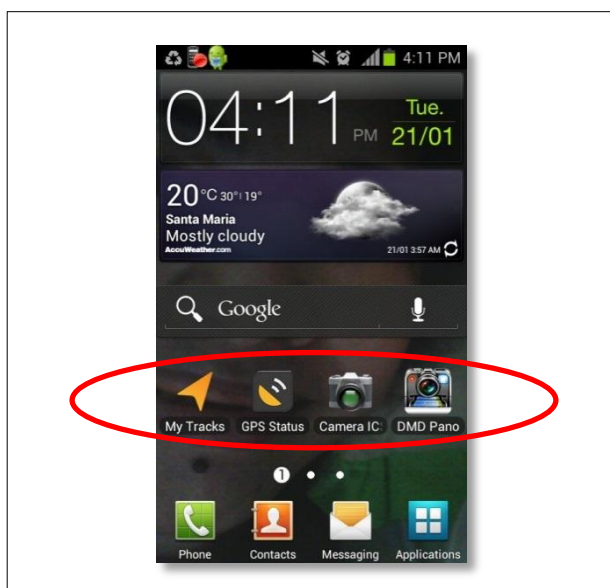


FIGURE 2.1 Icons of 4 geo-tagging applications in home page
Sample Geo-tagging Device: Samsung S2; Sample firmware version: ICS

1) Activate GPS functionality

Before the start of survey, first thing that a surveyor should do is to enable or activate the GPS functionality of the geo-tagging device. This can be done in two ways:



- a) Go to Settings > Connections > Location > slide to activate GPS Functionality.

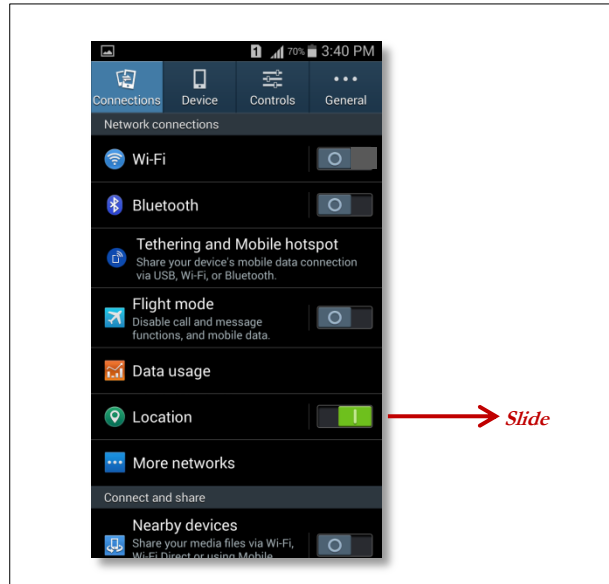


FIGURE 2.2 Slide button to activate GPS functionality
Sample Geo-tagging Device: Samsung Grand 2; Sample firmware version: KK

- b) Open the task page and click on the GPS Icon.

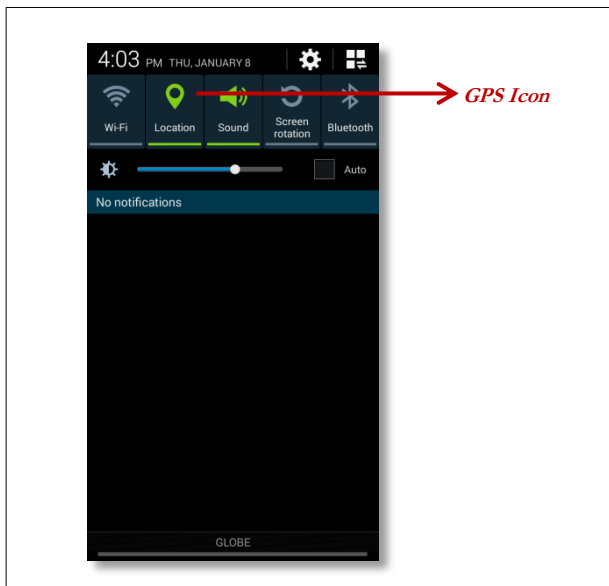


FIGURE 2.3 GPS icon in Task page
Sample Geo-tagging Device: Samsung Grand 2; Sample firmware version: KK

2) GPS Status

Among all the information in the GPS Status interface, 5 of them are essential in the geo-tagging survey. These are:

- Position of satellites
- Fix Satellites
- GPS Error
- DOP
- Longitude and Latitude (Coordinates)

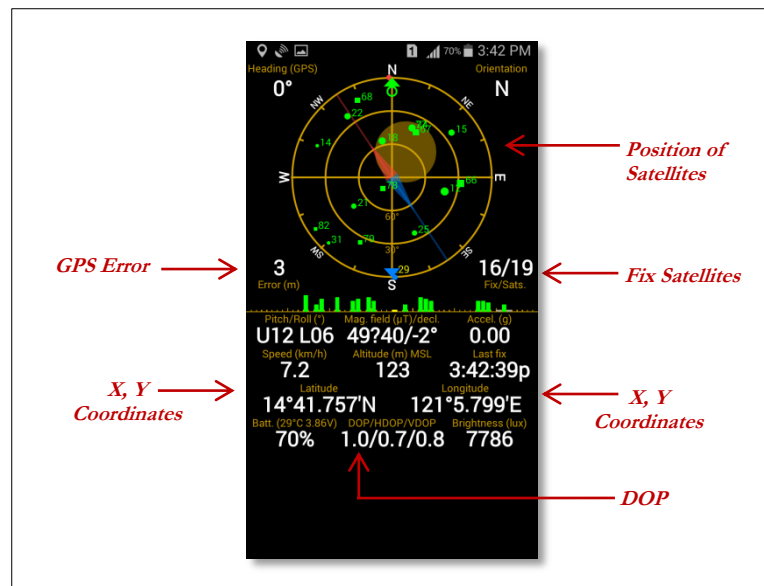


FIGURE 2.4 Interface of GPS Status
Sample Geo-tagging Device: Samsung Grand 2; Sample firmware version: KK

- Page 14 of previous chapter discusses several factors that influence errors and distortions in acquiring GPS locations. To avoid errors and inaccuracies in getting the exact location, the following parameters can be checked in the interface of GPS Status application:

- a. Position of satellites- should be scattered rather than arranged in one direction
 - b. Fix Satellites- fix satellites should be more than 10
 - c. GPS Error- should be between 0 to 5
 - d. DOP- should have low values (less than 2)
 - e. Longitude and Latitude (Coordinates)- should appear as degrees and minutes
-
- The interface also displays information such as satellite position, signal strength of satellites, accuracy, speed, acceleration, altitude, bearing, etc.

 - In setting up the GPS Status, a surveyor needs a clear view of the sky to get a GPS signal. It could be outside a building or near a window. Buildings, canopies and other obstructions can influence the correctness of location determination and may delay the time of GPS signal acquisition.

 - Remember that GPS Error should be between 0-5. The fraction located at the right portion of the page shows the number of satellites that have fix radio signal captured by the device over the number of satellites available in the area. In the example above, there are 16 stable radio signals out of 19 available satellites.

 - The information on the exact location is determined through the X and Y coordinates or the Latitude and Longitude which are displayed in degrees and minutes.
 - When the performance parameters are up to the surveyor's standards, don't press the exit button. Instead press the home button so that the app keeps running behind scene.

3) Camera ICS or Camera KK

- In capturing single shot images, the surveyor may use the Camera ICS or KK or the default camera of the geo-tagging device. The most important thing is to activate first the *store location icon in the camera settings*. This enables the geo-tagging device to attach GPS coordinates to the images you are about to capture.

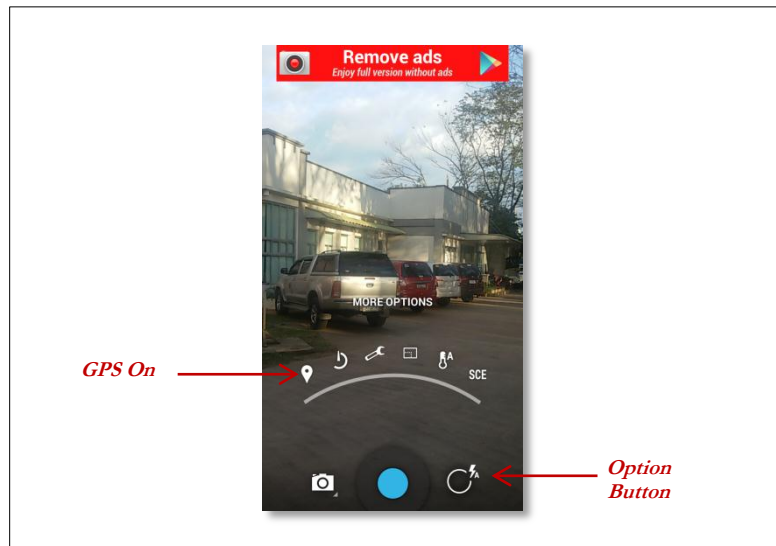


FIGURE 2.5 Settings of Camera KK
Sample Geo-tagging Device: Samsung Grand 2; Sample firmware version: KK

- Camera settings can be accessed by clicking the “Option” button.
- Suggested settings are:
 - a. Picture size – varies depending on the geo-tagging device you are using. Select the highest available resolution on your phone/tablet.
 - b. Color effect – leave as none.
 - c. Silent mode – controls the “clicking” sound you hear when taking images. This may vary with the preference of the surveyor.

- d. JPEG quality – set this in “High”.
- e. Volume keys – set it in “Shot AF”. This automates the focusing of image and allows the surveyor to use volume keys for capturing.
- f. Storage source – set this to external so that all your captured images go to your external SD card.

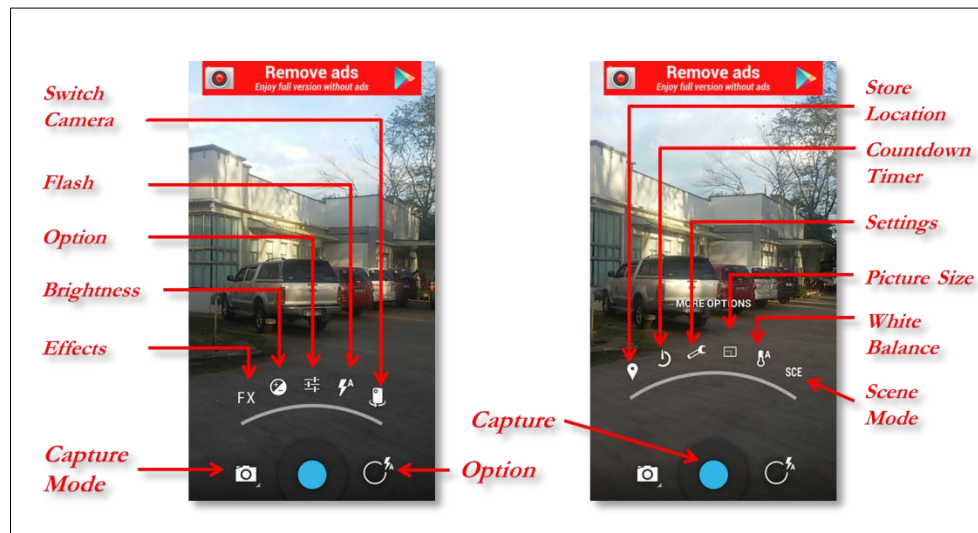


FIGURE 2.6 Interface of Camera KK
Sample Geo-tagging Device: Samsung Grand 2; Sample firmware version: KK

- Camera ICS interface allows the user to view the captured images, rotate camera from back view to front view, zoom in and out, and capture a photo.
- To capture an image, the surveyor may use volume keys or the blue button on the camera interface.

4) My Tracks

- Make sure that GPS location is activated by clicking “My Location” and “GPS Satellites” before creating a new record of track.

- My Tracks interface varies among different firmware versions but the buttons and functionalities are the same.

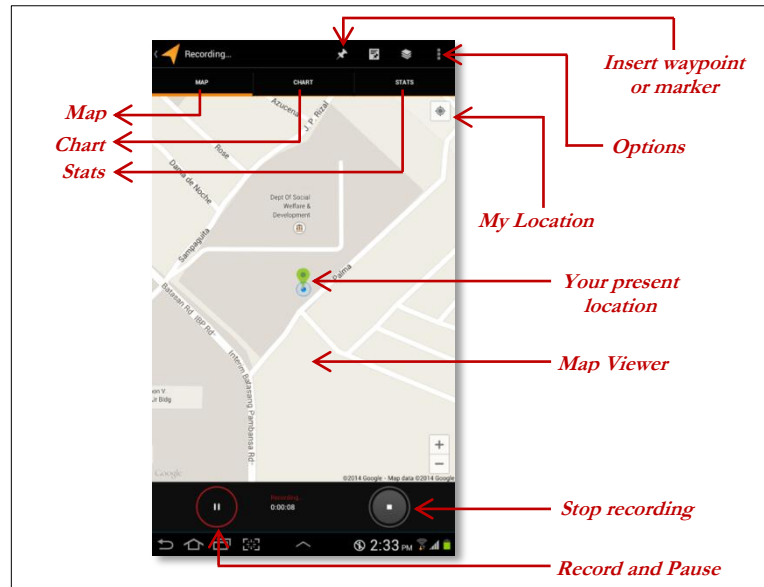


FIGURE 2.7 Interface of My Tracks
Sample Geo-tagging Device: Samsung Tab 2; Sample firmware version: ICS

- My Tracks interface buttons are the following:
 - a. My Location – activates and shows your current location
 - b. Record/Pause– starts and pauses recording
 - c. Stop – stops recording
 - d. +/- Button – zooms in and out the map viewer
 - e. Pushpin Button – adds waypoint or marker on your map
 - f. Option Button – opens My Tracks settings
 - g. Maps – gives a visual overview of your current location, recorded tracks, and captured waypoints
 - h. Chart – shows a graph with information on speed and elevation
 - i. Stats – shows data on distance travelled, total time, and speed.

- General steps in recording tracks:
 - a. Make sure GPS location is turned on. Wait for your location to be displayed in the map before you start recording. You can press the location button again if your location isn't displayed.
 - b. Press record button to start recording.
 - c. During recording you can insert a waypoint by doing the steps below:
 - i. Click "Waypoint/Marker" icon.
 - ii. When prompted, fill in the Name/Label, Marker Type, and Description of the waypoint.
 - iii. Click "Add".
 - iv. A new pushpin will be plotted in the map indicating your new waypoint.
 - d. Press stop button to stop recording.
 - e. Save your tracks and fill in the Track Name, Activity Type, and Description.



FIGURE 2.8 Input page of Marker/Waypoint
 Sample Geo-tagging Device: Samsung S2; Sample firmware version: ICS

5) DMD Pano

- This application is used in capturing 180° or 360° images. Depending on the device used, the surveyor can capture images in landscape or portrait mode. However, always remember that portrait mode gives a wider vertical field of view and landscape mode gives a wider horizontal field of view.

- Once the app is activated, it will prompt the user to hold the device vertically which means that the device should be positioned in a right angle or 90°.



FIGURE 2.9 Hold the device vertically.

- DMD Pano interface includes:
 - a. Brightness- controls brightness.
 - b. Effects- use to add effects to images. Keep this in default mode.
 - c. Gallery- use to view captured 360 views.

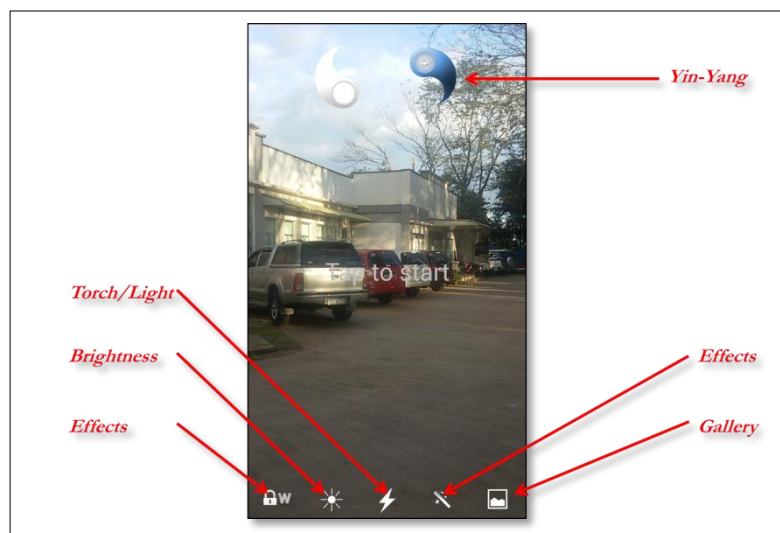


FIGURE 2.10 Interface of DMD Pano
Sample Geo-tagging Device: Samsung Grand 2; Sample firmware version: KK

- Tap the screen to start recording.
- Rotate towards your left or right while keeping the device levelled or at the same height from the ground.
- When the yin symbol meets the yang symbol, an image will be taken automatically.
- Circle filled with green at the bottom indicates that it is capturing an image, while circle filled with blue at the top specifies that the user already reached the 360° angle shot.

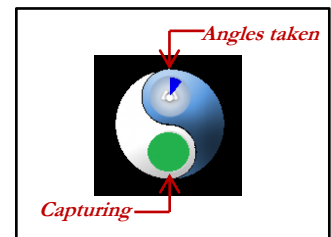


FIGURE 2.11 Yin-Yang meets.

- If the user reaches the 360° view, the app will automatically stop capturing.
- Press the Back button to save the panorama image.

Fundamental Representations of Geo- tagged Data on a Map

In mapping, man-made and natural features located on the earth surface are commonly represented as points, lines and polygons.

- 1) Points- can represent address locations, GPS coordinates, locations of small features such as buildings, houses, electric poles, mountain peaks, etc.
- 2) Lines- can represent the location of features such as street, streams, contours and boundaries. Lines are usually used to depict features that have length but no area.
- 3) Polygons- can represent features that are enclosed such as regions, provinces, municipalities, barangays, parcels, and land use zones. Basically, polygons are any features on the earth that has area.

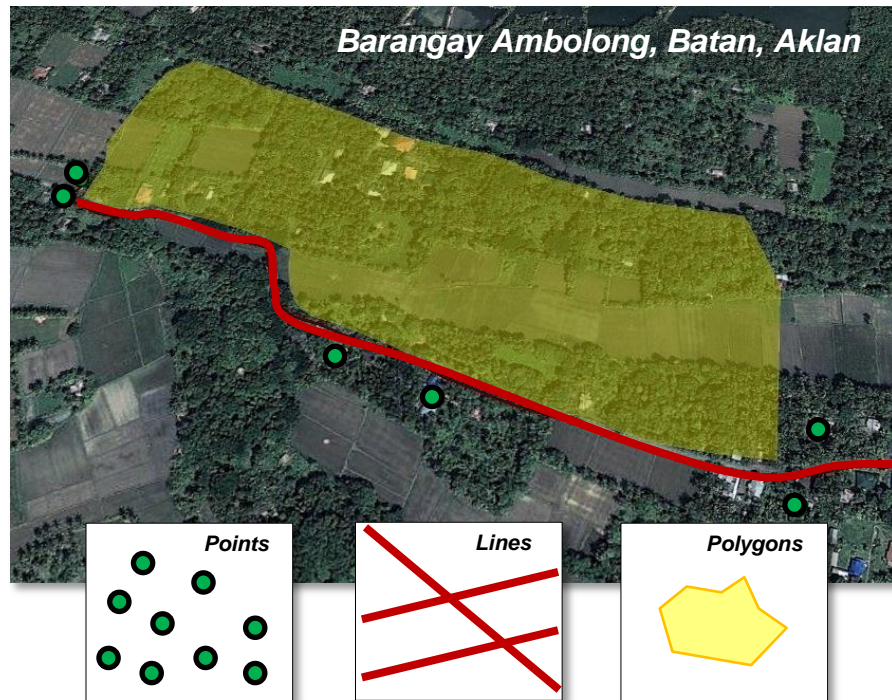
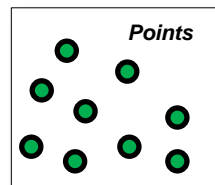


FIGURE 3.1 Satellite image of Barangay Ambolong in Batan, Aklan showing the 3 fundamental graphic representations of different features on earth: Points, Lines and Polygons.

To organize the collection, processing and mapping of geo-tagged data, sub-projects are grouped on how they should be represented on a map. The categories are as follows:

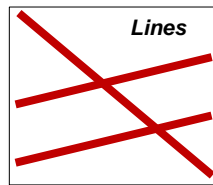


Point Structures

These are man-made features that are considered as permanent and are represented as points on a map.

POINT STRUCTURES

- | | |
|---|--|
| <input type="checkbox"/> <i>Artificial Coral Reef/Marine Sanctuary</i> | <input type="checkbox"/> <i>Riprap Wall/Slope Protection/Erosion Control</i> |
| <input type="checkbox"/> <i>Construction of Mini port/Wharf</i> | <input type="checkbox"/> <i>Sanitation Facilities</i> |
| <input type="checkbox"/> <i>Day Care Center</i> | <input type="checkbox"/> <i>School Building</i> |
| <input type="checkbox"/> <i>Ecotourism/Lighthouse/Community Library</i> | <input type="checkbox"/> <i>Small Scale Irrigation</i> |
| <input type="checkbox"/> <i>Environmental Preservation/Conservation</i> | <input type="checkbox"/> <i>Solid Waste Management Facilities</i> |
| <input type="checkbox"/> <i>Health Station</i> | <input type="checkbox"/> <i>Spillway/Overflow Bridge</i> |
| <input type="checkbox"/> <i>Multi-Use Building/Facility</i> | <input type="checkbox"/> <i>Training Center/Facility</i> |
| <input type="checkbox"/> <i>Public Market</i> | <input type="checkbox"/> <i>Tribal Housing/Shelter</i> |

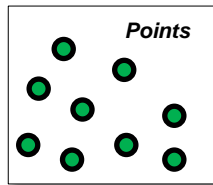


Linear Features

Sub-projects that can be symbolized as lines are listed below.

LINEAR FEATURES

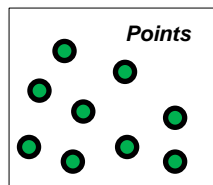
- | | |
|---|---|
| <input type="checkbox"/> <i>Box Culvert/Drainage Canal</i> | <input type="checkbox"/> <i>Road Concreting</i> |
| <input type="checkbox"/> <i>Bridge/Bridge Construction</i> | <input type="checkbox"/> <i>Road Construction</i> |
| <input type="checkbox"/> <i>Electrification</i> | <input type="checkbox"/> <i>Road Rehabilitation/Improvement</i> |
| <input type="checkbox"/> <i>Flood Control</i> | <input type="checkbox"/> <i>Seawall</i> |
| <input type="checkbox"/> <i>Foot Path/Foot Trail/Access Trail</i> | <input type="checkbox"/> <i>Water System</i> |



Non-Permanent Items

These are sub-projects that are considered as moveable and can be represented as points.

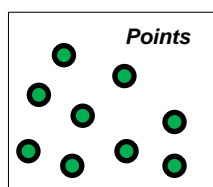
NON-PERMANENT ITEMS	
<input type="checkbox"/>	<i>Boat Construction</i>
<input type="checkbox"/>	<i>Community Transport</i>
<input type="checkbox"/>	<i>Pre- and Post-Production Facilities/Machines (rice mill, mechanical dryer)</i>



Feasibility Studies

This type of sub-project can be categorized into two:

- 1) Physical- this could be studies that evaluate a proposed development such as health facility, multipurpose building, etc. Location of these proposed developments may represent as points on a map.
- 2) Non-Physical- studies that assess the viability of a particular activity or service. For the purpose of monitoring, this type of feasibility study will not be geo-tagged; hence a copy of the document will be submitted to the NPMO.



KC-NCDDP Activities

Locations of activities are expected to be geo-tagged. Data on location can be represented as points.

KC-NCDDP ACTIVITIES	
<input type="checkbox"/> <i>Barangay Assembly</i>	<input type="checkbox"/> <i>Livelihood Training/Community Production</i>
<input type="checkbox"/> <i>Capacity-building</i>	<input type="checkbox"/> <i>Municipal Inter Barangay Forum</i>
<input type="checkbox"/> <i>Community Empowerment Activity Cycle</i>	<input type="checkbox"/> <i>Municipal Talakayan</i>
<input type="checkbox"/> <i>Community Volunteers Training</i>	<input type="checkbox"/> <i>Participatory Situational Analysis</i>
<input type="checkbox"/> <i>Data Quality Assessment</i>	<input type="checkbox"/> <i>Skills Training</i>
<input type="checkbox"/> <i>Fiduciary Workshop</i>	<input type="checkbox"/> <i>Workshop/Seminar (others)</i>

Protocol before the actual collection of geo-tagged data

Before going to the assigned municipality, remember to activate all applications needed in collecting geo-tagged data:

- GPS functionality in Location and Security
- GPS Status
- Camera ICS/Camera KK or Default Camera
- My Tracks
- DMD Pano

- 1) Record track for the whole duration of data collection activity. Start recording from the regional office (if surveyor is coming from the FO).

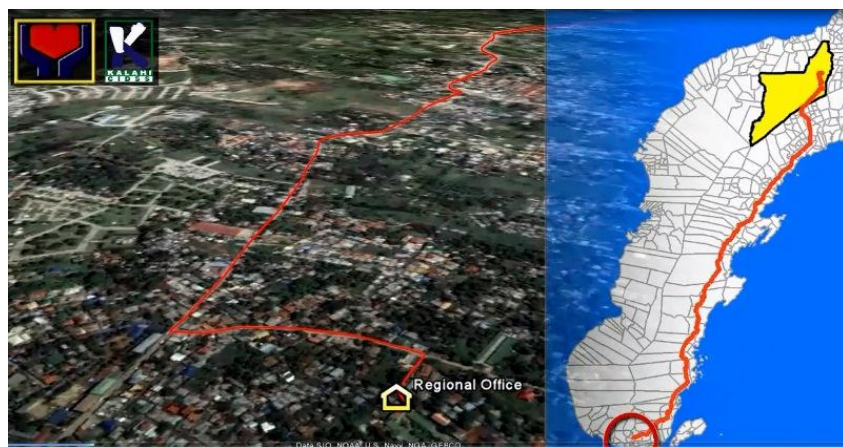


FIGURE 3.2 Satellite image illustrating a recorded track from the regional office to the Municipality of Kalawit, Zamboanga Sibugay.

- 2) Record waypoint of boundary marker of the assigned municipality.
- 3) Take a geo-tagged photo of the boundary marker with the national road.



FIGURE 3.3 Geo-tagged image of a boundary marker in the Municipality of Kalawit, Zamboanga Sibugay.

- 4) Upon arrival in the municipal hall, record waypoint near the entrance door of the MH.
- 5) Take geo-tagged photos of the front, left and right of MH.



FIGURE 3.4 Geo-tagged image of the right side of MH of Kalawit, Zamboanga Sibugay.

- 6) Take 360° shot of MH from the front.
- 7) Take 360° shot of the interior of ACT/MCT office.
- 8) Remember to label the captured single shot images, 360° shots, waypoints and tracks before leaving the area.
- 9) Surveyor may also add observations and/or brief description on the status or condition of SPs.

Protocol on the actual collection of geo-tagged data

In general, there are only 7 steps that a surveyor should do to get geo-tagged data from the field. Below are list and diagram of the process.

1) Point Structures

- a) Take single shot/geo-tagged photo of SP billboard.
- b) Take single shot/geo-tagged photos of the front, two sides and back of the SP.
- c) For structures with flag poles, get waypoint right in front of the flag pole.
- d) Get waypoint in front of the entrance door.
- e) Take 360° shot inside of the structure.
- f) Take 360° shot from the front of the structure.
- g) Label and add observations before leaving the area.

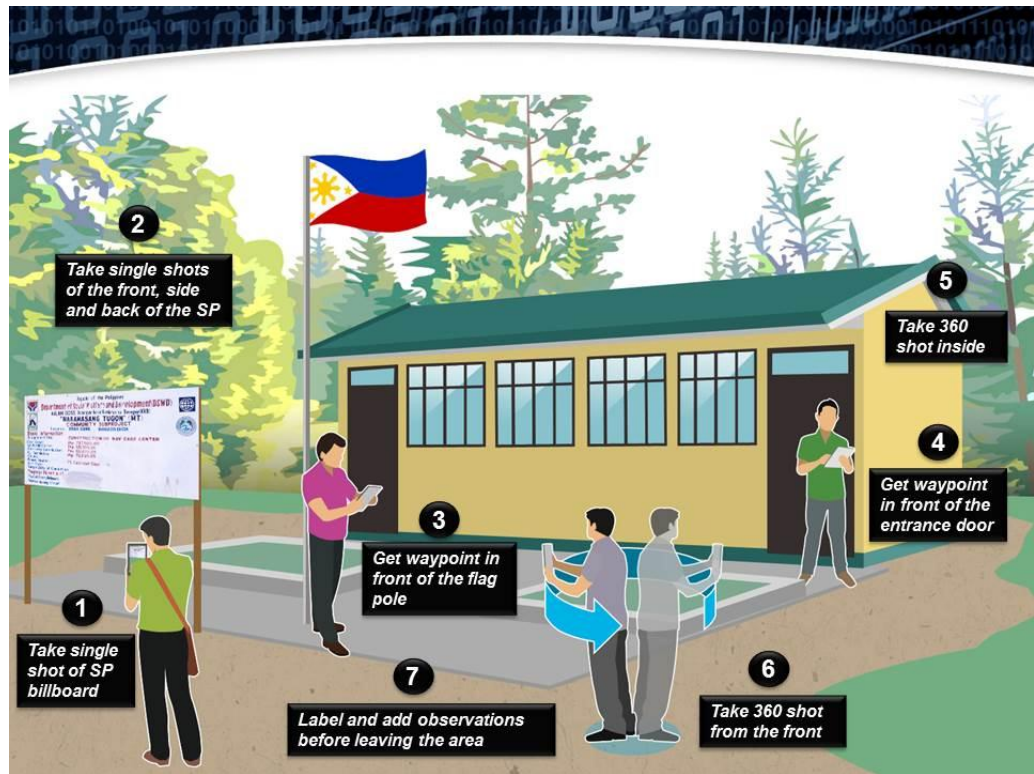


FIGURE 3.5 A step by step procedure on getting geo-tagged data of a particular sub-project.

2) Linear Features

i. Roads and other corridors

- a) Set the elevation and speed interval on the tablet.
- b) Take geo-tagged photo of subproject billboard.
- c) Record track from start to the end of the road.
- d) Take single shot/geo-tagged photo, record waypoint and take 360° shot at three sections of the corridor depending on the length of the road—Beginning, Middle and End.

- e) Record waypoint and capture geo-tagged photo of other structures/POIs along the corridor (critical points, location of RCBC, RCPC, PCCP, slope protection, etc.).
- f) Remember to label the captured single shot images, 360° shots, waypoints and tracks before leaving the area.
- g) Surveyor can also add observations and/or brief description on the status of SPs.

ii. Electrification

- a) Record waypoint, take geo-tagged photo and take 360° shot of the following:
 - Subproject billboard
 - Electric posts/streetlights
 - Location of generator
 - Location of power house
 - Location of solar panels
- b) Remember to label the captured single shot images, waypoints and tracks before leaving the area.
- c) Surveyor can also add observations and/or brief description on the status of SPs.

iii. Water System

- a) Record waypoint, take geo-tagged photo and take 360° shot of the following:
 - Subproject billboard
 - Reservoir/tank
 - Water source
 - Tap stands
 - Spring box
 - Pump house
 - Rain water harvesting/catchment
- b) Remember to label the captured single shot images, 360° shots, waypoints and tracks before leaving the area.
- c) Surveyor can also add observations and/or brief description on the status of SPs.

3) Non-Permanent Items

- a) Record waypoint of the terminal, wharf, port, and storage where the items are housed.
- b) Take geo-tagged photo in front of the garage, terminal, wharf, port, and storage where the items are housed.
- c) Take 360° shot of the above structures from front.
- d) Remember to label the captured single shot images, 360° shots, waypoints and tracks before leaving the area.

- e) Surveyor can also add observations and/or brief description on the status of SPs.

4) KC-NCDDP Activities

- a) Record waypoint of the activity venue.
- b) Take geo-tagged photo of the venue.
- c) Take 360° shot of the activity.
- d) Remember to label the captured single shot images, 360° shots, waypoints and tracks before leaving the area.
- e) Surveyor can also add observations and/or brief description of activity.

Transfer of geo-tagged data to desktop/laptop

Data captured on field may go directly to your internal phone/tablet memory. But if the device has SD card slot, it is highly recommended to move geo-tagged data from internal memory to SD memory card.

In the assumption that all data are now in the SD card, below are steps to transfer single shot images, panorama images, and tracks to your desktop/laptop for further processing.

- 1) Create a new folder on your desktop/laptop where the files will be hosted.
- 2) Use the name of the municipality as folder name.
- 3) Create the following sub-folders inside the municipality folder as shown in **Figure 4.6**.

- a) Single Shot- for files from DCIM folder from your device
- b) Panoramas- for files from Panoramas folder from your device
- c) Tracks- for files from My Tracks folder from your device
- d) Tracks for GIS- for files sent through GMAIL.
- e) KMZ- for your final Google Earth file.



Ensure that files from your device are saved to SD Card/External Storage before transferring them to your desktop.

4) On your phone/tablet you may check if all data are in the SD card.

- a) Go to My Files > storage > SD card > DCIM > camera
- b) Go to My Files > storage > SD card > panorama

5) For My Tracks data, the surveyor is required to do two methods of transferring captured tracks: Offline and Online.

	<i>Offline</i>	<i>Online</i>
Method	Manually transfer the files from tablet/phone to the desktop using USB cable	Send the captured tracks to a GMAIL account directly from tablet/phone
Output in Google Earth	Waypoints and Lines	Waypoints and Lines
Output in GIS program	Waypoints only	Waypoints and Lines

FIGURE 4.1 Difference of transferring tracks offline and online.

- a) For offline, save tracks to SD card first by going to My Tracks > click Option button > Export All > All as KML to /My Tracks/kml. (**Figure 4.2**)

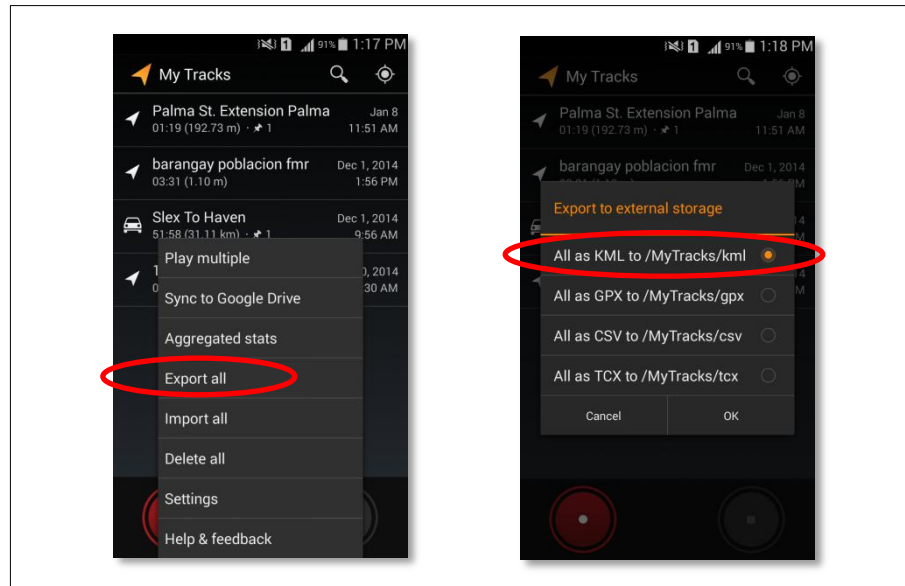


FIGURE 4.2 Saving tracks to SD Card.

b) For online (My Tracks Version 2.0.7 to 2.0.9),

- Select and click on a particular track
- Options
- Export
- Tick on Google Maps Engine (*My Maps for 2.0.8 & 2.0.9*)
- Click export
- Ok

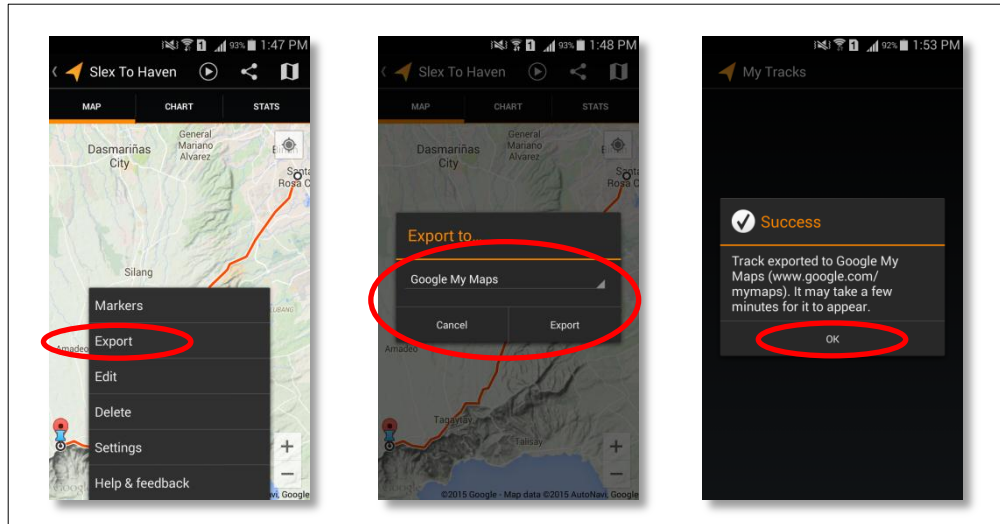


FIGURE 4.3 Transferring tracks through email in My Tracks Version 2.0.7.

- On your desktop, go to the following site <https://mapsengine.google.com/map/>
- Sign in using your Gmail account
- Select Open Map
- Tick the box next to your uploaded tracks and click Select

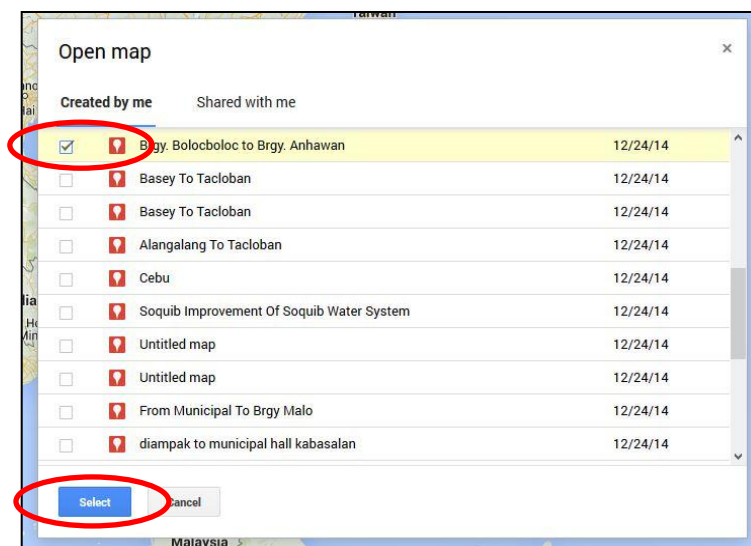


FIGURE 4.4 Maps Engine interface when opened with GMAIL account

- Click Option > Export to KML
- Keep “Entire Map” as default option
- Download
- Wait for the KML file to download and save it to Tracks for GIS folder.

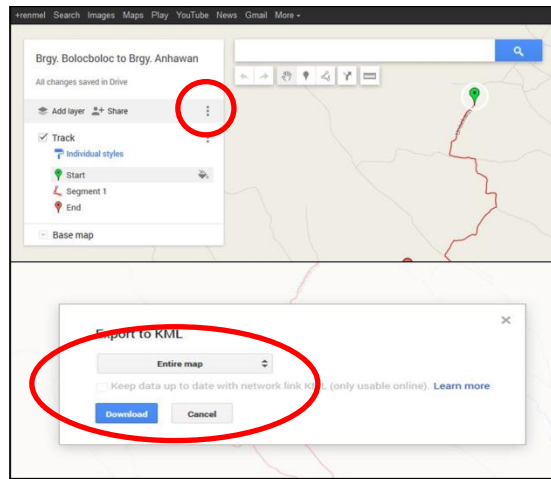


FIGURE 4.5 Tracks shown in mapsengine.google.com/map/

- 6) Connect the geo-tagging device to your desktop/laptop using the USB cable.
- 7) Copy and paste all geo-tagged data from SD card to their respective desktop subfolders.

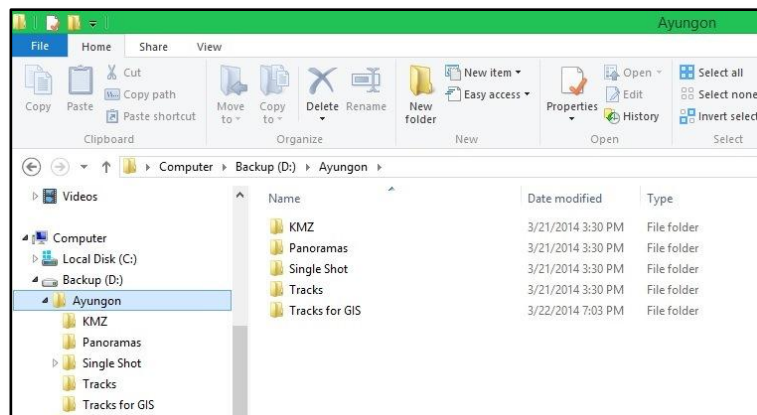


FIGURE 4.6 Inside the municipality folder are sub-folders: KMZ, Panoramas, Single Shot, Tracks and Tracks for GIS

Management and Labeling of geo-tagged data on desktop/laptop

Proper labelling and renaming of data during field work have considerable advantages. Ideally, a surveyor should label each geo-tagged data on field and decides on how an SP should be labelled. The surveyor can use key words or follow his/her own naming conventions in applying labels to data. For example, right after capturing a single shot image of a municipal hall in the municipality of Ayungon, he/she could assign the label “MH_Ayungon” or any word that helps in identifying the content of the image. By doing this, data management in desktop/laptop can be facilitated easily.

The key words applied on each data will then be edited in a more standardized naming convention on the desktop. It is important to follow the instructions on file naming since these names will appear on your final output in Google Earth.

Below are recommended methods on how to best organize and manage geo-tagged data inside a municipality folder.

1) KMZ subfolder *(figure 4.7)*

- Subfolder name:
KMZ
- File name:
Municipality name_Final.kmz
- Example:
Ayungon_Final.kmz

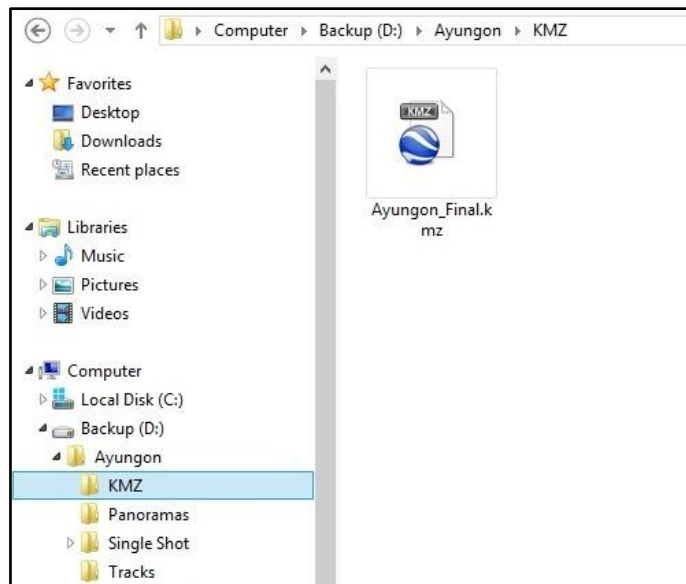


FIGURE 4.7 Standard naming of KMZ file.

2) Single Shot subfolder *(figure 4.8)*

- Subfolder name:
 - Single Shot
- Barangay folder name:
 - Barangay name complete SP name

- Sample Barangay folder name:
 - Brgy. Poblacion 100 Im River Control
 - Brgy. Datagan Construction of Birthing Center
 - Brgy. Tamao Construction of Level II Water System-Pump Driven

- Image name:
 - Complete SP name (Portion, Description)

- Sample Image name: *(figure 4.9)*
 - 100 Im River Control (Right Side View, Damaged)
 - Construction of Birthing Center (Front View)
 - Construction of Level II Water System-Pump Driven (Water Source, Front View)
 - Construction of Level II Water System-Pump Driven (Tap Stand 1, Damaged)

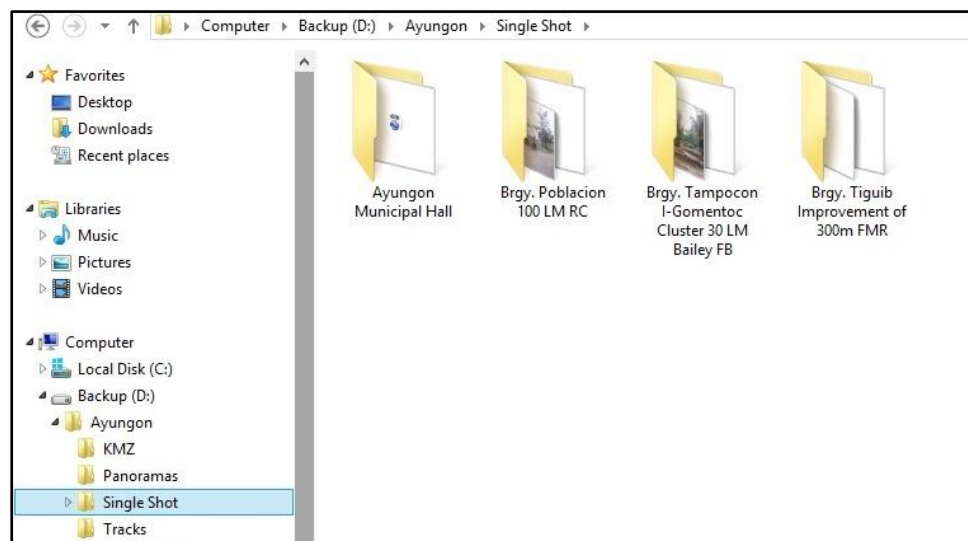


FIGURE 4.8 Standard naming of Barangay subfolders.

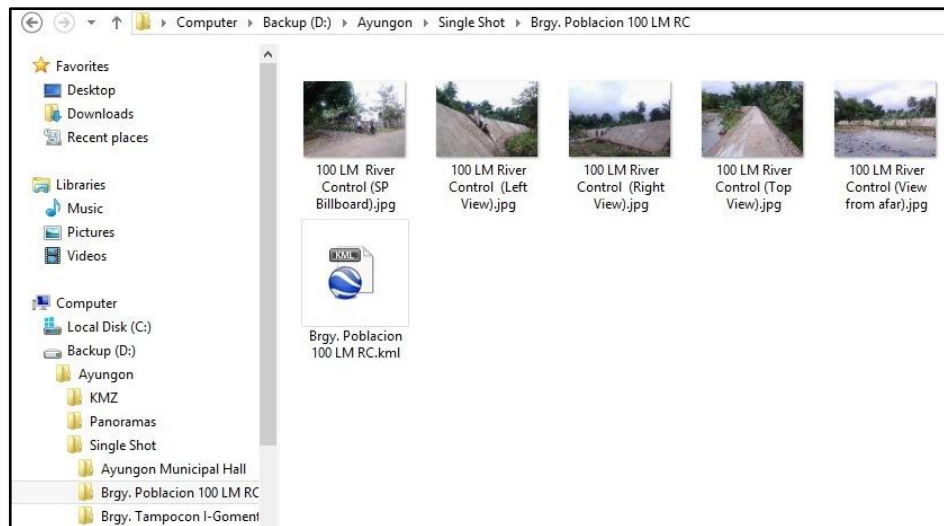


FIGURE 4.9 Standard naming of Single Shot images.

3) Panoramas subfolder

- Subfolder name:
 - Panoramas
- No Barangay folder name.
- Image naming is same as the labelling for Single Shot images in **Figure 4.9**.

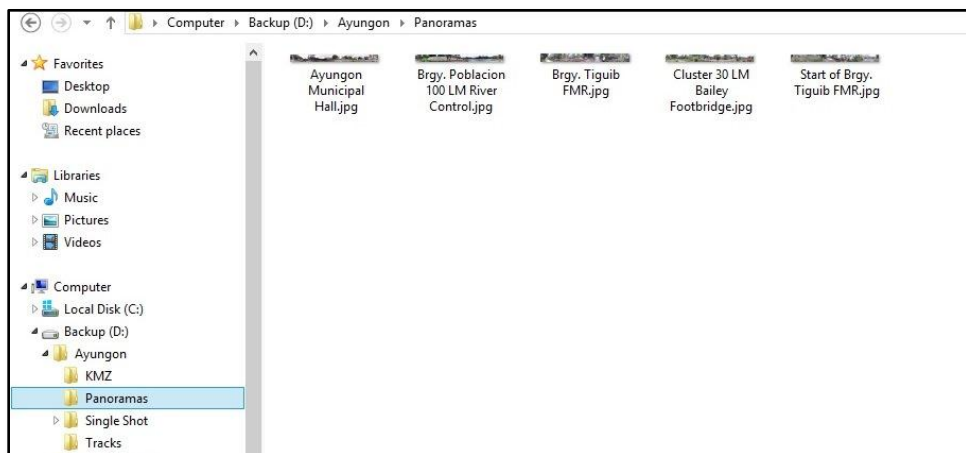


FIGURE 4.10 Standard naming of Panorama images.

4) Tracks and Tracks for GIS subfolder

- Subfolder name:
 - Tracks and Tracks for GIS
- No Barangay folder name.
- File name:
Source name to Destination name.kml
- Example: Kidapawan to Libungan.kml

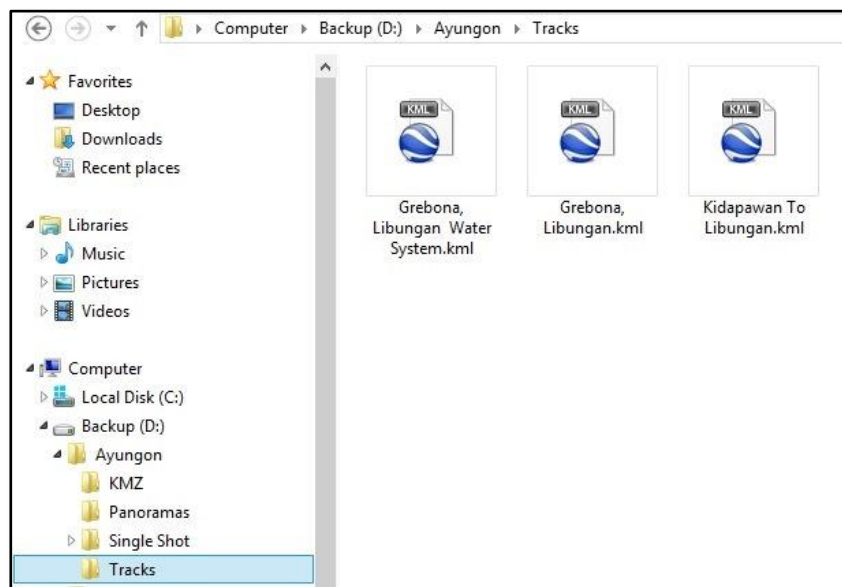


FIGURE 4.11 Standard naming of Tracks files.

Conversion and Uploading of geo-tagged information to Google Earth

For you to upload or publish geo-tagged data, they should be converted first to a Keyhole Markup Language (KML) file. KML is a file format that is used to display location information in Google Earth and Google maps. KMZ file on the other hand, are compressed KML files.

There are two ways to convert geo-tagged data (Single shot images and tracks) to a KML—Offline and Online.

1) Uploading of Single Shot images

	<i>Offline</i>	<i>Online</i>
Program used	Picasa Desktop	Picasa Web
File Size	Large (200kb)	Small (20kb)
Author/staff name who uploaded the file	No	Yes
Accessibility of files (offsite)	No	Yes
Feed backing	No	Yes
Image Size in Google Earth	Small	Large
Internet Access Needed	No	Yes

FIGURE 4.12 Difference of Offline and Online uploading of single shot images.

Below are step by step process of data conversion in an offline and online environment.

a) Offline

- Open the application- Picasa 3.
- On the menu tab, click on Tools and select Folder Manager.

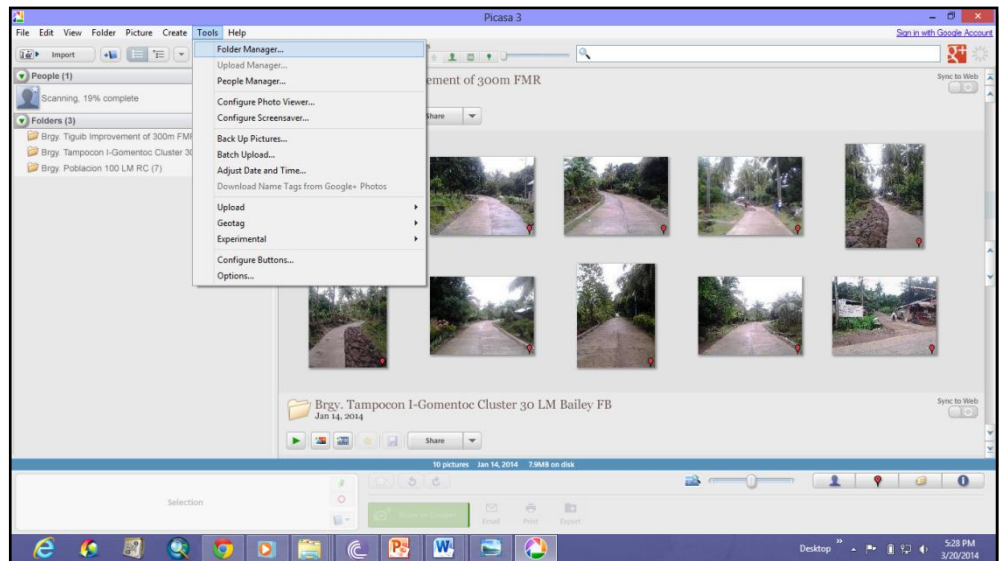


FIGURE 4.13 Tools tab in Picasa

- Inside the Folder Manager window, search and click for the barangay folder containing the SPs that you want to upload.

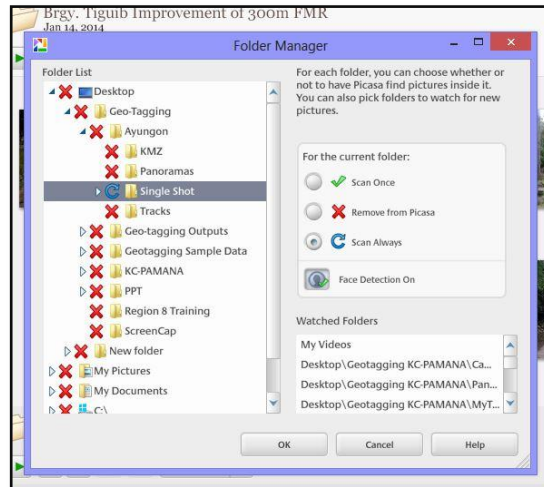


FIGURE 4.14 Folder Manager in Picasa

- Tick Scan Always on the right side of the window and then click OK.
- Select all photos that you want to export.
- Go to Tools> Geotag> Export to Google Earth file.

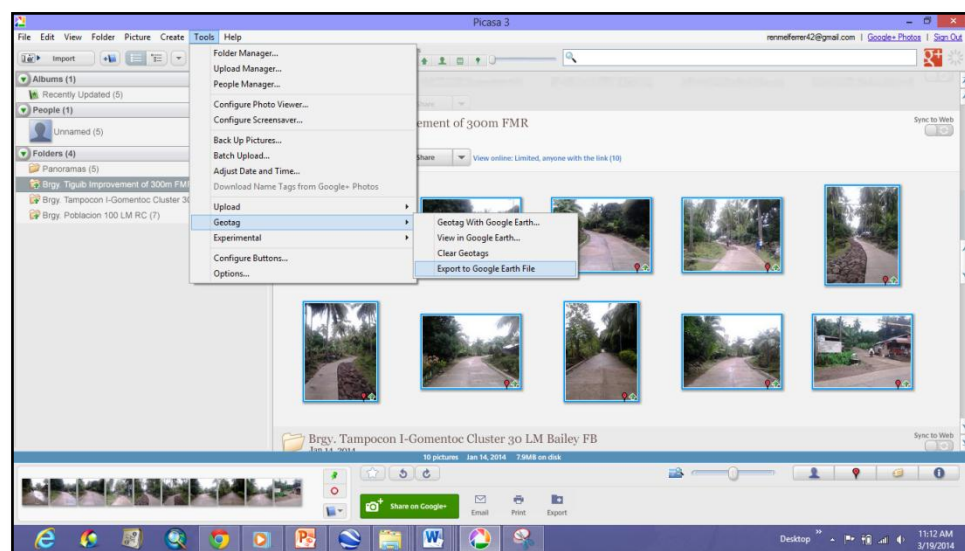


FIGURE 4.15 Click Export to Google Earth to convert the photos to KML file.

- Save photos as KMZ on the same folder.

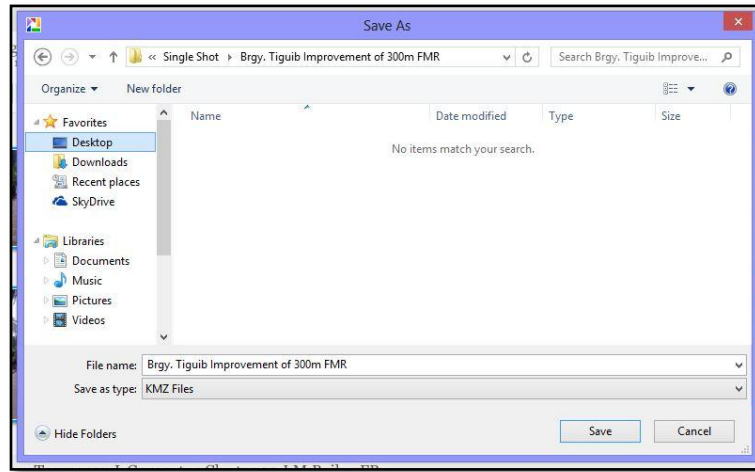
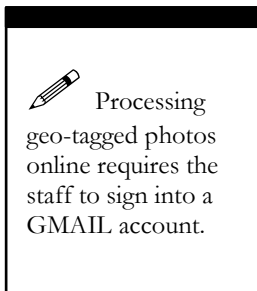


FIGURE 4.16 Save photos as KMZ file.



b) Online

- Open the application- Picasa 3.
- On the menu tab, click on Tools and select Folder Manager. (*figure 4.13*)
- Inside the Folder Manager window, search and click for the barangay folder containing the SPs that you want to upload. (*figure 4.14*)
- Tick Scan Always on the right side of the window and then click OK.
- Sign in using your GMAIL account.

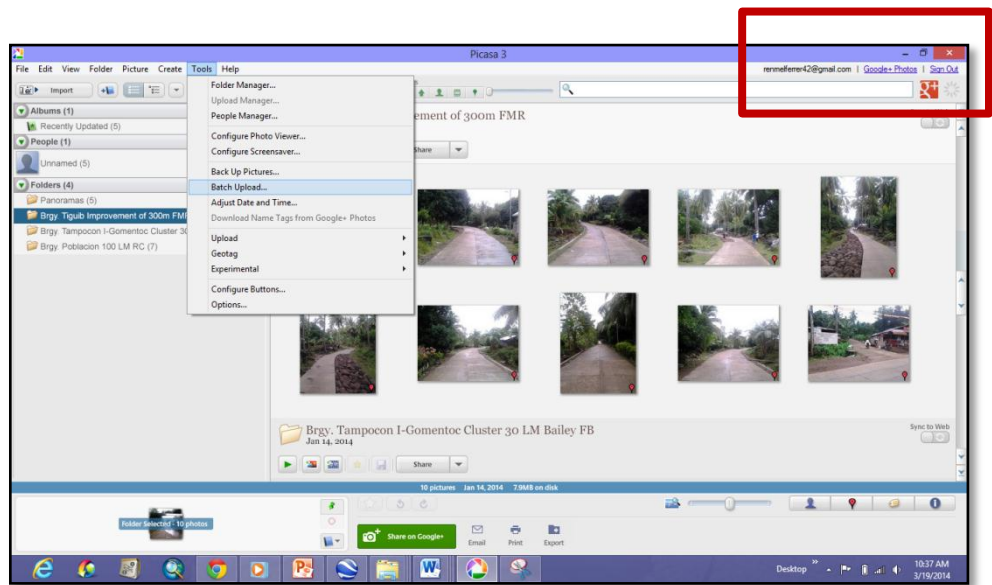


FIGURE 4.17 Batch upload of Picasa.

- Click Tools > Batch Upload
- On the Batch Upload window, select the following parameters:
 - Action- Upload
 - Size- 800 pixels
 - Visibility- Limited, anyone with link
 - Sync- Off
- Then, click ok.

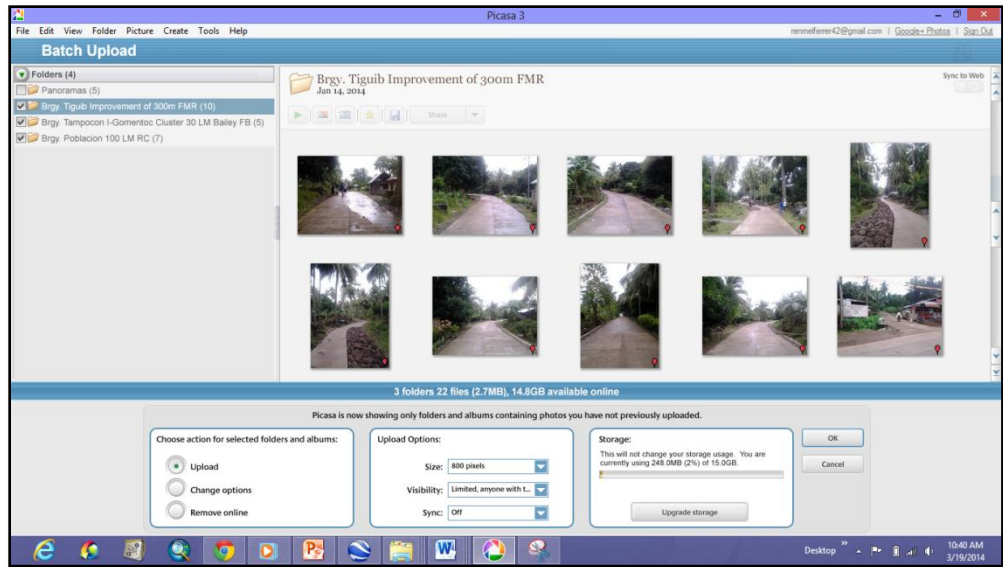


FIGURE 4.18 Parameters of Batch Upload window

- Upload Manager window will appear to verify that the upload is complete and successful.
- Go to www.picasaweb.google.com and sign in using your GMAIL account.



FIGURE 4.19 Status of upload in Upload Manager window.

- Picasa web will automatically direct your albums to Google +, when prompted if you want to go back to Picasa Web Albums, click “here”. Try not to use Google + in uploading your images.

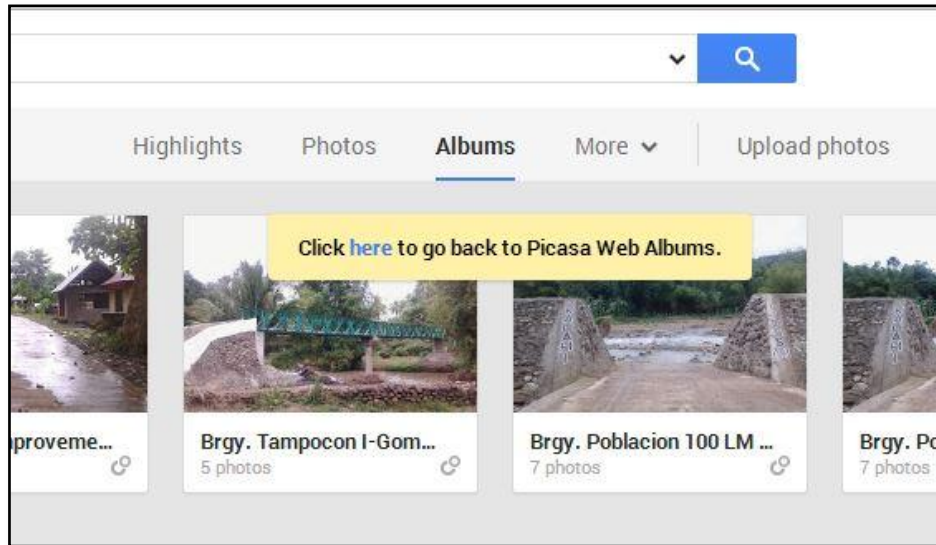


FIGURE 4.20 Go back to Picasa.

- Click the folder of the Sub-project that you want to convert to KMZ.

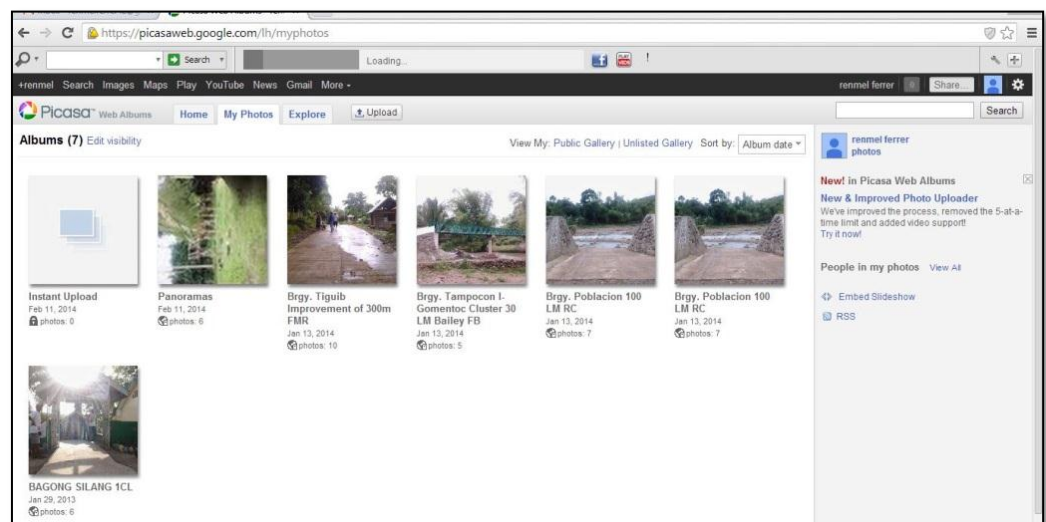


FIGURE 4.21 Interface of Picasa online showing different folders.

- Inside the folder, check the box next to “Show photo locations to viewers of this album”, and then, click “View in Google Earth” button. Both can be found at the lower right portion of the interface.

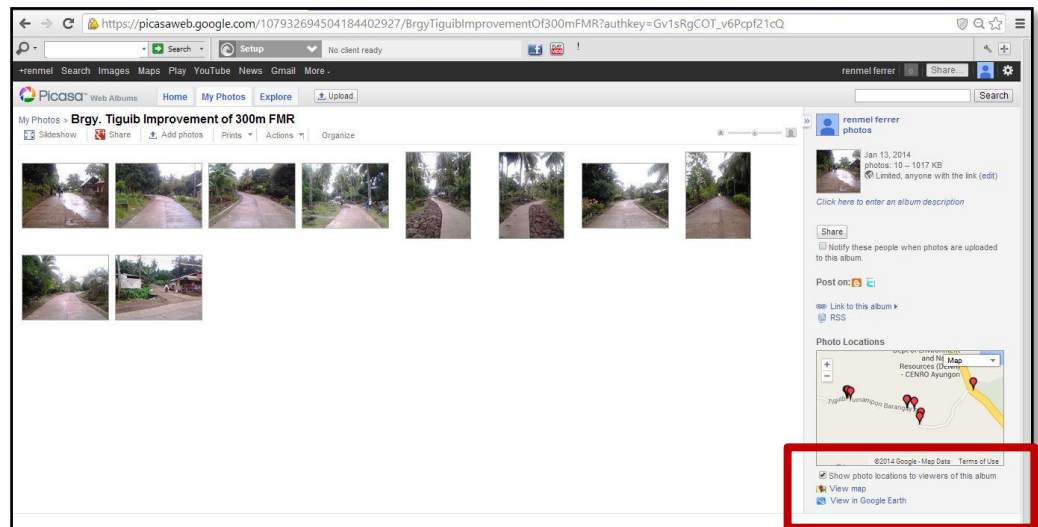


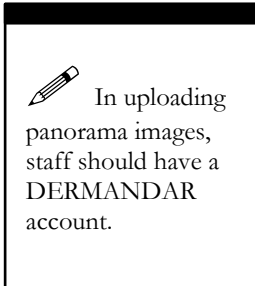
FIGURE 4.22 Interface of Picasa online, inside a specific folder

- A KMZ file will be automatically downloaded in your computer. Rename and save the file in the Municipality > Single Shot > Barangay SP folder.
- Double click the file on your Single shot subfolder to open it to Google Earth.
- Drag file from Temporary Places to My Places folder.

2) Uploading of Tracks

- Double click the file on your Tracks subfolder to open it to Google Earth.

- Drag file from Temporary Places to My Places folder.



3) Uploading of Panoramas

- Go to www.demandar.com.

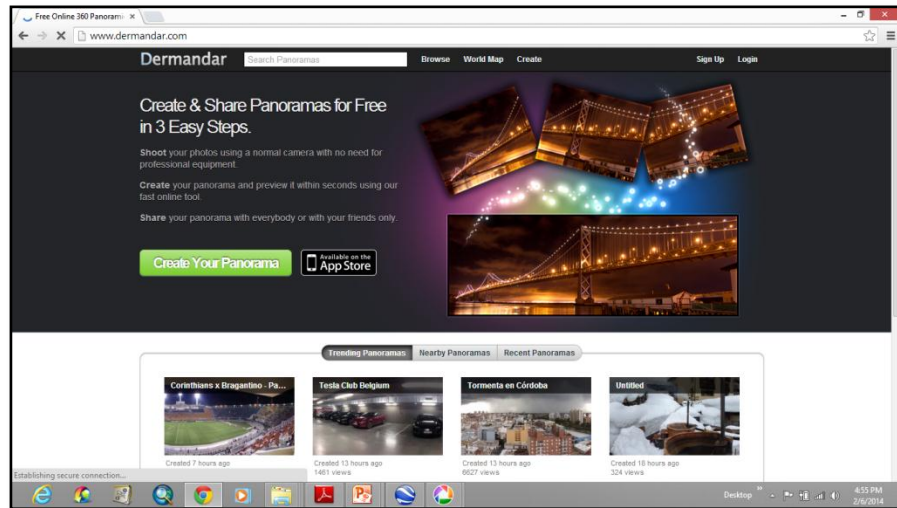


FIGURE 4.23 Interface of demandar.com

- Create a DERMANDAR account and log in.

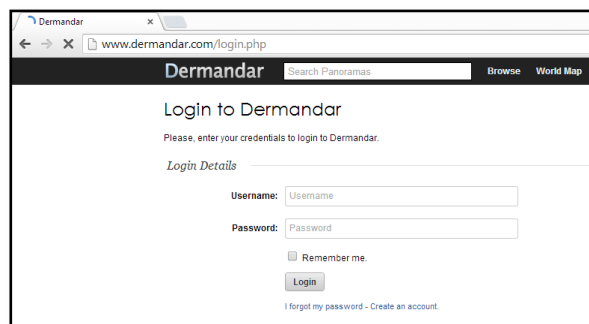


FIGURE 4.24 Login to demandar.com

- Click 'Share'.

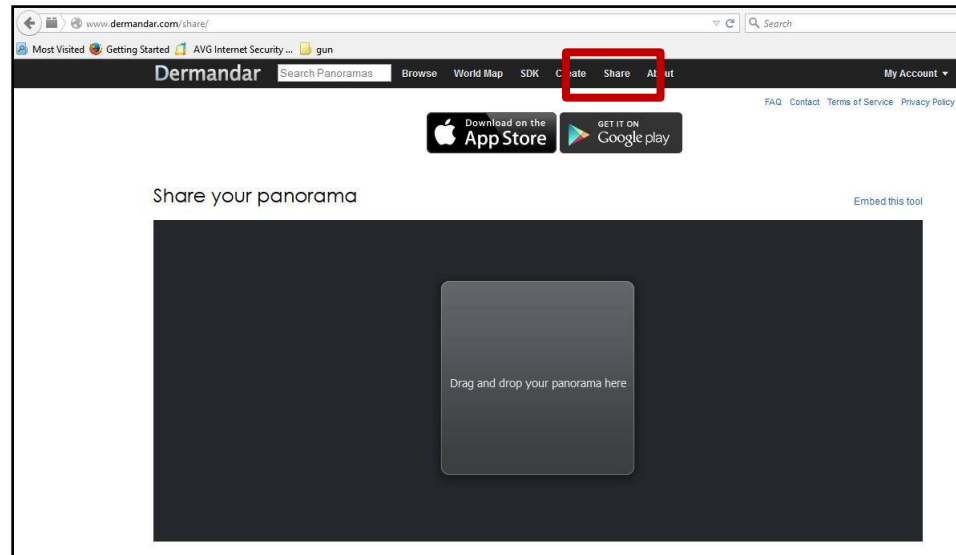


FIGURE 4.25 Panorama type in dermandar.com

- Browse on your Panorama folder and select image that you want to upload, drag it to the Dermandar interface.
- Confirm that your image is a full 360 panorama by clicking 'Yes'
- Click 'Restart/Upload'
- Click upload.
- Fill out the Panorama details such as Title, Tags, and Description, click update and confirm upload.

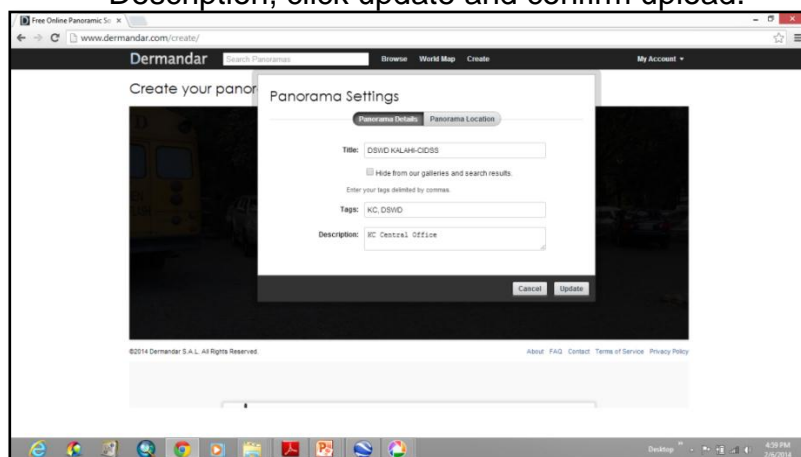


FIGURE 4.26 Panorama settings

- To embed the panorama images to your KMZ file, do the following:
 - Go to My Account > My Panoramas

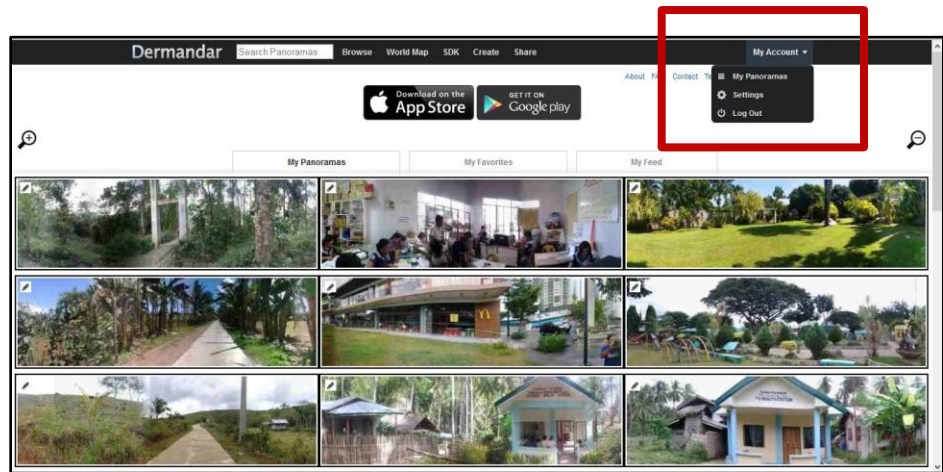


FIGURE 4.27 My Panoramas shows all panorama images uploaded in your Dermandar account.

- Click the photo.
- A bigger view of the photo will appear, click 'embed' below the photo.

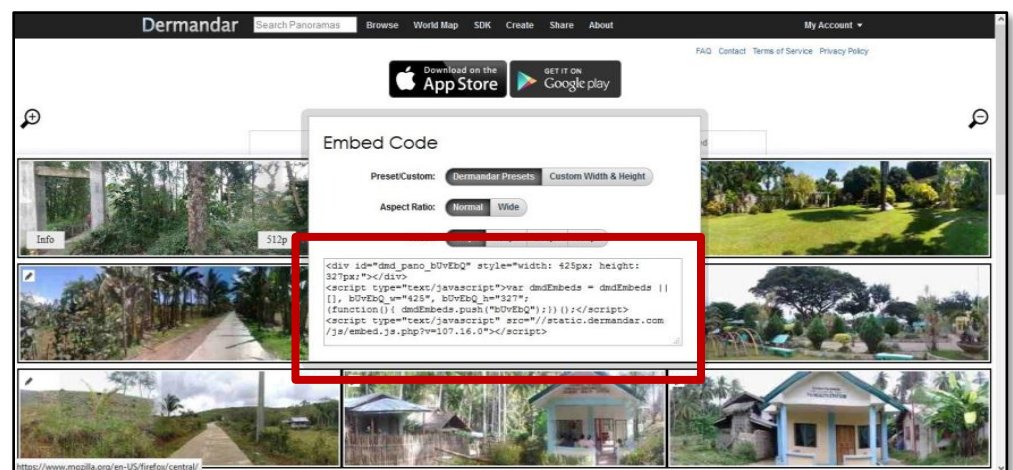


FIGURE 4.28 Copy codes from Embed Code window.

- Click the code and right click to copy.

- Go to Google Earth, select an item where you want to embed the panorama, and right click.
- Go to properties; scroll down to get to the bottom of html tags/URLs; type in `
`; and, press Enter on your keyboard.
- Paste the codes.
- Click OK.

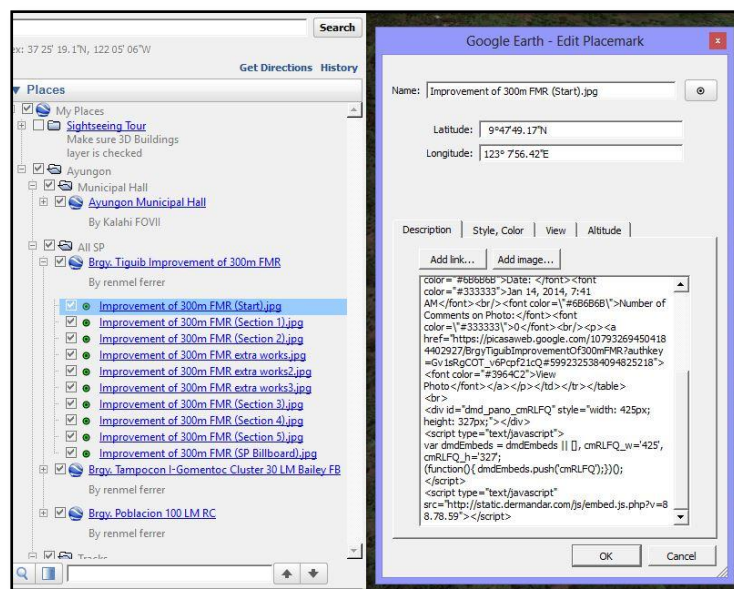


FIGURE 4.29 Paste codes to Google Earth file.

How to use Google Earth

1) Interface of a Google Earth

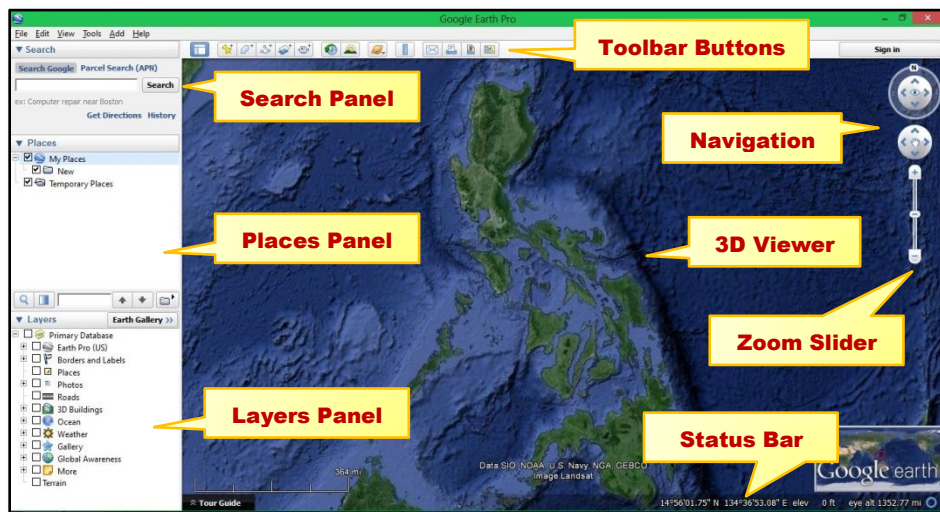















FIGURE 5.1 Google Earth interface

- a) Search Panel- for finding and getting directions
- b) Places Panel- for saving and organizing KML/KMZ files
- c) Layers Panel- for displaying different layers
- d) Toolbar Buttons- for adding new features to the map, measuring features, etc.
- e) Navigation- rotates and tilts the view; pans the map
- f) 3D Viewer- for viewing the globe and map features

- g) Zoom Slider- zooms in and out on the map
- h) Status Bar- shows coordinates, elevation, imagery date, and streaming status of the map

2) Google Earth Tools

	Conceal and display the side bar		Display sunlight
	Add a placemark		View the sky, moon and planet
	Add a polygon		Measure a distance and area
	Add a line		Email a view or image
	Overlay an image		Print the current view of the earth
	Record a tour		Show the current view in Google Maps
	Display historical image		

3) Open KML/KMZ file

- a) Click File > Open.
- b) Select KML/KMZ file from your location folder.
- c) Click "Open".

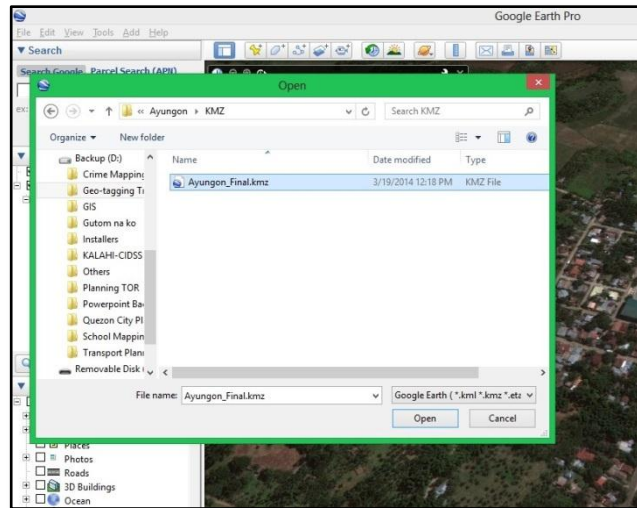


FIGURE 5.2 Open KML/KMZ file from desktop folder.

4) Create folders in My Places

- a) Select and right click on 'My Places'.
- b) Click Add > Folder
- c) In the New Folder window, type in the Name and check the 'Allow this folder to be expanded'.
- d) Drag the folder to its proper place.

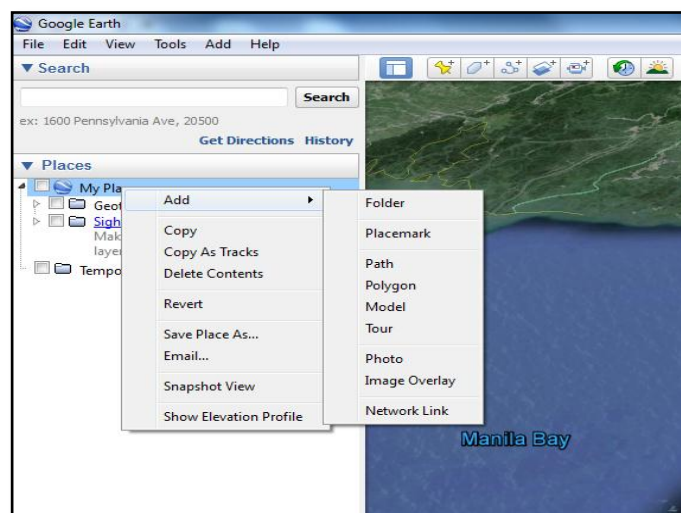


FIGURE 5.3 An illustration on how to add new folder in Places Panel

e) Create the following folders in the Places Panel:

- Municipal Hall
- All SPs
- Tracks
- Boundary

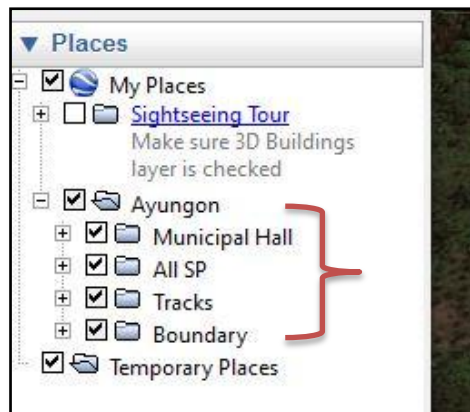


FIGURE 5.4 Folders to organize geo-tagged information

f) Municipal Hall folder will contain all the KML files of Municipal Hall such as single shot images (front view, side view, back view) and panorama images (inside and outside of the building).



FIGURE 5.5 Municipal Hall folder

- g) All SP folder will comprise all single shot and panorama images of all subprojects in the municipality.

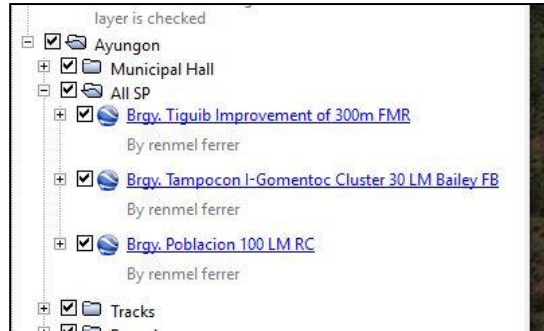


FIGURE 5.6 All SP folder

- h) Tracks folder will cover tracks and waypoints.

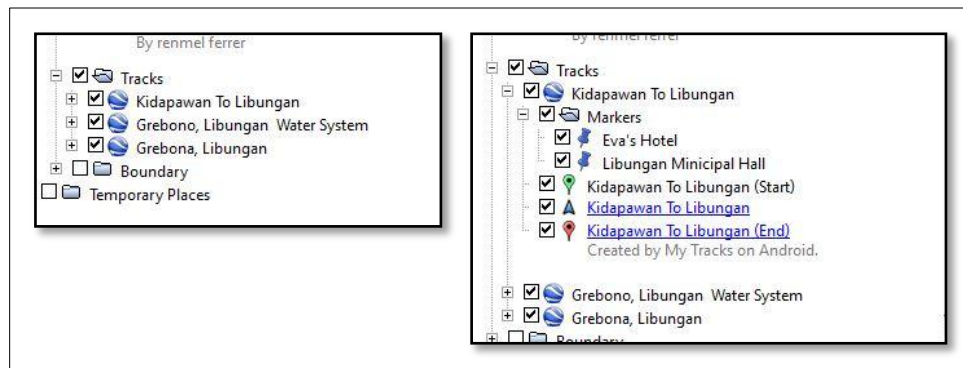


FIGURE 5.7 Tracks folder

- i) Boundary folder will contain KML file of polygons representing the boundary of each barangay.

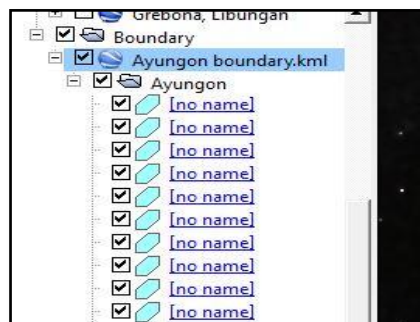


FIGURE 5.8 Boundary folder

Symbology and labels on Google earth

Chapter 3 discusses in general the representation of geo-tagged information on a map. This section, on the other hand, will describe in details the set of conventions, rules and encoding methods that define how geo-tagged information is represented with symbols and labels.

Symbols in Google Earth are also called icons. Icons and labels may vary with size, color and shape. It is fundamental for all surveyors from different offices to follow and use standard icons and labels since these information will eventually be displayed and published online. An organized KML/KMZ file in Google Earth will help the viewers to understand what is being communicated by the map.



FIGURE 5.9 Icons in Google Earth

There are two ways to modify the icons and labels of a KML/KMZ in GE.

1) **For single placemarks and labels**- used in changing individual item or placemark.

- a) Right click an item
- b) Choose 'Properties'
- c) An 'Edit Placemark' window will appear
- d) Click the icon button to the right of the 'Name' field and choose a new icon from the palette.

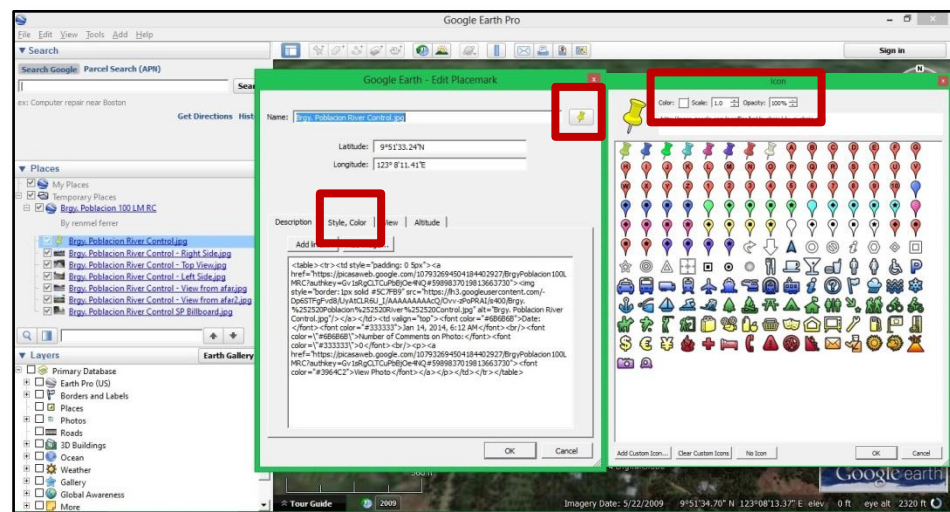


FIGURE 5.10 Process on how to change a single placemark

- e) To change the label, go back to 'Edit Placemark' window and click 'Style, Color' tab.
- f) From that window, a user can change the color, scale/size and opacity of the label.

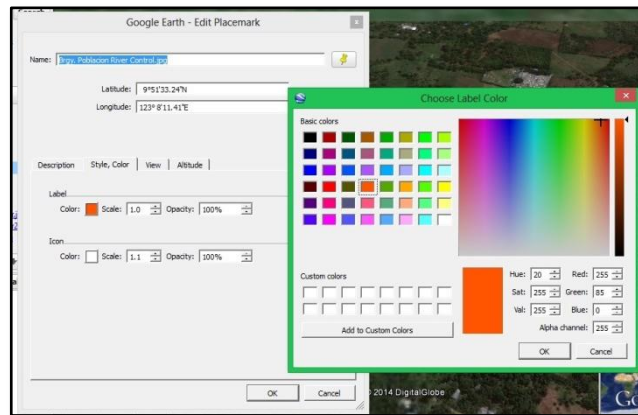


FIGURE 5.11 Change label properties in 'Edit Placemark' window

2) **For folders of placemarks and labels-** used in changing all the items inside a folder rather than changing one item at a time. The output is a folder with items having the same lines, label and icon appearance.

- a) Right click a folder
- b) Choose 'Properties'
- c) An 'Edit Folder' window will appear
- d) Click the 'Style, Color' tab
- e) Click 'Share Style'- this defines a single style for a folder and have the style elements apply to all items inside a folder

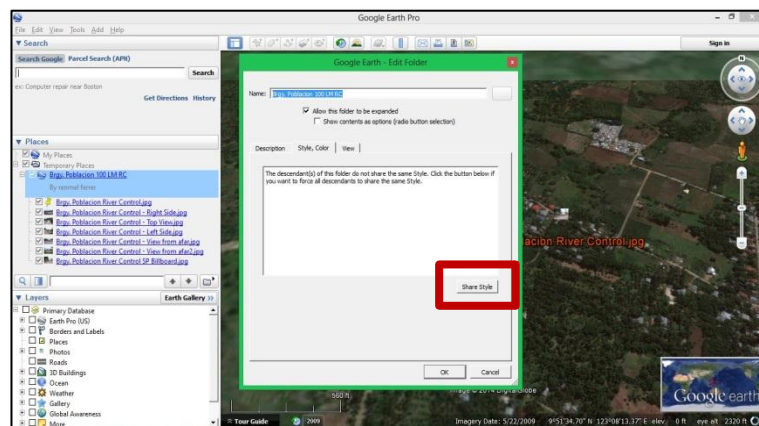
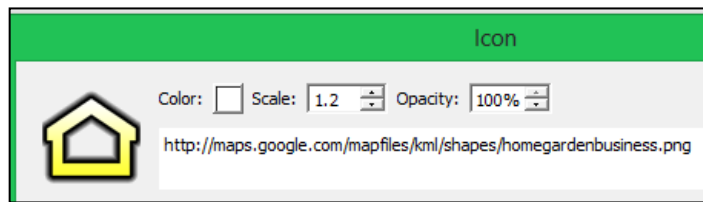


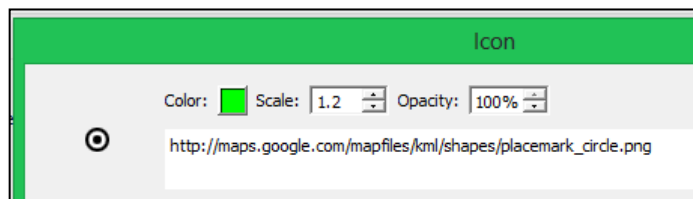
FIGURE 5.12 Enable 'Share Style' to distribute one symbol characteristic to all folder items

Conventions in symbolizing and labeling of KML/KMZ files

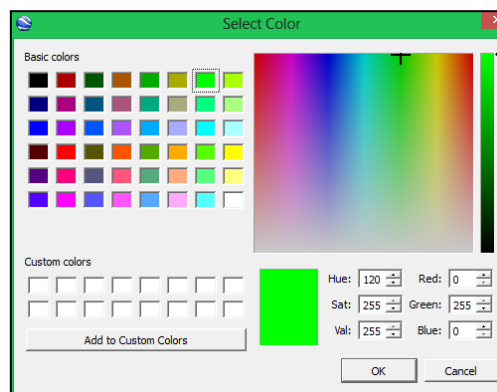
1) Symbol for Municipal Hall



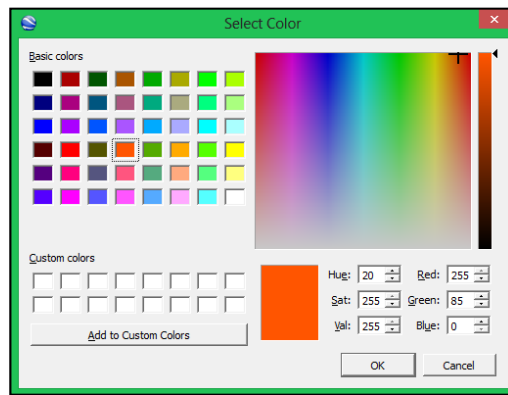
2) Symbol and color-coding for All SPs



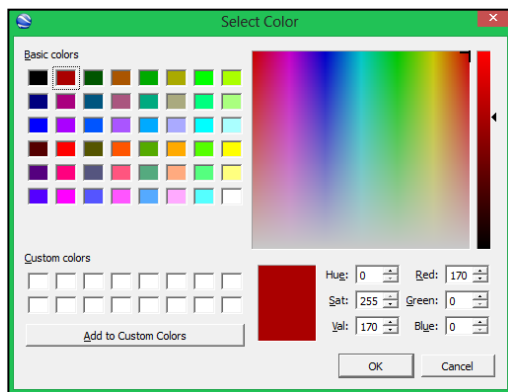
a) In good condition



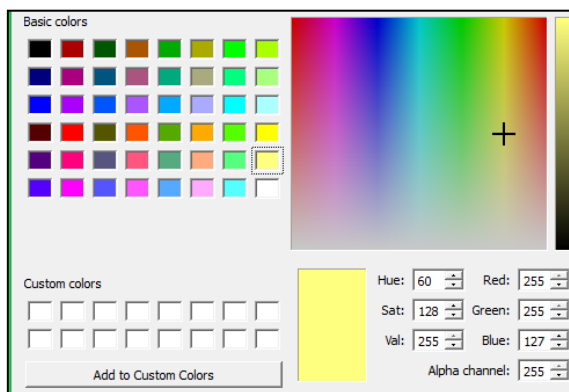
b) Needs improvement



c) Not operational or functional




3) Label for All SPs




4) Symbol and color-coding for Tracks

Description | **Style, Color** | View | Altitude


Lines

Color:  Width: 1.3 Opacity: 100%

Label

Color:  Scale: 0.7 Opacity: 100%

Icon

Color:  Scale: 1.0 Opacity: 100%

Basic colors

Custom colors

Add to Custom Colors

Hue: 0 Red: 85
Sat: 255 Green: 0
Val: 85 Blue: 0
Alpha channel: 255

5) Label for Tracks

Basic colors

Custom colors

Add to Custom Colors

Hue: 60 Red: 255
Sat: 128 Green: 255
Val: 255 Blue: 127
Alpha channel: 255

Request for satellite image update

- 1) Go to <https://followyourworld.appspot.com/>.
- 2) Log in your GMAIL account.

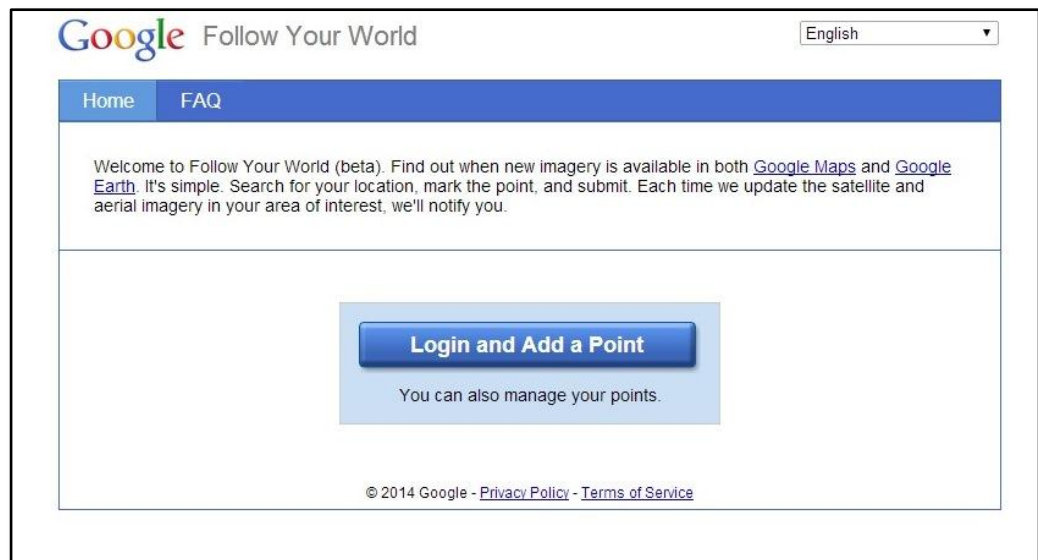


FIGURE 5.13 Log in to Follow Your World

- 3) Indicate the area/location you would want to update.

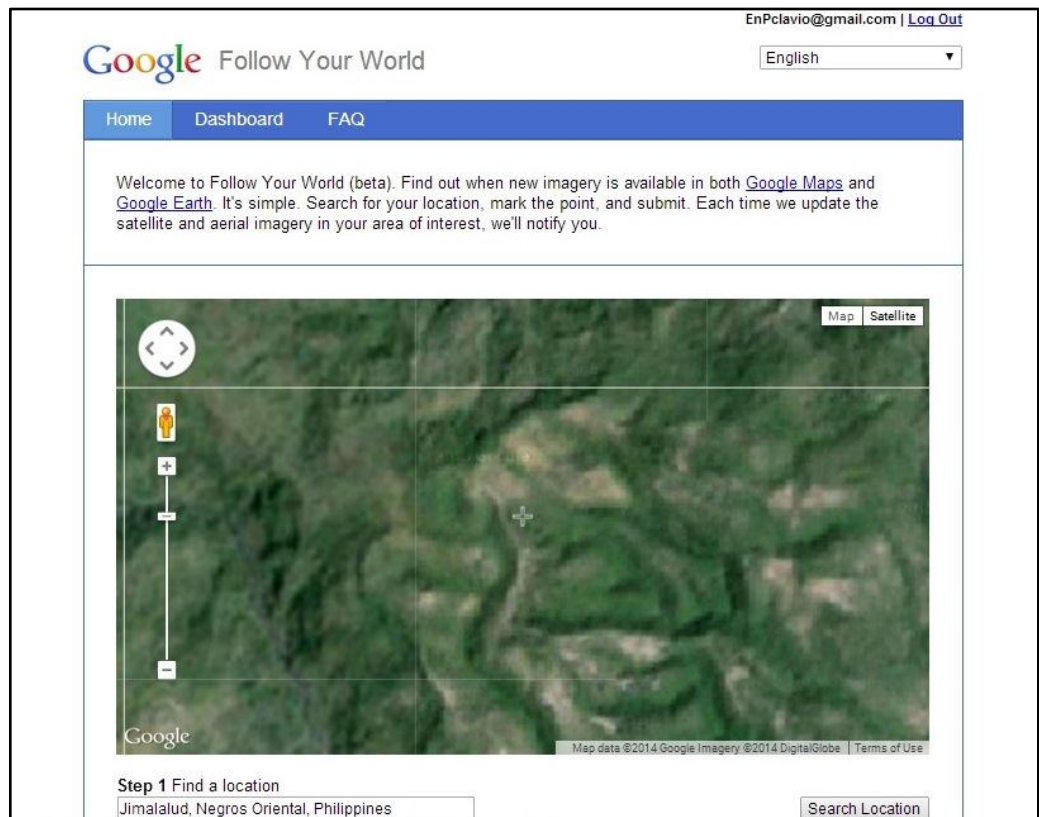


FIGURE 5.14 Cross hair in the middle of the preferred location

- 4) Click search location.
- 5) Drag the map until the cross hair locates to the center of your desired area.
- 6) Click select point to fill out latitude and longitude tabs.
- 7) Click submit.

In Chapter 5, data managers were instructed to create 4 folders inside the municipality folder in the Places Panel.

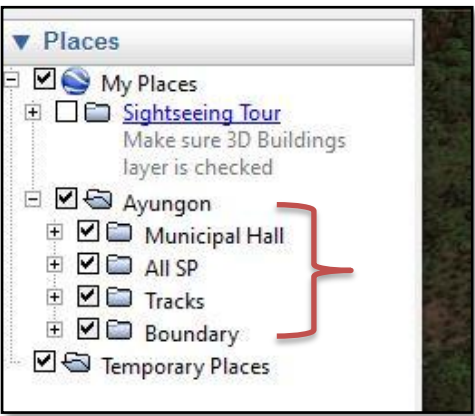


FIGURE 6.1 Created folders in Google Earth Places Panel

To compress the 4 folders into 1 KMZ file, click on the municipality folder > Save Place As > Browse to your KMZ folder > Name your file > Choose KMZ.

Final output required from the surveyors is the compressed municipal folder saved on the desktop.

Name	Date modified	Type	Size
Ayungon	3/22/2014 7:04 PM	File folder	
Ayungon.rar	4/10/2014 6:16 PM	RAR File	28,244 KB

FIGURE 6.2 Compressed municipal folder

Workflow and Submission Procedure

For Regular CEAC

<i>Key Staff</i>	<i>Completed and On-going KALAH-CIDSS SPs</i>	<i>Proposed and On-going KC-NCDDP SPs</i>
ACT/MCT		1) Data collection. 2) Transfer of geo-tagged data to desktop/laptop. 3) Management and labelling of geo-tagged data on desktop/laptop. 4) Municipality folder to be submitted to SRPMT.
SRPMT		5) Quality check and feedback. 6) Conversion and uploading of geo-tagged information to Google Earth. 7) Symbolizing and labelling of KML/KMZ files in Google Earth. 8) Request for satellite image update. 9) Packaging up the final output. 10) Submit to RPMO for QC

		and online publishing.
RPMO	1) Data collection. 2) Transfer of geo-tagged data to desktop/laptop. 3) Management and labelling of geo-tagged data on desktop/laptop. 4) Conversion and uploading of geo-tagged information to Google Earth. 5) Symbolizing and labelling of KML/KMZ files in Google Earth. 6) Request for satellite image update. 7) Packaging up the final output. 8) Submit to zipped municipality folder to NPMO for QC and online publishing.	11) Quality check and feedback. 12) Upload online through web application. 13) Email zipped municipality folder to NPMO.
NPMO	9) Quality check and feed back 10) Approve submission from the RPMO.	14) Quality check and feed back 15) Approve submission from the RPMO.

FIGURE 7.1 Process flow for Regular CEAC

For Accelerated CEAC

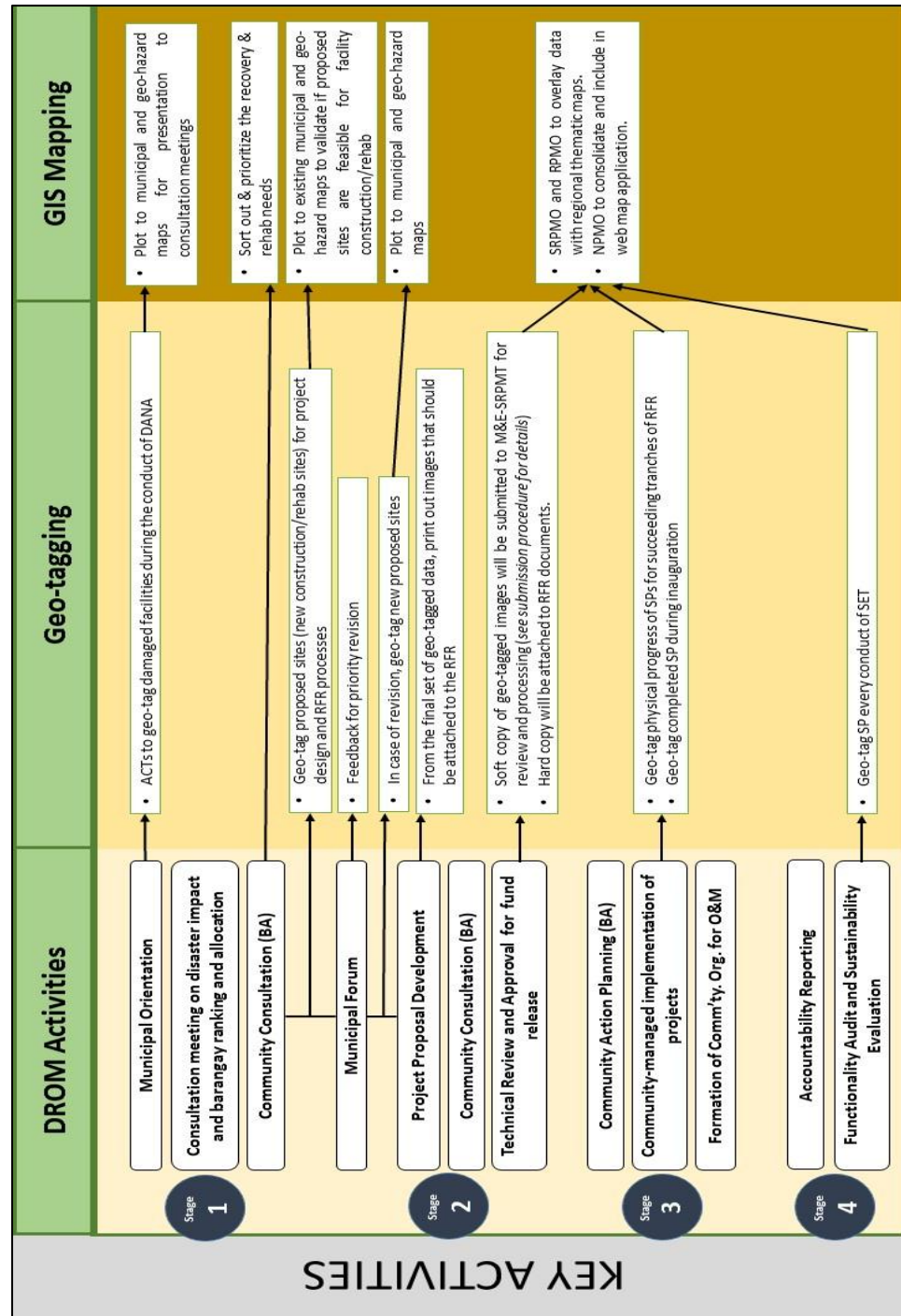


FIGURE 7.2 Process flow for Accelerated CEAC

Offline and online conversion

KML or KMZ files of Google Earth should be converted to an SHP (ShapeFile) so they can be edited and analysed in different GIS mapping software.

For mapping activities, regional staff will use ArcGIS and QGIS for mapping activities, and ACT/MCT will use QGIS only. Both GIS platforms have inbuilt KML to SHP converter. Several online KML to SHP converters are also available in the internet.

The outputs of the conversion are ShapeFiles containing all features from the source KMZ/KML, layer files that retain the original symbology of the KMZ/KML, and other properties such as pop-up information and attributes.

Below is a step by step procedure of transforming Google Earth files to ShapeFiles using ArcGIS and QGIS converter tool and an example of using an online KML to SHP tool.

1) Offline conversion in ArcGIS platform

- a. On the menu tab, click on Windows > Search.

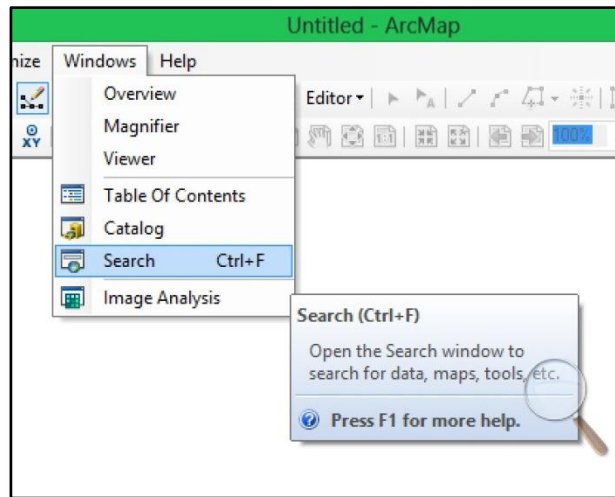


FIGURE 8.1 Search tool

- b. Type in the tool name 'KML to Layer' on the search tab and press Enter.

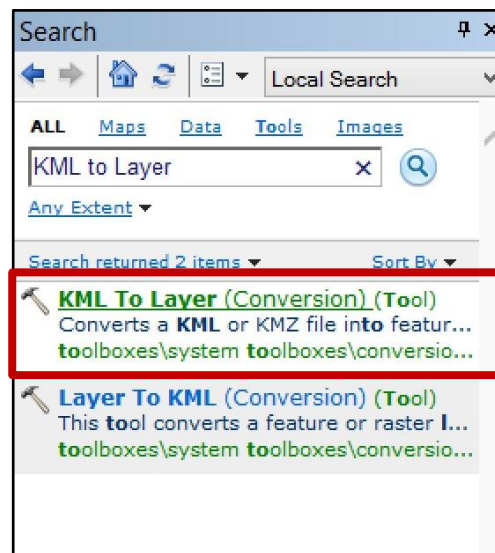


FIGURE 8.2 Search window of ArcMap

- c. Choose and click 'KML To Layer (Conversion) (Tool)' from the list of search items.
- d. A 'KML To Layer' window will appear.

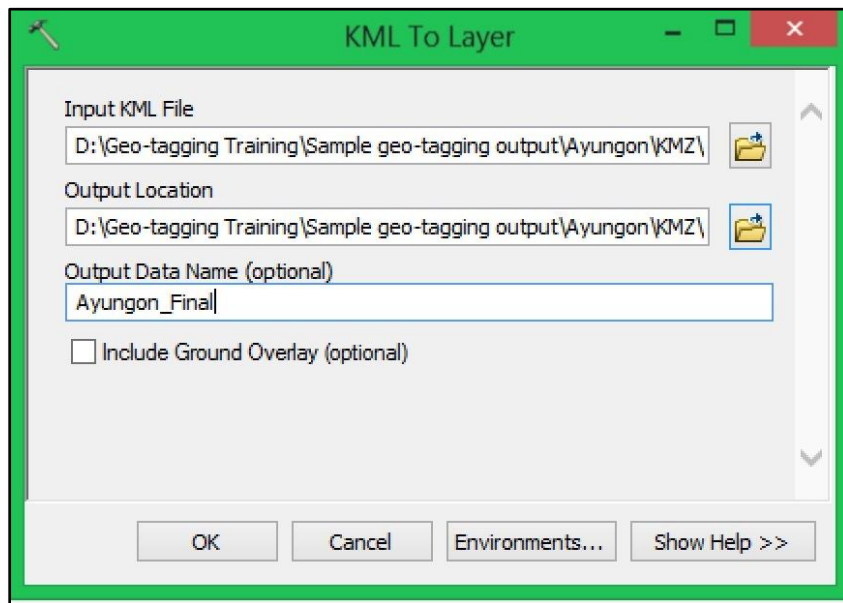


FIGURE 8.3 KML To Layer window

- e. Fill out all tabs on the window, click okay and wait for ArcMap to finish the conversion process.

2) Offline conversion in QGIS platform

- a. On the menu tab, select Layer and press 'Add Vector Layer'.

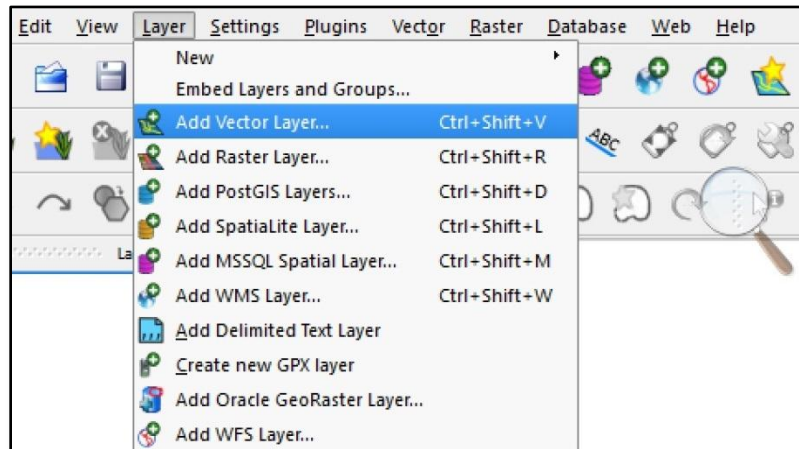


FIGURE 8.4 Layer on the menu tab

- b. From the pop up Add Vector Layer, click browse in the Source DataSet tab.

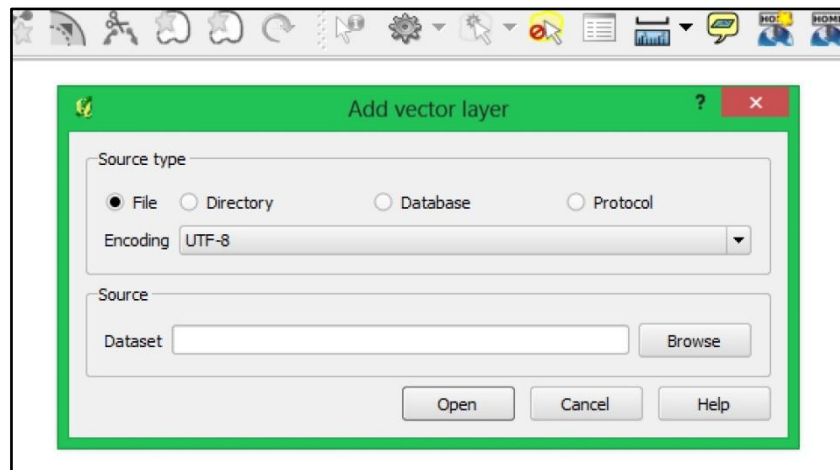


FIGURE 8.5 Add Vector Layer window

- c. In file type, select 'All files' and browse on the KMZ/KML file that you want to convert to SHP.

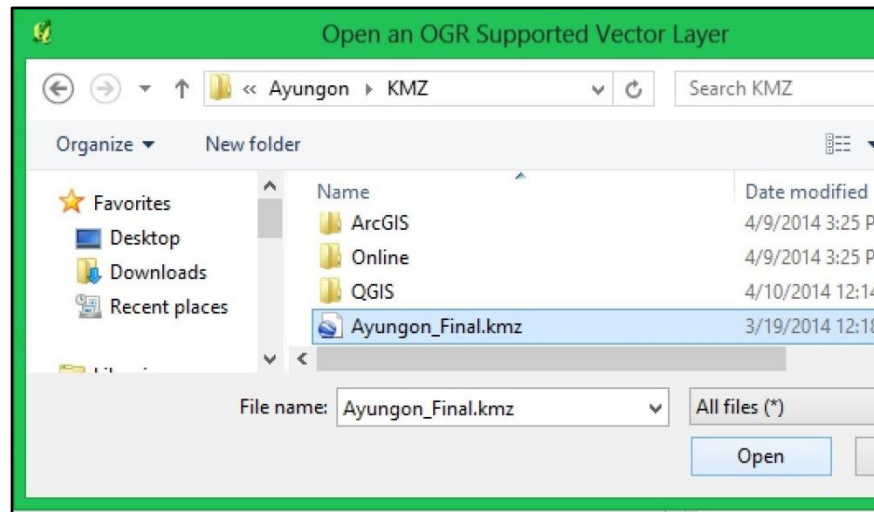


FIGURE 8.6 Open an OGR Supported Vector Layer window

- d. Press Open in the 'Open an OGR Supported Layer' window.
- e. Press Open in the 'Add vector layer' window.

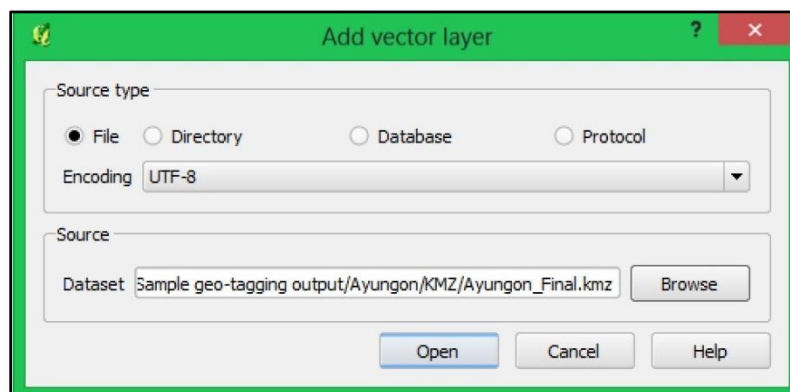


FIGURE 8.7 Click Open to view the layers

- f. In the 'Select vector layers to add' window, highlight all layers that you need to convert to SHP, and then click OK.

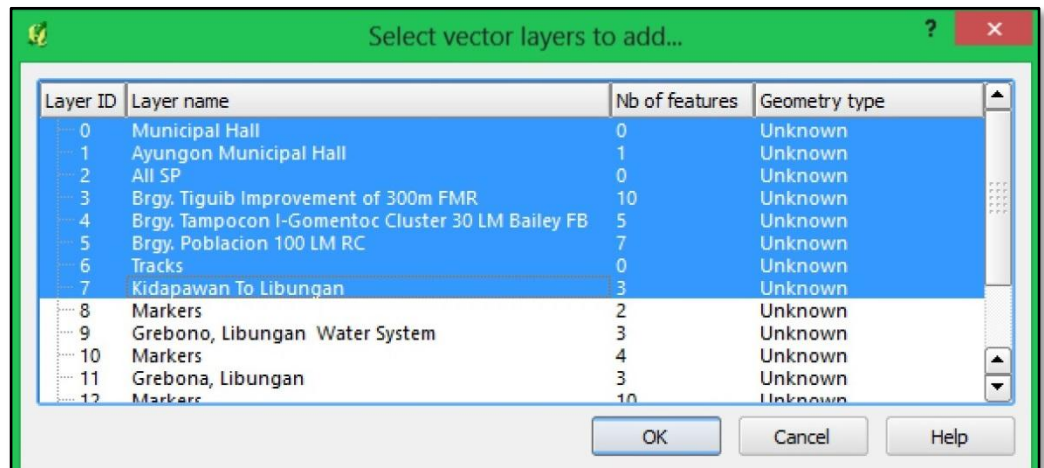


FIGURE 8.8 Select vector layers to add window

- g. In the Layer file located on the left side of the program, highlight the layers, right click, and select Save As.

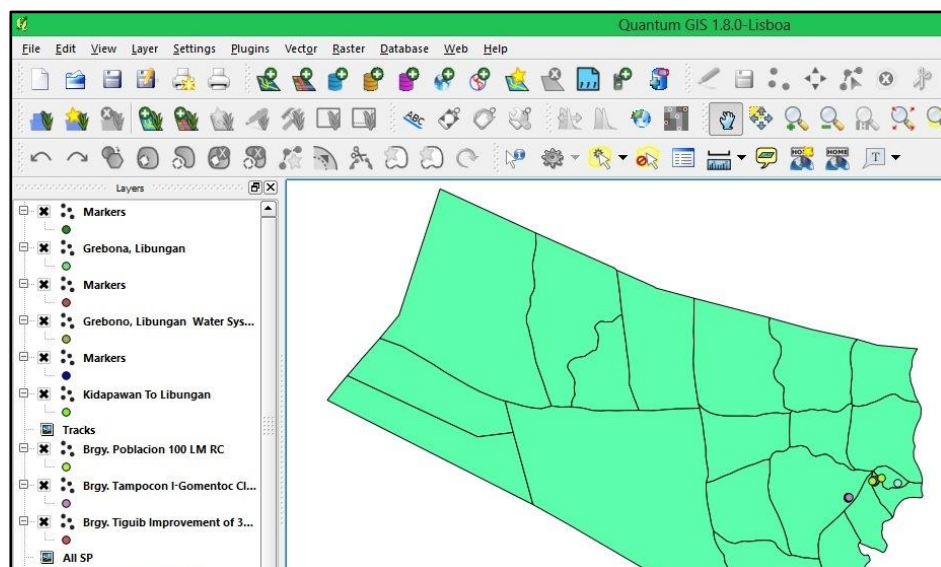


FIGURE 8.9 List of layers and map on the QGIS viewer

- h. In the 'Save Vector Layer as' window, select the format as ESRI Shapefile and browse the folder in which you want to save the shapefile. Name it and press Ok.

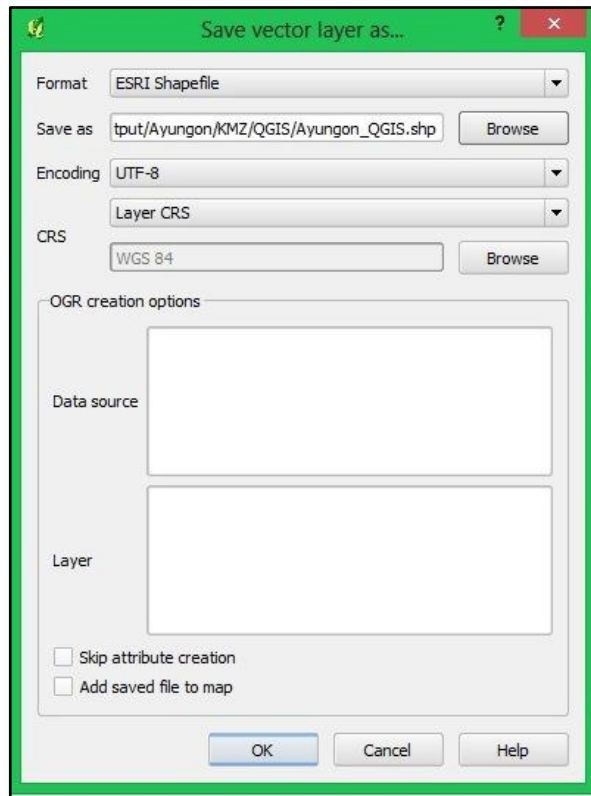


FIGURE 8.10 Save vector layer as window

3) Online conversion using

<http://www.zonums.com/online/kml2shp.php>

- a. Go to <http://www.zonums.com/online/kml2shp.php>.

The screenshot shows the 'Google Earth to Shapefile' web interface. At the top, there are navigation links: 'Comments', 'Forum', 'About', and 'Donate'. Below these are buttons for 'New', 'Upload KML/KMZ', 'Process KML', 'Export SHP', and 'Help'. The 'Output Coordinate System' section includes a 'Datum' dropdown set to 'WGS84', and 'Projection' dropdowns set to 'Lat/Lon', 'Zone 12', 'Zone?', and 'Northern Hemisphere'. The 'Shapes to Export' section has two columns: 'Original Shapes' with radio buttons for 'Points' (selected), 'Paths', 'Inner Polygons', and 'Outer Polygons'; and 'Converted Shapes' with radio buttons for 'Points as', 'Paths as', 'Inner Polygons as', and 'Outer Polygons as', each followed by a dropdown menu (all set to 'Lines' or 'Points'). At the bottom is a large text area with the instruction 'Copy/paste your data here, or "upload a KML/KMZ file"'. The interface has a light gray background and a simple, functional design.

FIGURE 8.11 Interface of zonums.com

- b. Click on 'Upload KML/KMZ' > Choose File.

This screenshot shows the same 'Google Earth to Shapefile' web interface as Figure 8.11, but with the 'Upload File: KML/KMZ' pop-up window open. The pop-up window has a title bar 'Upload File: KML/KMZ' and contains the text 'Select a file by using the browse button'. It features a 'Choose File' button, which is highlighted, and a 'No file chosen' status. At the bottom of the pop-up are 'Accept' and 'Cancel' buttons, and a note '7.8MB (~8000KB) Max Allowed'. The background interface is partially obscured by the pop-up window.

FIGURE 8.12 Upload file KML/KMZ pop-up window

- c. Browse for the KMZ/KML file, highlight and click Open.
- d. Click on Accept and wait for the uploading to finish.

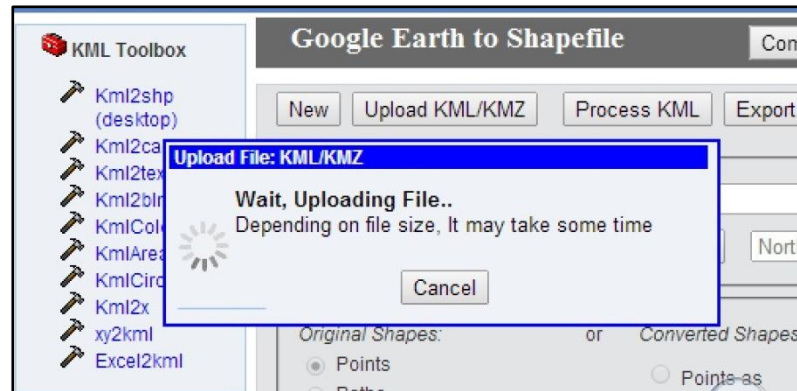


FIGURE 8.13 Upload file dialogue box

- e. Codes will then appear on the bottom of the interface.
- f. Choose the 'Lat/Lon' as Projection and click 'Export SHP'.
- g. Click on Download.

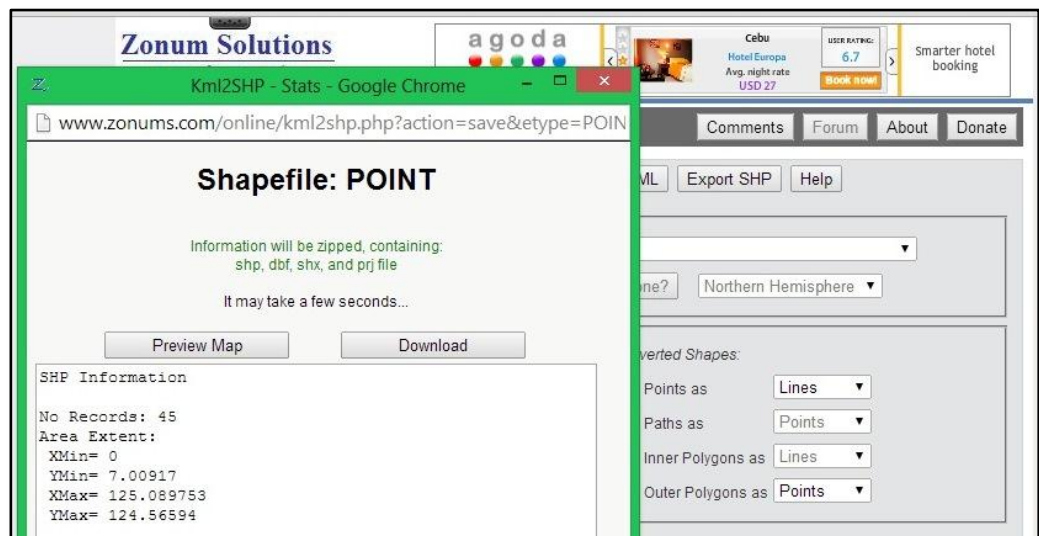


FIGURE 8.14 KML2SHP Stats dialogue box

ANNEX 1: NOTES IN CAPTURING IMAGES

- 1) Make sure to capture the roof, signages and significant structures around SPs.



- 2) Capture the critical areas.



- 3) Include the roads/streets in capturing images of electric posts and streetlights.



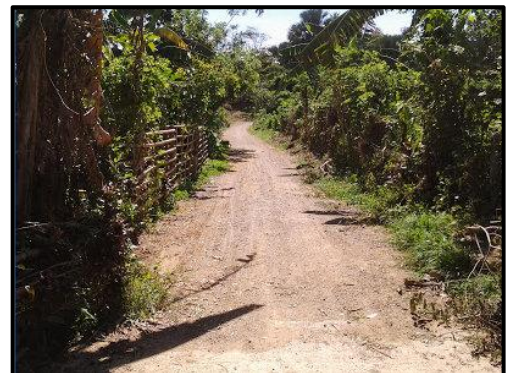
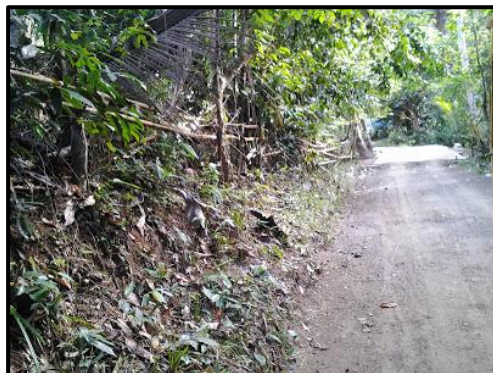
- 4) For non-permanent SPs, take photos in front of the garage, terminal, wharf, port, and storage where the items are housed



- 5) Avoid obstructions such as vehicles, walls, posts and people in capturing geo-tagged image of SPs.



- 6) Capture whole SP in the frame.



- 7) After each capture, play photos back and check whether the image quality is good. This prevents the surveyor to go back to the site and repeat geo-tagging activities.



- 8) Avoid obstructions such as vehicles, walls, posts and people not supposed to be included when taking 360° images.



ANNEX 2: FREQUENTLY ASKED QUESTIONS

Device

Q1: Why do we use Samsung devices?

A1: Samsung brand has proven to have longer battery life

A2: More durable compared to cheaper brands

Q2: Are Apple/IOS products also capable to do geo-tagging?

A1: Yes, as long as you can install the applications needed for geo-tagging. However, IOS applications are not for free.

Q3: What are the minimum specifications considered when buying android devices intended for geo-tagging?

A1: With GPS capability

A2: Camera

A3: Slots for sim card and external memory

A4: Wi-Fi capability

Q4: How can ACTs and other NCDDP staff do geo-tagging if they have no device?

A1: The project will distribute devices for those staff that will be assigned to do geo-tagging activities.

Applications

Q5: Why can't I see the geo-tagging Apps in Google Play Store? Does this mean my device is not capable to do geo-tagging?

A1: Requirements needed by the App are not available in the specifications of your phone or tablet.

A2: Application is no longer offered.

Q6: Can I use the paid versions of the Apps? Will I be refunded for shouldering the cost?

A1: Yes, you may avail of the paid versions but the cost will be charged to you.

Q7: My Apps keep crashing on me, what should I do?

A1: Some geo-tagging applications are not compatible with the updated firmware.

A2: Use the default camera if Camera ICS+ is shutting down during field work.

A3: Magnetic interference is the usual cause of premature saving of 360 images. When this happens reset the compass of the phone by doing the figure 8s.

A4: Resetting the device also helps if black screen is seen.

A5: Use the camera feature of the new version of My Tracks.

Q8: Why use Camera ICS instead of default camera function of the android tablet?

A1: With Camera ICS+, we can use the volume keys as capture button. By setting its function as “AF Shot” we are combining the focusing and capturing into one click of the button.

Data Collection

Q9: What is the proper way of taking images, portrait or landscape mode?

A1: Single shot images=landscape mode

A2: Panorama images=either of the two

Q10: What if the error in GPS Status doesn't go below 5 meters even if I've waited for more than an hour already. Can I start collecting data even if my error is 6 or 8 meters?

A1: You could maybe start if the value of error isn't that far from 0-5, but let's keep it as close as possible to 5 meters.

Q11: If there is no GPS radio signal detected, can I use AGPS?

A1: Location data gathered using AGPS have a higher error that's why we are avoiding the use of this signal.

A2: You should wait for GPS signal to be available. Remember that satellites are not stationary, they are continuously moving around. Location data availability in the same place could change over time.

Q12: When I activate My Tracks, I'm able to see my location but can't see the map, can I start gathering data?

A1: Yes, as long as you can see your current location and that recording is in progress, you can start gathering data.

A2: The rendering of the map in the background is dependent on internet connection.

Q13: If the recorded tracks disappear while recording, does it mean it's not recording? Do I need to start from the beginning?

A1: No, you don't need to start all over again.

A2: There are two possible cause of this:

- Slow rendering of images – wait for a few minutes or refresh by clicking the location button.
- GPS signal was lost – stop and wait for the GPS signal to return.

Q14: When/where should I start recording tracks? When/where should I end?

A1: Start recording from FO to the Municipal Hall.

A2: Start recording in roads that you have never driven/recorded before. You don't have to record your every travel from FO to survey site.

A3: Record a new track for every linear SP.

Q15: How accurate is the recorded elevation using "My Tracks" app?

A1: Like any other GPS hand-held devices, elevation information given by My Tracks app is only relative. It is not advisable to use

the information for critical decisions like locating pipes and underground wirings.

Q16: Is there a limit to the number of images I need to capture and upload?

A1: In terms of number of single shot images you are required to capture, here are the values

- Minimum = 4 images (with exceptions like Tap stands)
- Maximum = None

A2: With regards to the number of images you need to upload, refer to the guidelines. Not all of your captured images should be uploaded. Select the best among your photos.

Q17: Do I really need to go and geo-tagged the water source?

A1: Yes.

A2: Get the waypoint, single shot image, and 360 view.

Post Processing

Q18: Is there a minimum requirement for the desktop/laptop used for post processing? Can I use a netbook?

A1: I5 core, 4gb RAM, 1gb videocard

A2: Netbooks have smaller screen size and resolution, that's the reason why you will encounter a message saying that your resolution is not compatible with Google Earth. Technically you

can still run the program but with limited view of the area of interest.

Q19: The symbols in the places panel inside Google Earth looks different from the map viewer although I used the same symbols, is this ok?

A1: Yes. It's just that the representation of the symbol in the table of contents doesn't show the whole image of the symbol you've used. (e.g. a paddle in the map may look like a square in the places panel.)

Q20: Where should I attach the 360 images?

A1: Attach the 360 photo to the first image (i.e. View of the structure from the front)

A2: If you've taken the image in a specific part of the SP such as inside, beginning, middle or end; attach the 360 photo to the single shot image corresponding to that part/area.

Q21: If I've taken many 360 images, do I need to attach them all?

A1: Attach as many as you can.

Q22: Can I attach multiple images in one point/location?

A1: No, each image you capture should have its own location data.

A2: There will be cases in which two or more points are located in "almost" on top of each other. This will only happen when you

didn't move in capturing the images. But they still have a location of their own. There will still be minor differences in the location data even if you don't move due to factors such as GPS time and the number of satellites available during that time.

Q23: If I forgot to activate GPS while gathering data or the location data has been corrupted from my original file, can I manually insert points in my map and attach the image in that point?

A1: No, we should never try to manipulate the data. Although we are confident that we can plot where the images are located, we should never ever do this. This will defeat our purpose of using the system.

Q24: Will the edits I did in Picasa 3 reflect and change the details in the original image file?

A1: Yes, some of the edits you do in Picasa 3 will also change the details in the original file.

A2: NEVER use Tools > Geotag > Geotag with Google Earth because it will modify even the original details of the file such as location data.

Q25: Can we assign a specific symbol per type of SP?

A1: Right now we are just using the same symbol for all our SPs

A2: We will be studying the possibility of assigning one unique symbol per subproject.

Q26: What will you do with the gathered data? What analysis and outputs can be derived from this system?

A1: Our final KML/KMZ output can be shared to other stakeholders for them to be able to view the location of our SP.

A2: Gathered data can also be intersected or overlayed to other GIS layers to be able to do Spatial Analysis.

A3: It will also be projected in our interactive web portal for the public to view.

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KC-NCDDP INTERMEDIATE OUTCOMES MONITORING TABLE

Reporting Period:

By Key Performance Indicators (KPIs) of KC-NCDDP Components					
KC-NCDDP Components	Program Targets and KPIs	Frequency of reporting the KPI	Accomplishment to date	Balance	Remarks
Intermediate Outcome Indicators					
Component 1: Barangay Grants	85% of KC-NCDDP barangays with poverty reduction action plans prepared, involving community members in accordance with the KC-NCDDP participatory process	Quarterly			
	85% of KC-NCDDP community projects completed in accordance with technical plans, schedule and budget	Quarterly			
	85% of completed KC-NCDDP projects that meet basic financial standards based on KC-NCDDP Finance and Administration Sub-Manual	Quarterly			
	85% of completed KC-NCDDP projects that have satisfactory or better sustainability evaluation rating	Annual			
	25% of the paid labor jobs created by the project are accessed by women	Quarterly			
	No. of reconstructed or repaired shelters for disaster-affected households	Quarterly			
Component 2: Capacity-building and Implementation Support (CBIS)	KC-NCDDP Plan for strategic capacity building of community volunteers, NGAs, CSOs and other partners implemented	Annual			
	477 KC-NCDDP municipalities with LGUs staff trained by DILG using the local governance modules	Quarterly			
	85% of KC-NCDDP municipalities with municipal poverty reduction plans prepared in accordance with KC-NCDDP participatory process	Quarterly			
	90% of KC-NCDDP municipalities with citizens, other than public officials, who participate in municipal-level prioritization forum	Quarterly			
	90% of KC-NCDDP municipalities provide LCC based on their LCC delivery plan	Annual			

By Key Performance Indicators (KPIs) of KC-NCDDP Components					
	85% of KC-NCDDP municipalities with increased membership of POs and CSOs in local development councils and special bodies (BDC, local school board, PTCA, local health board, peace and order councils)	Quarterly			
	80% of registered grievances satisfactorily resolved in line with the GRS	Quarterly			
	KC-NCDDP provinces with provincial poverty reduction plans prepared in accordance with pilot-test of KC-NCDDP PLGU process	Quarterly			
	Number of community volunteers per barangay trained in CDD (10 per brgy; 50% women)	Quarterly			
	50% of leadership positions in community volunteer committees are held by women by 2017	Quarterly			
Component 3: Program Management and M&E	KC-NCDDP PIMS providing necessary information in a timely fashion to measure project effectiveness and results	Annual			
	100% KC-NCDDP multi-stakeholder oversight and coordinating committees in place and functional in accordance with TORs	Annual			
	Number of KC-NCDDP studies on effectiveness and outcomes completed, with a review of gender equality dimensions by 2017	Annual			
	System for community fund request fully operational at national and regional levels	First 6 mos. of implementation			
	100% of targeted new KC-NCDDP municipalities generate sex-disaggregated data	Quarterly			
	Gender action plan implemented	Quarterly			

KC-NCDDP KPIs BY PROGRAM COMPONENT AND M&E ARRANGEMENTS

List of Key Performance Indicators (KPIs), Reporting and KC-NCDDP Paper-Based Forms						
KC-NCDDP PDO and Program Components	Program Targets and KPIs	Frequency of reporting the KPI	Data Collection Instrument	Computerized KC M&E Unit Data Collection Instrument		
				Data Capture/Entry Forms	Data Storage	Unit/s directly Responsible
KC PDO: "Communities in target municipalities are empowered to achieve improved access to services and to participate in more inclusive local planning, budgeting, implementation and disaster risk reduction and management"	Program Outcome Indicators					
	2.4 Million hhs benefitting from sub-projects	External KC-NCDDP IE Report	External evaluation studies	Question in external KC-NCDDP impact surveys		External consultant team
	40% of hhs report better access to services	External KC-NCDDP IE Report	External evaluation studies	Question in external KC-NCDDP impact surveys		External consultant team
	10% increase in access to and utilization of roads, education, health centers and water (major KC investments) in KC-NCDDP municipalities	External KC-NCDDP IE Report	External evaluation studies	Question in external KC-NCDDP impact surveys		External consultant team
	35% of hhs in KC- NCDDP municipalities report increase in confidence to participate in community development activities	External KC-NCDDP IE Report	External evaluation studies	Question in external KC-NCDDP impact surveys		External consultant team
	45% of members from marginalized (IPs, women) groups in KC-NCDDP municipalities attend regular Barangay Assemblies	External KC-NCDDP IE Report	External evaluation studies Local records of BA minutes and attendance	Question in external KC-NCDDP impact surveys		External consultant team
	70% of households in KC-NCDDP municipalities with at least one member attending regular Barangay Assembly	External KC-NCDDP IE Report	External evaluation studies Local records of BA minutes and attendance	Question in external KC-NCDDP impact surveys		External consultant team
Program Components	Intermediate Outcome Indicators					
Component 1: Barangay Grants Communities plan and use barangay grants effectively	85% of KC-NCDDP barangays with poverty reduction action plans prepared, involving community members in accordance with the KC-NCDDP participatory process	Quarterly KC-NCDDP Progress Report	Brgy/Community Activity Minutes Form Attachments: Brgy/Community Training/Meeting Attendance Sheet and copy of BAP/BLPRAP and BLGU resolution	PSA data entry form	PSA database	National/Regional/Sub-Regional M&E Units
	85% of KC-NCDDP community projects completed in accordance with technical plans, schedule and budget	Quarterly KC-NCDDP Progress Report	Sub-Project Completion Report Final Inspection Report Certificate of Completion and Acceptance	Community sub-project data entry form	Community sub-project database	National/Regional/Sub-Regional M&E Units
	85% of completed KC-NCDDP projects that meet basic financial standards based on KC-NCDDP Finance and Administration Sub- Manual	Quarterly KC-NCDDP Progress Report	Sub-Project Completion Report Sub-Project Fund Utilization (FM Annex 11)	Community sub-project data entry form	Community sub-project database	National/Regional/Sub-Regional M&E Units
	85% of completed KC-NCDDP projects that have satisfactory or better sustainability evaluation rating	Annual KC-NCDDP Progress Report	Sustainability Evaluation Tool (SET)	SET data entry form	SET database	National/Regional/Sub-Regional M&E Units

KC-NCDDP KPIs BY PROGRAM COMPONENT AND M&E ARRANGEMENTS

List of Key Performance Indicators (KPIs), Reporting and KC-NCDDP Paper-Based Forms						
KC-NCDDP PDO and Program Components	Program Targets and KPIs	Frequency of reporting the KPI	Data Collection Instrument	Computerized KC M&E Unit Data Collection Instrument		
				Data Capture/Entry Forms	Data Storage	Unit/s directly Responsible
	25% of the paid labor jobs created by the project are accessed by women	Quarterly KC-NCDDP Progress Report	Employment Record Sheet (ERS)	ERS data entry form	ERS database	National/Regional/Sub-Regional M&E Units
	No. of reconstructed or repaired shelters for disaster-affected households	Quarterly KC-NCDDP Progress Report	Sub-Project Completion Report Final Inspection Report Certificate of Completion and Acceptance	Community sub-project data entry form	Community sub-project database	National/Regional/Sub-Regional M&E Units

KC-NCDDP KPIs BY PROGRAM COMPONENT AND M&E ARRANGEMENTS

List of Key Performance Indicators (KPIs), Reporting and KC-NCDDP Paper-Based Forms						
KC-NCDDP PDO and Program Components	Program Targets and KPIs	Frequency of reporting the KPI	Data Collection Instrument	Computerized KC M&E Unit Data Collection Instrument		
				Data Capture/Entry Forms	Data Storage	Unit/s directly Responsible
Component 2: Capacity-building and Implementation Support (CBIS) More inclusive and transparent planning and budgeting at municipal and provincial levels	KC-NCDDP Plan for strategic capacity building of community volunteers, NGAs, CSOs and other partners implemented	Annual KC-NCDDP Progress Report				KC-NCDDP Technical Support Services Division (TSSD)
	477 KC-NCDDP municipalities with LGUs staff trained by DILG using the local governance modules	Quarterly KC-NCDDP Progress Report	Municipal Activity Minutes Form Attachment: Municipal Activity Attendance Sheet	Municipal training data entry form	Municipal training database	National/Regional/Sub-Regional M&E Units
	85% of KC-NCDDP municipalities with municipal poverty reduction plans prepared in accordance with KC-NCDDP participatory process	Quarterly KC-NCDDP Progress Report	Municipal Activity Minutes Form Attachment: Municipal Activity Attendance Sheet and copy of MDP/LPRAP and MLGU Resolution	MIBF data entry form	MIBF database	National/Regional/Sub-Regional M&E Units
	90% of KC-NCDDP municipalities with citizens, other than public officials, who participate in municipal-level prioritization forum	Quarterly KC-NCDDP Progress Report	Municipal Activity Minutes Form Attachment: Municipal Activity Attendance Sheet and copy of MIBF resolution	MIBF data entry form	MIBF database	National/Regional/Sub-Regional M&E Units
	90% of KC-NCDDP municipalities provide LCC based on their LCC delivery plan	Annual KC-NCDDP Progress Report	Municipal Consolidated Status of Local Counterpart Contribution (FM Annex 7)	MLCC data entry form	MLCC database	National/Regional/Sub-Regional M&E Units
	85% of KC-NCDDP municipalities with increased membership of POs and CSOs in local development councils and special bodies (BDC, local school board, PTCA, local health board, peace and order councils)	Quarterly KC-NCDDP Progress Report	Municipal Development Council (MDC) Expansion Checklist	LGU engagement data entry form	LGU engagement database	National/Regional/Sub-Regional M&E Units
	80% of registered grievances satisfactorily resolved in line with the GRS	Quarterly KC-NCDDP Progress Report	Grievance Redress System (GRS) Intake Form	GRS data entry form	GRS database	National/Regional/Sub-Regional M&E Units
	KC-NCDDP provinces with provincial poverty reduction plans prepared in accordance with pilot-test of KC-NCDDP PLGU process	Quarterly KC-NCDDP Progress Report	Provincial Activity Minutes Form (TBD) Attachments: Attendance sheet and copy of Provincial LPRAPs and PLGU Resolution	TBD	TBD	National/Regional/Sub-Regional M&E Units

KC-NCDDP KPIs BY PROGRAM COMPONENT AND M&E ARRANGEMENTS

List of Key Performance Indicators (KPIs), Reporting and KC-NCDDP Paper-Based Forms						
KC-NCDDP PDO and Program Components	Program Targets and KPIs	Frequency of reporting the KPI	Data Collection Instrument	Computerized KC M&E Unit Data Collection Instrument		
				Data Capture/Entry Forms	Data Storage	Unit/s directly Responsible
	Number of community volunteers per barangay trained in CDD (10 per brgy; 50% women)	Quarterly KC-NCDDP Progress Report	Community Volunteers Profile Form Brgy/Community Activity Minutes Form Attachments: Brgy/Community Training/Meeting Attendance Sheet	Community volunteer profile/training data entry form	Community volunteer profile/training database	National/Regional/Sub-Regional M&E Units
	50% of leadership positions in community volunteer committees are held by women by 2017	Quarterly KC-NCDDP Progress Report	Community Volunteers Profile Form	Community volunteer profile data entry form	Community volunteer profile database	National/Regional/Sub-Regional M&E Units
Component 3: Program Management and M&E	KC-NCDDP PIMS providing necessary information in a timely fashion to measure project effectiveness and results	Annual KC-NCDDP Progress Report	Data Quality Assessment (DQA) Tools	DQA data entry form	DQA database	National/Regional/Sub-Regional M&E Units
	100% KC-NCDDP multi-stakeholder oversight and coordinating committees in place and functional in accordance with TORs	Annual KC-NCDDP Progress Report	Oversight and Coordinating Committees Checklist	LGU engagement data entry form	LGU engagement database	National/Regional/Sub-Regional M&E Units
	Number of KC-NCDDP studies on effectiveness and outcomes completed, with a review of gender equality dimensions by 2017	Annual KC-NCDDP Progress Report	Special studies			National M&E Unit
	System for community fund request fully operational at national and regional levels	First 6 mos. of implementation				National/Regional/Sub-Regional Finance Unit
	100% of targeted new KC-NCDDP municipalities generate sex-disaggregated data	Quarterly KC-NCDDP Progress Report	Regional Accomplishment Report			National/Regional/Sub-Regional M&E Units
	Gender action plan implemented	Quarterly KC-NCDDP Progress Report	Regional Accomplishment Report			KC-NCDDP Technical Support Services Division (TSSD)

PHYSICAL AND FINANCIAL PROGRESS REPORT OUTLINE (NATIONAL/REGIONAL)

I. EXECUTIVE SUMMARY

Briefly describe the overall status of project implementation. It should include the regional status of CEAC activities, BA participation rates, trainings conducted, volunteers trained and implementation of community projects.

II. PROGRAM REACH TO DATE

Present in table the total number of municipalities and barangay covered per province, indicating the modality and fund source.

III. SUMMARY OF MAJOR ACCOMPLISHMENTS

Actual accomplishments by component, performance indicators and milestones as indicated in the Work and Financial Plan. Include also the accomplishments of other projects/modalities (KC-MCC, Pamana, GPB, AusAID, LeadGov and JSDF-LVUC)

A. PHYSICAL

- i. Social Preparation, Capacity Building and Implementation Support
- ii. Seed Fund for Community Development Projects (Community Grants)
- iii. Monitoring and Evaluation

B. FINANCIAL

- i. Overall Financial Status (Actual vs Plan)
- ii. Community Grant Disbursement

IV. IMPLEMENTATION ISSUES, CONCERNS, AND CHALLENGES

V. PLANS FOR THE NEXT PERIOD/QUARTER

VI. ANNEXES

- A. Matrices for the physical, financial and other relevant data/information
- B. KC-NCDDP Intermediate Outcomes Monitoring Table

DATA QUALITY ASSESSMENTS (DQA)

I. Introduction

Given the volume of data and information that will be captured in the field, it is important to have a mechanism that will allow the program to assess the quality of its data and its overall data management and reporting system, making it possible for the management to provide and disseminate correct data to its stakeholders.

Data quality assessment (DQA) is a process of evaluating data to determine if they meet the objectives of the program, and thus are of the right type, quality, and quantity to support their intended use. Results of DQA will determine the accuracy, consistency, completeness, relevancy, accessibility and currency of the data.

Table 1. Data Quality Dimensions

Dimensions	Definition
1. Accuracy	A measure of the correctness of data, accurate data should represent what was intended or defined by the original source of the data.
2. Consistency	Data are consistent when the value of any given data element is the same across applications and systems.
3. Completeness	The extent to which the expected attributes of data are provided; all the required data elements are captured in the database system.
4. Relevancy	The extent to which data are applicable and useful for the task at hand.
5. Accessibility	Accessibility denotes the extent to which data are available or easily retrievable.
6. Timeliness	A measure of the degree to which data are current and available for use as specified and in the time frame in which they expected.

The quality of data is highly dependent on the underlying data management and reporting systems. In order to produce quality data, functional components need to be in place at all levels; from the data collection and encoding at the barangay and municipal levels to data checking, review and processing at the sub-regional, regional and national levels. The DQA tools are designed to (i) validate the quality of data collected; (ii) assess the system that produces the data and (iii) develop strategic actions to improve the data and the system.

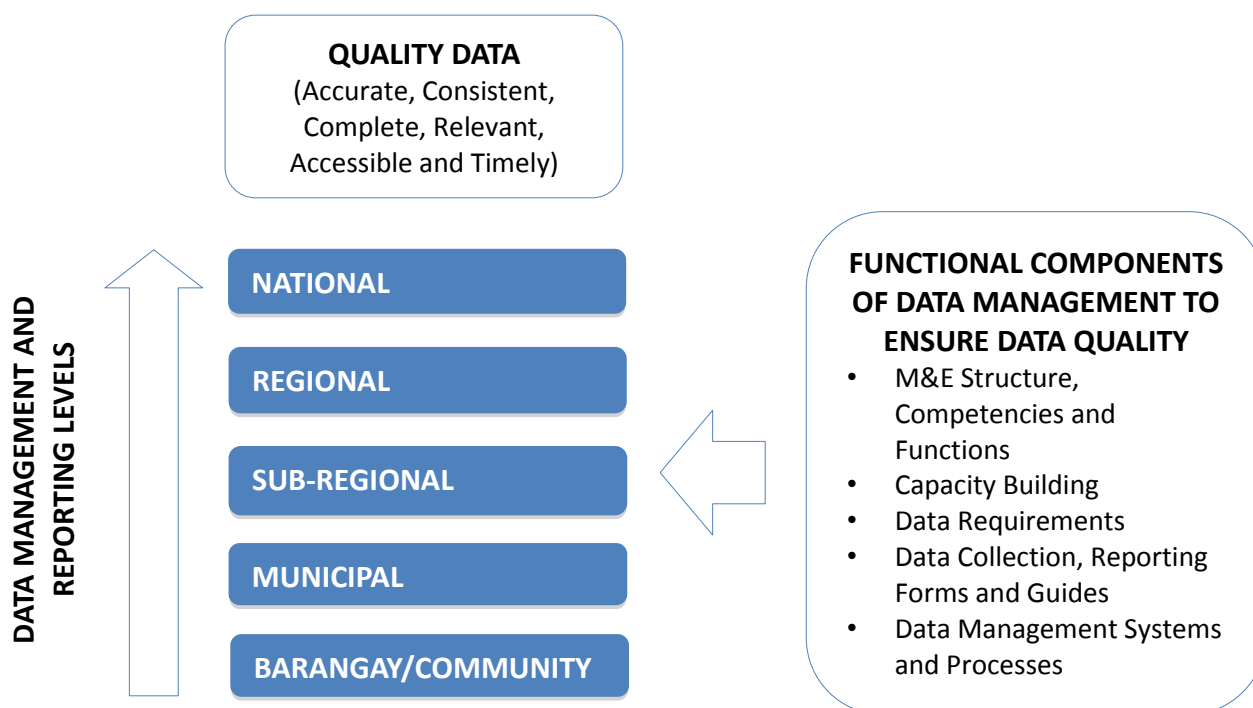


Figure 1. DQA Conceptual Framework

II. Overall Objective

In general, the conduct of DQA aims to validate the quality of reported data from the field. Specifically, it aims to:

- Ensure that the information and data used in reporting program performance reflects the reality in the field and it is accurate, consistent, complete, relevant, accessible and timely;
- Evaluate the capacity of the KC-NCDDP database system to capture, manage, process, and report quality data; and
- Develop and implement measures to strengthen data collection and management at all levels.

III. DQA Components

The DQA tool is composed of three (3) components: (i) compliance to data encoding and submission standards; (ii) data verification; and (iii) system assessments.

COMPONENT 1: Compliance to Data Encoding and Submission Standards

With the new information system of KC-NCDDP, providing timely and complete data to management, partners and other stakeholders is one of its objectives to facilitate better and informed decision-making. This component deals with the completeness and timeliness of submission of data from the municipal/barangay up to the national level. Reporting requirements and standards are set and provided to all levels. The Municipal, Sub-Regional and Regional teams will be evaluated on the level of their compliance to these standards.

COMPONENT 2: Data Verification

Different forms, templates and documents are used, completed and collected by ACTs and other program staff to capture and document KC-NCDDP activities in the barangays and municipalities. Given the volume of data and information being collected, the management still gives high regard and importance to quality and providing accurate and consistent data to its stakeholders. Data verification will look into the accuracy and consistency of data from the source document, cross-checking the reported information with the paper-based forms, templates and other post documentations. It will identify, track and resolve inconsistencies and errors in the database.

COMPONENT 3: System Assessment

The Program Information Management System of KC-NCDDP provides the overall procedures in collecting, processing, and managing data. As mentioned earlier, quality data is highly dependent on the systems in place. Strong system should produce better quality of data. The assessment will look into the functionality and effectiveness of the following:

- Competencies of M&E officers and other staff involved in data collection and management
- Capacity building and technical assistance
- Data collection, processing and management
 - Use of paper-based forms and templates
 - Encoding and submission
 - Internal quality control
 - Data utilization and reporting
 - Storage and retrieval

Moreover, the objective of this assessment is to help the management understand the underlying limitations and problems encountered during data collection, processing and management, determine possible area or source of data errors, identify measures to improve the capabilities of staff involved in the process and strengthen data management at all levels.

IV. DQA Tools

Indicated in the table below are the tools to be used by the National, Regional, and Sub-Regional M&E Officers in conducting DQA. The National M&E Staff will be

LEVELS/ COMPONENTS	TOOLS	FREQUENCY/ SCHEDULE
NATIONAL		
Component 1	<ul style="list-style-type: none"> ➤ Ready-made queries/reports which will be part of the web application (database) at the National Level ➤ The query/report will show the status of submission of the ACT, Sub-Regional and Regional Teams 	<ul style="list-style-type: none"> ➤ The reports are to be generated quarterly and provided to Island Cluster Teams as basis for technical assistance. ➤ Regional status of submission will also be presented during Program Review and Evaluation Workshop (PREW).
Component 2	<ul style="list-style-type: none"> ➤ Documents Review and Spot Checks <ul style="list-style-type: none"> - Conducted at the municipal level, documents review and spot checks is the process of validating data entries with the paper-based forms, templates and other documents. - A minimum of three (3) barangays and databases are to be reviewed and checked per visit. ➤ Inventory of Form <ul style="list-style-type: none"> - The objective of doing inventory is to check whether all required paper-based forms are properly accomplished and existing during municipal visit. The forms checklist contains all the paper-based forms and documents required by NPMO (Annex 1). 	<ul style="list-style-type: none"> ➤ National M&E Officers to visit two (2) municipalities per region in the span of 1 year.

LEVELS/ COMPONENTS	TOOLS	FREQUENCY/ SCHEDULE
	<ul style="list-style-type: none"> - The accomplished checklist will be attached to the Post-DQA Feedback Report. ➤ Results of the documents review and spot checks will be reported to the region following the Post-DQA Form 1 (Annex 2). ➤ Actions taken will be reported back to NPMO following the Post-DQA Form 2 (Annex 3), 15 days after the official notice is reported to the region. 	
Component 3	<ul style="list-style-type: none"> ➤ Focus Group Discussion with A/MCTs and Municipal Database Encoders. See Annex 4 for the FGD guide. ➤ Results/highlights of the FGD will be attached to the Post DQA Feedback Report. 	➤ Same as above.
REGIONAL		
Component 1	<ul style="list-style-type: none"> ➤ Ready-made queries/reports which will be part of the web application (database) at the Regional Level. ➤ The query/report will show the status of submission of the ACT and Sub-Regional teams. 	➤ Municipal and Sub-Regional status of submission are to be presented during regular assessment meetings and regional PREW.
Component 2	➤ Documents Review and Spot Checks (see detailed discussion above)	<ul style="list-style-type: none"> ➤ To be conducted monthly for 1 municipality ➤ Random selection of municipalities; ensure that all sub-regions have at least one

LEVELS/ COMPONENTS	TOOLS	FREQUENCY/ SCHEDULE
	<ul style="list-style-type: none"> ➤ Inventory of Form (see detailed discussion above) ➤ Results of the documents review and spot checks will be reported to the sub-region following the Post-DQA Form 1. ➤ Actions taken will be reported back to the region following the Post-DQA Form 2, 15 days after the official notice is reported to the sub-region. 	(1) municipality in the total sample.
Component 3	<ul style="list-style-type: none"> ➤ Focus Group Discussion with A/MCTs and Municipal Database Encoders ➤ Results/highlights of the FGD will be attached to the Post DQA Feedback Report. 	➤ Same as above
SUB-REGIONAL		
Component 1	<ul style="list-style-type: none"> ➤ Ready-made queries/reports which will be part of the web application (database) at the Sub-Regional Level. ➤ The query/report will show the status of submission of the ACT. 	➤ Municipal status of submission to be presented during regular assessment meetings at sub-regional level.
Component 2	<ul style="list-style-type: none"> ➤ Documents Review and Spot Checks (see detailed discussion above) ➤ Inventory of Form (see detailed discussion above) ➤ Results of the documents review and spot checks will be 	<ul style="list-style-type: none"> ➤ To be conducted twice per cycle for all municipalities covered <ul style="list-style-type: none"> - 1st DQA: Social Preparation – Community Planning Stage - 2nd DQA: Sub-Project Implementation Stage

LEVELS/ COMPONENTS	TOOLS	FREQUENCY/ SCHEDULE
	<p>provided to the ACT following the Post-DQA Form 1.</p> <p>➤ Actions taken will be reported back to the sub-region following the Post-DQA Form 2, 15 days after the official notice is reported to the ACT.</p>	

Annex 1

DQA Forms Checklist of KC-NCDDP Municipal/Community Forms and Documents per M&E Database

1. Barangay Profile Database
____ Barangay Profile Form
2. Barangay Assembly (BA) Database
____ Barangay/Community Activity Minutes Form
____ Barangay/Community Assembly Attendance Sheet
____ Barangay/Community Assembly Household Participation
3. Community Volunteers Database
____ Community Volunteer Profile
4. Municipal/Community Trainings Database
____ Barangay/Community Activity Minutes Form
____ Barangay/Community Training/Meeting Attendance Sheet
____ Municipal Activity Minutes Form
____ Municipal Activity Attendance Sheet
5. Participatory Situation Analysis (PSA) Database
____ Barangay/Community Activity Minutes Form
____ Barangay/Community Training/Meeting Attendance Sheet
____ Copy of Barangay Action Plan/Local Poverty Reduction Action Plan
____ Copy of Barangay Local Government Unit Resolution
6. Municipal Inter-Barangay Forum (MIBF) Database
____ Municipal Activity Minutes Form
____ Municipal Activity Attendance Sheet
____ Copy of MIBF Resolution
7. Grievance Redress System Database
____ GRS Monitoring Intake Form
____ GRS Installation Checklist
____ Barangay/Community Activity Minutes Form
____ Municipal Activity Minutes Form
8. Completed Sub-Project Database
____ Sub-Project Completion Report (SPCR)
____ Final Inspection Report
____ Certificate of Completion and Acceptance

____ Community Finance Form Annex 11 (SP Fund Utilization Report)

____ Sustainability Evaluation Tool (conducted 6 months after SP completion)

____ Employment Record Sheet

9. Municipal Local Counterpart Contribution (MLCC) Database

____ Community Finance Form Annex 8

10. LGU Engagement Database

____ MDC Expansion Checklist

____ PTA Integration Plan Checklist

____ MLGU Technical Assistance Checklist

____ Oversight and Coordinating Committees Checklist

Annex 2

Post-DQA Form 1: Data Quality Feedback Report Form

Date of Conduct:

Region:

Municipality:

Barangays:

Database and Paper-based Forms and Attachments Assessed:

- 1.
- 2.
- 3.

Findings per Database/Paper-based Forms	Recommendation

Prepared by:

Date of Submission:

Annex 3

Post-DQA Form 2: DQA Action Report Form

Region:

Municipality:

Barangays:

Database and Paper-based Forms and Attachments Assessed:

- 1.
- 2.
- 3.

Findings	Actions Taken	Status (whether resolved or not)	Date Resolved

Prepared by:

Date of Submission:

Annex 4

Focus Group Discussion (FGD) Guide

1. Competencies of program staff involved in data collection and management
 - What are your specific roles and responsibilities in data collection and management?
 - What are the facilitating and hindering factors that affect your work performance?
 - How were you able to address issues and problems affecting your work performance?
2. Capacity building and technical assistance
 - What are the trainings provided to the team in connection to data collection and management?
 - Are these trainings sufficient for the team to effectively and efficiently perform its tasks? If not, what specific training do you need?
 - Are there technical assistance provided by the sub-region and regional levels? What is the frequency of TA provision?
3. Data collection, processing and management
 - Use of paper-based forms and templates
 - Are there problems encountered in using the form?
 - What are these problems? Were these problems resolved? If yes, how?
 - Data Encoding
 - What is the data encoding process in the municipality?
 - During software use, are there problems experienced during data entry? What are these problems? How are these problems resolved?
 - Are the data encoded from the paper-based forms complete?
 - Are there procedures dealing with missing data? What are these?
 - Internal Quality Control
 - Are there procedures to ensure that data are free of significant error and that bias is not introduced? Are there procedures for data checking? Cite them.
 - Data Submission
 - What are the existing modes for data submission?
 - Are there problems encountered during data transmission? What are these?

- Is there an existing schedule/timelines given to ACTs for the submission of data?
- Are there delays in the submission of data/reports? What are the common factors that contribute to delayed submission?
- Data utilization and reporting
 - Who are the users of KC-NCDDP data in the municipality?
 - How frequent do they use or request for data?
 - What are the specific reports generated from the data collected?
- Storage and retrieval
 - How do you store your files? Do you follow a specific storage system?
 - How do you protect your files?
 - Have you experience problems in storing and retrieving files? Cite them.
 - How are these problems resolved?

2015



Department of Social Welfare and Development

KALAHI CIDSS – National Community-Driven Development Program

Monitoring and Evaluation Unit

MUNICIPAL TALAKAYAN

Measuring and Learning Together Toward Results

DESIGN AND TOOLKIT



FOREWORD

The Municipal Talakayan Design (version 2015) was developed to ensure a standardized conduct of the Municipal Talakayan across municipalities. It is a product of a project to enhance the Municipal Talakayan which documented experiences of and suggestions from various stakeholders, including those involved in the first rollouts of the Talakayan using earlier versions of the toolkit.

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GLOSSARY

ACT	Area Coordinating Team
BLGU	Barangay Local Government Unit
CBMS	Community Based Monitoring System
CDD	Community-Driven Development
CDP	Comprehensive Development Plan
CLPI	Core Local Poverty Indicator
CLUP	Comprehensive Land Use Plan
CORE GAD	Core Gender and Development Indicator System
DBM	Department of Budget and Management
DILG	Department of Interior and Local Government
DRPM	Deputy Regional Project Manager
DSWD	Department of Social Welfare and Development
e-SLDR	e- State of Local Development e-Report
e-SLGPR	e- State of Local Governance Performance e-Report
ELA	Executive and Legislative Agenda
FGD	Focus Group Discussion
FHSIS	Field Health Service Information System
GAD	Gender and Development
GDP	Gross Domestic Product
HDI	Human Development Index
KC/KALAHI CIDSS–NCDDP	Kapit-Bisig Laban sa Kahirapan – Comprehensive Integrated Delivery Social Services
LGPMs	Local Government Performance Monitoring System
LGU	Local Government Unit
LPRAP	Local Poverty Reduction Action Plan
LPRAT	Local Poverty Reduction ActionTeam
M&E	Monitoring and Evaluation
MCF	Municipal Community Facilitator
MCT	Municipal Coordinating Team
MDAC	Municipal Deputy Area Coordinator/Engineer
MDC	Municipal Development Council
MDGs	Millennium Development Goals

MFA	Municipal Financial Analyst
MIAC	Municipal Interagency Committee
MLGOO	Municipal Local Government Operations Officer
MLGU	Municipal Local Government Unit
MPDC	Municipal Planning Development Coordinator
NAPC	National Anti-Poverty Commission
NGAs	Administrative data from National Government Agencies
NGO	Non-government Organization
NHTS-PR	National Household Targeting System Poverty Reduction
NPMO	National Project Management Office
PMNSDS	Philippine Minimum National Social Data Set
PSA	Participatory Situational Analysis
RCDS	Regional Community Development Specialist
RPC	Regional Project Coordinator
RPM	Regional Project Manager
RPMO	Regional Project Management Office
SLP	Sustainable Livelihood Program
SRA	Social Reform Agenda

A. BACKGROUND

Kapit-Bisig Laban sa Kahirapan-Comprehensive Integrated Delivery of Social Services National Community-Driven Development Program (KALAHI CIDSS-NCDDP) is a community-driven development program implemented by the Department of Social Welfare and Development (DSWD) as one of its key poverty reduction programs. The other two flagship programs are the Pantawid Pamilya Program and the Sustainable Livelihood Program (SLP) wherein contributions of the three program outcomes are expected to reduce poverty and attain self-sufficiency among the NHTS-identified poor Filipinos.

Since 2010, the Monitoring and Evaluation (M&E) Unit of KC-NCDDP has introduced enhancements and innovations to its systems to better support the increasing scope and complexity of the Program. Among the enhancements made is on the Program's evaluation strategy known as the "Municipal Talakayan". The Municipal Talakayan (or simply, Talakayan) is the internal evaluation tool of the Program specifically designed to measure the condition and level of local development of KC municipalities by bringing together the local stakeholders to a municipal-level democratic dialogue. It was conceptualized as both a diagnostic tool and a capacity-building tool. As a diagnostic tool, it shall assess the level of and changes in the development of the municipality through an understanding of the broader development context and existing local processes. As a capacity-building tool, it is intended to enhance awareness and understanding of the roles and responsibilities of the program and non-program stakeholders in local development and governance. It is therefore expected to build local capacities in results-based participatory M&E through knowledge generation, sharing, and collaborative self-assessment among stakeholders.

Figure 1. Municipal Talakayan as a Two-Pronged Tool



The Talakayan captures a snapshot of the conditions and level of municipal development taken with the voices of the stakeholders. It provides a story behind the project monitoring information by documenting and understanding the key conditions and experiences of the stakeholders through a process that is transformative and empowering.

B. OBJECTIVES

The Municipal Talakayan is an activity designed to bring local stakeholders to a municipal-level democratic dialogue, the output of which shall be used for planning for local actions going forward. It has the following objectives:

- to increase the local stakeholders' awareness on the development status of their municipality
- to provide a venue for systematic face-to-face feedback between local development program/project implementers and the community beneficiaries;
- to promote the use of information at the local level to support better planning and reporting of outcomes

C. FRAMEWORK

The Municipal Talakayan Framework (Figure 2) highlights the key elements, outputs and the intended results of the activity. The stakeholders involved in the Talakayan stretch from national- down to the barangay-level stakeholders, including non-government or third-party partners. The framework also specifies the main aspects of local development from which the Talakayan will anchor its evaluation activities using different local development indicators, at the minimum. The annual conduct of Talakayan is expected to achieve the immediate results (objectives) contributing to the attainment of the long-term results for local development.

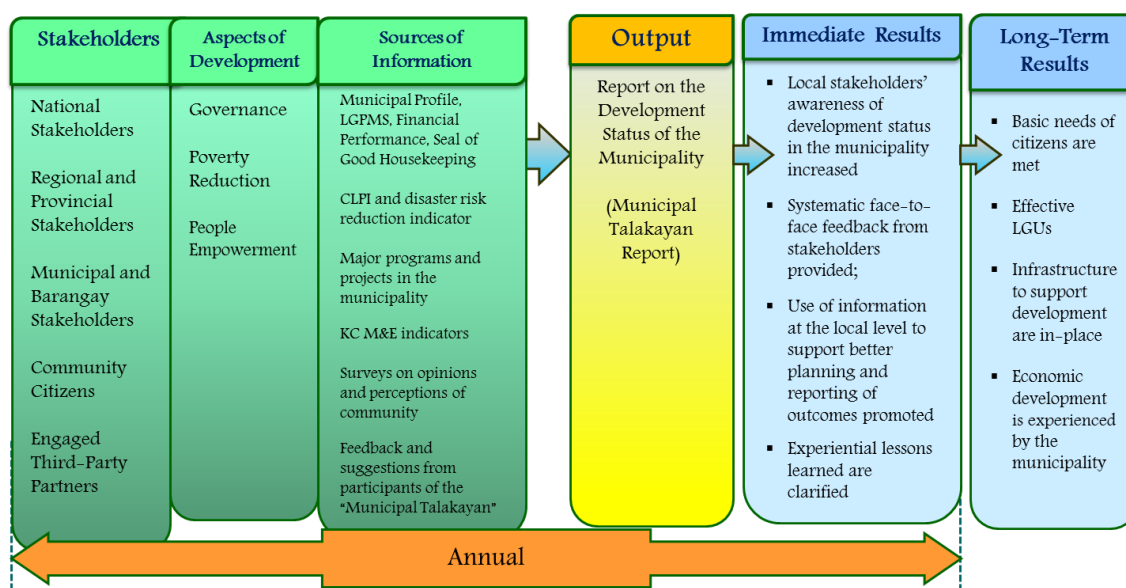


Figure 2. The Municipal Talakayan Framework

The details of the framework are provided in the succeeding sections of this toolkit.

D. STAKEHOLDERS

Stakeholders of the Talakayan are from different levels, from the national down to the barangay. Some shall serve as coordinators and data collectors, doing the planning and legwork for the Talakayan day while others shall serve as key informants and sources of feedback.

1) National Stakeholders

The national stakeholders are mainly the National Project Management Office Monitoring and Evaluation (NPMO M&E) team. The NPMO M&E shall take ownership, including future enhancements, of the design of the Talakayan; and, shall start the Talakayan process by orienting the various Regional and Sub-Regional Project Management Office Monitoring and Evaluation (RPMO M&E) teams.

2) Regional and Provincial Stakeholders

The Regional Stakeholders of the Talakayan are the RPMO M&Es who shall serve as the regional coordinators for the implementation of the Talakayan. The RPMO M&Es shall take charge of procuring the third-party partners that may be needed in the implementation of the Talakayan; orient the SRPMO, third-party partners, ACT and municipal stakeholders; supervise the development of municipal Talakayan workplans and their implementation; and the integration of the various outputs and reports.

At the provincial level, the SRPMO shall serve as the coordinators between RPMO and ACT-MCT; coach the ACT-MCT in the conduct of municipal data collection and encoding; and conduct data processing and analysis

3) Municipal Stakeholders

Municipal stakeholders are categorized as those who shall serve as Talakayan coordinators and data collectors (ACT-MCT) and those who are target participants during the Talakayan Day.

a. Area Coordinating Team and Municipal Coordinating Team

The Area Coordinating Team (ACT) and the Municipal Coordinating Team (MCT) are composite teams responsible for the implementation of KC processes and work directly with the community, the LGUs, and other stakeholders of the project at the municipal and barangay level. The ACT is deployed in the municipality by the Department of Social Welfare and Development (DSWD), while the MCT is formed by the Municipal Local Government Unit (MLGU) to support KC Project implementation.

For the Talakayan, the ACT and the MCT shall serve as coordinators at the municipal level. The ACT shall further serve as the main quantitative data collectors and encoders for the Talakayan. They shall collect reports and documents along with any databases already in spreadsheets. They are expected to review and validate the information they collect by interviewing key informants. Documentation of the review and validation shall be part of the Talakayan report.

Depending on the number of barangays in a municipality, the number of ACT members varies:

For municipalities classified under 177¹ and 377² group:

- Area Coordinator (1 per municipality)
- Technical Facilitator (1 for every 25 barangays)
- Community Financial Analyst (1 for every 25 barangays)
- Community Empowerment Facilitator (1 for every 3 barangays)

For municipalities classified under 293³ group:

- Area Coordinator (1 per municipality)
- Technical Facilitator (1 for every 30 barangays)
- Community Financial Analyst (1 for every 30 barangays)
- Community Empowerment Facilitator (1 for every 4 barangays)

¹Yolanda affected municipalities in NCDDP provinces

²Yolanda affected and poor municipalities

³Non-Yolanda affected but poor municipalities

The MCT, on the other hand, is sometimes seconded by existing LGU staff or hired by the MLGU. The team is composed of:

- Municipal Deputy Area Coordinator/Engineer (MDAC)
- Municipal Financial Analyst (MFA)
- Municipal Community Facilitator (MCF)
- Municipal Gender Focal Person
- Municipal Encoder

Within the 3-year period, the ACTs and MCTs must work to institutionalize KC within the LGU.

b. Municipal Inter-Agency Committee (MIAC)

The MIAC is an ad-hoc structure formed through Executive Order by the Municipal Mayor as part of the requirements for entry of the municipality into the KC-NCDDP Projects. The MIAC members are key informants and data providers needed for the information needed for the Talakayan. They are also among the targeted participants during the Talakayan Day.

The MIAC is composed of the heads of the various offices, bureaus, and services of the MLGU; it is composed of:

- Municipal Mayor
- Municipal Social Welfare and Development Officer (MSWDO)
- Municipal Health Officer (MHO)
- Department of Health Representative
- Department of Education Supervisor
- Municipal Local Government Operations Officer (MLGOO)
- Municipal Agriculturist
- Municipal Engineer
- Municipal Accountant
- Community Environment and Natural Resources Officer (CENRO)
- Municipal Planning and Development Coordinator (MPDC)
- Representatives from other projects (e.g. NHTS-PR and 4Ps)

4) Barangay Stakeholders

Barangay stakeholders include barangay captains and community citizens. They shall serve primarily as participants during the Talakayan day.

a. Barangay Captains, Tribal Leaders, and Other Influential Persons of the Community

At the barangay level, all Barangay Captains from both prioritized and non-prioritized barangays should participate. Prioritized barangays for the cycle are barangays who have their sub-project proposals selected through competitive selection and funded by KC and MLGU cost-sharing; meanwhile, the non-prioritized barangays are those with proposed subprojects which were not selected during a cycle.

Other participants are those representing tribal leaders or elders and influential persons such as religious leaders.

b. Community Citizens: Volunteers and Non-Volunteers

The Municipal Talakayan is designed to engage community citizens during the actual day. Community citizens may be classified into volunteers and non-volunteers. The volunteers are those who play a direct role in implementing key KC Project activities involving different community organizing approaches strategies at the community and the municipal level. On the other hand, the non-volunteers are ordinary citizens who are not directly engaged in any KC Project activities and are ideally representatives of the marginalized sectors of the community. The labels “Volunteers and Non-Volunteers” need to remain internal to the project team and should be replaced with “Community Citizens Group A” and “Community Citizens Group B” in the Participants’ Registration Forms and during the Talakayan Day (*See Annex 13*).

The total number of volunteers and non-volunteers per municipality shall be determined by the RPMO M&E. The actual volunteers and non-volunteers that shall represent their respective barangays shall be selected by the respective ACTs. Annex 1 provides an example of determining the number of participants including volunteers and non-volunteers.

The actual volunteers and non-volunteers that shall represent their respective barangays shall be selected by the respective ACTs. Annex 2 provides the procedure in selecting volunteers and non-volunteers.

5) Third-Party Partners

In recognition of the limited staff of DSWD, third-party partner/s will be engaged to facilitate the conduct of the Talakayan of various municipalities. Such a strategy is also expected to enhance LGU-Third Party engagements which are being promoted in the Local Government Code as part of good governance. Third-party partners will also be engaged to address two more limiting concerns in the LGUs – data limitations and capacities of staff. The third-party partners for the Talakayan shall do the general tasks, as follows:

- 1) Performs data collection, analysis, coordination with MLGUs for key informant interviews (KIIs) and data validation
- 2) Serve as lead facilitators and documenters for the Talakayan under the guidance of RPMO; and,
- 3) Provide other technical and administrative support for the activities of the pre-Talakayan phase, Municipal Talakayan Day, and activities of the post-Talakayan phase.

In hiring the services of Third-Party partner/s, the selection can be from the academic/research institution, non-government organization (NGO), or individual consultants with specific strengths on local governance; data collection, processing and analytics; facilitation and documentation; communication and information dissemination. They are expected to have an understanding of the local context (at least at the regional level) and with positive relationships with LGUs. The Third-Party should make the content of the presentations and activities lively, meaningful, and interactive. Engaging various third-party partners with specific skills is a quality assurance tool that ensures quality information fed into the Talakayan and quality outputs from the Talakayan.

Annex 3 provides a sample TOR for third-party engagements as well as a list of institutions that may be considered for such engagements. Many of these institutions are training institutions that may also provide trainings for LGU staff on data collection and analytics. Two new government agencies that may also become firm partners for the Talakayan are the Philippine Statistics Authority (merger of the National Statistics Office, the National Statistical Coordination Board, the Bureau of Agricultural Statistics and the Bureau

of Labor and Employment Statistics) and the Philippine Statistical Research and Training Institute (formerly the Statistical Research and Training Center)

E. ASPECTS OF DEVELOPMENT AND SOURCES OF INFORMATION

The Talakayan aims to present the following development status of the municipality for each of the following aspects of development:

- Governance
- Poverty Reduction
- People Empowerment

These aspects of development are chosen as part of the Talakayan since they are the ones that have been consistently included by various agencies/countries/organizations' as their areas of development. The following are some other development measures in the country: (1) the World Bank's World Development Indicators for country level indicators; (2) the Philippines' and other countries' Millennium Development Goals (MDGs) indicators; (3) the results matrix of the Philippine Development Plan 2011-2016; (4) the Human Development Network's Human Development Index (HDI) as a tool to measure the overall achievements in three basic dimensions of human development; (5) the Philippine Minimum National Social Data Set (PMNSDS), as documented by Bascos-Deveza (2001) with a core set of 15 indicators consisting of six data items in the area of population and development, four measuring absolute poverty, four measuring productive employment and unemployment and one general measure of population disaggregated by sex and age; (6) the Philippines' Core Gender and Development Indicator System (CORE GAD), also documented by Bascos-Deveza (2001), consists of 20 core indicators for monitoring the outputs and impact of the Philippine Plan for Gender Responsive Development and the Beijing Platform for Action; and, (7) the 14 Core Local Poverty Indicators (CLPIs) identified by the National Anti-Poverty Commission (NAPC) used for the Social Reform Agenda (SRA) in the 1990s to address poverty reduction in the country.

The following sources of information are targeted to provide the status of development:

1. For Governance

- a. Administrative structure (LGU composition, MDC and other local special bodies)
- b. LGU Thrusts and Performance in LGPMS
- c. Financial Profile and Performance
- d. LGU Awards and Recognitions

2. For Poverty Reduction:

- a. 14 Core Local Poverty Indicators
- b. An indicator on disaster risk reduction⁴ (proportion of barangays implementing disaster risk reduction activities)
- c. Major development programs and projects in the municipality (implemented and with funding sources) contributing to local poverty reduction.

3. For People Empowerment:

- a. KC M&E indicators including participation of women and marginalized sectors in assemblies and fora.
- b. Survey results asking participants during barangay assemblies, KC fora/training sessions and other barangay activities to be determined by KC M&E on their levels of trust in officials, levels of participation of community stakeholders, and opinions on other issues deemed important in discussing development status of the municipality. For each barangay, a minimum of thirty (30) respondents are prescribed to be surveyed. If the result of the survey needs to be clarified, an FGD may be conducted to determine reasons/sentiments/comments of those concerned. This can serve as reference for local decision making and implementation.
- b. Those with more updated data and more technically capable staff can present more indicators such as the ones listed in a survey of development indicators in Annex 4. Specifically, the additional information that can be presented is the databases identified for the data collection for LPRAP. These are:

⁴ Examples of disaster risk reduction activities are: risk and hazard mapping, training of households and individuals on rescue and evacuation, installation of early disaster warning systems.

1. Community Based Monitoring System (CBMS)
2. Field Health Service Information System (FHSIS)
3. National Household Targeting System (NHTS).

F. FREQUENCY

The Municipal Talakayan should be done annually. For the first cycle, it is suggested to be an end of cycle activity of KC. For succeeding cycles, Municipal Talakayan shall be synchronized with planning and budgeting of the MLGU. Thus, it could start in February with the target to submit the report to the MLGU in June or July.

G. ACTIVITIES

The activities of the Municipal Talakayan are grouped into three phases:

- a. Pre-Talakayan phase (3 months)
- b. Municipal Talakayan Day (1 day)
- c. Post-Talakayan phase (2 months)

The first phase is the **Pre-Talakayan phase** with duration of 3 months. It consists of the following preparatory activities:

- Third-party engagement;
- Development of Municipal Talakayan workplans;
- Workplanning and coordination activities among various responsible groups (RPMO M&E, SRPMO, third-party partners engaged for the Municipal Talakayan, ACT-MCT, LGU officials, others);
- Review and Analysis of MLGU and KC-NCDDP Documents (*See Annex 6*)
- Data Collection for the Development Status from various sources of information (Annex 7 provides the Data Collection Forms (*including the Perception Survey*) and the respondents/key informants).
- Encoding, processing and analysis of the data collected;
- Developing Session 1: Municipal Development Profile (*See Annex 8*)

- Developing Session 2: Matrix on the Summary of Needs, Interventions, and Gaps (*See Annex 9*)
- Developing Session 3: Municipal Development Agenda (*See Annex 10*)
- Developing the Gallery (Session 4) that showcases the Talakayan activity outputs and gathers stakeholders' opinions/reactions (*See Annex 11*)

The second phase is the **Municipal Talakayan Day** itself. It is a whole-day activity that has the following programme:

- Session 1: Presentation of the Municipal Profile and Development Status of the Municipality using indicators under the three aspects of development
- Session 2: Presentation of Summary of Needs, Interventions and Gaps
- Session 3: Presentation of the Municipal Development Agenda - Plans and Activities for the coming year
- Session 4: Gallery Walk (*participants go through a guided tour of the Gallery and post their feedback, comments, and suggestions. Instructions for these are in Annex 11*)
- Session 5: Talakayan Synthesis, Next Steps, Participants' Evaluation of the Municipal Talakayan (*See Annexes 14 and 15*)

The detailed actual Talakayan Day activities are discussed in Annex 12 (Session Plan).

The third phase is the **Post-Talakayan phase** (*duration of 2 months after Municipal Talakayan Day*). This phase shall include the following:

- Talakayan Evaluation and Day-After Processing that shall be done with the RPMO M&E, ACT, MCT, and third-party partners;
- Roadshow of the Gallery wherein it is brought to various municipal and/or barangay venues for the purpose of disseminating information and getting more feedback from the community. It is suggested that this Gallery then eventually stay in the Municipal Hall until it is replaced by the Gallery of the next Municipal Talakayan; and,
- Writing of Municipal and Regional Talakayan Reports including revisions and feedbacking.

Specific details of Talakayan activities and process flow are discussed in Annexes 5 and 5a. For the delineation of roles and responsibilities among Talakayan coordinators and third-party partner, see table below:

Table 1: Roles of Talakayan Overall Coordinators and Field Coordinators

Overall Coordinators	Roles
NPMO Specialist and Technical Staff for Program Evaluation	<ul style="list-style-type: none"> • Oversight function in terms of national management of the Talakayan with the end view of building capacities of RPMOs and SRPMOs to manage the annual activities in each covered municipality • Develop and enhance the Talakayan design and toolkit • Orient RPMOs on the Talakayan Design and Toolkit; • Develop the Talakayan national workplan • Consolidate the regional inventories of third-party partners developed by the RPMOs into a national inventory of third-party partners; • Monitor Talakayan activities at regional level • Manage and consolidate outputs from the regional and national levels.
RPMO M&E Specialist and technical staff <i>(in coordination with RPM, DRPM, RPC, RCDS and/or other key RPMO staff)</i>	<ul style="list-style-type: none"> • Oversee the management and implementation of the Talakayan Design in each covered municipality in the region. • Develop the Regional and Municipal (template) Talakayan Workplan • Serve as coordinators among NPMO, SRPMO, Third-Party Partner and MLGU • Develop an inventory of possible third-party partners and invite them to participate in the Talakayan; • Hire Third-Party Partner/s • Review and consolidation of KC database as inputs to the Talakayan data templates. • Together with Third Party Partner, provide Municipal Talakayan orientation to MLGU officials, key personnel, ACT • Facilitate workplanning and strategizing for the Talakayan

	<p>implementation</p> <ul style="list-style-type: none"> • Determine the total number of participants to the Talakayan activity per municipality • Review translated version of perception survey form by the ACT • Identify the MLGU Talakayan point person in consultation with ACT-MCT; • Review and enhance municipal processed data, submitted by ACT SRPMO M&E and Third Party Partner and assist the latter in developing specific guide questions for the KII for data validation • Review and finalization of Talakayan Session Materials • Review the submitted Municipal Talakayan Reports and consolidate into a Regional Talakayan Report
Talakayan Field Coordinators	
SRPMO M&E ⁵	<ul style="list-style-type: none"> • Serve as coordinators between RPMO and ACT-MCT • Assist RPMO and Third-Party Partner in the Talakayan Orientation to MLGU • Coach the ACT-MCT on data collection and encoding • Monitor, guide and assist the ACT-MCT in the conduct of municipal data collection; and ensures that encoded data are complete and accurate • Process and analyze data and prepare the draft Talakayan powerpoint presentation for Session 1
Area Coordinating Team	<ul style="list-style-type: none"> • Serves as coordinators among SRPMO, B/MLGU and community citizens • Translate perception survey form to local dialect • Conducts data collection and encoding • Administer Perception Survey • Communication to barangays informing them to submit nominees as Talakayan participants • Distribution of invitation letters

⁵ For small regions and/or municipalities without SRPMO, the RPMO shall take the roles and responsibilities indicated

	<ul style="list-style-type: none"> • Work together with third party partner/s in preparing the Gallery Walk • Facilitate Talakayan Roadshow (<i>optional</i>)
Third-Party Partner	<ul style="list-style-type: none"> • Together with RPMO, provide Municipal Talakayan MLGU Officials and key personnel, and ACT-MCT; • In coordination with SRPMO and ACT, Process and analyze data and prepare the draft Talakayan powerpoint presentation for Sessions 2 and 3 • Review and enhance, in close coordination with the RPMO, the powerpoint presentations ready for Talakayan Day • Facilitate KII and data validation to MLGU and Planning for Talakayan Day • Facilitate sessions during Talakayan Day and post-evaluation • Develop and submit the Municipal Talakayan Report

H. OUTPUTS

The outputs of the Talakayan shall be the reports at different levels:

1. Municipal Talakayan Report (Third-Party Partner) (*See Annex 16*)
2. Regional Consolidated Talakayan Report (RPMO M&E) (*See Annex 17*)
3. National Consolidated Talakayan Report (NPMO M&E)

The first-level output of the Talakayan is the Municipal Talakayan Report which will be produced by the third-party partner with the guidance of the RPMO M&E. The complete documentation Report should be submitted in English version containing the following:

- a. Documentation of the activities and observations during Pre-Talakayan Phase
- b. Documentation of the Municipal Talakayan Day including the Gallery Walk and day-after Talakayan Evaluation with the RPMO M&E, ACT, MCT, and the MLGU key person.

The **Municipal Talakayan Report**, in essence, should provide comprehensively the qualitative aspect of the Talakayan complementing the local statistics gathered. It must

highlight the stories and observations behind the development experience by taking the perspective of the community.

The second-level output of the Talakayan is the **Regional Talakayan Report** consolidating the Municipal Talakayan Reports and providing more of the quantitative summary statistics and analyses culling from the accomplished templates of the toolkit. Lastly, the **National Talakayan Report** consolidates the regional reports submitted for national-level results analysis and program management reporting.

I. SUSTAINABILITY

It is suggested that the Human Development and Poverty Reduction Cabinet (HDPRC) Cluster be part of the stakeholders. It shall ensure sustainability of the Municipal Talakayan by harmonizing it with the Local Poverty Reduction Action Plan (LPRAP) and mandating the conduct of the Municipal Talakayan. It is recommended that the Municipal Talakayan be the first step in the Grassroots Participatory Budgeting Process of the LGUs.

LIST OF ANNEXES FOR THE MUNICIPAL TALAKAYAN TOOLKIT

Annex 1.	Example of Determining Number of Participants
Annex 2.	Procedure for Selecting Volunteers and Non-Volunteers
Annex 3.	Sample Terms of Reference (TOR) for Third-Party Engagement
Annex 4.	Survey of Indicators of Local Development
Annex 5.	Detailed Talakayan Activities
Annex5a.	Talakayan Activities Process Flow
Annex 6.	List MLGU and KC-NCDDP Documents to Review
Annex 7.	Talakayan Data Collection Forms (Forms 1-6)
Annex 7a.	Municipal Talakayan Data Template
Annex 7b.	Municipal Talakayan Data Template_CLPI
Annex 7c.	Perception Survey Encoding Template
Annex 7d	Talakayan Forms and Templates_Fill-out Instructions
Annex 8.	Guide for Session 1: Municipal Development Profile
Annex 9.	Guide for Session 2: Summary of Municipal Development Needs, Interventions and Gaps
Annex 10.	Guide for Session 3: Municipal Development Agenda
Annex 11.	Guide for Session 4: Talakayan Gallery Presentation and Gallery Walk
Annex12.	Session Plan for the Actual Talakayan Day
Annex 13.	Talakayan Day Participants' Registration Form
Annex 14.	Template for the Talakayan Day Synthesis and Next Steps
Annex 15.	Evaluation Form for the conduct of Municipal Talakayan
Annex 16.	Guide and Outline for the Municipal Talakayan Report
Annex 17.	Guide and Outline for the Regional Talakayan Report

Annex 1 . Example of Determining Number of Participants

The total number of coordinators and participants on the Talakayan day depends on the number of barangays in the municipality. For example, using 28 as the average number of barangays, the breakdown of coordinators and participants is given in Table A.

Table __: Estimated Number of Coordinators and Participants During the Talakayan Day

Coordinators and Participants	Estimated No.	
1.Coordinators		20
NPMO		
• M&E Officers	2	2
RPMO		
• M&E Officers and other RPMO staff	6	6
Third Party		12
• Lead Facilitator	1	
• Lead Documenter	1	
• Workshop Group Facilitators	4	
• Workshop Group Documenters	4	
• Administrative Assistants	2	
2.Participants		100 - 104
MLGU/MIAC		12 - 15
ACT		10
MCT		6
MAT		2 - 3
Sanguniang Bayan		8
Important persons in the community (e.g. Elders)		3*
Representatives of CSO and other stakeholders		3*
Barangay Captains		28
• From Prioritized Brgys	14	
• From Non-Prioritized Brgys	14	
Citizens		28
• Volunteers from Prioritized Brgys (4 males,3 females)	7	
• Volunteers from Non-Prioritized Brgys (3 males,4 females)	7	
• Non-volunteers from Prioritized Brgys (3 males, 4 females)	7	
• Non-volunteers from Non-Prioritized Brgys (4 males, 3 females)	7	
ESTIMATED TOTAL NUMBER OF PERSONS		120-124

Note:

**As needed*

Annex 2. Procedure for Selecting Volunteers and Non-Volunteers

In the selection of community participants to the Talakayan, representation of marginalized groups such as gender, age, ethnic group, ability and social status should be ensured. Also, in cases applicable, an individual from the marginalized group who is also a beneficiary of either Pantawid or Sustainable Livelihood Program of the DSWD should be selected. This is part of the convergence effort of the DSWD.

The selection of the nominees from the barangays shall be done using the following procedure:

1. In coordination with ACT-MCT, each barangay shall submit two nominees, one from each group, using the following procedure:

a. Volunteers (Community Citizens Group A)

The list may be modified by removing the inactive volunteers.

b. Non-Volunteers (Community Citizens Group B)

Construct a list of marginalized and poorest households by removing the following:

- Barangay officials and staff (secretaries, health and nutrition workers, etc.)
 - LGU employed
 - Those with formal and regular employment
 - Those with OFW family members
 - Citizens who were nominated but not elected as volunteers
 - Other characteristics that provide power and authority
2. Each barangay should have at least one representation whether volunteer or non-volunteer;
(NOTE: In effect each barangay shall have at least two representatives: Barangay Captain and one citizen)
 3. Representation of marginalized groups such as gender, age, ethnic group, ability, and social status should be ensured.
(NOTE: if the number of nominees is less than the number of participants that can be accommodated in the Talakayan all of these nominees may be invited)

4. Over-invite in anticipation of a no-show rate of 10 percent;
5. Area Coordinator shall finalize and ensure proper and complete representation of different sectors in the community;
6. The field teams should ensure that barriers to participation be minimized (i.e. provision of accommodation and transportation allowance, if needed). The presentation materials and discussion formats should keep in mind the participants especially the Non-volunteer group as an audience; and
7. A suggested script for inviting community citizens is in the box below:

Good day!

We are from the government's DSWD and we would like to invite you to the Municipal Talakayan (**replace with local term**) at the _____ on _____.

We are inviting a number of citizens from barangays in your municipality and, together with all Barangay Captains, we will all sit down to listen to officials of your municipal government discuss their plans and activities. There will also be an exhibit of projects of different NGAs, NGOs and private organizations working in your municipality. The Talakayan is one way where your municipal government and their partners can inform you of their plans and projects.

We think that the Talakayan will be a useful place for you, your fellow citizens, and your barangay and municipal officials to talk and listen to each other so that you will be able to discuss what will be good for the development of your municipality, and this will enable programs to be developed and adjusted with your needs and those of all groups taken into consideration. Your officials want to hear from all of you, as the national government has asked all municipalities to find ways to listen to its citizens.

Since the Talakayan will take a whole day, we have arranged for your:

- Transportation (**describe specifics**)
- Lunch, morning and afternoon snacks

A short report on the Talakayan will be prepared. This will be given to your municipal government who will share it with your barangay officials who are themselves expected to share the report with their villagers. A documenter will be taking down notes and maybe taking videos/pictures to capture what went on during the Talakayan. Your name will not appear in this report except in the list of participants unless you want it to.

At the end of the Talakayan, you will be asked to give your feedback on whether the meeting was useful or not to you.

There are no penalties or consequences of any kind if you decide you do not want to participate but we highly hope you can join us in this worthwhile discussion. We will be happy to answer any question about the Talakayan. **(NOTE: provide the program of activities)**

NOTE: Provide a different script to invite barangay captains and MLGU officials.

Annex 3

Terms of Reference for Municipal Talakayan Service Provider

A. Background

Kalahi-CIDSS National Community-Driven Development Project (KC-NCDDP) is the expansion into a national scale of the operations of Kalahi-CIDSS (Kapit-Bisig Laban sa Kahirapan-Comprehensive and Integrated Delivery of Social Services), which was implemented in two phases from 2003 to 2014. The program development objective of KC-NCDDP is to have communities in the target municipalities become empowered to achieve improved access to basic services and to participate in more inclusive local planning, budgeting, implementation and disaster risk reduction and management.

Embodying the Community Driven Development (CDD) approach, the Program seeks to apply participatory, community-led and community-driven approaches. This is operationalized through the application of Community Empowerment Activity Cycle (CEAC) which involves series of stages and three (3) cycles of community mobilization process implemented over three (3) year period of the Program for each KC municipality. Each cycle has level of progression measures: (1st cycle) build appreciation of the CDD, (2nd cycle) build capability, and (3rd cycle) institutionalize/integrate CDD elements of local processes.

Currently, the KC-NCDDP covers a total number of 667 municipalities nationwide with bulk of the funding sources coming from the World Bank, Asian Development Bank and the Millennium Challenge Corporation.

Against this backdrop and as a component of its Program Evaluation, the KC-NCDDP National Project Management Office (NPMO), under its Monitoring and Evaluation (M&E) Unit, has developed the Municipal Talakayan (or simply, Talakayan). It is an evaluation tool which specifically aims to measure the condition and level of local development of KC municipalities by bringing together the local stakeholders to a municipal-level democratic dialogue.

Talakayan was conceptualized as both a diagnostic tool and a capacity-building tool. As a diagnostic tool, it shall assess the level of and changes in the development of the municipality through an understanding of the broader development context and existing local processes. As a capacity-building tool, it is intended to enhance awareness and understanding of the roles and responsibilities of the program and non-program stakeholders in local development and governance. It is therefore expected to build local capacities in results-based participatory M&E through knowledge generation, sharing, and collaborative self-assessment among stakeholders.

Municipal Talakayan will be implemented this year across 150 selected KC municipalities. Program's M&E staff at all levels will be mobilized together with the Area Coordinating Teams. Given the huge task at hand, the implementation design also features the engagement of external service providers to achieve the desired quantity and quality of outputs.

B. Objective and Importance of Engaging Service Providers

With the roll-out of the Talakayan, the DSWD sees the importance of engaging service providers primarily to facilitate and document the Talakayan activities following the Municipal Talakayan Design and Toolkit.

Co-implementation with service providers is crucial given the number of municipalities that will have to conduct it yearly and the limited staff of the DSWD. Moreover, the involvement of local

partners in this kind of evaluation activity aims to enhance local partnership promoting participatory development that is essential for effective project delivery and attainment of the Project development objectives.

C. Scope of Work

The service provider (consultant) will serve as the Regional Project Management Office (RPMO) M&E partner in the roll-out implementation of the Talakayan the Municipality/ies of _____, _____ within the province/s of _____, _____, _____, in Region _____. These series of Talakayan will be conducted for a period of 3 months, from (month) to (month) 2015. The consultant will be responsible for the delivery of the following main tasks **per municipality**:

- Talakayan day preparation (Municipal Visits, Data Processing and Analysis)
 - Participation in the Regional Cluster Training. The consultant will be invited to the Regional Cluster Training to be held in April 2015. The Regional Cluster Training is a 3-day exposure to an actual Talakayan where participants will be oriented and trained on the processes as they observe it on the field. The clustering will be based on geographic proximity of the regions. While this is an unpaid engagement, the consultant's transportation and accommodation expenses will be paid for by the project.
 - Together with KC RPMO M&E, (1) conduct orientation of Municipal Talakayan to MLGU Officials and key personnel; (2) facilitate workplanning and strategizing; and (3) document the orientation and workplanning activities (*First Visit*);
 - Upon submission of data gathered by ACT-SRPMO, (1) analyze the processed data to be used in Session 1; and (2) process and analyze the data to be used in Sessions 2 and 3;
 - In coordination with KC RPMO M&E, (1) perform data cleaning and develop specific guide questions for the municipal Key Informant Interview (KII) and data validation; (2) facilitate follow-up Planning for the Talakayan Day preparation and logistics; and (3) document the KII/data validation and planning activity conducted (*Second Visit*)
- Talakayan day preparation (Logistics)
 - Facilitate/Coordinate work-planning and preparatory activities
 - Prepare Sessions 1, 2, and 3 PowerPoint presentation materials with inputs from RPMO and SRPMO;
 - With the ACT, prepare the Gallery Presentation (Session 4) and all needed materials/logistics for Talakayan Day
 - Facilitate final clearance/enhancement of Talakayan PowerPoint presentation materials by MLGU (*3rd visit*)
 - Ensure the completeness and readiness of all sessions' materials and logistics before the Talakayan Day
- Talakayan day facilitation
 - Serve as overall workshop facilitator and documenter during the Talakayan Day
 - Direct participants during the Gallery Walk (Session 4) and document responses
 - Provide synthesis at the end of the Talakayan
- Post-Talakayan Day Evaluation and Reporting
 - Together with KC RPMO M&E, facilitate day-after Talakayan evaluation and processing

- Provide inputs and suggestions regarding the Talakayan Design's content and methodology for further improvement during the day-after Talakayan evaluation activity
- Write and submit the Municipal Talakayan Report

D. Deliverables

The consultant will submit the following outputs **per municipality**:

Pre-Talakayan

1. Documentation Report on
 - a. 1st MLGU Orientation
 - b. Work Planning/Strategizing the implementation of Municipal Talakayan
2. Processed data for Sessions 2 and 3 to be used for KII and data validation
3. Documentation of KII results (summary and transcriptions) and data validation
4. Sessions 1, 2, and 3 presentation materials
5. Gallery Presentation (Session 4) and all needed materials/logistics for Talakayan Day

Talakayan Day

1. Talking Points for Introduction
2. Energizers
3. Synthesis and Next Steps
4. Compiled evaluation forms

Post-Talakayan (Within ten (10) calendar days after Talakayan)

1. One (1) printed copy of the Municipal Talakayan Report *(using the prescribed outline), including a post-Talakayan Evaluation*
2. CD compilation of the electronic copies of the documentation reports, including photo and video documentations.

E. Timelines

While the consultant shall be engaged for a period of _____ months, he/she is expected to conduct Talakayan-related activities for a total of 8 person days **per municipality**. Indicative timeline for one round of Municipal Talakayan is as follows:

Scope	Activities	One Municipal Talakayan Round											
		Month 1				Month 2				Month 3			
		W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4	W 1	W 2	W 3	W 4
Preparatory Activities	Orientation to MLGU												
	Review and Processing of Talakayan Data												
	KII and data validation												
	Preparation of Sessions 1-3 PowerPoint Materials												
	Meeting with MLGU (clearance on the Content of presentation materials)												
	Preparation of Session 4 Materials (Gallery)												
	Talakayan Day												
Post-Talakayan Activities	Evaluation and Processing of Outputs												
	Documentation Report Preparation and Submission												

F. Area/s of Coverage

Province	Municipality	No. of Barangays	Schedule of Talakayan	Remarks

G. Reporting Relationship

The consultant will work under the direct supervision and guidance of the RPMO M&E Unit. They will also work closely with the Area Coordinating Team (ACT), Sub-Regional PMO M&E Unit (SRPMO), and MLGU for the preparation, implementation and post-implementation of Talakayan activities.

H. Fees and Schedule of Payment

The total contract cost is AMOUNT IN WORDS (PhP121,100.00 x number of municipalities) for the entire duration of the assignment. This amount represents the professional service fees including those of lead facilitator, lead documentor, workshop facilitators and documentors, and

administrative assistants; out-of-pocket costs such as communication, travel allowance, meals, and accommodation; supplies; printing expenses for the documentation report; and ____ percent VAT.

This amount shall be paid on a progress billing **per municipality**:

TRANCHE	AMOUNT (PhP)	OUTPUT / MILESTONE	DUE DATE
1 st Tranche (15%)	18,165.00	Submission of detailed documentation of the MLGU Orientation, Workplanning and Strategizing	One week after MLGU Orientation (1 st visit to Municipality)
2 nd Tranche (15%)	18,165.00	Submission of draft presentation materials for Sessions 2 and 3	1 week after conduct of KII and data validation to MLGU (2 nd visit to Municipality)
3 rd Tranche (70%)	84,770.00	Submission of Municipal Talakayan Documentation Report, reviewed and approved by the DSWD RPMO in consultation with DSWD NPMO.	10 days after conduct Talakayan Day
TOTAL	121,100.00		

The processing of payments is subject to the completion/submission of above-stated milestones duly approved by DSWD RPMO, in consultation with DSWD NPMO.

I. Support to be provided by the DSWD

The DSWD RPMO M&E will provide/arrange technical and administrative support to the consultant, particularly on the following requirements:

1. Technical resources (data and information) and other requirements necessary for the Talakayan design implementation, these include project documents such as KC briefer, other KC evaluation studies and Municipal Talakayan Design;
2. Logistics, meeting arrangements, meals and accommodation arrangements, supplies during the Talakayan field work activities;
3. Coordination with the MLGU, SRPMO, ACT, MCT and invitation of Talakayan participants.

J. Qualifications

The consultant must have the following qualifications:

Education: Must be a graduate of Social Science, Econ, or Stat or related courses.

Experience:

- Must have 3 years work experience in social sector, preferably at the local level
- Must have 3 years experience in conducting training, workshops, conferences, consultations and other similar events in social development contexts
- Must have at least 3 years experience in data gathering, processing, analysis and interpretation

Other Competencies:

- Must be familiar with CDD and BUB approaches to development, especially the KALAHI-CIDSS Program
- Must have a deep familiarity with area of coverage; preferably residents of municipalities/villages covered
- Must have an excellent command of the vernacular/ local language

Others Requisites:

- Must have a good standing/ reputation within area of coverage and MLGU
- Must possess essential equipment (i.e. computer, photo/video camera, recorder, etc.)
- Must be able to present Official Receipt as Consultant

PREPARED BY:

NOTED BY:

(Regional M&E Officer)

(Regional Procurement Officer)

RECOMMENDING APPROVAL:
(As to Purpose)

RECOMMENDING APPROVAL:
(As to Fund Source)

(Regional Director)

(Regional Finance Analyst or Regional
Finance Officer – organic staff)

APPROVED BY:

DIR. BENILDA E. REDAJA
National Program Manager

Annex 4. SURVEY OF INDICATORS OF LOCAL DEVELOPMENT

Many sets of indicators of development, whether general or specific to a sector, have been developed from national or country-level down to the municipal-level. The following is a list of such indicators:

1. World Bank has constructed the World Development Indicators for country level indicators with the Philippines contributing 1,300 indicators in the 2013 database(<http://www.data.worldbank.org>).
2. The Philippines along with other countries have targeted the Millennium Development Goals(MDGs) and monitor the MDG indicators.

GOAL 1. ERADICATE EXTREME POVERTY AND HUNGER

GOAL 2. ACHIEVE UNIVERSAL PRIMARY EDUCATION

GOAL 3. PROMOTE GENDER EQUALITY AND EMPOWER WOMEN

GOAL 4. REDUCE CHILD MORTALITY

GOAL 5. IMPROVE MATERNAL HEALTH

GOAL 6. COMBAT HIV/AIDS, MALARIA AND OTHER DISEASES

GOAL 7. ENSURE ENVIRONMENTAL SUSTAINABILITY

GOAL 8. DEVELOP A GLOBAL PARTNERSHIP FOR DEVELOPMENT

3. The Philippine Development Plan 2011-2016 also has a results matrix that provide specific indicators under its five major guideposts in achieving inclusive growth and poverty reduction. The guideposts of the matrix are the following:
 - a. Anti-corruption/Transparent,Accountable,and Participatory Governance
 - b. Poverty Reduction and Empowerment of the Poor and Vulnerable
 - c. Rapid, Inclusive and Sustained Economic Growth
 - d. Just and Lasting Peace and the Rule of Law
 - e. Integrity of the Environment and Climate Change Mitigation and Adaptation
4. The Human Development Network developed the Human Development Index(HDI) *as a tool to measure the overall achievements in three basic dimensions of human development,*

*namely, longevity, knowledge, and a decent standard of living. It is premised on the principle that human development cannot be measured by the yardstick of income alone since income is a means, not an end, and there is no automatic link between income growth and human progress*¹. The three basic dimensions are measured using the following:

- a. Health: life expectancy
 - b. Education: functional literacy rate and combined primary,secondary,tertiary enrolment rate
 - c. Income: real income per capita.
5. The Philippine Minimum National Social Data Set (PMNSDS) , as documented by Bascos-Deveza(2001) lists a core set of 15 indicators consisting of six data items in the area of population and development, four measuring absolute poverty, four measuring productive employment and unemployment and one general measure of population disaggregated by sex and age:
- a. Population estimates, by five year age group and sex
 - b. Life expectancy at birth by sex
 - c. Infant mortality per 1000 live births
 - d. Child mortality per 1000 live births
 - e. Maternal mortality per 100000 live births
 - f. Contraceptive prevalence rate
 - g. Average number of years of schooling completed by sex
 - h. Persons per sleeping room
 - i. Access to safe water
 - j. Access to sanitation
 - k. Monetary value of the basket of food needed for minimum nutritional requirement
 - l. GDP per capita in pesos
 - m. Average income per capita of families by decile group
 - n. Unemployment rate by sex
 - o. Employment- population ratio by sex

¹<http://hdrn.org.ph/human-development-index-hdi/>

6. The Core Gender and Development Indicator System (CORE GAD), also documented by Bascos-Deveza (2001), consists of 20 core indicators for monitoring the outputs and impact of the Philippine Plan for Gender Responsive Development and the Beijing Platform for Action. The following are the areas of the core GAD indicators:
 - a. Education and Training
 - b. Economy
 - c. Health
 - d. Poverty
 - e. Institutional Mechanism
 - f. Media
 - g. Power and decision making
 - h. Environment
 - i. Violence against women and girls
 - j. Armed conflict and human rights

7. As part of the Social Reform Agenda (SRA) in the 1990s, the Philippines took serious steps to address poverty reduction in the country. The National Anti-Poverty Commission (NAPC) was created as part of such serious steps. It identified the monitoring and tracking of poverty as an integral part of poverty reduction. It adhered to the principle that management of poverty reduction requires the measurement of poverty. Consequently, in support of the flagship government convergence program to provide minimum basic needs (Comprehensive and Integrated Delivery of Social Services), NAPC developed 33 income and non-income indicators (Community- Based Information System). In the process of streamlining and rationalizing this initiative, the indicators were reduced to a minimum core set of 13 Local Poverty Indicators in 2003 and in 2004 one more indicator was added on maternal mortality rate. Today these are now known as the 14 Core Local Poverty Indicators (CLPIs). In an en banc resolution of the National Anti-Poverty Commission (NAPC) of March 2003, local government units (LGUs) were directed to adopt the core local poverty indicators (CLPI) as a minimum set of community-based information for poverty diagnosis and planning and integrate such information into their local poverty monitoring systems and use in preparation of local level action plans and programs. Subsequently, the DILG issued a memorandum circular in April 2003 that guided LGUs in the adoption of the Core Local Poverty Indicators in:

- Planning and development of more focused, customized and responsive poverty reduction plans.
- Better targeting of the services for the poor and the vulnerable; less leakages
- Monitoring and assessment tool of outcome/ impact of interventions ²

The following are the 14 CLPIs:

Table 1. Core Local Poverty Indicators

BASIC NEEDS	CORE INDICATORS
A. Health	1 Proportion of child deaths aged 0-5 years old
	2 Proportion of women deaths due to pregnancy- related causes
B. Nutrition	3 Proportion of malnourished children aged 0-5 years old
C. Shelter	4 Proportion of households living in makeshift housing
	5 Proportion of households who are squatters
D. Water and Sanitation	6 Proportion of households with no access to safe water supply
	7 Proportion of households with no access to sanitary toilet facilities
E. Basic Education	8 Proportion of children 6-12 years old not in elementary school
	9 Proportion of children 13-16 years old not in secondary school
F. Income	10 Proportion of households with income below poverty threshold
	11 Proportion of households with income below subsistence threshold
	12 Proportion of households who experienced food shortage
G. Employment	13 Proportion of persons who are unemployed
H. Peace and Order	14 Proportion of persons who were victims of crime

²http://www.pdf.ph/downloads/Annex_3_FINAL_PDF_Poverty_Mapping_Report_2_%5B1%5D.pdf

Key Informant Interviews, Field Visits, and FGDs with various stakeholders indicated that the CLPIs are the most available municipal-level information that may be used as indicators of development for reporting in the Municipal Talakayan.

8. The DILG developed a GUIDE TO COMPREHENSIVE DEVELOPMENT PLAN (CDP) PREPARATION FOR LOCAL GOVERNMENT UNIT ³. It gives detailed steps in the conduct of local planning and clarifies the relationships of the Comprehensive Development Plan (CDP), the Comprehensive Land Use Plan (CLUP) and Executive and Legislative Agenda (ELA). It provides a list various sectoral plans that LGUs need to develop. Some of the plans that require inter-sectoral functional committees are the following:

- a. Disaster Management Plan
- b. Local Poverty Reduction Plan
- c. Gender and Development Plan
- d. Sustainable Development Plan
- e. Food Security Plan
- f. Integrated Area Community Peace and Order and Public Safety Plan

DILG also provides a list of indicators for LGUs' use in planning in its publication "Rationalizing the Local Planning Process", version 1 of which was written in 2008.

DILG also requires the LGUs to accomplish the Local Governance Performance Management System(LGPMS). *It is a self-assessment and web-based development management tool for provinces, cities and municipalities capable of providing information on the capacities and limitations of LGUS in the delivery of essential public services. It aims to provide results-oriented information concerning levels of LGU management capacity, service delivery and state of development from which may evolve decisions or actions to optimize investments or resources, establish LGU performance benchmarks and generate strategic data for local and national policy development.*

Its major output called the Annual State of Local Governance Report or SLGR, in downloadable electronic format, provides strategic information concerning LGU performance in governance along the areas of Administration, Social Services, Economic Development, Environmental Management and Valuing the Fundamental of Governance.

³ DILG-Reports-2011712-1939d5d3d3.pdf

The following e-Reports could be generated through LGPMS:

- *State of Local Governance Performance e-Report (e-SLGPR)*
- *State of Local Development e-Report (e-SLDR)*
- *Financial Performance e-Report*
- *e-Summary Reports (provincial, regional, national)*

There are two (2) LGPMS areas covered, with its respective sub-areas:

- **Governance Aspect**
 - *Administrative Governance*
 - *Social Governance*
 - *Economic Governance*
 - *Environmental Governance*
 - *Valuing Fundamentals of Good Governance*
- **Developmental Aspect**
 - *Social Development*
 - *Economic Development*
 - *Environmental Development*

SLDR Performance Scale. A perfect scale of 5 denotes excellent performance while performance scales of 1-4 indicates for improvements: 5= Excellent, 4= High, 3= Fair, 2= Low, 1= Very Low.

SLDR Performance Scale. a 5-point scale and color codes are applied to visualize the result. The numerical equivalent used to gauge the level of development is called the "Development Index":⁴

5	4	3	2	1
Very High	High	Fair	Poor	Bad

In 2012, a joint memorandum circular issued by the Department of Budget and Management (DBM), DILG, DSWD and NAPC released policy guidelines and procedures in the

⁴http://www.lgrrc6.org.ph/index.php?option=com_content&view=article&id=109:lgmps&catid=35:programs&Itemid=2

implementation of Bottom-Up Planning and Budgeting(Grassroots Participatory Budgeting Process) for the FY2013 Budget Preparation. The guidelines emphasized the local poverty reduction action plan(LPRAP), the LGU plan which contains programs and projects collectively drawn through a participatory process in a workshop conducted by the expanded local poverty reduction action team(LPRAT). The construction of the LPRAP follows the principles of the Municipal Talakayan which includes grassroots participation and collection of relevant economic and social data. The databases identified for the data collection are:

1. Community Based Monitoring System(CBMS)
2. Field Health Service Information System(FHSIS)
3. National Household Targeting System(NHTS)
4. Administrative data from National Government Agencies(NGAs).⁵

It is noted that the construction of the LPRAP through a workshop is similar to the Municipal Talakayan. Thus, there is a need to harmonize the LPRAP workshop and the Municipal Talakayan eventually.

⁵<http://www.dbm.gov.ph/wp-content/uploads/Issuances/2012/Joint%20Memorandum%20Circular/JMC%202012-1/Statement%20of%20policy.pdf>

Annex 5
Talakayan Activities by Phase, Schedule, Reference Documents and Lead Person/s

Activities	Reference Documents	Lead Person/s
<i>Preparatory Phase (3 months before Talakayan Day)</i>		
Facilitate Third-Party Partner Engagement <ul style="list-style-type: none"> • Selection of Third-Party partner/s <ul style="list-style-type: none"> - Construct an inventory of possible Third-Party partner/s - Provide Third-Party partner/s' orientation on KC, Talakayan, and Scope of Work; Request Third-Party partner/s for proposals • Coordination with DSWD Regional Procurement and Regional Legal Office for procurement and requirements for Third-Party services • List the assistance needed from third-party/ies; • Identification of Third-Party partner/s and provision of additional/more detailed information on KC Project and Talakayan • Preparation of Municipal Talakayan Work Plan 	Third-Party Engagement TOR KC Project Briefers Talakayan Design and Annexes	RPMO
Review and consolidation of municipal data and documents from KC database (KPIs, PSA Results, MAR, SET) <ul style="list-style-type: none"> • Municipal data from KC M&E database, other KC forms and reports • Identification of major 	KC database and related documents	RPMO M&E

Activities	Reference Documents	Lead Person/s
strengths, challenges and gaps for on-field data collection		
Translating perception survey form to local dialect	Perception survey form (<i>English version</i>)	RPMO
<p><u>1st Visit to Municipality</u></p> <p>AM: Coordination with MLGU</p> <p>Orient MLGU officials, MIAC, MCT, MPDC/MPDO, MLGOO, MLGU Talakayan point persons on purpose and design; discuss relevance and use from MLGU perspective (<i>Through the process, ACT-MCT are also oriented</i>)</p> <p>Initial data gathering (<i>if possible</i>)</p> <p>Identify MLGU Talakayan key players and point persons in terms of sharing municipal (CDP, LDIP, etc) and Talakayan data</p> <p>PM : Work Planning and Strategizing</p> <p><u>Work planning:</u></p> <p>Develop preliminary Schedule of Activities and Tasking for preparatory, during and post-Talakayan Day activities</p> <p>Determine the total number of participants to the Talakayan activity per municipality;</p> <p>Strategy for Data Collection</p> <p>Discussion of how participants are to be selected.</p>	<p>Talakayan Design and toolkit, Training presentation materials</p> <p>Annex 6: List of MLGU Documents to Prepare/Review</p> <p>Municipal Talakayan WorkPlan</p> <p>Annex 1 of the Toolkit</p> <p>Annexes 1 and 2 of the Toolkit</p> <p>Annexes 1 and 2 of the Toolkit</p>	RPMO M&E, Third-Party Partner/s, SRPMO, ACT, MCT, Mayor, MPDC/MPDO, MLGOO

Activities	Reference Documents	Lead Person/s
<p>Final Selection of Participants from barangays</p> <p>Arrange schedules and relevant logistics</p> <p>Logistics and budget matters</p> <p>Review of List of Participants</p> <p>Plan for invitation of participants to the Talakayan</p> <p>Discussion on the strategy of developing the presentation materials <i>(how to make Talakayan Day interesting and interactive)</i></p>	<p>Invitation Letter of Participants</p> <p>Annexes 8, 9 and 10</p>	
Coaching ACT on data collection and encoding on Talakayan Template	Talakayan Design, Talakayan data templates, and Training materials	SRPMO
<i>Preparatory Phase (2 months before Talakayan Day)</i>		
<p>Data Collection and Encoding</p> <ul style="list-style-type: none"> • Completing the Talakayan data template • Collection of municipal documents • Collection of photos (plus description) of different programs and projects • Coordination with MLGU to: (1) fill out Session 2 Summary Matrix for LGU-identified needs and interventions; and (2) Session 3 Table for the Municipal Development Agenda <p>Administration of Perception survey</p> <p>Communication to barangays informing them to submit</p>	MLGU Data Forms, perception survey form	ACT-MCT, through the guidance of SRPMO M&E

Activities	Reference Documents	Lead Person/s
nominees Distribution of invitation letter		
Updating with ACT Status of Data Collection Status of Invitation of Participants Status of Perception Survey Responses		SRPMO

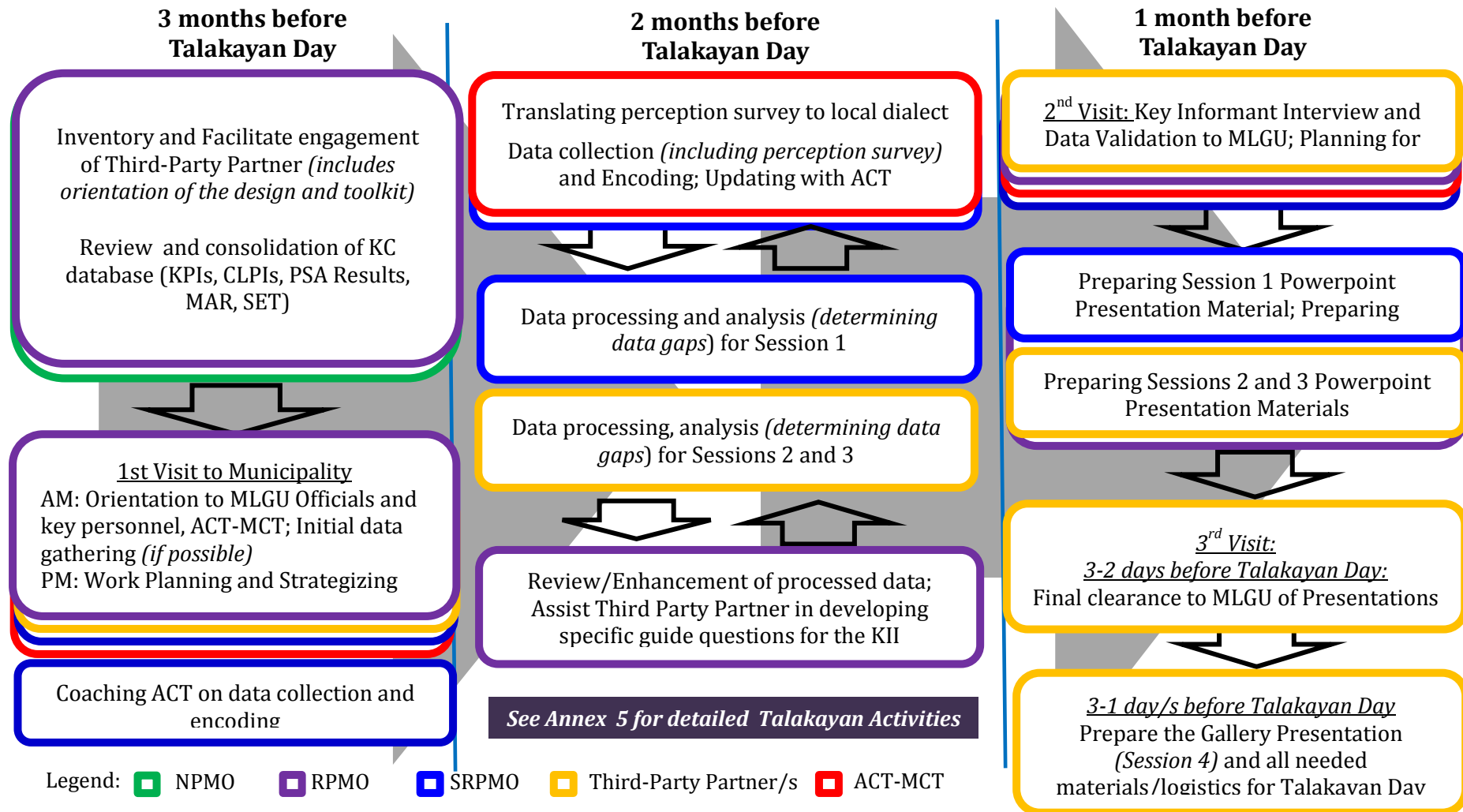
Activities	Reference Documents	Lead Person/s
Data processing and Analysis <i>(Determining data gaps)</i> Review of Talakayan Templates with encoded data Processing and analyzing summary of responses for the perception survey <i>(Send to RPMO and Third-Party partner/s for review)</i> Review of MLGU documents (AIP, CDP, etc) Preparing the Summary Matrix for Session 2 Preparing/Reviewing the Table for the Municipal Development Agenda for Session 3		SRPMO SRPMO Third Party Partner, RPMO Third Party Partner, RPMO Third Party Partner, RPMO
Review/Enhancement of processed data for Sessions 1-3 Assist Third Party Partner in developing specific guide questions for the KII		RPMO
Preparatory Phase (1 month before Talakayan Day)		
<u>2nd Visit to Municipality</u> Key Informant Interview and Data Validation to MLGU Planning for Talakayan Day and Logistics Preparatory Work for Registration, Venue, Talakayan		Third-Party Partner/s, RPMO M&E, SRPMO, ACT, MCT, Mayor, MPDC/MPDO, MLGOO

Activities	Reference Documents	Lead Person/s
<p>Day Program, Tarpaulins</p> <p>Checking the Final List of Participants</p> <p>Finalizing arrangements for community participants if necessary (accommodations, travel, etc.)</p>		
<p>Preparation of Session 1 Powerpoint Presentation Material</p> <p>Preparation of thematic maps (<i>demographic characteristics and CLPI</i>)</p> <p>Preparing Sessions 2 and 3 Powerpoint Presentation Materials</p>	<p>Annex 8: Guide for Session 1 Validated data templates</p> <p>Annex 9: Guide for Session 2 Annex 10: Guide for Session 3</p>	<p>SRPMO</p> <p>RPMO</p> <p>Third Party Partner</p>
<p><u>3rd Visit to Municipality</u> (<i>3-2 days before Talakayan Day</i>)</p> <p>Final clearance to MLGU of Presentations to be used</p> <p>(<i>3-1 day/s before Talakayan Day</i>)</p> <p>Prepare the Gallery Presentation (<i>Session 4</i>)</p> <p>Printing and preparing of all needed materials/logistics (program, registration form, etc); setting up the venue</p> <p>Walk-through of Talakayan Day with final check on logistics for all main and support sessions</p>	<p>Final Talakayan Session Materials</p> <p>Annex 11: Guide for Session 4</p>	<p>Third Party Partner</p> <p>Third Party Partner, ACT, MCT</p>

Activities	Reference Documents	Lead Person/s
<i>Talakayan Day (Refer to the Session Plan)</i>		
<i>Post-Talakayan (1-2 months after Talakayan Day)</i>		
Day-After Talakayan Evaluation	Data Analysis Plan, gathered information during Talakayan Day	RPMO M&E, Third-Party partner/s, ACT, MCT, MPDO /MPDC or MLGU Talakayan key person (if available), MLGOO
Roadshow of the Gallery		ACT, MCT
Submission of Municipal Talakayan Report to RPMO M&E (7 days turn over)	Third Party Engagement Municipal Talakayan Report Guide	Third-Party Partner/s
Submission of Municipal Talakayan Reports and Consolidated Regional Report to NPMO M& E	Regional Talakayan Report Guide	RPMO M&E
Editing, if any, and Feedbacking to RPMO M&E		NPMO M&E
Provision of National Talakayan Report to <ul style="list-style-type: none"> • NPMO • RPMOs • Oversight agencies and institutions 	National Consolidated Municipal Talakayan Report Outline	NPMO M&E

Annex 5a: TALAKAYAN ACTIVITIES PROCESS FLOW

Pre-Talakayan Activity Process Flow



Post-Talakayan Phase

1 month after Talakayan Day

Day-After Talakayan Evaluation and Processing

Roadshow of the Gallery

Writing of Municipal Talakayan Report
(7 days turn over)

2 months after Talakayan Day

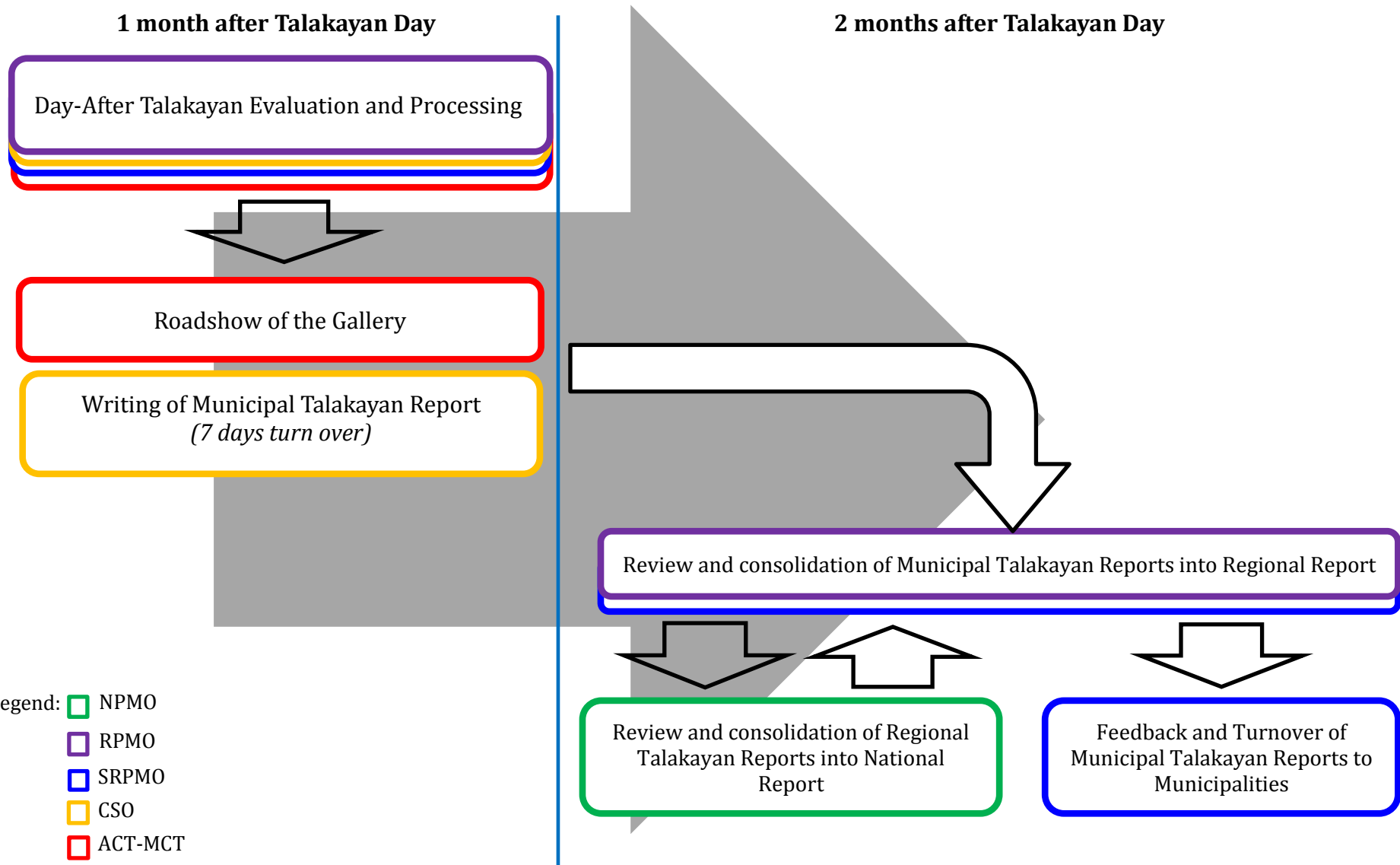
Review and consolidation of Municipal Talakayan Reports into Regional Report

Review and consolidation of Regional
Talakayan Reports into National
Report

Feedback and Turnover of
Municipal Talakayan Reports to
Municipalities

Legend:

- NPMO
- RPMO
- SRPMO
- CSO
- ACT-MCT



ANNEX 6: List of MLGU and KC-NCDDP Documents to Review
For the Analysis and Presentation of the three (3) Talakayan Sessions

MLGU Documents:

Documents	Year	Persons/Unit Responsible
Comprehensive Land Use Plan (CLUP)	Latest Plan	ACT, Third-Party Lead Facilitator, RPMO and SRPMO M&E, MLGU focal person
Comprehensive Development Plan (CDP)	Latest Plan	
Executive-Legislative Agenda (ELA)	2013	
Local Development Investment Plan (LDIP)	Latest Plan	
Annual Investment Plan (AIP)	2009-2013	
Local Poverty Reduction Action Plan (LPRAP)	Latest Plan	
LGU Financial Performance Report	2009-2013	
Local Governance Performance Management System (LGPMs) or State of Local Governance Report	2009-2013	
Community-Based Monitoring System (CBMS)	Latest report	
Annual Gender Assessment and other GAD reports/documents	Latest report	
State of the Municipality Address (SOMA)	2013 or latest report	
Other relevant planning/ budgeting/ reporting documents from the MLGU	Latest report	

KC-NCDDP Documents/Database:

Documents	Persons/Unit Responsible
Consolidated PSA Results for the municipality <i>(For Session 2)</i>	RPMO and NPMO M&E
Consolidated KPIs	
Latest Municipal Accountability Report	
Outputs of Sustainability Evaluation Tool <i>(if applicable)</i>	

Form 1: Municipal Profile (Survey from Municipality and KC database)¹

Municipality: _____
Income Class: _____

Province: _____
Region: _____

Set 1

1.	Population (Previous Period) ²	_____	17.	Number of poor farmers	_____	33.	No. of households with access to potable water ²	_____
2.	Population (Current Period) ²	_____	18.	Number of fishers	_____	34.	No. of households with access to sanitary toilet facility ²	_____
3.	Total Land Area (in ha)	_____	19.	Number of poor fishers	_____	35.	% of roads utilized by public vehicles	_____
4.	Number of Households ²	_____	20.	Number of PWDs	_____	36.	No. of individuals involved in participatory planning ²	_____
5.	Number of Poor Households	_____	21.	Number of poor PWDs	_____	37.	No. of projects implemented in the community for the past year ²	_____
6.	Number of IP Households ²	_____	22.	No. of Pantawid Pamilya Households ³	_____	38.	No. of projects completed in the past 3 years ²	_____
7.	Number of IP individuals ²	_____	23.	No. of Sustainable Livelihood Program Households ³	_____	39.	No. of projects completed in the set timeline (in the past 3 years) ²	_____
8.	Number of female adults (18 yrs. and above)	_____	24.	No. of KC Households ³	_____	40.	No. of completed projects in the past 3 years sustained/maintained ²	_____
9.	Number of male adults (18 yrs. and above)	_____	25.	No. of SC under Social Pension ⁴	_____	41.	No. of trainings provided in the community for the past year ²	_____
10.	Number of female youth (13 to 17 yrs.) ²	_____	26.	No. of day care children under Supplementary Feeding Program ⁴	_____	42.	No. of persons trained in Community-Driven Development (CDD) ²	_____
11.	Number of male youth (13 to 17 yrs.) ²	_____	27.	No. of persons under Recovery and Reintegration Program for Trafficked Persons ⁴	_____	43.	No. of community volunteers elected as Barangays Officials ²	_____
12.	Number of male children (12 yrs. & below) ²	_____	28.	Households under CSAP ⁴	_____			
13.	Number of female children (12 yrs. old & below) ²	_____	29.	Individuals under Cash/Food for Work Program (Disaster-related) ⁴	_____			
14.	Number of Senior citizens	_____	30.	No. of health facilities ²	_____			
15.	Number of poor senior citizens	_____	31.	No. of schools/day care centers ²	_____			
16.	Number of farmers	_____	32.	No. of community-based organizations ²	_____			

Note:

1 – ACT may use the same form for collecting barangay level data

2 – KC data can be used as alternative

3 – KC database

4 – Other DSWD database

Set 2

Barangay		Municipality		Province	
Variables	Data	Variables	Data	Variables	Data
No. of barangay assemblies conducted in a year	_____				
No. of barangays assemblies conducted in a year with presence of municipal officials	_____	No. and % of barangays conducted barangay assemblies in a year with presence of municipal officials	_____	No. and % of municipalities with municipal officials attending barangay assemblies	_____
National Government Agencies/Non-Government Organizations/Private Institutions that implemented projects in the communities ¹	_____	National Government Agencies/Non-Government Organizations/Private Institutions that implemented projects in the municipality ²	_____	National Government Agencies/Non-Government Organizations/Private Institutions that implemented projects in the province ³	_____
Type of projects implemented by these entities ¹	_____	Type of projects implemented by these entities ²	_____	Type of projects implemented by these entities ³	_____
MLGU projects implemented in the community ¹	_____	MLGU projects implemented in the community ²	_____	Type of projects implemented by the MLGUs ³	_____
Type of trainings provided (by various organizations) ¹	_____	Type of trainings provided (by various organizations) ²	_____	Type of trainings provided (by various organizations) ³	_____
Type of trainings provided (by the MLGU) ¹	_____	Type of trainings provided (by the MLGU) ²	_____	Type of trainings provided (by the MLGU) ³	_____
		No. and % of barangays that directly benefitted from MLGU projects/trainings	_____	No. and % of municipalities that cascade projects to the community	_____

Note:

1 – Use codes, separated by a comma “,”.

2 – Unduplicated list of entities (from barangay level data). Use codes, separated by a comma “,”.

3 – Unduplicated list of entities (from municipal level data). Use codes, separated by a comma “,”.

Form 2: MLGU Programs and Projects

Province: _____

Municipality: _____

List of Programs/Projects for the Year: _____

Program/ Project	Brief Description	Project Duration	Project Cost	Funding Source	Implementing Agency	Covered Barangays	No. of Beneficiaries
Specific Programs/Projects/Services for:							
A. Women							
<i>Use of GAD Budget, Identify GAD Focal Person</i>							
1.							
2.							
<i>Other programs/ projects/ services for women</i>							
1.							
2.							
B. Poorest (as identified in MLGU Form 1)							
1.							
2.							

Note:

1. If available, please provide the listed programs and projects with supporting pictures (printed or electronic file)
2. This matrix shall include programs/projects from Government and Non-Government (POs, CSOs, Private) organizations/institutions with information on project description, duration and covered barangays, at the least

Form 3: MLGU Financial Performance (2009-2013)

Province: _____

Municipality: _____

Table 1: Municipal Financial Profile by Revenue Sources: 2009 to 2013

Revenue Sources	2009	2010	2011	2012	2013	Remarks
<i>IRA Share</i>						
<i>Locally-sourced revenues</i>						
<i>Other revenues (include sources)</i>						
Total LGU income						
Total LGU income per capita						
Development Fund = 20% of IRA						
Development fund per capita						

Table 2: Municipal Financial Profile by Sectoral Expenditure: 2009 to 2013

Sectoral Expenditures	2009	2010	2011	2012	2013	Remarks
General public services						
Education, culture, sports, and manpower development						
Health Services						
Labor and employment						
Housing and community development						
Social welfare services						
Economic services						
Other purposes						

Form 4: MLGU Core Local Poverty Indicators Plus 1*From KC database*

Province: _____

Municipality: _____

CLPI	Year 1 (previous cycle)	Year 2 (most recent cycle)	Affected Barangay/s (Geographic distribution ¹)	Data Source
HEALTH				
<i>Proportion of children aged 0-5 years old who died</i>				
a. Number of children aged 0-5 years old who died				
b. Total Number of children aged 0-5 years old				
<i>Proportion of women who died due to pregnancy-related causes</i>				
a. Number of pregnant women who died due to pregnancy-related causes				
b. Total number of pregnant women				
NUTRITION				
<i>Proportion of children aged 0-5 years old who are malnourished</i>				
a. Number of children aged 0-5 years old who are malnourished				
b. Total number of children aged 0-5 years old				
ACCESS TO BASIC AMENITIES				
<i>Proportion of households with access to safe water</i>				
a. Number of households with access to potable water (within 250m)				
b. Total number of households				
<i>Proportion of households with access to sanitary toilet facilities</i>				
a. Number of households with access to sanitary toilet facilities				
b. Total number of households				
SHELTER				
<i>Proportion of households who are informal settlers</i>				
a. Number of households who are informal settlers				
b. Total number of households				
<i>Proportion of households living in makeshift housing</i>				
a. Number of households living in makeshift housing				
b. Total number of households				
PEACE AND ORDER				
<i>Proportion of households with members victimized by crimes</i>				
a. Number of households with members victimized by crimes				
b. Total number of households				
INCOME				
<i>Proportion of households with income less than the poverty threshold</i>				

¹List of Barangays shall be separated by a comma “,”

CLPI	Year 1 (previous cycle)	Year 2 (most recent cycle)	Affected Barangay/s (Geographic distribution ¹)	Data Source
a. Number of households with income less than the poverty threshold				
b. Total number of households				
<i>Proportion of households with income less than the food threshold</i>				
a. Number of households with income less than the food threshold				
b. Total number of households				
<i>Proportion of households who eat less than three (3) meals a day</i>				
a. Number of households who eat less than three (3) meals a day				
b. Total number of households				
BASIC EDUCATION				
<i>Proportion of 6-12 years old children who are not in elementary school</i>				
a. Number of children 6-12 years old who are not in elementary school				
b. Total number of children 6-12 years old				
<i>Proportion of 13-16 years old children who are not in secondary school</i>				
a. Number of children 13-16 years old who are not in secondary school				
b. Total number of children 13-16 years old				
EMPLOYMENT				
<i>Proportion of the members of the labor force who are not working</i>				
a. Number of labor force who are not working				
b. Total number of labor force				
DISASTER RISK REDUCTION				
<i>Proportion of Barangay with Disaster Risk Reduction Activities</i>				
a. Number of barangay with Disaster Risk Reduction Activities				
b. Total number of barangays				

Form 5: Local Governance Performance Management System (LGPMS)

Province: _____

Municipality: _____

Performance Area	Performance Rate				
	2009	2010	2011	2012	2013
1. Administrative Governance					
2. Fundamentals of Good Governance					
3. Economic Governance					
4. Social Governance					
5. Environmental Governance					
6. Seal of Good Housekeeping					

Please attach the printed Electronic Report on the State of Local Governance Performance Report (e-SLGPR) from 2009-2013.

Form 6: Perception Survey

To be filled up by the participants in the Barangay/Municipal/KC activity

Name (optional): _____	Belongs to an IP Group (1-Yes; 0-No): ____	Barangay/Municipal/KC
Age as of last birthday: _____	Pantawid Pamilya beneficiary (1-Yes; 0-No): ____	activity attended where this
Sex (1-Male; 2-Female): _____	Sustainable Livelihood Program beneficiary (1-Yes; 0-No)____	survey was conducted:_____

Instruction: Indicate your level of agreement on each of the statements below using the following rating scale: **4** – Strongly Agree; **3** – Agree; **2** – Disagree; and **1** – Strongly Disagree. Answer as honestly as possible. Rest assured that your information and responses will be kept confidential.

Item	Rating
Trust and Confidence on Officials	
<i>a. The community trusts the local officials in planning, implementation, monitoring and reporting of programs and projects for the community</i>	
<i>b. Local officials are fair in dealing with the people</i>	
<i>c. Barangay officials regularly meet with the community</i>	
<i>d. Municipal officials regularly meet with the community</i>	
<i>e. I trust the local officials in planning, implementation, monitoring and reporting of programs and projects for the barangay</i>	
Access to Services and Governance	
<i>a. There is adequate number of health facilities</i>	
<i>b. There is adequate number of educational facilities</i>	
<i>c. There is adequate number of roads accessed by public vehicles (e.g. transportation of public goods)</i>	
<i>d. Potable water is accessible to the community</i>	
<i>e. There is peace and order in the community</i>	
<i>f. It is easy to go to a health facility</i>	
<i>g. Children in our household were able to go to school in less time</i>	
<i>h. Our household is able to purchase other basic necessities in the market/nearby store</i>	
<i>i. I feel secure in the community.</i>	
<i>j. Our household has access to potable water</i>	
Participation and Empowerment of the Poor and Marginalized	
<i>a. Women are engaged in the implementation of programs/projects in the community</i>	
<i>b. IPs are engaged in the implementation of programs/projects in the community</i>	
<i>c. The poorest are represented in the barangay assembly</i>	
<i>d. Members of the community are provided with various skills training (e.g. livelihood, financial literacy among others)</i>	
<i>e. I am able to participate in the implementation of programs/projects in the community</i>	
<i>f. I am not shy when participating in community development activities</i>	
<i>g. I have benefitted from the trainings/activities provided to the community</i>	
<i>h. My skills have improved because of these trainings</i>	
Disaster-Risk Related Activities and Preparedness	
<i>a. People in the community are aware of the dangers brought by disasters</i>	
<i>b. People are aware of how the community is affected by disasters</i>	
<i>c. People in the community are aware of the different measures to reduce dangers brought by disasters</i>	
<i>d. I am aware of the dangers brought by disasters</i>	
<i>e. I am aware of how the community is affected by disasters</i>	
<i>f. I am aware of the different measures to reduce dangers brought by disasters</i>	

---THANK YOU FOR YOUR PARTICIPATION---

Perception Survey Summary Form

(For barangay level responses)

Region:

Province:

Municipality:

Barangay:

Barangay/Municipal/KC activity where this survey was conducted:

Date of Survey:

Total Number of Respondents:

Male:

Female:

Name of ACT member and signature:

Date:

Guide on Filling-out the Municipal Talakayan Data Collection Forms and Templates

Data collection is one of the crucial activities that have to be undertaken before the conduct of Municipal Talakayan (MT). The collected information will be used primarily to develop meaningful Sessions 1 to 3 presentations for the Talakayan Day. Further, these data will guide the KC-NCDDP management (at all levels) in program planning and decision-making.

This document serves as a guide for all staff who will be involved in data collection. This is to facilitate common understanding on how to populate MT Forms (with indicators that are also present in the MT Data Template) particularly on what data are to be filled-in.

Take note that those data collectors that have available laptop/desktop computer during data gathering activities may directly encode data on the MS Excel data template. While those that have no available equipment at the time of data collection or situated in remote areas may first utilize the paper-based forms then to be encoded in the data template.

Form 1: Municipal Profile (Survey from Municipality and KC database)

Level of information: Barangay, Municipal and Provincial

Responsible for data collection and encoding: ACT

Note: Assuming that there is available barangay level information, this is how the data collection will look like. Encoding and processing of all **Provincial level data** shall be the task of RMES during the preparation of Regional Talakayan Report. Thus, the ACT will only be responsible in the population of Barangay and Municipal level information.

Legend:

B – Barangay level

M – Municipal level

P – Provincial level

Auto-generation – for cells with built-in formula in the MT Data Template (Excel file)

✓ - data requirements in paper-based forms

Set 1

Indicator	MT Form (Paper-based data gathering – B&M)	MT Data Template (MS Excel File)	Source of Data/ Deriving Information
1. Population (Previous Period)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> Philippine Statistics Authority (PSA) – National Statistics Office KC-NCDDP Database (Alternative)
2. Population (Current Period)			
2a. Population Growth Rate		B,M&P: Auto-generation	$\frac{\text{Current Pop'n} - \text{Previous Pop'n}}{\text{Previous Pop'n}} \times 100$
3. Total Land Area (in ha)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data
3a. Population Density		B,M&P: Auto-generation	$\frac{\text{Current Population}}{\text{Total Land Area}}$
4. Number of Households	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> Philippine Statistics Authority (PSA) – National Statistics Office KC-NCDDP Database Other DSWD Database MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population”)</p>
5. Number of Poor Households	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> Philippine Statistics Authority (PSA) – National Statistics Office KC-NCDDP Database Other DSWD Database MLGU administrative data

Indicator	MT Form (Paper-based data gathering – B&M)	MT Data Template (MS Excel File)	Source of Data/ Deriving Information
			(Most recent data. As applicable, with same period covered as “Current Population)
6. Number of IP Households	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data (Most recent data. As applicable, with same period covered as “Current Population)
7. Number of IP individuals	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data (Most recent data. As applicable, with same period covered as “Current Population)
8. Number of female adults (18 yrs. and above)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data (Most recent data. As applicable, with same period covered as “Current Population)
9. Number of male adults (18 yrs. and above)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data (Most recent data. As applicable, with same period covered as “Current Population)
10. Number of female youth (13 to 17 yrs.)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data (Most recent data. As applicable, with same period covered as “Current Population)
11. Number of male youth (13 to 17 yrs.)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data (Most recent data. As applicable, with same period covered as “Current Population)
12. Number of male children (12 yrs. & below)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database

Indicator	MT Form (Paper-based data gathering – B&M)	MT Data Template (MS Excel File)	Source of Data/ Deriving Information
			<ul style="list-style-type: none"> • MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population)</p>
13. Number of female children (12 yrs. old & below)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population)</p>
14. Number of Senior citizens	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population)</p>
15. Number of poor senior citizens	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population)</p>
16. Number of farmers	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population)</p>
17. Number of poor farmers	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population)</p>
18. Number of fishers	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population)</p>
19. Number of poor fishers	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database

Indicator	MT Form (Paper-based data gathering – B&M)	MT Data Template (MS Excel File)	Source of Data/ Deriving Information
			<ul style="list-style-type: none"> • Other DSWD Database • MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population)</p>
20. Number of PWD	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population)</p>
21. Number of poor PWDs	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Philippine Statistics Authority (PSA) – National Statistics Office • KC-NCDDP Database • Other DSWD Database • MLGU administrative data <p>(Most recent data. As applicable, with same period covered as “Current Population)</p>
22. No. of Pantawid Pamilya Households	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Other DSWD Database <p>(Most recent data of the number of beneficiaries)</p>
23. No. of Sustainable Livelihood Program Households	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Other DSWD Database <p>(Most recent data of the number of beneficiaries)</p>
24. No. of KC Households	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • KC-NCDDP Database <p>(Most recent data of the number of beneficiaries)</p>
25. No. of SC under Social Pension	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Other DSWD Database <p>(Most recent data of the number of beneficiaries)</p>
26. No. of day care children under Supplementary Feeding Program	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Other DSWD Database <p>(Most recent data of the number of beneficiaries)</p>
27. Recovery and Reintegration Program for Trafficked Persons	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Other DSWD Database <p>(Most recent data of the number of beneficiaries)</p>
28. Households under CSAP	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Other DSWD Database <p>(Most recent data of the number of beneficiaries)</p>
29. Individuals under Cash/Food for Work Program (Disaster-related)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • Other DSWD Database <p>(Most recent data of the number of beneficiaries)</p>
30. No. of health facilities	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> • MLGU administrative data • KC-NCDDP Database (Alternative)

Indicator		MT Form (Paper-based data gathering – B&M)	MT Data Template (MS Excel File)	Source of Data/ Deriving Information
				(Most recent data – previous year, at least)
31.	No. of schools/day care centers	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data KC-NCDDP Database (Alternative) (Most recent data – previous year, at least)
32.	No. of community-based organizations	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data KC-NCDDP Database - Alternative (Most recent data – previous year, at least)
33.	No. of households with access to potable water	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data KC-NCDDP Database (Alternative) (Most recent data – previous year, at least)
33a.	% of households with access to potable water		B,M&P: Auto-generation	$\frac{\text{Number of households with access to potable water}}{\text{Number of households}} \times 100$
34.	No. of households with access to sanitary toilet facility	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data KC-NCDDP Database (Alternative) (Most recent data – previous year, at least)
34a.	% of households with access to sanitary toilet facility		B,M&P: Auto-generation	$\frac{\text{Number of households with access to sanitary toilet facility}}{\text{Number of households}} \times 100$
35.	% of roads utilized by public vehicles	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data (Most recent data – previous year, at least)
36.	No. of individuals involved in participatory planning	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data KC-NCDDP Database (Alternative) (Most recent data – previous year, at least)
37.	No. of projects implemented in the community for the past year	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data KC-NCDDP Database (Alternative) (Most recent data – previous year)
38.	No. of projects completed in the past 3 years	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data for the past 3 years (e.g. 2012 to 2014). KC-NCDDP Database (Alternative) This will cover all projects implemented by various entities (e.g. NGA, NGOs and MLGU, among others)
39.	No. of projects completed in the set timeline (in the past 3 years)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data for the past 3 years (e.g. 2012 to 2014). KC-NCDDP Database (Alternative) This will cover all projects implemented by various entities (e.g. NGA, NGOs and MLGU, among others)
39a.	% of projects completed within the set timeline (in the past 3 years)		B,M&P: Auto-generation	$\frac{\text{Number of completed projects in the set timeline}}{\text{Number of completed projects}} \times 100$

Indicator		MT Form (Paper-based data gathering – B&M)	MT Data Template (MS Excel File)	Source of Data/ Deriving Information
40.	No. of completed projects in the past 3 years sustained/maintained	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data for the past 3 years (e.g. 2012 to 2014). KC-NCDDP Database (Alternative) This will cover all projects implemented by various entities (e.g. NGA, NGOs and MLGU, among others)
40a.	% of completed projects in the past 3 years sustained/maintained		B,M&P: Auto-generation	$\frac{\text{Number of completed projects sustained/maintained}}{\text{Number of completed projects}} \times 100$
41.	No. of trainings provided in the community for the past year	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data for the previous year KC-NCDDP Database (Alternative) This will cover all trainings provided by various entities (e.g. NGA, NGOs and MLGU, among others)
42.	No. of persons trained in Community-Driven Development (CDD)	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data for the previous year KC-NCDDP Database (Alternative) Unduplicated number of persons trained in CDD “as of” the previous year.
43.	No. of community volunteers elected as Barangays Officials	✓	B: Manual encoding M&P: Auto-generation	<ul style="list-style-type: none"> MLGU administrative data for the last election period (e.g. 2013) KC-NCDDP Database (Alternative)

Set 2 – Barangay

Level of information: Barangay

Responsible for data collection and encoding: ACT

Indicator		MT Form (Paper-based data gathering)	MT Data Template (MS Excel File)	Data Source/ Generation
1.	No. of barangay assemblies conducted in a year	✓	Manual encoding	<ul style="list-style-type: none"> BLGU administrative data for the previous year KC-NCDDP Database (Alternative)
2.	No. of barangays assemblies conducted in a year with presence of municipal officials	✓	Manual encoding	<ul style="list-style-type: none"> BLGU administrative data for the previous year KC-NCDDP Database (Alternative)
3.	National Government Agencies/Non-Government Organizations/Private Institutions that implemented projects in the communities	✓ (use codes for the entities)	Manual encoding (use codes for the entities)	<ul style="list-style-type: none"> BLGU administrative data <p>(Most recent data – previous year)</p>
4.	Types of projects implemented by these entities	✓ (use codes for the projects)	Manual encoding (use codes for the projects)	<ul style="list-style-type: none"> BLGU administrative data <p>(Most recent data – previous year)</p>
5.	MLGU projects implemented in the community	✓ (use codes for the projects)	Manual encoding (use codes for the projects)	<ul style="list-style-type: none"> BLGU administrative data

Indicator	MT Form (<i>Paper-based data gathering</i>) <i>the projects</i>)	MT Data Template (<i>MS Excel File</i>)	Data Source/ Generation
			(Most recent data – previous year)
6. Type of trainings provided (by various organizations)	✓ (<i>use codes for the trainings</i>)	Manual encoding (<i>use codes for the trainings</i>)	<ul style="list-style-type: none"> • BLGU administrative data (Most recent data – previous year)
7. Type of trainings provided (by the MLGU)	✓ (<i>use codes for the trainings</i>)	Manual encoding (<i>use codes for the trainings</i>)	<ul style="list-style-type: none"> • BLGU administrative data (Most recent data – previous year)

Set 2 – Municipality

Level of information: Municipal

Responsible for data collection and encoding: ACT

Indicator	MT Form (<i>Paper-based data gathering</i>)	MT Data Template (<i>MS Excel File</i>)	Data Source/ Generation
1. No. of barangays conducted barangay assemblies in a year with presence of municipal officials	✓	Manual encoding	<ul style="list-style-type: none"> • MLGU administrative data • Summary count based on the presence of information (greater than 0) under “No. of barangay assemblies conducted in a year with presence of municipal officials” in the “Barangay” sheet. (Most recent data – previous year)
2. % of barangays conducted barangay assemblies in a year with presence of municipal officials	✓ (<i>computation</i>)	Manual encoding (<i>computation</i>)	$\frac{\text{Number of barangays conducted barangay assemblies in a year with presence of municipal officials}}{\text{Total number of barangays}} \times 100$
3. National Government Agencies/Non-Government Organizations/Private Institutions that implemented projects in the communities	✓ (<i>use codes for the entities</i>)	Manual encoding (<i>use codes for the entities</i>)	<ul style="list-style-type: none"> • MLGU administrative data • Unduplicated list from barangay level information (Most recent data – previous year)
4. Types of projects implemented by these entities	✓ (<i>use codes for the projects</i>)	Manual encoding (<i>use codes for the projects</i>)	<ul style="list-style-type: none"> • MLGU administrative data • Unduplicated list from barangay level information (Most recent data – previous year)
5. MLGU projects implemented in the community	✓ (<i>use codes for the projects</i>)	Manual encoding (<i>use codes for the projects</i>)	<ul style="list-style-type: none"> • MLGU administrative data • Unduplicated list from barangay level information (Most recent data – previous year)
6. Type of trainings provided (by various organizations)	✓ (<i>use codes for the trainings</i>)	Manual encoding (<i>use codes for the trainings</i>)	<ul style="list-style-type: none"> • MLGU administrative data • Unduplicated list from barangay level information (Most recent data – previous year)
7. Type of trainings provided (by the MLGU)	✓ (<i>use codes for the trainings</i>)	Manual encoding (<i>use codes for the trainings</i>)	<ul style="list-style-type: none"> • MLGU administrative data • Unduplicated list from barangay level information (Most recent data – previous year)

Indicator	MT Form (<i>Paper-based data gathering</i>)	MT Data Template (<i>MS Excel File</i>)	Data Source/ Generation
8. No. of barangays that directly benefitted from MLGU projects/trainings	✓	Manual encoding	<ul style="list-style-type: none"> MLGU administrative data Summary count based on the presence of information (greater than 0) under "MLGU projects implemented in the community" – in the "Barangay" sheet. <p>(Most recent data – previous year)</p>
9. % of barangays that directly benefitted from MLGU projects/trainings	✓ (computation)	Manual encoding (computation)	$\frac{\text{Number of barangays that directly benefitted from MLGU projects/trainings}}{\text{Total number of barangays}} \times 100$

Set 2 – Province

Level of information: Provincial

Responsible for data collection and encoding: RMES

Indicator	MT Form (<i>Paper-based data gathering</i>)	MT Data Template (<i>MS Excel File</i>)	Data Source/ Generation
1. No. of municipalities with municipal officials attending barangay assemblies	✓	Manual encoding	<ul style="list-style-type: none"> PLGU administrative data Summary count based on the presence of information (greater than 0) under "No. of barangays conducted barangay assemblies in a year with presence of municipal officials" in the "Municipal" sheet. <p>(Most recent data – previous year)</p>
2. % of municipalities with municipal officials attending barangay assemblies	✓ (computation)	Manual encoding (computation)	$\frac{\text{Number of municipalities with municipal officials attending barangay assemblies}}{\text{Total number of municipalities}} \times 100$
3. National Government Agencies/Non-Government Organizations/Private Institutions that implemented projects in the communities	✓ (use codes for the entities)	Manual encoding (use codes for the entities)	<ul style="list-style-type: none"> PLGU administrative data Unduplicated list from municipal level information <p>(Most recent data – previous year)</p>
4. Type of projects implemented by these entities	✓ (use codes for the projects)	Manual encoding (use codes for the projects)	<ul style="list-style-type: none"> PLGU administrative data Unduplicated list from municipal level information <p>(Most recent data – previous year)</p>
5. Type of projects implemented by the MLGUs	✓ (use codes for the projects)	Manual encoding (use codes for the projects)	<ul style="list-style-type: none"> PLGU administrative data Unduplicated list from municipal level information <p>(Most recent data – previous year)</p>
6. Type of trainings provided (by various organizations)	✓ (use codes for the trainings)	Manual encoding (use codes for the trainings)	<ul style="list-style-type: none"> PLGU administrative data Unduplicated list from municipal level information <p>(Most recent data – previous year)</p>
7. Type of trainings provided (by the MLGU)	✓ (use codes for the trainings)	Manual encoding (use codes for the trainings)	<ul style="list-style-type: none"> PLGU administrative data Unduplicated list from municipal level information

Indicator	MT Form (<i>Paper-based data gathering</i>) <i>the trainings</i>)	MT Data Template (<i>MS Excel File</i>)	Data Source/ Generation
			(Most recent data – previous year)
8. No. of municipalities that cascade projects to the community	✓	Manual encoding	<ul style="list-style-type: none"> • PLGU administrative data • Summary count based on the presence of information (greater than 0) under “No. of barangays that directly benefitted from MLGU projects/trainings” – in the “Municipal” sheet.
			(Most recent data – previous year)
9. % of municipalities that cascade projects to the community	✓ (computation)	Manual encoding (computation)	$\frac{\text{Number of municipalities that cascade projects to the communities}}{\text{Total number of Municipalities}} \times 100$

Form 2: MLGU Programs and Projects

Level of information: Municipal

Responsible for data collection and encoding: ACT

Note: To be collected/encoded either on MS Word or MS Excel file/data template

This form shall reflect all the programs and projects being implemented by the MLGU (for current and previous year, at least), putting information in each of the fields: a.) Program/Project title; b.) Brief Description; c.) Project Duration; d.) Project Cost; e.) Funding Source; f.) Implementing Agency; g.) Covered Barangays; and h.) Number of Beneficiaries. While all programs are to be presented and discussed through this form, it is necessary to separate programs/projects that directly benefit two (2) of the vulnerable sectors i.e. Women and Poor.

Some of the documents that can be used as reference to be able to fill-out the form are the following:

- Comprehensive Development Plan (CDP)
- Local Development Investment Plan (LDIP)
- Annual Investment Plan (AIP)
- Local Poverty Reduction Action Plan (LPRAP)
- Annual Gender Assessment and other GAD Reports/Documents

In addition, the matrix/form shall include programs/projects from Government and Non-Government (POs, CSOs, Private) organizations/institutions with information on project description, duration and covered barangays, at the least.

Form 3: MLGU Financial Performance

Level of information: Municipal

Responsible for data collection and encoding: ACT

Note: To be collected/encoded either on MS Word or MS Excel file/data template

Municipal Talakayan Form 3 is divided into 2 parts (i) Financial profile by revenue sources and (ii) financial performance by sectoral expenditures. Both require at least five (5) years of financial data trending (e.g. 2009 to 2013).

For the financial profile by revenue sources, the minimum data requirements are the following: a.) IRA Share; b.) Locally-sourced revenues; c.) Other revenues; d.) Total LGU income; e.) Total LGU income per capita; f.) Development fund=20% of IRA; and g.) Development fund per capita. While for the sectoral expenditures table, this will cover: a. General public services; b.) Education, culture, sports, and manpower development;

c.) Health services; d.) Labor and employment; e.) Housing and community development; f.) Social welfare services; g.) Economic services; h.) Other purposes.

Information that would suffice the matrix can be gathered through the following:

- a. LGU Financial Performance Report
- b. Bureau of Local Government Finance (BLGF) website (www.blgf.gov.ph)
- c. Other relevant planning/budgeting/reporting documents from the MLGU

Form 4: MLGU Core Local Poverty Indicators Plus 1

Level of information: Municipal

Responsible for data collection and encoding: ACT

Note: Raw data (population magnitude) for each of the indicators should be collected/encoded either on MS Word or MS Excel file (CLPI is in a separate template). In the Excel file (Sheet Name: CLPI+1), proportion (percentage) will be automatically computed through the built-in formula.

For every cycle of KC-NCDDP in each of the prioritized barangays, data collection for KC-NCDDP CLPIs (grouped as (i) Health; (ii) Nutrition; (iii) Access to basic amenities; (iv) Shelter; (v) Peace and order; (vi) Income; (vii) Basic education; (viii) Employment; and (ix) Disaster risk reduction) is embedded in the process. For the purposes of uniformity, KC-NCDDP CLPIs shall be the ones to be used with the assumption that data for each of the following indicators are complete:

- a. Proportion of children aged 0-5 years old who died
- b. Proportion of women who died due to pregnancy-related causes
- c. Proportion of children aged 0-5 years old who are malnourished
- d. Proportion of households with access to safe water
- e. Proportion of households with access to sanitary toilet facilities
- f. Proportion of households who are informal settlers
- g. Proportion of households living in makeshift housing
- h. Proportion of households with members victimized by crimes
- i. Proportion of households with income less than the poverty threshold
- j. Proportion of households with income less than the food threshold
- k. Proportion of households who eat less than three (3) meals a day
- l. Proportion of 6-12 years old children who are not in elementary school
- m. Proportion of 13-16 years old children who are not in secondary school
- n. Proportion of the members of the labor force who are not working
- o. Proportion of Barangay with Disaster Risk Reduction Activities

The CLPI Excel file includes two (2) sheets namely: "CLPI+1" and "CLPI 5 years". The former requires data for the last 2 years. While the latter shall be populated with a 5-year data trending wherein, "YEAR 5" is the most recent.

In the event that there are updated MGLU CLPIs, one should initiate a meeting with the municipal officials on what data will be used for the Talakayan day.

Form 5: Local Governance Performance Management System (LGPMs)

Level of information: Municipal

Responsible for data collection and encoding: ACT

Note: To be collected/encoded either on MS Word or Excel file.

Performance ratings of the municipality under LGPMs are also included in the presentation of the municipality's development status. A five (5)-year trending of performance in specific areas: a.) Administrative Governance; b.) Fundamentals of Good Governance; c.) Economic Governance; d.) Social Governance; e.) Environmental Governance; and f.) Seal of Good Housekeeping, are the minimum data requirements.

Information for this form should come mainly on LGPMS or State of Local Governance Performance Report (SLGPR). During data collection, ensure a printed electronic SLGPR.

Form 6: Perception Survey

Level of information: *Barangay, Municipal and Provincial (to be encoded and processed by RMES)*

Responsible for data collection and encoding: *ACT*

The perception survey shall be done simultaneously with the municipal level data gathering. Before implementation, the ACT is advised to translate the survey form into the Barangay's dialect to ensure ease in understanding. Translated versions shall be approved by the RMES.

Questionnaires will be floated during any barangay/municipal/KC activity to gather community members' level of agreement (4 – Strongly Agree; 3 – Agree; 2 – Disagree; and 1 – Strongly Disagree) on 29 statements pertaining to the different aspects of development i.e. governance, empowerment and poverty reduction. Number of respondents may vary depending on the number of barangays per municipality to wit:

- *For municipalities with barangay count less than or equal to 25* - a total of 30 randomly-selected respondents (15 - male; 15 - female) will be surveyed per Barangay.
- *For municipalities with more than 25 barangays* - a fixed number of 750 individuals shall be surveyed within the municipality. The RPMO shall ensure (i) equal distribution of 750 across barangays, (ii) there will be responses from all barangays and (iii) gender balance.

In case that there are no activities scheduled during the 3 months of pre-Talakayan preparation, survey can be done through a house-to-house visit (randomly-selected) by the ACT, considering that they are the ones who are most familiar in the area.

After data collection, a summary form shall be accomplished by the ACT member who conducted the survey.

Individual answers are to be encoded first in a separate file (Annex 7c) to come up with barangay level responses. Processed barangay level information will then be integrated to the Talakayan Data Template (Excel file).

To generate municipal level information, computation shall be done using all individual responses from all barangays. Bottom part of Annex 7c already presents summary information for each of the questions.

ANNEX 8
Presentation Outline for Session 1:
Municipal Profile and Development Status of the Municipality
(May also refer to the powerpoint presentation template)

A. Demographic Profile

1. Vision, Mission, Goals
2. Geography (show maps, administrative/political boundaries)
3. Demographic Characteristics *(thematic maps c/o RPMO M&E for database)*
 - a. Population growth rate
 - b. Population density
 - c. Population per Barangay per sector, percentage of men, women, IPs, poor/poorest groups
(by NHTS etc.)

B. Governance

1. Administrative Structure
 - a. LGU composition
 - b. MDC and other local special bodies – composition and accreditation of CSOs
2. LGPMS Performance *(graphical presentation from 2011-2013)*
 - a. Administrative Governance
 - b. Social Governance
 - c. Economic Governance
 - d. Environmental Governance
 - e. Valuing Fundamentals of Good Governance
3. Financial Profile and Performance *(graphical presentation from 2011-2013)*
 - a. Revenue Sources
 - IRA Share; per capita IRA share; 20% Development Fund; per capita Development Fund
 - Locally-Sourced Revenues
 - Other Revenues (include sources)
 - Total LGU Income
 - b. Sectoral Expenditure
 - Investment Patterns
4. LGU Awards and Recognitions
 - MDG Scorecard, Good Governance Index, Other Awards Received (Seal of Good Housekeeping, Performance Challenge Fund, etc.)

C. Poverty Reduction

1. Poverty Incidence (2003, 2009 NSCB)
2. Identification of Poorest-population and geographic distribution of the poor and marginalized, NHTS data, etc.
3. Core Local Poverty Indicators *(thematic maps c/o RPMO M&E for database)*

- a. Health and Nutrition
 - No./Percentage of children under 5 years old who died
 - No./Percentage of women who died due to pregnancy related causes
 - No./Percentage of children 0 to 5 years old who are malnourished
- b. Education
 - No./Percentage of children aged 6 to 12 who are not attending elementary school
 - No./Percentage of children aged 13 to 16 who are not attending secondary school
- c. Shelter
 - No./Percentage of households living in makeshift housing
 - No./Percentage of households who are informal settlers
- d. Water and Sanitation
 - No./Percentage of households without access to safe water
 - No./Percentage of households without access to sanitary toilet facilities
- e. Income
 - No./Percentage of households with income below the poverty threshold
 - No./Percentage of households with income below food threshold
 - No./Percentage of households who experienced food shortage
- f. Employment
 - No./Percentage of persons in the labor force who are unemployed
- g. Peace and Order
 - No./Percentage of persons who are victims of crimes
- h. Disaster preparedness
 - No./Percentage of households given trainings on disaster preparedness
 - Proportion of barangays implementing disaster risk reduction activities¹
4. Major programs and projects in the municipality (with funding sources) contributing to local poverty reduction and development
(Important Note: Analyze and discuss if there is Convergence happening)

D. People Empowerment

1. Data on KC M&E indicators contributing to people empowerment and overall local development (i.e. participation of women and marginalized sectors in assemblies and fora). The discussion may also include findings from relevant KC impact evaluations

¹ Examples of disaster risk reduction activities are: risk and hazard mapping, training of households and individuals on rescue and evacuation, installation of early disaster warning systems.

and other studies. Simplify the statement for easier and better appreciation of the audience.

2. Results of the Perception Survey during KC Activities in the barangay level
 - a. Levels of trust and confidence on officials
 - b. Adequacy of basic services (health, school, public utility vehicles, farm-to-market roads, waste management and security facilities) and adequacy of health, education and security personnel
 - c. Levels of participation of women and poorest, and
 - d. Opinions on other issues deemed important in discussing development status of the municipality

IMPORTANT NOTE: In presenting the data in the powerpoint and written report, in all applicable areas, always include the “reference period” and the “source of data”. These information are vital to determine which information are appropriate to present in case of differing datasets gathered on the same development indicator/s.

ANNEX 9
Guide for Session 2:
Presentation of Summary of Municipal Development Needs, Interventions, and Gaps
(Note: This includes KC interventions)
(May also refer to the powerpoint presentation template)

1. The second session of the programme of the Talakayan will highlight needs, interventions and outstanding needs or gaps. The intent is to illustrate the current dynamics of local development by mapping out the community- and LGU-identified sectoral needs using PSA output, LGU and other national agency reports vis-à-vis those that have been provided with corresponding development programs/projects. The output detects convergence efforts on development as well as the remaining gaps serving a good platform for planning of future development interventions both at the local and national scale.
2. For the identification of community needs, the MLGU officer/s (MPDC, MLGOO, MSWD) together with the RPMO M&E will review the KC Participatory Situation Analysis (PSA) priority needs and the LPRAP, and select the top three (3) needs and categorize these needs according to sector or subsector.
 - a. Economic
 - Agriculture
 - Employment and livelihood
 - b. Social
 - Education
 - Health
 - Gender Development
 - Peace and Order
 - DRR
 - c. Infrastructure
 - Mobility (roads/infrastructure)
 - Power
 - Water supply
 - Communication
 - Others
 - d. Environment
3. Prepare a chart or table (Ex. Using excel format or easel sheets). In the first column, list all the names of barangays. In the first row, list all key sectors/subsectors.
4. Using this chart, color-code the chart cells Red for all the top three (3) community-identified needs from PSA and LPRAP according to barangay and sector/s.
5. **For the LGU-identified needs**, the results of CBMS, CLPI, ELA, AIP and other relevant documents will be used as reference in determining local needs. Once agree, color-code the chart cells Yellow for these needs.

6. In the case that the identified needs for community and LGU overlap, color-code the chart cell Green.
7. **For the interventions**, refer back to the accomplished Form 2 MLGU list of current programs and projects. In the same chart, map out in which barangay/s (or if municipal wide) and in which sector does each program/ project fall. Put the official logo or label the cell according to the following:

KC: KC projects and program interventions

NGA: national government agencies, executive offices, GOCCs, etc. (Ex. DOH, DENR, DAR, DPWH, PCSO, PAGCOR, etc.)

MLGU: Municipal Local Government Unit

CSO: Civil Society Organizations (Ex. NGOs, People's Organizations)

PS: Private sectors (Ex. CSR, individual donations)

Others:

Note: There are interventions which fall into multiple categories of needs (ex: construction of water supply for the infrastructure and social (health and nutrition). In such cases, color both as it addresses both areas.

8. **For the Gaps**, encircle the colored cells that do not have any intervention.
9. Prepare and finalize the presentation material using Powerpoint or other appropriate presentation format.

Annex 9a
Sample Worksheet for the Summary Matrix of Development Needs, Interventions and Gaps

Barangay	Governance	Economic			Social				Infrastructure				Environment/Drainage
		Livelihood/Employment	Agriculture	Fisheries	Health and Nutrition	Education	Housing	Peace and Order	Access/Mobility (Roads and Bridges)	Power Supply	Water Supply	Others	
Barangay 1									KC, B/MLGU				KC
Barangay 2									KC, B/MLGU				KC
Barangay 3									KC				
Barangay 4		POs, B/MLGU	B/MLGU			B/MLGU			KC				
Barangay 5		POs, B/MLGU				B/MLGU			KC	B/MLGU, GPB			KC
Barangay 6		POs, B/MLGU							KC				KC
Barangay 7									KC, B/MLGU				KC, B/MLGU
Barangay 8													KC, B/MLGU
Barangay 9													
Barangay 10													
Barangay 11													
Barangay 12					B/MLGU					KC			
Barangay 13					B/MLGU				KC	KC			
Barangay 14		POs, B/MLGU			B/MLGU	KC, B/MLGU			B/MLGU	KC			
Barangay 15					B/MLGU	KC, B/MLGU			B/MLGU	B/MLGU, GPB			
Barangay 16					B/MLGU	KC, B/MLGU			B/MLGU	B/MLGU, GPB			
Barangay 17			B/MLGU		B/MLGU	KC, B/MLGU			B/MLGU	KC			
Barangay 18			B/MLGU		B/MLGU	KC, B/MLGU			B/MLGU	KC			
Barangay 19			B/MLGU		B/MLGU								
Municipal-wide	B/MLGU	B/MLGU	B/MLGU	B/MLGU	B/MLGU	B/MLGU	B/MLGU	B/MLGU	B/MLGU	B/MLGU	B/MLGU	B/MLGU	B/MLGU

	Top 3 community-identified needs from KC PSA and LPRAP
	LGU-identified Needs
	Community- and LGU-Identified Needs

KC	KC-Funded SPs
GPB	GPB-Funded Projects
B/MLGU	Barangay/Municipal LGU Programs and Projects
POs	People Organization, Private Sectors Programs and Projects, Others

ANNEX 10
Guide for Session 3:
Presentation of the Municipal Development Agenda-
Plans and Activities for the coming year
(May also refer to the powerpoint presentation template)

Sectoral Development Plans, Programs and Projects

- 1) The third session of the Talakayan programme will present the current and future development programs and projects of the municipal LGU, basing on the official barangay/municipal documents. Ideally, the upcoming plans, programs and projects should address the remaining development gaps identified in Session 2.
- 2) The following table presents the list of current and future development programs/projects categorized per development sector. The ACT, through the guidance of RPMO M&E and Third-Party Partner, will coordinate with the MLGU officer/s (MPDC, MLGOO, MSWD) to fill this out ready for presentation during the Talakayan Day.

Development Sector	Current Programs and Projects*	Programs and Projects for the Following Year
Institutional Development		
Social Development Health Education Gender Sensitivity Housing Protective Services		
Economic Development Trade, commerce, and services Agriculture Manufacturing Tourism		
Infrastructure and Physical Development Roads and Bridges Land Transport Air Transport Communication Water Power		
Environmental Management		

* Entries can be used to plot LGU Development Interventions und Session 2 (Aside from the CDP and other related MLGU documents)

ANNEX 11: Guide for the Talakayan Gallery Presentation and Gallery Walk

Objectives:

- (1) To present the Talakayan data in an interactive manner taking insights and opinions of the participants
- (2) To recognize and appreciate the interventions of local government and other development actors in the municipality's development through exhibiting their programs and projects in a Gallery

Duration: Whole day (*displayed during the Municipal Talakayan Day*)

Person Responsible: For the preparation: ACT, Third Party Partner, MCT (*preferably organic*)
For the Gallery Walk: Third Party-Partner (Assistant Facilitators and Documenters)

PREPARING THE GALLERY PRESENTATION

Equipment/Suggested Materials Needed:

- Printed replica of Talakayan data presented during the sessions
- Pictures and brief descriptions of programs and projects
- Wall paper or panel board (*four stations*)
- Colored papers/cartolinas, easel sheets, scissors, paste or glue, double- sided tape, stapler, permanent pens, and other crafts or creative materials that can be used

(Other materials or creative presentations can be done since the Gallery can also be used for other significant purposes by the MLGU)

There will be four (4) stations to prepare:

- Station 1:** Municipal Profile and Development status of the municipality using indicators (Session 1)
- Station 2:** Summary of Development Needs, Interventions and Gaps (Session 2)
- Station 3:** Municipal Development Agenda : Plan and Major Activities (Session 3)
- Station 4:** "Take-Home Counter" (*Station to capture the general comments of the participants related to or as a result of the Talakayan activity*)

For **Stations 1 and 3**, the presentation materials used during the sessions shall be replicated. Additional information may be included upon the discretion of municipal LGU.

For the **Station 2**, aside from the session materials, additional presentation on the programs and projects will be integrated. From the submitted list of current programs and projects, select and categorize each program/ project funded according to:

- National Government Agencies: DA, DAR, DENR, DOH, DOE, DOT, DPWH, Pagcor, PCSO, etc.

- Civil Society Organizations: Local and International non-government organizations, Academe
- Private Sectors: Private donations, Corporate Social Responsibilities (e.g. Zuellig Foundation, Jollibee Foundation, etc.)
- MLGU: Programs/ projects funded under the 20 percent development fund of IRA; these will be used for the preparation of Session 1 presentation.
- Others

For each program/project, prepare a (1) brief description, such as location, beneficiaries, sector/s benefitted, fund source, program duration; and (2) photos, if available.

In each of the station, prepare and post meaningful questions that will stimulate the minds of the participants to analyze, synthesize, evaluate the data/information presented before them in the form of posted images (graphs, charts, photographs and other visual aids). Think of 4-5 questions to use centered on the images/visual presentation materials. The sample questions provided below can be used or new questions can be formulated.

Sample questions:

- a. What interesting thing you noticed as you read the charts/graphs and the comments of other participants?
- b. What were written many times? (referring to information presented and or to comments/questions posted by participants?)
- c. What was something that you expected or did not expect?
- d. What were some apparent patterns/common observations?
- e. What are your suggestions/recommendations?
- f. What is a question you still have?

The **Station 4**, the Take-Home Counter, will ask the participants the following questions:

- a. What is the most important thing you learned?
- b. How do you plan to use what you learned?
- c. What do you want your fellow barangay members /neighbors to know about your municipality?
- d. What do you need from barangay officials and KC staff to ensure that you can share/discuss in your barangay what you learned from this Talakayan?

NOTE: The Assistant Facilitator assigned in the station should provide the group task/instructions and answer clarification questions from participants.

Overall, make the Gallery creative and interesting to draw attention of the participants; use arts and crafts. Taking into consideration participants who have difficulties reading and understanding the English language, the program/ project descriptions may be translated into local dialect/language.

IMPORTANT NOTE:

- (1) To save time and depending on the total number of groups, the team may create 2 or 3 of each station, i.e. 2-3 Station 1, 2-3 Station 2 , 2-3 Station 3 and 2-3 Station 4.
- (2) At the Talakayan Day venue, find a strategic location where the Gallery will be best positioned. Accessibility even during short breaks and open area are some factors to consider.

DURING THE GALLERY WALK

The Gallery Walk will be the culminating activity during Talakayan Day. Essentially, it is an interactive session in which the third-party partner (assistant facilitators and documenters) will capture the insights and opinions of the participants. The expected reactions could be in the form of questions, comments and suggestions/recommendations.

A. General Instructions

- (1) Before starting the activity, group the participants by arranging them into homogeneous groups (e.g. officials, volunteers, non-volunteers). Provide each group with different colored meta cards, permanent markers and masking tape. Ask each group to spend time introducing themselves to their group mates.
- (2) Assign a leader per group. The leader, together with the assistant facilitator, shall keep the group on task, encourage participation, keep conversation civil and assure that all group members understand the question and key points.
- (3) Give instructions to participants how to go about the activity. Assign a direction to move, e.g., clockwise or counter-clockwise and inform them of the time limit per station. Tell them the signal they should watch or instruction to give when to move to another station.
- (4) Begin the Gallery Walk.
 - a. Direct each group to different stations, except the 4th station. The 4th station will be accessed by a group only after it has completed the visits to the first 3 stations.
 - b. While music plays (*optional*), participants in groups walk around the room reviewing and analyzing the information presented, discussing their observations and writing their responses (answers to questions posted, additional comments to previous group's comments either affirmation or rebuttal, issues/concerns discovered, suggestions/ recommendations). The group responses can be written on the meta cards/sticky notes and be posted on the blank Manila paper earlier provided using masking tape.

- c. After the designated time to comment, say 5-7 minutes, session facilitator shall give signal to rotate or move to the next station. At the new station the group adds new comments and or responds to the comments left by the previous group.
- d. As the group rotates, the main facilitator or her/his aide shall nurture group discussion and participation by re-phrasing questions or translating them into local dialect. Also, the facilitator shall provide hints if a participant or the group does not understand or misinterpret the question.

In documenting the responses, the assistant documenter assigned in the station should post a number of large sheets of Manila paper per station. These sheets of paper shall capture the group comments.

- e. Groups continue to make comments and review the answers already contributed by previous groups adding their own comments. This procedure continues until all groups have visited the first 3 stations. As soon as a group finishes all 3 stations, then the group can proceed to the 4th and final station (Take Home Counter)
- (5) Conclude the session. When all groups have completed visiting the 4 stations, instruct them to return to their seats and prepare for the next activity. Preferably, the next activity will be a snack break or energizer to give time for facilitators to prepare for Session 5: Talakayan Synthesis and next Steps.

Annex 12

MUNICIPAL TALAKAYAN SESSION PLAN

MUNICIPAL TALAKAYAN DAY

Duration: One (1) Day

Time Allotment	Session / Activity	Objective	Content / Guideline	Required Documents / Equipment / Logistics	Presenter/s or Person/s Involved
AM Session					
8:00 – 8:30 am (30 minutes)	Travel to Venue, Registration of Participants	To derive a listing of participants and their profiles		<ul style="list-style-type: none"> • Talakayan Day Program • Registration Forms / Attendance Sheet (Annex 16) • Table, chair, ballpens 	
8:30 - 9:00 am (30 minutes)	Introduction <ul style="list-style-type: none"> • Welcome Remarks • Overview of Talakayan 	To formally open the Talakayan Activity To orient participants on the objectives and activities of the Talakayan	The emcee will formally open the activity, introduce the MLGU official for a welcome remark and discuss the objectives and expected output of the activity.	<ul style="list-style-type: none"> • Sound system • Microphones 	Third-Party Partner
9:00 -11:00 am (2 hours) Snacks will be given to the participants at 10:00 am.	Session 1: Presentation of the Municipal Profile and Development Status of the Municipality	To inform the participants on the latest Municipal Profile and Development Status using indicators under the three aspects of development (governance, poverty reduction and people empowerment)	1) The MLGU Officer presents the following information (selected) A. Municipal Profile and Development Status <ol style="list-style-type: none"> 1. Vision, Mission, Goals 2. Administrative Governance <ol style="list-style-type: none"> a. LGU composition b. MDC and local special bodies – composition and accreditation of CSOs 3. Demographic Data <ol style="list-style-type: none"> a. Population of Municipality (current and previous period) b. Population growth rate c. Total land area in hectares d. Population density e. No. of households f. No. of families g. No. of poor households h. No. of poor families i. No. of 4Ps households j. No. of 4Ps families k. No. of IP households 	<ul style="list-style-type: none"> • Session 1 powerpoint presentation material • Projector • Laptop • Annex 8, Annex 15, Annex 15a, Annex 15b • Municipal Profile • LGPMS Performance (2011-2013) • LGU Awards and Recognitions • Local Poverty Situation • MLGU KC KPIs • Survey Results (some demographic characteristics) from KC activities in the barangay • Perception Survey on Barangay Constituents 	MPDO or MLGU Officer

Time Allotment	Session / Activity	Objective	Content / Guideline	Required Documents / Equipment / Logistics	Presenter/s or Person/s Involved
			<ol style="list-style-type: none"> l. No. of IP families m. No. of Adults (males and females 18 years and older) n. No. of youth (males and females 13 to 17 years old) o. No. of children (12 years and younger) p. No. of senior citizens (60 years and above) q. No. of urban poor r. No. of farmers s. No. of farmers t. No. of PWD u. Population per Barangay (by gender, poorest groups) <ol style="list-style-type: none"> 4. Financial Profile (2011-2013) <ol style="list-style-type: none"> a. Revenue Sources <ul style="list-style-type: none"> • IRA Share; per capita IRA share; 20% Development Fund; per capita Development Fund • Locally-Sourced Revenues • Other Revenues (include sources) • Total LGU Income b. Sectoral Expenditure <ul style="list-style-type: none"> • Investment Patterns <p><u>GOVERNANCE</u></p> <p>A. LGPMS Performance from 2011-2013 (show in tables or charts)</p> <ol style="list-style-type: none"> 1. Administrative Governance 2. Fundamentals of Good Governance 3. Economic Governance 4. Social Governance 5. Environmental Governance <p>B. LGU Awards and Recognitions</p> <ol style="list-style-type: none"> 1. MDG Scorecard, Good Governance Index, Other Awards Received (Seal of Good Housekeeping, Performance Challenge Fund, etc.) <p>C. Level of Trust (from perception Survey)</p>		

Time Allotment	Session / Activity	Objective	Content / Guideline	Required Documents / Equipment / Logistics	Presenter/s or Person/s Involved
			<p><u>POVERTY REDUCTION</u> (CLPI and Adequacy of basic services)</p> <p>A. Local Poverty Situation</p> <ol style="list-style-type: none"> 1. Poverty Incidence (2006, 2009, 2012 NSCB) 2. Identification of Poorest-population and geographic distribution of the poor and marginalized, NHTS data, etc. 3. Mechanisms for tracking the poorest – Social Welfare Indicators Assessments, etc. 4. Core Local Poverty Indicators <ol style="list-style-type: none"> a. Health and Nutrition <ul style="list-style-type: none"> • No./Percentage of children under 5 years old who died • No./Percentage of women who died due to pregnancy related causes • No./Percentage of children 0 to 5 years old who are malnourished b. Education <ul style="list-style-type: none"> • No./Percentage of children aged 6 to 12 who are not attending elementary school • No./Percentage of children aged 13 to 16 who are not attending secondary school c. Shelter <ol style="list-style-type: none"> a) No./Percentage of households living in makeshift housing b) No./Percentage of households who are informal settlers d. Water and Sanitation <ul style="list-style-type: none"> • No./Percentage of households without access to safe water • No./Percentage of households without access to sanitary toilet facilities e. Income <ul style="list-style-type: none"> • No./Percentage of households with income below the poverty threshold • No./Percentage of households with income below food threshold • No./Percentage of households who experienced food shortage f. Employment <ul style="list-style-type: none"> • No./Percentage of persons in the labor force 		

Time Allotment	Session / Activity	Objective	Content / Guideline	Required Documents / Equipment / Logistics	Presenter/s or Person/s Involved
		To determine KC contributions, including other KC outcomes, to local development agenda along key result areas.	<p>who are unemployed</p> <p>g. Peace and Order</p> <ul style="list-style-type: none"> No./Percentage of persons who are victims of crimes <p>h. Disaster preparedness</p> <ul style="list-style-type: none"> No./Percentage of households given trainings on disaster preparedness <p>IMPORTANT NOTE: In presenting the data, in applicable areas, always include the “reference period” and the “source of data”. These information are vital to determine which are appropriate to present in cases there are differing datasets gathered on the same development indicator/s.</p> <p>B. Adequacy of basic services (from the perception survey)</p> <p><u>PEOPLE EMPOWERMENT</u> (participation and disaster awareness)</p> <p>A. Perception Survey Results of Barangay Constituents</p> <ol style="list-style-type: none"> This part presents the results of the perception of constituents on trust and confidence on officials, adequacy of barangay and municipal facilities, performance of barangay and municipal officials, level of participation of women and poorest, and implementation of programs and projects. Encode in the worksheet template the data gathered in the perception survey and get the counts and percentages per item. Prepare summary table and finalize presentation material. 		RPMO M&E and AC

Time Allotment	Session / Activity	Objective	Content / Guideline	Required Documents / Equipment / Logistics	Presenter/s or Person/s Involved
11:00-11:15 am (15 minutes)	ENERGIZER	To allow the participants to stretch and relax before listening again to the next part of the program.	The facilitator gives an energizer (e.g. exercise, dance, etc.)	<ul style="list-style-type: none"> • Projector screen • Music (CD, flash drive) • Music player (laptop) 	Third-party partner
11:15-12:00 nn (45 minutes)	Session 2: Presentation of Summary of Development Needs, Interventions, and Gaps	To illustrate the community and LGU-identified needs using PSA output, LGU reports, and KC indicators to determine which among these development needs are commonly or mostly being addressed by various development actors, and finally map out which needs remained unaddressed.	<p>1) The second part of the programme of the Talakayan will highlight needs, interventions and outstanding needs or gaps.</p> <p>2) For the identification of community needs, the MLGU officer/s (MPDC, MLGOO, MSWDO) together with the RPMO M&E will review the Participatory Situation Analysis (PSA) priority needs, select the top four (4) needs and categorize these needs according to sector or subsector.</p> <p>A. Economic</p> <ul style="list-style-type: none"> • Agriculture • Employment and livelihood <p>B. Social</p> <ul style="list-style-type: none"> • Education • Health • Gender Development • Peace and Order • DRR <p>C. Infrastructure</p> <ul style="list-style-type: none"> • Mobility (roads/infrastructure) • Power • Water supply • Communication <p>D. Environment</p> <p>3) Prepare a chart or table (Ex. Using excel format or easel sheets). In the first column, list all the names of barangays. In the first row, list all key sectors/subsectors.</p>	<p>Session 2 powerpoint presentation material, projector and laptop</p> <ul style="list-style-type: none"> • PSA • CBMS • CLPI • ELA • AIP • List of current programs and projects 	MLGU Officers (MPDC, MLGOO, MSWDO), RPMO M&E

Time Allotment	Session / Activity	Objective	Content / Guideline	Required Documents / Equipment / Logistics	Presenter/s or Person/s Involved
			<p>4) Using this chart, color-code the chart cells (Ex. Red) for all the top three (3) identified PSA needs according to barangay and sector/s.</p> <p>5) For the LGU-identified needs, the results of CBMS, CLPI, ELA, AIP and other relevant documents will be used as reference in determining local needs. Once agree, color-code the chart cells Yellow for these needs.</p> <p>6) In the case that the identified needs for community and LGU overlap, color-code the chart cell Green.</p> <p>7) For the interventions, refer back to the accomplished Form 2 MLGU list of current programs and projects. In the same chart, map out in which barangay/s (or if municipal wide) and in which sector does each program/ project fall. Label the cell according to the following:</p> <p>KC: KC projects and program interventions NGA: national government agencies, executive offices, GOCCs, etc. (Ex. DOH, DENR, DAR, DPWH, PCSO, PAGCOR, etc.) MLGU: Municipal local government CSO: Civil Society Organizations (Ex. NGOs, People's Organizations) PS: Private sectors (Ex. CSR, individual donations) Others:</p> <p>8) For the Gaps, encircle the the colored cells that do not have any interventions.</p> <p>9) Prepare and finalize the presentation material using Powerpoint or other appropriate presentation format.</p> <p><i>See Annex 10a for the Sample Matrix on the Summary of Needs, Interventions and Gaps</i></p>		
Group Picture					
Lunch Break					
PM Session					

Time Allotment	Session / Activity	Objective	Content / Guideline	Required Documents / Equipment / Logistics	Presenter/s or Person/s Involved
1:00-2:00 pm (1 hour)	Session 3: Presentation of the Municipal Development Agenda- Plans and Activities for the coming year	To inform participants about the local development directions by presenting municipal plans and agenda in achieving local development outcomes according to key result areas.	<ol style="list-style-type: none"> 1) The third part of the program is the presentation of the municipal development plans by sector and its goals and objectives. 2) The development sectors to be covered are: <ul style="list-style-type: none"> A. Institutional Development B. Social Development <ul style="list-style-type: none"> • Health • Education • Gender Sensitivity • Housing Protective Services C. Economic Development <ul style="list-style-type: none"> • Trade, commerce, and services • Agriculture • Manufacturing • Tourism D. Infrastructure and Physical Development <ul style="list-style-type: none"> • Roads and Bridges • Land Transport • Air Transport • Communication • Water • Power E. Environmental and Physical Development 3) Prepare and finalize the presentation material using Powerpoint or other appropriate presentation format. 4) The session facilitator will invite questions from the audience in a brief open forum. 	Municipal development plans, goals and objectives by sector	MLGU Officer

Time Allotment	Session / Activity	Objective	Content / Guideline	Required Documents / Equipment / Logistics	Presenter/s or Person/s Involved
2:00-3:00 pm (1 hour)	Session 4: Gallery Walk and Feedbacking	<p>To recognize and appreciate interventions of other development actors in the municipality's development.</p> <p>To provide the Talakayan participants the opportunity to react on the information provided during the Talakayan Day presentation sessions.</p>	<p>1) The Gallery Walk will be the culminating activity during Talakayan Day. Essentially, it is an interactive session in which the third-party partner (assistant facilitators and documenters) will capture the insights and opinions of the participants. The expected reactions could be in the form of questions, comments and suggestions/recommendations.</p> <p>A. Instructions</p> <p>(1) Before starting the activity, group the participants by arranging them into homogeneous groups (e.g. officials, volunteers, non-volunteers). Provide each group with different colored meta cards, permanent markers and masking tape. Ask each group to spend time introducing themselves to their group mates.</p> <p>(2) Assign a leader per group. The leader, together with the assistant facilitator, shall keep the group on task, encourage participation, keep conversation civil and assure that all group members understand the question and key points.</p> <p>(3) Give instructions to participants how to go about the activity. Assign a direction to move, e.g., clockwise or counter-clockwise and inform them of the time limit per station. Tell them the signal they should watch or instruction to give when to move to another station.</p> <p>(4) Begin the Gallery Walk.</p> <p>a. Direct each group to different stations, except the 4th station. The 4th station will be accessed by a group only after it has completed the visits to the first 3 stations.</p> <p>b. While music plays (optional), participants in groups walk around the room reviewing and analyzing the information presented, discussing their observations and writing their responses (answers to questions posted, additional comments to previous group's comments either affirmation or rebuttal, issues/concerns discovered, suggestions/recommendations). The group responses can be written on the meta cards/sticky notes and be posted on the blank</p>	<ul style="list-style-type: none"> • Guide/Instructions to Gallery Walk (Annex 11) • Posters (charts, pictures, narrative reports, tables) • Easel sheets or Manila Paper for posting comments/ feedbacks/ suggestions • Permanent markers • Meta cards/ sticky notes (color coded per group of participants) • Shaped sticky notes (square or circle) for votation purposes • Masking tape 	Third-Party Partners

Time Allotment	Session / Activity	Objective	Content / Guideline	Required Documents / Equipment / Logistics	Presenter/s or Person/s Involved
			<p>Manila paper earlier provided using masking tape.</p> <p>c. After the designated time to comment, say 5-7 minutes, session facilitator shall give signal to rotate or move to the next station. At the new station the group adds new comments and or responds to the comments left by the previous group.</p> <p>d. As the group rotates, the main facilitator or her/his aide shall nurture group discussion and participation by re-phrasing questions or translating them into local dialect. Also, the facilitator shall provide hints if a participant or the group does not understand or misinterpret the question.</p> <p>In documenting the responses, the assistant documenter assigned in the station should post a number of large sheets of Manila paper per station. These sheets of paper shall capture the group comments.</p> <p>e. Groups continue to make comments and review the answers already contributed by previous groups adding their own comments. This procedure continues until all groups have visited the first 3 stations. As soon as a group finishes all 3 stations, then the group can proceed to the 4th and final station (Take Home Counter)</p> <p>(5) Conclude the session. When all groups have completed visiting the 4 stations, instruct them to return to their seats and prepare for the next activity. Preferably, the next activity will be a snack break or energizer to give time for facilitators to prepare for Session 5: Talakayan Synthesis and next Steps.</p>		

Time Allotment	Session / Activity	Objective	Content / Guideline	Required Documents / Equipment / Logistics	Presenter/s or Person/s Involved
3:00-3:15 pm (15 minutes)	SNACKS				
3:15-3:45 pm (30 minutes)	Session 5: Talakayan Synthesis, Next Steps and Participants' Evaluation of the Municipal Talakayan	<p>To summarize highlights of the Talakayan sessions /Gallery Feedback</p> <p>To solicit participant's evaluation in the conduct of the Talakayan</p>	<p>1) The fifth part of the program is the synthesis of the gallery walk, next steps, and participants' evaluation of the Municipal Talakayan.</p> <p>2) The session facilitator and station facilitators should start collating the comments posted by the participants while the groups are rotating to different stations.</p> <p>3) The feedback from the participants including the 4th station responses shall be summarized in a table form while the participants are having a break (snacks or energizer). Time allotment: 20 minutes</p> <p>4) The session facilitator presents the summary to the participants using the template.</p> <p>5) Distribute the Municipal Talakayan Evaluation Form to the participants.</p>	<ul style="list-style-type: none"> • Template presentation for the Synthesis and Next Steps (Annex 20) • Talakayan Activity Evaluation Form (Annex 18) 	Third-party partner
3:45-4:00 pm (15 minutes)	Closing	To formally close the activity	<p>The emcee makes some announcements, thanks the participants for their participation, and closes the program.</p> <p>If the Mayor or any municipal official is still in the venue, invite him/her to formally close the activity.</p>		Third-party partner

Annex 13
MUNICIPAL TALAKAYAN
PARTICIPANTS' REGISTRATION FORM

Group*: _____]
Province: _____ Date: _____
Municipality: _____
Venue: _____

Name	Barangay	Sitio/Purok	Age	Sex		Signature
				Male	Female	

*The Groups are as follows:

1. MIAC
2. ACT
3. MCT / MLGU
4. Brgy Captains
5. BRGY CITIZENS (GROUP A)
6. BRGY CITIZENS (GROUP B)

Instructions: Reproduce copies for the different groups. The responsible persons in the registration should ensure that all information is filled out.

Annex 14 - Template Presentation for the Synthesis and Next Steps:

Comments*	Suggestions / Recommendations	Questions that were not answered	Lessons Learned	Next Steps
Station 1: Municipal Development Status/Profile				
Station 2: Municipal Development Needs, Interventions (Programs and Projects) and Gaps				
Station 3: Municipal Development Agenda				
Station 4: General Comments				

*Put (+) if comment is positive and (-) if comment is negative.

Evaluation Form for the conduct of Municipal Talakayan

Municipality : _____ Date : _____

Province : _____ Venue : _____

Name (Optional): _____

Sex: 1 - Male 0 - Female

Participant Type:

1 - Local Official (Elected)

2 - Local Official (Appointed)

3 - Volunteer

4 - Non-volunteer

We would like to solicit your feedback on the conduct of the Municipal Talakayan. Please encircle the number that corresponds to your answer.

I. OBJECTIVES OF THE MUNICIPAL TALAKAYAN

1.1 Were the objectives fully explained?

1 - YES 0 - NO

1.2 To what extent were the objectives attained?

1 - Fully (Minor deficiencies, if any)

2 - Partially (Some factors preventing full achievement)

3 - Hardly at all

II. TIME ALLOTMENT

2.1 Was time allotted to the different activities sufficient?

Part 1: Presentation of the Municipal Profile and Development Status of the Municipality 1 - YES 0 - NO

Part 2: Presentation of Summary of Needs, Interventions (including KC), and Gaps 1 - YES 0 - NO

Part 3: Presentation of the Municipal Development Agenda- Plans and Activities for the coming year 1 - YES 0 - NO

Part 4: Gallery Walk 1 - YES 0 - NO

Part 5: Talakayan Synthesis, Next Steps, Participants' Evaluation of the Municipal Talakayan 1 - YES 0 - NO

2.2 Which part(s) would you have given more/less time?

Part 1: Presentation of the Municipal Profile and Development Status of the Municipality 1 - MORE 0 - LESS

Part 2: Presentation of Summary of Needs, Interventions (including KC), and Gaps	1 - MORE 0 - LESS
Part 3: Presentation of the Municipal Development Agenda- Plans and Activities for the coming year	1 - MORE 0 - LESS
Part 4: Gallery Walk	1 - MORE 0 - LESS
Part 5: Talakayan Synthesis, Next Steps, Participants' Evaluation of the Municipal Talakayan	1 - MORE 0 - LESS

III. PARTS OF THE MUNICIPAL TALAKAYAN

3.1 In your opinion, did the following PARTS contributed to meeting the objectives of the Municipal Talakayan?

Part 1: Presentation of the Municipal Profile and Development Status of the Municipality	1 - YES 0 - NO
Part 2: Presentation of Summary of Needs, Interventions (including KC), and Gaps	1 - YES 0 - NO
Part 3: Presentation of the Municipal Development Agenda- Plans and Activities for the coming year	1 - YES 0 - NO
Part 4: Gallery Walk	1 - YES 0 - NO
Part 5: Talakayan Synthesis, Next Steps, Participants' Evaluation of the Municipal Talakayan	1 - YES 0 - NO

IV. EVALUATION OF THE TEAM THAT CONDUCTED THE MUNICIPAL TALAKAYAN

4.1 Please evaluate the whole teams' effectiveness in the conduct of the different parts of the Municipal Talakayan:

- () 5 Excellent
- () 4 Very Good
- () 3 Good
- () 2 Poor
- () 1 Very Poor

4.2 Any special concern regarding the team that you may want to bring to our attention?

V. VENUE and VISUAL AIDS

5.1 Venue is...

a. Clean	1 - YES 0 - NO
b. Well-ventilated	1 - YES 0 - NO
c. Spacious	1 - YES 0 - NO
d. Well-lighted	1 - YES 0 - NO
e. Equipped with good sound system	1 - YES 0 - NO

5.2 Visual Aids in the presentation are...

- | | | |
|---------------------------------------|---------|--------|
| a. Sufficient | 1 - YES | 0 - NO |
| b. Easily read from where I am seated | 1 - YES | 0 - NO |
| c. Informative | 1 - YES | 0 - NO |
| d. Attractive | 1 - YES | 0 - NO |
| e. Easy to understand | 1 - YES | 0 - NO |

VI. LEVEL OF SATISFACTION WITH THE DIFFERENT ASPECTS OF THE MUNICIPAL TALAKAYAN.

Encircle the number that corresponds to the extent you have been satisfied with the following aspects of the Municipal Talakayan. Please give your remarks corresponding to aspects with which you were "Dissatisfied" and "Very Dissatisfied".

Aspects	4 Very Satisfied	3 Satisfied	2 Dissatisfied	1 Very Dissatisfied	Remarks
a. Knowledge gained	4	3	2	1	
b. Overall Content	4	3	2	1	
c. Competency of the Facilitators	4	3	2	1	
d. Schedule of different parts of the Municipal Talakayan	4	3	2	1	
e. Part 1: Presentation of the Municipal Profile and Development Status of the Municipality	4	3	2	1	
f. Part 2: Presentation of Summary of Needs, Interventions(including KC), and Gaps	4	3	2	1	
g. Part 3: Presentation of the Municipal Development Agenda- Plans and Activities for the coming year	4	3	2	1	
h. Part 4: Gallery Walk	4	3	2	1	
i. Part 5: Talakayan Synthesis, Next Steps, Participants' and Evaluation of the Municipal Talakayan	4	3	2	1	
j. Venue	4	3	2	1	
k. OVERALL SATISFACTION on the Municipal Talakayan	4	3	2	1	

THANK YOU VERY MUCH

ANNEX 16
Guide and Recommended Outline for the Municipal Talakayan Report

MUNICIPAL TALAKAYAN REPORT

The Municipal Talakayan Report, to be produced by the Third-Party Partner, provides: (1) a quantitative summary of the demographic and development profile of the municipality, and (2) a comprehensive, qualitative discussion of the Talakayan activity results complementing the local statistics gathered. This shall highlight the stories and observations behind the development experience taken from the perspective of the community. Writing the report should be linked to the three aspects of development highlighted in the Talakayan Framework, as reflected in the suggested outline and some guide questions below:

***Important note:** These are only guide questions. The writer may choose to discuss further if deemed necessary. Also, if some topics have no significant findings, the writer may not discuss the same and focus more on those that have key results.*

I. Brief Introduction about the Municipality

- A. Briefly discuss the vision-Mission, geographic and demographic characteristics
- B. Point out the incidence, if any, of the following: (1) increasing population growth rate/density; (2) Poor families; (3) Marginalized sectors (women, PWDs, senior citizens, farmers, fishers, and IPs)
- C. If applicable, specify how the geographic condition of the municipality affects demography.

II. Discussion on the Three Areas of Municipal Development

From the list of development indicators gathered, results of perceptions survey, KIIs and community opinions collected during the Gallery Walk workshop activity, discuss the development situation of the municipality, categorized into three aspects of development.

A. Governance

The report should include a depiction of how the municipality is organized to ensure its delivery of services to its constituents, and how the community members perceive its effectiveness. The satisfaction rating of the municipality should become evident in this section.

A1. Administrative Structure (*Data Source: MLGU documents and KII*): (1) How is the municipal government organized? What units comprise the organizational structure of the administration, and which unit is in charge of what? (2) Is there a functional Municipal Development Council and local special bodies focusing on local development planning and intervention? (3) How are they performing? (4) How does the planning body identify programs/projects to implement? (*regular and not the KC process*)

A2. LGPMS Performance: (1) How is the municipality performing? (2) Is the performance of the past year better than its previous years? (*Trend analysis of LGPMS, Seal of Good Housekeeping*)

A3. Financial Profile and Performance: (1) How is the local revenue generation performing? What is the profit trend? Is the municipality getting “richer”? (2) Does it have any external support, and how much? (3) Is the development fund adequate? (4) What are being prioritized based on the sectoral expenditures? Why are they being prioritized?

A4. LGU Awards and Recognitions: What awards and recognitions did the municipality/component barangays receive? What are the reasons for the award?

A5. Level of Trust: What are the levels of trust of the community on their officials? (*from the perception survey*)

A5. MLGU and Community Opinions (*From KII and Gallery Walk*):

For the MLGU: (1) What is the MLGU perspective on the data and summary statistics presented? (2) Do they more or less agree with the data presented? (3) What support do they need to improve local governance? **For the Community:** (3) What are the community opinions about the municipal governance situation? (4) Do the community members generally agree with the data/information presented to them? (5) What are their suggestions/ recommendations to improve local governance in their area?

B. Poverty Reduction

Indicate in this part the improvement, if any, of the anti-poverty efforts in the municipality, and the remaining poverty reduction challenges. The community's poverty perception should be highlighted here.

B1. Core Local Poverty Indicators: Among the data gathered from the CLPI+1, discuss municipal poverty indicator/s that shows remarkable findings and require immediate attention

B2. Development Needs, Interventions, and Gaps *(Including KC)*

- (1) Provide a written discussion and analysis of Session 2: Summary of Development Needs, Interventions and Gaps *(show the summary matrix)*
- (2) Discuss convergence efforts evident in the municipality, both internal (among DSWD programs such as Pantawid and SLP) and external (between DSWD and other anti-poverty programs of other agencies/organizations). *(Source: Results of KII with MAT Leader or any MAT member knowledgeable on convergence data)*
- (3) What are the ongoing and future programs/projects in the municipality that aim to address the remaining development gaps? *(Source: KII and Session 3: Municipal Development Agenda)*

B3. Adequacy of basic services: What are the perceptions of the community on the adequacy of basic facilities and personnel? *(from the perception survey)*

B4. MLGU and Community Opinions *(From KII and Gallery Walk):*

For the MLGU: (1) What is the MLGU perspective about poverty reduction efforts in the municipality? (2) Do they more or less agree with the data presented? (3) What support do they need to improve poverty reduction efforts? **For the Community:** (1) What are the community opinions about poverty reduction efforts gathered from the perception survey and Gallery workshop activity? (3) Do the community members generally agree with the data/information presented to them? (4) What are their suggestions/ recommendations to improve poverty reduction efforts in their area?

C. People Empowerment

This section should detail changes (or lack thereof) in the level of participation and trust of the barangays and citizens in the local government process. Do the people pretty much feel that they are partners in development or not? Do they care that they are involved in their development or not?

C1. Participation: Is there more citizen participation in the municipality? Is there more participation of women and other marginalized sectors in barangay assemblies and fora? *(from KC KPIs and perception survey)*

C2. Disaster-Risk Related Activities and Preparedness: Are the people in the community aware on the dangers brought by disasters as well as the measures to reduce it? *(from KII and perception survey)*

C3. MLGU and Community Opinions *(From KII and Gallery Walk):*

For the MLGU: (1) What is the MLGU perspective about the level of people empowerment in municipality? (2) Do they more or less agree with the data presented? **For the Community:** (1) What are the community opinions about people empowerment gathered from the Gallery workshop activity? (2) Do the community members generally agree with the data/information presented to them? (3) What are their suggestions/recommendations to further their empowerment as community members?

III. **Documentation of the activities during Pre-Talakayan Phase including observations, presented chronologically** *(include pictures and captions)*

IV. **Documentation of the Municipal Talakayan Day** highlighting the following:

1. Activity proceedings *(with pictures and captions)*
2. Summary of responses/reactions of the participants during the presentations of the three Sessions
3. Documentation of the Gallery Walk presenting the significant findings based on the opinions and recommendations of the participants *(What are other significant*

opinions of the community on issues deemed important in discussing development status of the municipality?)

V. **Documentation of the day-after Talakayan post-processing and evaluation** with the RPMO M&E, ACT, MCT, and the MLGU key person. (1) What are the positive gains of the experience? (2) What are the challenges and limitations encountered? (3) What are recommendations to improve the implementation of Talakayan? *(include pictures and captions)*

VI. **Attachments/Annexes** including the Sessions' powerpoint presentation materials

The Municipal Talakayan Report should be submitted in English version, however, important responses from the community could be stated verbatim or in local dialect (with English translation) to emphasize the context of the statement. The Third-Party Partner must submit to RPMO M&E (within 10 days after the Talakayan Day) the following:

- One (1) printed copy of the report
- CD compilation of the electronic copies of the documentation reports, including photo and video documentations.

ANNEX 17
Guide and Recommended Outline for the Regional Talakayan Report

REGIONAL TALAKAYAN REPORT

The processing of the Regional Talakayan Report may begin once the accomplished Talakayan dataset is submitted by SRPMO M&E and ACT-MCT. By consolidating the municipal-level data, the RPMO M&E shall review and process the content of the dataset to form a regional-level description and analysis of the summary statistics. In writing the regional analysis, the report must also be aligned with the three aspects of development included in the Talakayan framework by following the outline and answering the indicative guide questions below:

***Important note:** These are only guide questions. The writer may choose to discuss further if deemed necessary. Also, if some topics have no significant findings, the writer may not discuss the same and focus more on those that have key results.*

I. Brief introduction and overview/summary of Municipal Developments and the Talakayan activities conducted

- A. Brief overview of the regional profile/characteristics *(1/2 – 1 page only)*
- B. Brief Summary of Municipal Talakayan Activities: (1) List of municipalities that conducted Talakayan; (2) Calendar of the activities conducted; (3) General observations, issues and challenges that occurred around Talakayan implementation; (4) Specific observations/experiences in municipality/ies that are deemed significant to highlight.
- C. Describe briefly, in regional perspective, the development situation of municipalities that conducted Talakayan. (1) Based on the different data gathered *(from MLGU documents/data template, KIIs, perception survey, and community opinions during Talakayan Day)*, what is your general assessment on the development condition of the municipalities? (2) What are the common factors that drive the improved development/non-development? (3) In your professional opinion/analysis, knowing their past condition, is their current condition satisfactory? What aspects, if any, need improvement?

II. Brief Discussion on the Comparative Summary of the Municipal Demographic Characteristics

(Using Descriptive Statistics and graphs)

What area/s has the highest/lowest incidence of (1) population growth rate/density? (2) Poor (Pantawid) families? (3) Marginalized sectors (women and IPs)? (4) What are the demographic characteristics according to age group? (5) According to the coverage of DSWD social protection programs?

III. Comparative Analysis of the Municipal Developments (Thematic)

(Using Descriptive Statistics and graphs)

A. Governance

A1. LGPMS Performance: (1) Which municipalities have shown good/low LGPMS performance in the past year? (2) Have shown trend of improvement/decline over the years? (3) Generally, are the municipalities showing better/poorer performance? (4) What MLGU operations are common among the Talakayan municipalities? Is there evidence that these are somehow effective?

A2. Financial Profile and Performance: (1) Which municipalities have shown good/low financial performance in revenue generation? (2) Have shown improvement/decline? (3) How are development funds being invested according to sectors? Are there more MLGU expenditures/investments on the identified remaining development gaps? (4) Generally speaking, are the municipalities improving or regressing financially?

A3. Level of Trust: In general, what are the levels of trust of the communities in the region on their local officials? *(from the consolidated perception survey)*

B. Poverty Reduction

B1. Core Local Poverty Indicators: Among the data gathered from the CLPI+1, (1) discuss which municipalities have shown any remarkable findings on particular indicator/s that require immediate attention. (2) Regionally, are the results getting better or worse?

B2. Development Needs, Interventions and Gaps: In regional perspective, (1) what are the major development needs, the current programs/projects (including KC) that are being implemented in the region and the remaining development gaps.

(2) In general, is there a “convergence” of internal and external development interventions in the region? Which ones?

(3) Describe how the programs/projects of different national or local agencies/institutions converge. In contrast, are there cases of duplicated efforts among DSWD and other government/non-government entities?

(4) What are the ongoing and future programs/projects in the region that will address the remaining development gaps?

B3. Adequacy of basic services: In regional scale, what are the perceptions of the community on the adequacy of basic facilities and personnel? *(from the consolidated perception survey)*

C. People Empowerment

C1. Participation: In regional scale, is there more citizen participation in barangay assemblies and fora? Is there more participation of women? Of other marginalized sectors? *(from KC KPIs and perception survey)*

C2. Disaster-Risk Related Activities and Preparedness: In your region, are the people in the community aware on the dangers brought by disasters as well as the measures to reduce it? *(from KII and perception survey)*

IV. Regional Summary of MLGU and Community Opinions and their Recommendations to Municipal Development

(Based on the perception survey and documentation of responses of participants during Talakayan sessions and Gallery Walk)

Per aspect of development *(local governance, poverty reduction and people empowerment)*, common guide questions can be discussed:

For the MLGU: (1) What is the general opinion of the MLGUs with regards to their own performance? (2) Do they feel that there is need to improve further? On what areas? (3) What are the facilitating factors/challenges that accelerate/slow down municipal development? (4) What future support do the MLGUs need from the national government and from its people to improve overall municipal development?

For the Community Citizens/Barangay Captains: (1) Are they generally satisfied with the performance of the MLGUs? (2) What do they expect further from the MLGUs and how can they contribute? (3) Specifically, based on community opinions:

A. Governance

What else is lacking in terms governance in the region? What can be improved? Are the communities generally satisfied with their governments?

B. Poverty Reduction

Do they feel as if they are less poor? Why or why not?

C. People Empowerment

Do people feel as if they are being heard or not? Are they more/less aware? Involved?

V. Regional Summary of MLGU and Community Opinions and Recommendations on the Conduct of Talakayan *(from the Talakayan Day evaluation and Post-evaluation)*

(1) Did Talakayan facilitate learning experience among them? What are the key learnings?

(2) What areas of Talakayan implementation that can be improved?

RPMO should submit the following documents (e-copies) to NPMO within ten (10) working days after submission of all municipal reports in the batch:

- a. Regional Talakayan (Analysis) Report
- b. Municipal Talakayan Reports
- c. Accomplished Talakayan dataset templates