Community Based Infrastructure Manual

NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT

KALAHI-CIDSS
KAPIT-BISIG LABAN SA KAHIRAPAN
COMPREHENSIVE AND INTEGRATED
DELIVERY OF SOCIAL SERVICES

Republic of the Philippines
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

Department of Social Welfare and Development
KALAHI-CIDSS
NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
(NCDDP)

COMMUNITY BASED INFRASTRUCTURE MANUAL VOLUME TWO

(June 2016)

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ANNEX A
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CBIM Form A-1

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

INVENTORY OF EXISTING INFRASTRUCTURES[1]

Municipality: _____ Classification: _____
No. of Barangays: _____
Province : _____ Region: _____

A. Rural Access:

i. Municipal Roads: Paved = _____ kms. Gravel = _____ kms.
ii. Barangay Roads: Paved = _____ kms. Gravel = _____ kms.
iii. Bridges: Concrete = _____ ln.m Bailey = _____ ln.m Suspension = _____ ln.m
iv. Other Structures: _____

B. Social Infrastructures:

i. Rural Health Unit: ____ barangay
ii. Barangay Health Station: ____ barangays
iii. Day Care Center: ____ barangays
iv. School Buildings: Elementary = _____ Barangays No. of Classrooms = _____
High School = _____ Barangays No. of Classrooms = _____
v. Potable Water Supply: Level I = _____ Barangays
Level II = _____ Barangays
Level III = _____ Barangays
vi. Others: (Brgy, Hall) _____ barangays

C. Agricultural & Trade Facilities:

i. Post-harvest facilities
(Warehouse/Storage): _____ barangays
ii. Training Center: _____ barangays
iii. Markets/ Trading Center: _____ barangays
iv. Raw materials: _____

Prepared by: **Validated by:**

_____ _____
MCT-TF ACT-TF

[1] All barangays must have the same inventory

CBIM Form A-2

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

INVENTORY OF AVAILABLE TECHNICAL RESOURCES

Name of Barangay:_____
Municipality: _____ **Province :** _____
Region: _____ **Municipal Class:** _____

A. Heavy Equipment

Type	Current Condition	Current Capability per Hour	Fuel & POL Product Consumption	Prevailing Rental Rates

B. Technical and Skilled Manpower

Name	Type of Skill	No. of Years of Work Experience	Employment Status

C. Labor Force (Barangay)

Name	Position	Employment Status

Prepared by: **Concurred:**

_____ _____
MCT/ACT-TF Municipal Engineer

CBIM Form A-3

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

INVENTORY OF AVAILABLE SERVICE PROVIDERS[2]

Name of Barangay:_____
Municipality: _____ **Province :** _____
Region: _____ **Municipal Class:** _____

A. ENGINEERS/ARCHITECTS

Name	Address	Field of Expertise

B. CONTRACTORS

Name of Construction Firm	Postal Address	Category	Classification

C. SUPPLIERS

Name of Establishment	Postal Address	Category[3]	Products/Materials Supplied

MATRIX OF NON-REGISTERED SUPPLIERS

Name of Supplier	Postal Address	Category

Prepared by: **Noted:**

_____ _____
MCT-TF and/or ACT-TF Regional Community Infrastructure Specialist

Note: To be conducted in coordination with market survey of available suppliers and contractors prepared by the Procurement Team

[2] One that can provide technical assistance such as survey works, engineering design and plan preparations, laboratory test results

[3] Whether hardware store, electrical store, lumberyard, sand & gravel supplier, etc

CBIM Form A-4

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SITE VALIDATION REPORT FOR RURAL ROADS

Date of Field Visit: _____ Brgy: _____ Mun: _____

Name of Proposed sub-project: _____
Location: Station Limits (Sitio or Brgy): _____
Name of contact person (PPT/BRT member): _____
No. of present population of the target area: _____ Male: _____ Female: _____
Total No. of Households: _____ Ave. No./HH: _____ *(For joint barangay proposal, total for the participating barangays)*

1. Current status of proposed road section: (*Please Mark*)
____ trail; ____ earth/dirth road; ____ potholes present; _____ canal w/in the roadway
____ existing canal silted; ____ loose surface materials; _____ some sections are cemented

2. Estimated length of the proposed road: _____ (in kilometers); indicate the following references or benchmarks @ Point (start or sta. 0+000) _____
(end of sta. ___) _____

3. Existing road network for which the proposed road will connect:
_____ provincial road; _____ barangay road; _____ NIA access road; _____ private road

4. Types of vehicles currently passing the proposed road:
_____ none; _____ motorcycles/Tri-cycles; _____ Four-wheel; _____ 6-wheelers truck; Others

5. Frequency count of vehicles currently passing the proposed road per day:
___ times for motorcycles/Tri-cycles; ___ times for Four-wheel; ___times for 6-wheeled &Others

6. Existing cost of fare from the area to the municipal proper:
_____ per person; _____ per sack of farm product

7. Existing farm products within the influence area of the proposed road: (ex. Palay, vegetable)
_____

8. Topography of the proposed area (route):
_____ flat terrain; _____ flat to rolling; _____ rolling to hilly; _____ mountainous

9. Will the proposed road require major excavation? ____ Yes (estimated vol.) ___ cu.m; ___ No

10. Will the road require significant volume of filling/embankment materials? ___ Yes ___ No

11. Any potential environmental disaster risks noted on the proposed site: _____
_____

12. Availability of filling/embankment materials in the area (distance):
_____ within the proposed area; _____ 5-10 kms from the area; _____ more than 10 kilometers

13. Availability of surface materials in the area (distance)
_____ within the proposed area; _____ 5-10 kms from the area; _____ more than 10 kilometers

14. Availability of culverts and cement materials in the area (distance)
_____ within the proposed area; _____ 5-10 kms from the area; _____ more than 10 kilometers

15. Availability of heavy equipment in the area/locality: ____ yes ____ no
_____ LGU owned: _____ privately owned (contractors)

16. Availability of labor force in the area: _____ skilled (identify) _____ ; _____unskilled

17. Current cost of labor in the area: skilled: _____/day; unskilled: _____/day

Other observations: _____

Recommendation: This will be filled by technical staff of the validating team (TF, ME, RCIS as applicable)

In this section, range of options for technical design must be presented to the community. Appropriate technology will be finalized and confirmed once the information are analyze.

Attach Geotagged Photos of the proposed site.

Prepared by:

_____
TF/ ME or Service Provider

CBIM Form A-5

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SITE VALIDATION REPORT FOR BRIDGES/SPILLWAYS/CULVERTS

Date of Field visit: _____ Brgy: _____ Mun: _____
Name of Proposed sub-project: _____
Location: Station Limits (Sitio/Brgy): _____
Name of contact person (PPT/BRT member): _____
No. of present population of the target area: _____ Male: _____ Female: _____
Total No. of Households: _____ Ave. No./HH: _____ *(For joint barangay proposal, total for the participating barangays)*

1. Existing status of the proposed road leading to the bridge site: (*Please Mark*)
_____ trail; _____ earth/dirth road; _____ potholes present; _____ canal w/in the road way
_____ existing canal silted; _____ loose surface materials; _____ some sections are cemented

2. Estimated width of the water body for which the structure will be constructed: _____ (Ln.m)

3. Type of water body for which the proposed structure will be constructed: ____River; ___ creek

4. From the strongest typhoon that hit the area, what was the maximum flood level? _____ m.

5. Existing type of soil at the area: ____ Clay; ____ Sandy; ____ Rocky

6. Is there any existing bridge or similar structures within the area/locality? _____ Yes _____ No

7. Quarrying within the area (200 meters radius from the proposed bridge site) ____ yes ____ no

8. Any potential environmental disaster risks noted on the proposed site: _____
_____

9. Other barangay that would benefit the proposed structures: _____

10. Available indigenous materials at the area that can be used for the proposed structures: List of materials; _____

11. Availability of filling/embankment materials at the area: (distance) _____ within the proposed area; _____ 5-10 kms from the area; _____ more than 10 kms

12. Availability of sand and gravel at the area: (distance) _____ within the proposed area; _____ 5-10 kms from the area; _____ more than 10 kms

13. Availability of culverts, cement and other construction materials in the area: (distance) _____ within the proposed area; _____ 5-10 kms from the area; _____ more than 10 kms

14. Availability of heavy equipment at the area/locality: ____ yes ____ no ____ LGU owned; ____ privately owned (contractors)

15. Existing means of transportation servicing in the community:
____ none; ____ motorcycle/tri-cycle; _____ jeep; _____ 6–wheeler truck; _____ other (Specify)

16. Existing cost of fare from the area to the municipal proper: _____ per person; _____ per sack of farm product

17. Existing farm products within the influence area: (ex. Palay, Vegetable) _____

18. Availability of labor force at the area: _____ skilled (identify) _____; unskilled

19. Current cost of labor at the area: skilled: _____ /day; unskilled: _____/day

Other observations: _____

Recommendation: This will be filled by technical staff of the validating team (TF, ME, RCIS as applicable)

On this section, range of options for technical design must be presented to the community. Appropriate technology will be finalized and confirmed once the information are analyze. *Attach Geotagged Photos of the proposed site.*

Prepared by:

_____
TF/ ME or Service Provider

CBIM Form A-6

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SITE VALIDATION REPORT FOR BUILDINGS/VERTICAL STRUCTURES

Date of Field visit: _____ Brgy: _____ Mun: _____

Name of Proposed sub-project: _____
Location: Station Limits (Sitio): _____
Name of contact person (PPT/BRT member): _____
No. of present population of the target area: _____ Male: _____ Female: _____
Total No. of Households: _____ Ave. No./HH: _____ *(For joint barangay proposal, total for the participating barangays)*

1. Existing status of the road leading to the proposed site: (*Please Mark*)
_____ trail; _____ all weather gravel road; _____ gravel road w/ some cemented portion
2. Distance of the area from the municipal proper: _____ (kilometers)
3. Means of transportation from the Poblacion to the proposed site: _____ none; _____ motorcycle/tri-cycle; _____ jeep; _____ banca; _____ others (specify)

4. Ownership of the property for which the building will be constructed: _____ Barangay site; _____School site; _____ LGU owned; _____ Privately owned; Titled Y_ N _

Terrain of the proposed sub-projects site:
_____ for clearing; _____ need filling/embankment; _____ for side cut excavation

5. Any potential environmental disaster risks noted on the proposed site: _____
_____

6. Name other barangay/s that will benefit from the sub-project: _____

7. Available indigenous materials at the area can be used for the proposed structures: List the materials; _____

8. Availability of filling/embankment materials at the area: (distance)
_____ within the proposed area; _____ 5-10 kms from the area; _____ more than 10 kms

9. Availability of sand and gravel at the area: (distance)
_____ within the proposed area; _____ 5-10 kms from the area; _____ more than 10 kms

10. Availability of construction materials in the area: (distance)
_____ within the proposed area; _____ 5-10 kms from the area; _____ more than 10 kms

11. Availability of concrete mixer and concrete vibrator at the area/locality: _____ yes _____ no
_____ LGU owned; _____ privately owned (contractors)

12. Availability of labor force at the area: _____ skilled (identify) _____unskilled

13. Current cost of labor at the area: skilled: _____/day; unskilled: _____/day

14. Who will provide the following software for the proposed sub-project? (Please specify)

a. For school building (Teacher, books) _____
b. For health station (Health Worker (BHW, Midwife), medicines) _____
c. For day care center (Day Care Worker, etc) _____

15. Any existing organization at the barangay: (please specify) _____

_____ active; _____ in-active

16. Willingness to organize group to handle the operation of the sub-project: _____ yes _____ no

Other observations: _____

Recommendation: This will be filled by technical staff of the validating team (TF, ME or RCIS)

On this section, though standard designs in terms of floor are for usage are available, range of options for the technical design in terms of materials to be used will be finalized and confirmed once the information are analyze. *Attach Geotagged Photos of the proposed site.*

Prepared by:

_____
TF/ ME or Service Provider

CBIM Form A-7

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SITE VALIDATION REPORT POST-HARVEST FACILITIES

Date of Field visit: _____ Brgy: _____ Mun: _____

Name of Proposed sub-project: _____
Location: Station Limits (Sitio): _____
Name of contact person (PPT/BRT member): _____
No. of present population of the target area: _____ Male: _____ Female: _____
Total No. of Households: _____ Ave. No./HH: _____ *(For joint barangay proposal, total for the participating barangays)*

1. Existing status of the road leading to the proposed site: (Please Mark)
_____ trail; _____ all weather gravel road; _____ gravel road w/ some cemented portion

2. Distance of the area from the municipal proper: _____ (kilometers)

3. Means of transportation from the Poblacion to the proposed site:
motorcycle/tri-cycle; _____ jeep; _____ banca; _____ others (specify)

4. Ownership of the property for which the building will be constructed: _____ Barangay site;
_____School site; _____ LGU owned; _____ Privately owned; Titled Y_ N _

5. Terrain of the proposed sub-project site:
_____ for clearing; _____ need filling/embankment; _____ for side cut excavation
6. Any potential environmental disaster risks noted on the proposed site: _____
_____

7. Name other barangay/s that will benefit from the sub-project: _____

8. Any existing similar facilities within the area or locality: ____ yes (distance) ____ (km); ____ no

9. Availability of construction materials in the area: (distance)
_____ within the proposed area; _____ 5-10 kms from the area; _____ more than 10 kms

10. Availability of equipment/machinery needed for the sub-project? _____ yes; _____ no
_____ within the municipality; _____ outside the municipality (specify place) _____

11. Availability of labor force at the area: _____ skilled (identify) _____; _____ unskilled

12. Current cost of labor at the area: skilled: _____ /day; unskilled: _____/day

13. Availability of technician/mechanic for the equipment/machinery? _____ yes _____ no
_____ within the municipality; _____ outside the municipality (specify place) _____

14. Availability of technical staff similar with the operation of the proposed sub-project: _____ yes;
(indicate name); _____; _____ none

15. Any existing organization at the barangay: (please specify) _____
_____ active; _____in-active

16. Training/s needed relative to the implementation of the proposed sub-project: _____
_____

17. Willingness to organize group to handle the operation of the sub-project: _____ yes _____ no

18. Willingness of the community member to contribute/pay for the services provided by the sub-project: _____ willing to pay; _____ not willing to pay

19. How much do they think they can initially afford? _____

Other observations: _____

Recommendation: This will be filled by technical staff of the validating team (Service Provider, RCIS, or ME)

On this section, though standard designs in terms of floor are for usage are available, range of options for the technical design in terms of materials to be used will be finalized and confirmed once the information are analyze. *Attach Goetagged Photos of the proposed site.*

Prepared by:

_____
TF/ ME or Service Provider

CBIM Form A-8

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SITE VALIDATION REPORT FOR SMALL IRRIGATION

Date of Field visit: _____ Brgy: _____ Mun: _____

Name of Proposed sub-project: _____
Location: Station Limits (Sitio): _____
Name of contact person (PPT/BRT member): _____
No. of present population of the target area: _____ Male: _____ Female: _____
Total No. of Households: _____ Ave. No./HH: _____ *(For joint barangay proposal, total for the participating barangays)*

1. Existing status of the road leading to the proposed site: (Please Mark)
_____ trail; _____ all weather gravel road; _____ gravel road w/ some cemented portion

2. Distance of the area from the municipal proper: _____ (kilometers)

3. Means of transportation from the Poblacion to the proposed site:
_____ none; _____ motorcycle/tri-cycle; _____ jeep; _____ banca; _____ others (specify)

4. Category of the proposed sub-project: _____ new/expansion of irrigation system
_____ rehabilitation/improvement

For New System

5. Estimated irrigable area to be covered by the proposal: _____ hectares

6. Name and location of water source: _____

7. Estimated discharge of water source: _____

8. Distance of the water source to the target area: _____ (kilometers)

9. Existing crops planted within the target area: _____

10. Any potential environmental disaster risks noted on the proposed site: _____
_____

For Rehabilitation/Improvement

11. Name of existing system: _____

12. Area of coverage: _____ (has.) Date completed and operated by the IA: _____

13. Proposed scope of work covered by the proposal: _____
_____

14. Effective area covered by the proposed sub-project: _____ (hectares)

15. Number of farm lots affected by the improvement covered by the proposed sub-projects:
_____ farm lots; _____ covered areas

16. Status of existing Irrigation Association (IA): _____ Active _____ In-active

17. Name of Irrigation Association: _____

18. Status of operation and maintenance of the IA: _____

_____

19. Availability of labor force at the area: Skilled (identify) _____ ; _____ unskilled

20. Current cost of labor at the area: Skilled: _____/day; _____ unskilled:_____ /day

21. Any existing organization at the barangay aside from IA: (please specify) _____
_____

Other observations: _____

Recommendation: This will be filled by technical staff of the validating team (Service Provider, RCIS, or ME)

On this section, range of options for technical design must be presented to the community. Appropriate technology will be finalized and confirmed once the information are analyze.. *Attach Geotagged Photos of the proposed site.*

Prepared by:

_____
TF/ ME or Service Provider

CBIM Form A-9

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SITE VALIDATION REPORT FOR WATER SUPPLY SYSTEM

Date of Field visit: _____ Brgy: _____ Mun: _____

Name of Proposed sub-project: _____
Location: Station Limits (Sitio): _____
Name of contact person (PPT/BRT member): _____
No. of present population of the target area: _____ Male: _____ Female: _____
Total No. of Households: _____ Ave. No./HH: _____ *(For joint barangay proposal, total for the participating barangays)*

No. of population affected by insufficiency supply of potable water: _____
Existing water system in the area: _____ Open Dug Well; ____ Hand Pumps; ____ Piped System

Source of existing water system: _____ Underground; _____ Spring; _____ Others; _____

Location of the existing water source: _____

Type of source of the proposed water system: _____

Name of the source: _____ Location: _____

Discharge (Q) of Flow rate: _____ lps. Elevation: _____ meters

Quality of water: _____

Geographical Coordinates: _____ Latitude; _____ Longitude

Reliability of source: perennial _____ intermittent _____ fluctuating _____

Geology (Type of soil/rock at the source): _____

Vegetation cover of the source: _____

Accessibility of the source: road _____ trail _____ none _____

Distance of proposed water source to the target area: _____

Distance of the water source to the nearest road access: _____

Presence of power supply in the area: _____ Distance of the nearest electric post: _____

Ownership of the source: __ LGU owned; ___ Public Land; ___ Privately owned; Titled Y__ N __

Name of Owner: _____

Any potential environmental disaster risks noted on the proposed site: _____
_____

Available construction materials in the area: _____

Name of existing association in the area: _____

Status of the association: No. of active members _____ in-active _____

Other observations: _____

Recommendation: This will be filled by technical staff of the validating team (Service Provider, RCIS, TF, or M&E)

On this section, range of options for technical design must be presented to the community. Appropriate technology will be finalized and confirmed once the information are analyze. *Attach Geotagged Photos of the proposed site.*

Prepared by:

_____

CBIM Form A-10

Department of Social Welfare and Development
KALAHI CIDSS–NCDDP
Kapit-Bisig Laban sa Kahirapan
Comprehensive and Integrated Delivery of Social Services
National Community-Driven Development Program

TECHNICAL ASSISTANCE FUND (TAF) ELIGIBILITY CHECKLIST

Barangay/s _____
Municipality: _____
Province: _____ Region: _____

Title of proposed Sub-Project: _____

CRITERIA/REQUIREMENT	YES	NO
1. Is there a resolution passed by the Barangay Assembly for the availment of TAF?		
2. Does the proposed subproject categorized as technically specialized sub-project? OR,		
3. Is the capacity (professional expertise) not available in the community or the cluster of communities?		
4. Is the technical assistance beyond the capacity of the existing project and Municipal staff?		
5. Is there already an organized Project Preparation Team?		
6. Is a lead Barangay already selected to manage the engagement of Service Provider/s?*		
7. Is the cluster communities willing to open a current account and provide the required initial deposit as Local Community Contribution?*		
8. MIBF or Municipal Forum resolution approving and endorsing the TAF to the RPMO		

*Applicable for community managed TAF only

CERTIFICATION

Pursuant to the requirement in the availment of Technical Assistance Fund (TAF), section 5.7 of the Community Based Procurement Manual (CBPM) and Chapter 3 of the Community Based Financial Manual (CBFM), the above Barangay/s are eligible to access the TAF.

_____
Area Coordinator

CBIM Form A-11

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUBPROJECT CONCEPT PROPOSAL

Barangay: _____Municipality: _____Province: _____ Region: _____

A. GENERAL INFORMATION			
Name of proposed sub-project:			
Category:	Public Goods _____	Enterprise _____	Human Resource Dev't _____
What needs of the community will the proposed project address?			
1.			
2.			
3.			

B. TECHNICAL DESCRIPTION	
Physical target: _____	Cost parameter: _____
Persons who assisted in the preparation of technical proposal:	
Proposed scope of works to be undertaken:	
Manpower requirement/sources: skilled	
Equipment requirement/sources:	
Other component included in the proposal (e.g trainings):	
Procurement Method/s to be adopted: _____	

C. FINANCIAL ECONOMIC ASPECT				
Total Estimated Cost : Php_____				
Cost Sharing Arrangement:	Direct Cost	Indirect Cost	Total	% Total
Grant Amount				
LCC: BLGU				
Community				
MLGU				
PLGU/Others				
Sub-total				
TOTAL LCC Cash				
TOTAL LCC In-kind				
Total number of Household (HH) in the barangay: _____ Total Population _____ Male _____ Female _____ % to Total _____				
Number of HH currently without access to the needed services that can be served by the proposed project:				
Current expenses without the proposed project:				
Expected expenses after completion of proposed project:				
Other benefits can be derived from the proposed project:				

D. ENVIRONMENTAL AND SOCIAL SAFEGUARD CONCERNS				
Is the proposed project included in the negative list ?			Yes __	No __
Any displacement or relocation of community members during implementation?			Yes __	No __
Acquisition of proposed site/location?	Deed of Sale __	Donated __	LGU Owned __	Others: (Specify) ___
Are there Indigenous People within the community that may be affected by the proposed project ?			Yes __	No __
Is there a proposed site within an area reserved for indigenous people?			Yes ___	No ___

E. PROJECT SUSTAINABILITY
Is there an existing O&M group or still to be organized?
Is the community willing to pay for tariff, if so how much?
Other sources of funds for the operation and maintenance activities?
Identified capability building requirements for O&M group?
How do we plan to maintain the completed projects?

Prepared by: _____ Head, Project Preparation Team	*Approved for endorsement to the MIBF* _____ _____ Brgy. Chairperson BSPMC Chairperson
Approved for endorsement to NCDDP _____ Municipal Mayor/MIBF Convenor	*Technical Verification by:* _____ _____ Area Coordinator MIAC Representative

CBIM Form A-12

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
OFFICE OF THE BARANGAY SUB-PROJECT MANAGEMENT COMMITTEE

PROGRAM OF WORKS

Barangay: _____
Municipality: _____
Province: _____

Project Title:	
Category :	
Physical Target:	
Total Project Cost:	
Mode of Implementation:	

Project Description:				Project Duration:		
				Equipment Needed:		
				Technical Personnel:		
Item No.	Scope of Work (Direct Cost)	% Wt.	Quantity	Unit of Measurement	Unit Price	Total
	TOTAL					

Estimated Project Cost	Source of Fund				
	NCDDP Grant	Community	Local Gov't Units	Other Source	Total Cost
A. Direct Cost					
Materials Cost					
Equipment Rental					
Labor Cost:					
a. Skilled					
b. Unskilled					
Sub-total A					
B. Indirect Cost					
Pre-Engineering					
Supervision					
Contractor's Profit					
Taxes					
Hand Tools					
Material Testing					
Admin & Overhead					
Sub-total B					
TOTAL (A+B)					
ADD Contingency					
%					
Total Estimated Cost					
ADD: O&M (Other Amenities					
Grand Total					

Prepared by:

_____
Service Provider/ACT-TF

Approved by:

_____
BSPMC Chairperson

Reviewed by:

_____
ACT-Technical Facilitator (TF)

Concurred by:

_____
Barangay Chairperson

Recommending Approval:

_____
Municipal Engineer

_____
Municipal Mayor

Noted by:

_____
Regional Community Infrastructure Specialist

Note: Costing to be used on the MIBF will be the TOTAL Estimated Cost

INSTRUCTIONS IN FILING UP THE PROGRAM OF WORK FORM

The following are important reminders for Technical Facilitators or Service Providers in preparing and filling-up the Program of Works.

1. Proper labeling or naming of the proposed sub-project is important. Use of an appropriate description like rehabilitation/improvement, or construction is important. Also specify if there is bridge component included in the proposal. This will help the Project establish the cost parameter for each road sub-category. The name of barangay/s or sitio/s where the road section/project will traverse should be clearly indicated in the title. This will help the monitoring team identify the exact location where the sub-project is being constructed.

2. The physical target for projects must be in kilometer (for roads), lineal meters (for bridges, drainage and culverts, square meters (for buildings) and other acceptable units of measure for other projects.

3. The unit must be based on the acceptable unit of measurement (e.g. cubic meters for earthmoving and other similar pay items, square meters for concrete pavement, cubic meters for structural concrete, kilograms for reinforcing steel, etc.)

4. Item numbers 2 & 3 above must be adopted for commonality of presentation and understanding.

5. For establishing the regional unit cost parameter, the TF or SP must adopt the matrix for deriving indirect costs in Annex 1 (Section 5.2.) for roads and bridges and the section on cost estimates in the manual. This will guide the reviewer if the proposed sub-project goes beyond the regional cost parameters. Review can be done by pay item for easy checking and validation.

6. Currently, the KC-NCDDP allows the charging of taxes under Grant funds. This will eliminate delays on the part of the community in raising cash counterpart intended for taxes.

7. Should the LGU have some equipment offers for the implementation stage, it can only be committed to a maximum of two (2) road sub-projects in order not to delay the implementation of other similar sub-projects in the municipality.

8. Rounding-off the total estimated project cost to the nearest hundredths must be observed by the programmer both on the grant and LCC amount.

No proposed projects will be approved and implemented unless the Program of Works is properly prepared, reviewed and approved by the BSPMC chairperson and noted by the regional technical staff. In line with the project's local governance goal, the Barangay Chairman and Municipal Mayor must sign the document to acknowledge the project works requirement and the cost sharing arrangement.

CBIM Form A-13

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
RURAL INFRASTRUCTURE COMPONENT

BILL OF QUANTITIES AND ESTIMATED CONTRACT COST*

Name and Location of Subproject: _____

Item No. (1)	Description (2)	Quantity (3)	Unit of Measure (4)	Rate/ Unit (5)	Estimated Direct Cost (6)= (3) x (5)	Estimated Indirect Cost (7)	Total Cost (8) = (6) + (7)
Total Contract Cost							

Prepared by:

_____
Service Provider and/or ACT-TF

Reviewed & Checked by:

_____
ACT- Technical Facilitator

Noted by:

_____
Municipal Engineer

* May be prepared in an Excel Spread Sheet

INSTRUCTIONS IN FILING UP BILL OF QUANTITIES AND ESTIMATED CONTRACT COST FORM

1. Columns (1) to (5) are self-explanatory.
2. Column (6) is the Estimated Direct Cost (EDC) of the work item calculated as the product of Columns (3) and (5) as prepared by the Cost Estimator.
3. Column (7) is the sum of all indirect costs that include (overhead expenses, contingencies, miscellaneous expenses, contractor's profit margin, taxes)
4. Column (8) is the sum of Column (6) and Column (7) or the total contract cost for the work item.
5. After all work items have been identified and their total costs calculated, the sum of all entries under Column (6) and Column (7) shall be obtained horizontally and the final total of Columns (6) and (7) computed to obtain the estimated contract cost.
6. The cost estimator is advised to use established rates for work items obtained by the RPMO, if available or prevailing market rates using an Excel spreadsheet. They may revise the submitted estimates if, in their evaluation, the estimates need to be adjusted but must report the results during the community consultation to determine its effect on the grant allocation approved for the community.

CBIM Form A-14

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
RURAL INFRASTRUCTURE COMPONENT

WORKSHEET FOR COMPUTING VOLUME OF CONCRETE

Name and Location of Subproject: _____

Type of Structure * (a)	Part within the structure ** (b)	Dimension			Volume cu. m. [f = c x d x e]	No. of sides required (g)	Total Volume (cu. m.) *** (h = g x f)
		Width (meter) (c)	Length (meter) (d)	Thickness (meter) (e)			
TOTAL							

Note: * = box culvert, bridge, intake box, reservoir
**** = top slab, bottom slab, walling, etc.**
***** = basis of payment for Structural Concrete Pay Item**

Prepared by:

_____
Service Provider and/or ACT-TF

Reviewed & Checked by:

_____
ACT- Technical Facilitator

Noted by:

_____
Municipal Engineer

CBIM Form A-15

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
MUNICIPAL INTER-AGENCY COMMITTEE (MIAC)
RURAL INFRASTRUCTURE COMPONENT

BAR BENDING SCHEDULE

Name and Location of Subproject: _____

Part of Structure (a)	Bar Type (b)	Figure * (c)	Bar Size (d)	Bar Type Length (meter) (e)	Number of bars. Required (pcs) (f)	Total length (meter) (g = e x f)	Weight of Bar (kg./mtr.) ** (h)	Total Weight (kgs.) *** [I = g x h]
TOTAL								

Note: * = please draw the figure based from the plan
**** = based from the result of material testing or from the table for standard weight per meter length**
***** = basis of payment for Reinforcing Steel pay item**

Prepared by:

_____
Service Provider and/or ACT-TF

Reviewed & Checked by:

_____
ACT- Technical Facilitator

Noted by:

_____
Municipal Engineer

CBIM Form A-16

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
RURAL INFRASTRUCTURE COMPONENT

CONSTRUCTION SCHEDULE AND S-CURVE*

Name and Location of Subproject: _____ **Proposed Implementation Period:_____**

Item No.	Work/Activity Description	Construction Schedule			Construction Cost		Month											
		No. of Days	Cumulative No. of Days	Start Date	Cost	Cumulative Cost	1	2	3	4	5	6	7	8	9	10	11	12
	Total No. of Days																	

Prepared by:

_____
Service Provider and/or ACT-TF

Reviewed & Checked by:

_____
ACT- Technical Facilitator

Noted by:

_____
Municipal Engineer

** List all activities/work description based on Work Breakdown Structure, Indicate estimated no. of days to complete each activity and cumulative number of days, Indicate planned start date, indicate cost of each activity and cumulative cost. Use data from cumulative schedule and costs to plot the S-Curve. During Project Implementation, reserve an additional row for each activity to plot data based on actual schedule and costs.*

CBIM Form A-17

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
RURAL INFRASTRUCTURE COMPONENT

MANPOWER SCHEDULE

Name and Location of Subproject: _____

Item No.	Work Item/Activity Name	Position*	No. of Men Required	Programmed Man-Days	Schedule of Deployment (Month)									
					1	2	3	4	5	6	7	8	9	10

**Please identify women workers to be hired*

Prepared by:

_____
Service Provider and/or ACT-TF

Reviewed & Checked by:

_____
ACT- Technical Facilitator

Noted by:

_____
Municipal Engineer

CBIM Form A-18

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
RURAL INFRASTRUCTURE COMPONENT

EQUIPMENT SCHEDULE

Name and Location of Subproject: _____

Item No.	Work Item/Activity Name	Type of Equipment	No. of Units Required	Programmed Man-Days Utilization	Schedule of Deployment (Month)									
					1	2	3	4	5	6	7	8	9	10

Prepared by:

_____
Service Provider and/or ACT-TF

Reviewed & Checked by:

_____
ACT- Technical Facilitator

Noted by:

_____
Municipal Engineer

CBIM Form A-19

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

ENVIRONMENTAL AND SOCIAL SAFEGUARDS CHECKLIST

Name of Subproject: _____
Location:_____
Community Representative and Address: _____
RPMO Representative and Address: _____

I. Subproject Screening:

a. Has the subproject been screened against the list of ineligible activities (negative list)? If yes, proceed. If no, contact ACT to conduct screening.

II. Site Selection:

a. When considering the location of a subproject, rate the sensitivity of the proposed site in the following table according to the given criteria. Higher ratings do not necessarily mean that a site is unsuitable. They do indicate a real risk of causing undesirable adverse environmental and social effects, and that more substantial environmental and/or social planning may be required to adequately avoid, mitigate or manage potential effects.

Issues	Site Sensitivity			Rating
	Low	Medium	High	
Natural Habitats	No natural habitats present of any kind	No critical natural habitats; other natural habitats occur	Critical natural habitats present. Within declared protected areas.	
Water quality and water resource availability and use	Water flows exceed any existing demand; low intensity of water use; potential water use conflicts expected to be low; no potential water quality issues.	Medium intensity of water use; multiple water users; water quality issues are important	Intensive water use; multiple water users; potential for conflicts is high; water quality issues are important	
Natural hazards vulnerability, floods, soil stability/erosion	Flat terrain; no potential stability/erosion problems; no known volcanic/seismic/ flood risks	Medium slopes; some erosion potential; medium risks from volcanic/seismic flood/typhoons	Mountainous terrain; steep slopes; unstable soils; high erosion potential; volcanic seismic or flood risks.	
Physical Cultural Property	No known or suspected physical cultural heritage sites	Suspected cultural heritage sites; known heritage sites in	Known heritage sites in subproject area	

		broader area of influence		
Involuntary Resettlement	Low population density; dispersed population; legal tenure is well defined;	Medium population density; mixed ownership and land tenure;	High population density; major towns and villages; low income families and/or illegal ownership of land; communal properties.	
Indigenous Peoples	No indigenous population	Dispersed and mixed indigenous populations; highly acculturated indigenous populations	Indigenous territories (CADT), reserves and /or lands; vulnerable indigenous populations.	

III. Areas for Potential Environmental and Social Impact

		Yes	No
	A. Environment - Will the Subproject:		
1	Risk the contamination of drinking water?		
2	Cause poor water drainage and increase the risk of water related diseases such as malaria, dengue and schistosomiasis?		
3	Harvest or exploit a significant amount of natural resources such as trees, wood for fuel or water?		
4	Be located within or nearby environmentally sensitive areas, protected areas (e.g. intact natural forests, mangroves, wetlands or threatened species?)		
5	Create a risk of increased soil degradation or erosion?		
6	Create a risk of increasing soil salinity?		
7	Produce, or increase the production of solid wastes (e.g. water, medical/healthcare, domestic or construction wastes)?		
8	Affect the quantity or quality of surface waters (e.g. rivers, streams, wetlands), or groundwater (e.g. wells)		
9	Result in the production of solid or liquid waste, or result in an increase in waste production, during construction or operation?		
If the answer to any question from 1-9 is "Yes", please include an Environmental and Social Management Plan (ESMP) with the subproject application			
	B. Land Acquisition and access to resources – Will the Subproject:		
10	Require that land (public or private) be acquired (temporarily or permanently) for its development?		
11	Use land that is currently occupied or regularly used for productive purposes (e.g. gardening, farming, pasture, fishing, forests)		
12	Physically or economically[4] displace individuals, families, businesses? Have any individuals, families, businesses been displaced up to 2 years prior to subproject enrolment?		
13	Result in the temporary or permanent, partial or total loss of crops, fruit trees, fixed assets, and/or household infrastructure such as crop storage facilities, outside toilets and kitchens		
14	Result in the involuntary restriction of access by people to legally designated parks and protected areas[5] ?		

[4] Loss of income sources and means of livelihoods due to land acquisition

If the answer to any of the questions 10 -14 is "Yes", please inform the RPMO and prepare appropriate documents required under the LARR Framework (see Annex G).			
	C. Indigenous People – Are there:		
15	Any indigenous groups living within the boundaries of the barangay where the subproject will be located?		
16	Resources (land, water, etc.) to be used for the subproject, over which the Indigenous People have prior claim?		
17	Members of these indigenous groups who would be affected (ie. benefit from, or be adversely affected) by the subproject?		
If the answer to any of the questions 15 - 17 is "Yes" please inform the RPMO and if needed, prepare an Indigenous Peoples Plan (IPP)[6]			
	D. Pesticides and Agricultural Chemicals - Will the subproject:		
18	Will the subproject increase agricultural productivity? This may happen when the subproject is an irrigation or water impounding activity.		
If the answer to Question 18 is "Yes" please inform the RPMO and coordinate with the Municipal Agricultural Officer of the LGU. Integrated Pest Management techniques should be promoted among the beneficiaries.			

CERTIFICATION

We certify that we have thoroughly examined all the potential adverse effects of this subproject. To the best of our knowledge, the subproject plan as described in the application and associated planning reports (e.g. ESMP, RAP, IPP), if any, will be adequate to avoid or minimize all adverse environmental and social impacts.

Community Representative (signature)
……

PMO team representative
(signature)……

Date:……..

[5] E.g. the project will affect access to natural resources, communal facilities and services; due to change in land use, project will have an adverse impact on social and economic activities; access to land and resources owned communally or by the state will be restricted due to the project

[6] If the screening and SIA indicate that the proposed project will have impacts, positive and/or negative, on Indigenous Peoples, the borrower/client will prepare an IPP in the context of the SIA and through meaningful consultation with the affected Indigenous Peoples communities; however, for subprojects where IPs are the sole or overwhelming majority of direct project beneficiaries, and when only positive impacts are identified, a stand-alone IPP will not be required. Elements of an IPP (meaningful consultations, information disclosure, and beneficial measures to IP communities) are included in the overall project design document (such as CMP) and a report of these subprojects (including an assessment of the benefits accruing to IP communities) will be submitted as part of the periodic project progress reports submitted to the DSWD

CBIM Form A-20

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
MUNICIPAL INTER-AGENCY COMMITTEE (MIAC)

GUIDE FOR THE TECHNICAL REVIEW OF PROPOSED INFRASTRUCTURE PROJECTS[1]

Name and Location of Subproject:
_____

I. General Information

Particular Trigger Points	Pass	Verify	Remarks
1. **Eligibility -** *the identified SP is not included on the Negative list & eligible for KC funding and the Site Validation Report on file.*			
2. **Responsiveness –** based on the PSA result			
3. **Name of SP** – *clearly defined whether construction, rehabilitation/improvement, concreting; High school or Elementary for school building and level of service for water system*			
4. **Physical Target** – *clearly stated in kilometer for roads, linear meters for bridges, drainage, protection works, number of classrooms & area in sq.m, and others as to the agreed mode of measurement*			
5. **Duration** – *within the designed timelines to complete per sub-project type and supported with Gantt Chart; realistic & attainable to complete as planned; within the 6 months SP implementation*			
6. **Technical Description** – *properly described the size, length of major work items to be undertaken*			
7. **Total Estimated Cost** – *within the current regional cost parameter of sub-project type*			
8. **Safeguards –** *requirements complied, on File (EMP/CNC, DOD, Cert/Res)*			
9. **Accountability-** *Name of T.A. Provider*			

II. Technical Plans and Specifications

Particular Trigger Points	Pass	Verify	Remarks
1. **Appropriate Technology –** *design considered the O&M capacity*			
2. **Completeness of Plans –** *minimum set or standard plans attached, signed and approved by an Engr. (sections, details, floor plans, traverse, profiles)*			
3. **Specifications –** *appropriate and complete technical specifications are attached to the proposal*			
4. **Details of Plan** – *cross-sections, profiles, traverse are complete and appropriate scale was adopte*d			
5. **Design Analysis –** *conformed to structural analysis or hydraulic analysis*			

III. POW and Detailed Cost Estimates

Particular Trigger Points	Pass	Verify	Remarks
1. **Work Items –** *list of pay items and mode of measurement are appropriate based on agreed standards work items*			
2. **Work Pay Items –** *are necessary and appropriate to complete the works; no unnecessary pay items are include in the program*			
3. **Unit Cost** – *major work items unit cost are within the prevailing allowable cost parameter*			
4. **Indirect Cost** – *list of indirect cost are within the agreed payable items;* *(cost of indirect items should be within the allowable ranges as stated in the revised sub-project manual)*			
5. **Derivation of Unit Cost**			

- *Equipment capability outputs are indicated and used as basis for the duration for rentals of equipment;* - *Indicate type and capability of equipment;* - *Manpower capability outputs are indicated and used as basis for computation of manpower requirement and duration of workers* - *Volume computations of earthworks (for road)*			
6. **Labor Rates** – *adopted t*he *local rates of labor as agreed during the barangays assemblies and/or the minimum wage set by regional DOLE.*			
7. **Materials Cost** – *unit prices are within the current prevailing market price at the locality* - *Database of current price for construction materials available on file*			

IV. Environmental and Social Safeguards

Particular Trigger Points	Pass	Verify	Remarks
1. **Environmental and Social Safeguards Checklist –** *the project has completed the Environmental and Social Safeguards Checklist*			
2. **Areas for Potential Environmental and Social Impact –** *the areas for potential environmental and social impact have been identified*			
3. **Environmental and Social Management Plan (ESMP) -** *the ESMP or other related documents have been prepared and conforms to template*			
4. **Resettlement Plan (RP)** – *the Resettlement Plan has been prepared, where applicable and conforms to template*			
5. Indigenous People Plan (IPP) - *the Indigenous People Plan (IPP) has been prepared where applicable and conforms to template*			

Reviewed by:

_____

[1] To be attached to the proposal once it passes the screening and review of the regional technical staff (RCIS/DRCIS)

CBIM Form A-21

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

Environmental and Social Management Plan (ESMP) and Mitigating Measures for Eligible Sub-projects under the KC-NCDDP

Name of Subproject: _____
Location:_____
Community Representative and Address: _____
RPMO Representative and Address: _____

NOTE: Summary of consultations (signed by community empowerment facilitator) must be attached with the following information for each consultation: (i) date of consultation; (ii) venues of consultation; (iii) who are the participants (for example: residents of the barangay, women, indigenous peoples, etc.), number of participants (number of women, number of men, number of members of ethnic minority/indigenous peoples); (iv) topics discussed; (v) issues and questions raised by participants; (v) conclusion on issues and questions raised.

Potential Impacts	**Mitigation/ Enhancement Measures**	**Monitoring Parameter**	***Responsible Entity***	***Implementation* Schedule**	**Cost and Source of Funds**	**Remarks**
Phase 1: Planning, Development, and Pre-Implementation/Pre-Construction Phase						
1.1 In Compliance with: **Govt. Policies on a) Program policies on participation of women, and Gender and Development, and; b) GOP: RA 9172 Women in Development and Nation Building;**						
1.1.1 1.1.2 …						
1.2 In compliance with **RA 8371 Indigenous Peoples Rights Act (IPRA) and NCIP AO No. 3 series 2012, and WB and ADB safeguards policies on <u>Indigenous Peoples</u>**						
1.1.1 1.1.2 Notes: 1. Describe the <u>positive</u> and/or <u>negative</u> impacts on indigenous peoples and include the following information:						

Potential Impacts	**Mitigation/ Enhancement Measures**	**Monitoring Parameter**	***Responsible Entity***	***Implementation* Schedule**	**Cost and Source of Funds**	**Remarks**
- Types of impact[7] and number of affected IP households and IP persons <u>for each ethnic group</u> - Severity of impacts[8] - Baseline socioeconomic information on affected IP communities[9]						
1.3 In compliance with **PD 1067 Water Code of the Philippines, regulations on easements, and guidelines on No build, No dwelling, and Multi-hazard risk areas.**						
1.1.1 1.1.2 …						
1.4 In compliance with **RA 8974 and RA 7279; EO 1035 Acquisition of Private Property – Insert the water code and other relevant laws and regulations on easements, and latest issuances on and WB and ADB safeguards policies on <u>involuntary resettlement</u>**						
1.1.1 1.1.2 … Note: 1. Where there are land acquisition and/or involuntary resettlement impacts, include details on: - Number of Affected Households for each category of impact or type of loss[10] (disaggregated by ethnic group and gender of household head)	Note: For sub-projects with involuntary resettlement and/or land or right of way (ROW) acquisition, state amount and arrangements for compensation and other rehabilitation measures for <u>each type of loss</u> on land and non-land fixed assets					

[7] Impacts can be NEGATIVE or POSITIVE in one or more of the following aspects: (i) customary/traditional rights of use and access to land and natural resources; (ii) socioeconomic status; (iii) cultural and communal integrity; (iv) health, education, livelihood and social security status; (v) indigenous knowledge.
[8] State whether or not the impacts can be reversed or mitigated and if these are permanent
[9] For example, include the following information on <u>each affected indigenous group</u>: percentage of the indigenous group in the total population; literacy/education level; main source of livelihood; poverty status, other **factors that may affect their effective participation in the Project and whether or not they benefit from the Project.**
[10] Example of type of loss: permanent and/or temporary loss of residential land, commercial land, productive land, etc.; total or partial loss of structures (house, fence, etc); loss of crops, trees, etc.

Potential Impacts	**Mitigation/ Enhancement Measures**	**Monitoring Parameter**	***Responsible Entity***	***Implementation* Schedule**	**Cost and Source of Funds**	**Remarks**
- Number of Affected Persons - Severity of loss[11]	and/or income sources and/or access to resources based on the Project Resettlement Framework and prior consultation[12] with project-affected persons					
1.5 In compliance with **PD 1144 Fertilizer and Pesticides Act, and ADB and WB regulations on the use of pesticides.**						
1.1.1 1.1.2 …						
1.6 In compliance with other relevant laws and regulations						
1.1.1 1.1.2 …						
Phase 2: Implementation / Construction Phase						
2.1 Physical Environment						
2.1.1 Land a. b. …						
2.1.2 Water Quality/ Hydrology a. b. …						
2.1.3 Air Quality a. b. …						
2.2 Biological Environment						

[11] For example: (number) of households will permanently/temporarily lose a total of ____ m2 of _____ land. There are (number) of severely affected households with (number) of severely affected persons (severely affected households are those who (i) lose 10% or more of their total productive assets (e.g. productive land, income sources); and/or (ii) are physically displaced or relocated due to the project.

[12] This must be reflected in the summary of consultations that will be attached to the plan.

Potential Impacts	Mitigation/ Enhancement Measures	Monitoring Parameter	*Responsible Entity*	*Implementation* Schedule	Cost and Source of Funds	Remarks
2.2.1 Forest and plant life a. b. …						
2.2.2 Wildlife a. b. …						
2.2.3 Fisheries, Aquatic life a. b. …						
2.3 Social Environment						
2.3.1 Participation of women in paid labor and implementation management a. b. …						
2.3.2 impacts on indigenous peoples (IP), including participation in paid labor and implementation/management of the sub-project, participatory monitoring Note: include information on the number of affected IP households and persons for each type of impact and for each ethnic group a. b. …						

Potential Impacts	Mitigation/ Enhancement Measures	Monitoring Parameter	*Responsible Entity*	*Implementation* Schedule	Cost and Source of Funds	Remarks
2.3.3 Safety in construction a. b. …						
2.3.4 Resettlement Impacts during construction, including access restriction, temporary impacts on livelihood Note: provide the following information: - Number of affected households and affected persons - Ethnicity of the affected households - Any other factors that make the affected household vulnerable[13] a. b. …						
2.4 Other impacts						
a. b. …						
Phase 3: Operation and Maintenance Phase						
3.1 Physical Environment						
3.1.1 Land a. b. …						

[13] For example, socioeconomic status (the house is poor), headed by a woman or the elderly without additional means of support, etc.

Potential Impacts	Mitigation/ Enhancement Measures	Monitoring Parameter	*Responsible Entity*	*Implementation* Schedule	Cost and Source of Funds	Remarks
3.1.2 Water Quality/Hydrology a. b. …						
3.1.3 Air Quality a. b. …						
3.2 Biological Environment						
3.2.1 Forest and plant life a. b. …						
3.2.2 Wildlife a. b. …						
3.2.3 Fisheries, Aquatic life a. b. …						
3.3 Social Environment						
3.3.1 Participation of women in management of O&M a. b. …						
3.3.2 IP participation in O&M a. b. … Notes: 1. Information to be disaggregated by ethnic group						

Potential Impacts	**Mitigation/ Enhancement Measures**	**Monitoring Parameter**	***Responsible Entity***	***Implementation* Schedule**	**Cost and Source of Funds**	**Remarks**
2. Consider and state the factors that may affect the households' ability to participate in O&M						
3.3.3. Participation of Households affected by involuntary resettlement in O&M a. b. … Note: consider and state the factors that may affect the households' ability to participate in O&M						
3.3.4 Access and/or use restriction a. b. … Note: Information to be disaggregated by ethnic group						
3.3.5 Induced activities with negative cumulative effects a. b. … Note: Information to be disaggregated by ethnic group						
3.4 Other impacts						
a. b. …						

Potential Impacts	**Mitigation/ Enhancement Measures**	**Monitoring Parameter**	***Responsible Entity***	***Implementation* Schedule**	**Cost and Source of Funds**	**Remarks**
Note: Information to be disaggregated by ethnic group						
Phase 4: Abandonment Phase						

Prepared by:

_____
PPT
Date: _____

The LGU OF BRGY._____ is confirming its willingness and commitment to implement and allocate funds for the abovementioned ESMP.

_____
Barangay Chairperson
Date: _____

Approved and noted by:

_____
Municipal Mayor
Date: _____

Reviewed and Endorsed to the SRPMO by: _____ **Area Coordinator** Date: _____	Reviewed and Endorsed to the RPMO by: _____ **SRPMO Head** Date: _____

CBIM Form A-22

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

RESETTLEMENT PLAN[14]/INDIGENOUS PEOPLES PLAN[15] TEMPLATE

Note: For the RP and IPP, summary of consultations must be attached with the following information for each consultation: (i) date of consultation; (ii) venues of consultation; (iii) who are the participants (for example: residents of the barangay, women, indigenous peoples, etc.), number of participants (number of women, number of men, number of members of ethnic minority/indigenous peoples); (iv) topics discussed; (v) issues and questions raised by participants; (v) conclusion on issues and questions raised

Region	Province	Municipality	Barangay	Fund Source	Cycle	Modality	Sub-project Title	Sub-project description	Potential Impacts[16]	Mitigation/ Enhancement Measures	Monitoring Parameter	Responsible Entity	Implementation Schedule	Cost and Source of Funds

[14] Resettlement Plan to be prepared per municipality and forwarded to ADB for approval where there are sub-projects that involve involuntary resettlement impacts.
[15] Indigenous Peoples Plan to be prepared per municipality and forwarded to ADB for approval where there are sub-projects that have adverse (negative) impacts on indigenous peoples
[16] Include details specified in the ESMP template

CBIM Form A-23

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
MUNICIPAL INTER-AGENCY COMMITTEE (MIAC)
RURAL INFRASTRUCTURE COMPONENT

DEED OF DONATION

KNOW ALL MEN BY THESE PRESENTS:

That I, _____of legal age, single / married to _____ with postal address at _____ hereinafter referred to as the DONOR, and Barangay *(name of barangay)*, Municipality of *(name of municipality)*, Province of *(name of province),* herein represented by *(name of Barangay Chairperson)*, Barangay Chairperson, of legal age, with postal address at _____ hereinafter referred to as the DONEE, witnesseth:

That the DONOR is the registered owner of a parcel of land, more particularly described as follows:
(Insert description of property to be donated)

That the DONEE is the duly elected Barangay Chairperson (relationship to the donor) of the Barangay where the parcel of land of the DONOR is located.

That FOR AND IN CONSIDERATION of the DONEE's desire to contribute to the development of the Barangay and its residents, and as an act of gratitude and liberality on his part, the DONOR hereby voluntarily GIVES, TRANSFERS, and CONVEYS by way of donation, unto the said DONEE, his heirs and assigns, the above described property, together with all the improvements found thereon, free from all liens and encumbrances;

That the DONOR affirms that this donation is not made with intent to deceive his creditors, and that he has reserved for himself sufficient funds and property;

That the DONEE hereby accepts and receives this donation made, in favour of the Barangay Sub-Project Management Committee (BSPMC) of Barangay (name of barangay) for the implementation of (name of subproject), by the DONOR, and hereby manifests his gratefulness for the latter's generosity.

IN WITNESS WHEREOF, both the DONOR & DONEE have hereunder subscribed their names this _____ day of _____ 20__ at _____, Philippines.

DONOR	DONEE

WITNESS:

ACKNOWLEDGEMENT

Republic of the Philippines
(_____) S.S

BEFORE ME, a notary for and in the City of Makati, personally appeared:

Name	CTC Number	Date/Place Issued
(Donee)	00000000	June 28, 20__ / MakatiCity

known to me and to me known to be the same persons who executed the foregoing Deed of Donation and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place first above written.

Notary Public

Doc. No._____;
Page No. _____;
Book No._____;
Series of 20__.

This is a sample of a Deed of Donation. You may freely copy and revise this form.

CBIM Form A-24

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
Office of the Barangay Sub-Project Management Committee
Barangay: _____
Municipality: _____
Province: _____

CONTRACT AGREEMENT FOR WORKS
(for Community Shopping/Community Direct Contracting)

This agreement, made this _____ day of _____ 200__ by and between BSPMC: *insert name of barangay here*with address at *insert address of barangay* herein represented by *insert name of BSPMC Chairperson* herein after called "OWNER" as party of the first part

and

*Insert name of Contra*ctor and company with official address at *insert address of contractorinsert name of barangay, municipality, province*, here in after called "CONTRACTOR" as party of the other part.

Whereas the CONTRACTOR is desirous to execute the works described in the requestfor quotation.

And the OWNER has accepted the proposal of the CONTRACTOR for the execution and completion of such works and remedying of any defects therein.

Now this agreement witnesseth as follows:

1. In this agreement, words and expressions shall have the same meanings as respectively assigned to them.

2. The following document shall be deemed to form and be read and construed as part of this agreement:

a. Invitation to Quote
b. Abstract of Quotation
c. Minutes of evaluation of quotation
d. Contract Agreement

2. In consideration of the payments to be made by the OWNER to the CONTRACTOR as hereinafter mentioned, the OWNER hereby covenants with the CONTRACTOR to execute and complete the works within _____ calendar days and remedy any defects therein in conformity in all respects with the provision of the contract .
3. The CONTRACTOR is allowed to collect advance payment equivalent to 15% of the contract after posting bank guarantee of equivalent amount.
4. The CONTRACTOR is entitled to claim partial billing subject to the percentage of accomplishment of the work.
5. The provisions of Section IV. Conditions of Contract for Works under the Community Based Procurement Manual of the KALAHI CIDSS - National Community Driven Development Project (KC-NCDDP) shall prevail.

In witness whereof the parties thereto have caused this Agreement to be executed this_____ day of_____201__

_____ _____
Chairperson, BSPMC Contractor

Funds Available: _____ Date:_____
Barangay Treasurer

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES
MUNICIPALITY OF _____, _____

BEFORE ME, a Notary Public for and in the above jurisdiction, personally appeared this ____ day of _____, 20____ at _____, _____, Philippines.

Name	Res. Cert. No.	Date / Place Issued
_____	_____	_____
_____ _____		_____
_____	_____	_____

Known to me to be the same persons who executed the foregoing CONTRACT AGREEMENT consisting of two (2) pages including this page on which the acknowledgement appears and they acknowledged to me that the same is their free and voluntary act and deed and those of the principals they respectfully represent.

IN WITNESS WHEREOF, I have hereunto set my hand and seal on the date and at the place first above- mentioned.

_____
Notary Public
PTR

No._____

Until December 31, 200___

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.

Annex B: Infrastructure Implementation Forms

ANNEX B
TABLE OF CONTENTS

CBIM Form B-1

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

GUIDE DURING SUPERVISION AND MONITORING INFRA PROJECTS[1]

I. General Information:

Name of sub-project: _____ Physical Target: _____
Location: _____Approved Cost: _____
Mode of Implementation: __ *By Force Account* ___ *By Contract % of* Grant released: _____
Procurement Method: Goods*;* ____ *Local Shopping* ____ *Local Bidding*% of LCC delivered: _____
Works: ____ *Local Shopping* ____ *Local Bidding*

Particular Trigger Points	Pass	Verify	Remarks
1. **Transparency:** Prescribed Signboard installed in an area accessible to community members and Minutes of Meeting(s) and/or Brgy. Assembly - SP Information and the latest updates posted ➢ Physical accomplishment *(at the time of visit)* ➢ Financial utilization *(at the time of visit)* - Sub-project meetings/conference *(e.g. BSPMC, BAs, Pre-Const. etc)*			
2. **Environmental & Social Safeguards:** Required documents readily available at BSPMC. - Acquisition documents *(e.g. DOD, Certification, Resolution)* on file - EMP and latest monthly reports on file - Planned mitigating measures observed during construction. - Permits *(bldg.; water application; tapstand installation, etc.)*			
3. **Sustainability:** Availability of Operation and Maintenance plan - O&M group formed/organized - Ad Hoc members formulated policies for O&M - O&M plan formulated and on file - Tariff recalibrated and agreed by end-users			
4. **Accountability:** Experienced technical staff was assigned to supervise the construction of the sub-project *(Name _____)*			

II. Technical Plans, Specifications and Construction Forms

Particular Trigger Points	Pass	Verify	Remarks
5. **Availability of approved plans –** Presence and completeness of approved engineering plans and specification at BSPMC office			
6. **Availability of other construction documents –** proper filing and maintenance of required documents at BSPMC office - Logbook, Weather Chart - Physical and Financial Reports - Satisfactory results of material testing conducted - Statement of Work Accomplished *(if by Contract)* - Approved Variation Order *(If any)* - Site instructions issued by the Project Engineer			

III. Community Procurement

Particular Trigger Points	Pass	Verify	Remarks

7. **Availability of procurement documents –** proper filing of procurement documents *(PCPP, Canvass Form, Abstract, POs, etc)*			
8. **Red Flags –** Community Facilitators observed and utilized the Red Flag templates & on-file according to procurement method/process adopted. - Finding was referred to the DAC for appropriate technical advice			
9. **Principles** – all stakeholders observed the procurement principles: - *Fairness,* competitive procurement process was observed *Economy,* awards were based on lowest evaluated, responsive and complying bid or quotations. - *Efficiency,* procurement activities were conducted within the given timeframe per procurement method adopted - *Transparency,* bid opening was conducted in public and Purchase Order and/or Notice of Award posted - *Accountable,* people involved in the procurement are aware of their roles and functions.			
10. **Fiduciary review**– all completed transactions are submitted to COA. - Receiving copy or transmittal *(submitted to FO or COA)* on file. - Noted red flags were properly resolved *(if any)*			

IV. Sub-project physical Inspection

Particular Trigger Points
11. **Plan vs Actual –** list all the observations and findings on the sub-project implementation at the time of inspection *(either during construction or after completion)*vis a vis the approved plans and work items listed on the Program of Works. *(Include in your evaluation the physical appearance of the sub-project during the inspection and cost comparison)*
12. **Agreed recommendations –** list down appropriate recommendations as discussed with the BSPMC/MCT members to correct the technical observations on the implementation of the sub-project. *(recommendations will serve as the site instructions for the PIT and BSPMC to follow)*
13. **Photo documentation –** if possible, insert or attach latest pictures on the progress of the sub-project implementation

V. Safety Measures

Particular Trigger Points
Describe the safety measures observed by the Project Implementation Team and the additional safety measure needed.

Inspection conducted by: Date:

_____ _____

With the presence of:

_____ _____

_____ _____

[1] To be used during the conduct of regular monitoring of on-going and completed sub-projects. Leave one (1) copy with the BSPMC office.
For completed sub-project, review the Final Inspection Report, SPCR and the Mutual Partnership Agreement

CBIM Form B-2

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

CONSTRUCTION LOGBOOK

Name of sub-project: _____
Physical Target: _____Total Approved Cost: _____
Location:_____
_____

Date: _____ Day: _____ Weather: _____

Labor Force Available:

Skilled Men: Foreman - _____ Unskilled Men : _____
Carpenter - _____ Unskilled Women: _____
Mason - _____ Skilled Women (Specify): _____
Plumber - _____
Welder - _____
H.E. Operator - _____
L.E. Operator - _____

Equipment/Tools present at site: (specify and number)

_____ _____ _____
_____ _____ _____
_____ _____ _____

Activities undertaken:

Output/s of the day

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Problems encountered & action taken:

_____ _____
_____ _____
_____ _____

BSPMC/Project Staff/Visitors:

_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____
_____ _____ _____

Comments/Observations/Recommendations:

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

CBIM Form B-3

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

BARANGAY PROJECT WORK SCHEDULE & PHYSICAL PROGRESS REPORT
For the Month of _____, 20___

Name of sub-project: _____ Physical Target: _____
Location: _____Approved Cost: _____

Name of Sub-project:	Total Sub-Project Cost:	Labor Generated	Total	No. of Days	Ave. Rate/Day
Physical Target:					
Region:					
Province:					
Municipality:					
Barangay:					

I. To be filled up by MCT-Deputy Area Coordinator

Item No.	Description	QTY	Unit	Amount	Weight (%)	Physical Target	Previous Cumm.	Duration													
								Month 1				Month 2				Month 3				Month 4			
	TOTAL																				

II. To be filled up by MCT-Deputy Area Coordinator

Physical	% Progress (PLANNED)			PERIODIC					
				CUMULATIVE					
	% Progress (ACTUAL)			PERIODIC					
				CUMULATIVE					
	% of slippage (±)			PERIODIC					
				CUMULATIVE					

III. Major Issues Encountered:

_____
_____
_____

IV. Recommendations:

_____
_____
_____

Prepared by:

_____
MCT- ACT-Technical Facilitator
And or Service Provider

Concurred by:

_____
Project Implementation Team and
MIT Leaders

Reviewed & Checked by:

_____
ACT-Technical Facilitator

Approved by:

_____
BSPMC Chair

Noted by:

_____
Municipal Engineer

_____
Regional Community Infrastructure Specialist

Note: Attach Material Records Sheet if physical accomplishment lags behind financial disbursements.

CBIM Form B-4

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
Province of:_____

Office of the Barangay Sub-Project Management Committee
Barangay:_____
Municipality:_____

CHANGE OR EXTRA WORK ORDER NO. ___

Name of Subproject:_____
Location:_____

To: _____

You are hereby directed to make the herein described changes from the PLANS and SPECIFICATIONS, or do the following described works included in the PLANS and SPECIFICATIONS.

DESCRIPTION OF WORK TO BE DONE: _____
_____
REASONS FOR CHANGE/S: _____
_____
_____
CHANGES REQUESTED BY:_____
Works to be performed at original contract cost.

Difference in cost for this change: _____
Net cost of previous changes : _____
Original Contract/Approved Amount: _____
Estimated Revised Contract/Approved Amount: _____
By reason of this proposed change, _____ days extension of working time will be allowed.

ITEMIZED QUANTITIES AND COST REVISION ON THE REVERSE SIDE OF THIS SHEET.

We the undersigned have given careful consideration to the proposed changes and hereby agree thereto. If this proposal is approved, we will provide adequate materials, labor and equipment to perform any or all services necessary for the process shown on the reverse side of this sheet.

Prepared by:

_____ _____
MCT-TF/Service Provider Date
Reviewed and Checked by: Recommending Approval:

_____ _____ _____ _____
ACT-TF Date Municipal Engineer Date
Noted: Approved:

_____ _____ _____ _____
RCIS Date BSPMC Chairperson Date
Note: No proposed work will be implemented unless the Variation Order is noted and approved by the RCIS and the BSPMC Chairperson

Reverse Sheet for CBIM Form B-4

ITEMIZED COST OF REVISION

Item No.	Description	Original/Approved Cost				Actual Changes/New				Variations				Remarks
		Quantity	Cost	Unit Cost	Total Cost	Quantity	Cost	Unit Cost	Total Cost	Quantity	Cost	Unit Cost	Total Cost	
	TOTAL													

Original Approved Cost: _____
Proposed Cost Due to Changes: _____
Revised Approved Cost: _____
Variance: _____

CBIM Form B-5

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

Province of:_____
Office of the Barangay Sub-Project Management Committee
Barangay:_____
Municipality:_____

SUSPENSION ORDER NO. _____

Name of Sub-project: _____
Location : _____

Date: _____

_____
_____
_____

You are hereby directed to suspend operation of the above sub-project, on _____ day of _____, 20___ , for a period of _____ days. This takes effect seven (7) days upon receipt of this notice.

Please acknowledge the receipt of this order by dating, signing and returning three (3) of the attached copies. Retain one (1) copy for your file.

_____
BSPMC Chairperson

Concurred by:

_____
Technical Facilitator

Date: _____

_____
I hereby acknowledge the receipt of the above notice.

_____
Contractor

Date: _____

CBIM Form B-6

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

Province of:_____
Office of the Barangay Sub-Project Management Committee
Barangay:_____
Municipality:_____

RESUMPTION ORDER NO. _____

Name of Sub-project: _____
Location : _____

Date: _____

_____
_____
_____

You are hereby directed to resume construction operation of the above sub-project, on _____ day of _____, 20___ ,

Please acknowledge the receipt of this order by dating, signing and returning three (3) of the attached copies. Retain one (1) copy for your file.

_____
BSPMC Chairperson

Concurred by:

_____
Technical Facilitator

Date: _____

_____
I hereby acknowledge the receipt of the above notice.

_____
Contractor
Date: _____

CBIM Form B-7

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

Province of:_____

Office of the Barangay Sub-Project Management Committee

Barangay:_____

Municipality:_____

TIME SUSPENSION REPORT

For the Month of _____, 20____

Name of Sub-project: _____

Location : _____

Date	Weather Condition	Remarks	Time Suspension Recommended

Total time suspension recommended this month _____ days

Total time suspension recommended previously _____ days

Grand total to date _____ days

Original completion / contract time _____ days

Revised completion / contract time due to approved suspension _____ days

Effectivity Date of Contract _____

Original Expiry Date _____

Revised Expiry Date after Suspension/Extension _____

Percent of Time Elapsed _____

Cumulative Phy. Accom._____

Prepared by:

_____

PIT HEAD

Reviewed & Recommend For Approval:

_____

TECHNICAL FACILITATOR/ MUNICIPAL ENGINEER

Approved:

_____

BSPMC Chairperson

Noted:

_____

Area Coordinator

CBIM Form B-8

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM
Province of:_____
Office of the Barangay Sub-Project Management Committee
Barangay:_____
Municipality:_____

TIME EXTENSION ORDER NO. _____

Name of Sub-project: _____
Location : _____

Date: _____

_____
_____
_____

You are hereby directed to extend the contract time for a period of _____ days from _____ to _____, 20___ , due to the following reasons: _____
_____
as authorized under Section 4.3.12 of the Community Based Infrastructure Manual.

Please acknowledge the receipt of this order by dating, signing and returning three (3) of the attached copies. Retain one (1) copy for your file.

_____
BSPMC Chairperson

Concurred by:

_____ _____
Technical Facilitator Date:

_____

I hereby acknowledge the receipt of the above notice.

_____
Contractor
Date: _____

CBIM Form B-9

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

JOINT INSPECTION REPORT[17]

Name of Sub-project: _____
Location: _____
Total Approved Cost: _____ **Revised Cost**: _____
Cost Sharing: NCDDP: _____ NCDDP: _____
Community: _____ Community: _____
Barangay Unit: _____ Barangay: _____
Municipal/Others: _____ Mun/Others: _____

FINDINGS:

I. SUB-PROJECT SCOPE OF WORK

Work Items	Orig. Qty	Unit Cost	Approved Cost	%	Acc. Qty	Actual Cost	%	Rem. Qty.	Estimated Cost	%
Construction of Intake Box*										
Installation of Pipelines										
Construction of Reservoir										
Construction of Tap stands										
Total										

**Examples only*

PHYSICAL DESCRIPTION (*Describe any unacceptable appearance from that of the plan e.g. physical dimension, workmanship*)

PHYSICAL APPEARANCE (Aesthetic, Visual)

PROJECT QUALITY

Required Material Tests	Actual Tests Performed
_____	_____
_____	_____

[17] This report should be attached to the RFR for Last Trance.

FINANCIAL:

Releases:	**Disbursed:**
_____	_____
_____	_____
_____	_____

Fund Balance as of Final Inspection: (If any) _____

ANY IDENTIFIED ENVIRONMENTAL IMPACT:_____
_____

MITIGATING MEASURES PROVIDED

FINDINGS/COMMENTS: *(Attach cost analysis for the remaining works)*

RECOMMENDATIONS:[18]

INSPECTORATE TEAM:

_____	_____
(Mun. Engineer/LGU Representative)	Technical Facilitator
_____	_____
(BSPMC-PIT Representative)	(Roving Bookkeeper)
_____	_____
(BSPMC- Chairperson)	(Area Coordinator)

Date of Inspection: _____

Notes & Comments of RCIS:	_____ Regional Community Infrastructure Specialist

[18]Inspectorate Team should prepare official communication to the LGU & BSPMC on the results of inspection for their appropriate action. This report will serve as an attachment.

Triggers to conduct Joint Inspection for sub-projects: When the sub-project accomplished almost 90% physical accomplishment (Particularly for Community Force Account Mode), the Technical Facilitator should advise the BSPMC to request for the Joint Inspection Team (JIT). In cases where in a particular municipality, more sub-projects reach the triggers, schedules of the JIT should be coordinated by the ACT with the communities.

Instructions in Accomplishing the Joint Inspection Report

Sub-Project identification:

1. Name of sub-project:	Indicate the approved sub-project title
2. Location:	Indicate the sitio, barangay, municipality & province where the sub-project is constructed
3. Approved Cost:	Breakdown of approved project cost
4. Revised/Actual Cost:	Based on inspection and evaluation, indicate the breakdown of revised cost to complete the sub-project.

I. Sub-project Scope of Work:

a. Work Items:	Indicate all approved work items and additional work items incorporated to complete the sub-project
b. Original Quantity:	Quantity based on the approved plans & POW
c. Unit Cost:	Unit cost based on the approved POW
d. Approved Cost:	the approved item cost based on the POW
e. Accomplished quantity:	work item quantity accomplished based on the last reporting period or an updated report before the joint inspection.
f. Actual Cost:	actual cost of the work item accomplished(in placed)
g. Remaining Quantity:	Remaining quantity of work item to complete the sub-project
h. Estimated Cost:	Estimated cost of the remaining works based on the approved unit cost.
II. Physical Description	At the time of joint inspection, describe any acceptable or unacceptable works based from the approved plans and specifications. This could be in the form of materials used, workmanship or the actual dimension of the structure that did not conform to the approved plans.
III. Physical Appearance	Describe the visual appearance of the sub-project.
IV. Project Quality	Indicate the minimum quality testing required for the sub-project and the actual tests conducted

V. Financial

Releases	Indicate the date and amount of release received by the community per tranche
Disbursed	Indicate the actual amount disbursed by the community on the tranches received
Fund Balance	Amount of cash remaining with the community at the time of inspection

VI. Environmental Impact Any identified environmental impact of the sub-project (Refer to the Environmental Safeguard Management Plan)

VII. Mitigating Measures Mitigating measures provided by the community to minimized the environmental impact (refer to the EMP Reports)

VIII. Findings/Comments Specific findings and observations of the Inspectorate Team should be listed. Since the purpose of the evaluation is to facilitate the release of the Final Trance, it is noteworthy for the Joint Inspectorate Team to provide a cost analysis of the remaining works to complete the sub-projects. They should take note of the remaining materials at the site/bodega, cost of labor, cash on hand and the availability of remaining local counterpart, in preparing cost matrix as against the remaining works to be undertaken.

The Team may attach a separate computation for the cost analysis.

IX. Recommendations Based on the findings, from physical description to environmental aspects, the team should provide necessary recommendations to address the observations and comments for the BSPMC, LGU and other stakeholders to rectify the work or come up with a punch list of items to be completed.

Based on the cost analysis prepared, the Joint Inspectorate Team in consultation with the community should submit their recommendations to facilitate the release of the last trance.

Official communication to BSPMC and LGU informing the results of the inspection should be prepared by the Team.

CBIM Form B-10

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

FINAL INSPECTION REPORT
(For Rural Roads)

Name of sub-project: _____ Date: _____
Location: _____
Program Length: _____
Actual Length: _____
Funding Source: Loan Proceed: Php _____
Local Counterpart Contributions:
Community: Php _____ Municipal LGU: Php _____
Barangay LGU: Php _____ Others (Specify) Php _____

Mode of Implementation:
Force Account _____ Mixed (FA & by Contract) _____
By Contract _____

SCOPE OF WORKS

Work Item /Description	Programmed Quantity Unit	Actual Quantity Unit	Explanatory Notes/Observations
Item 100 Clearing &Grubbing	_____sq.m	_____	_____
OK Rejected			
_____ _____ Line & design grade			_____
_____ _____ As to the design width (m)			_____
Item 102.1Road Excavation	_____cu.m	_____ cu.m	_____
OK Rejected			
_____ _____ Line & design grade			_____
_____ _____ As to the design width (m)			_____
Item 103Structure Excavation	_____cu.m	_____ cu.m	_____
OK Rejected			
_____ _____ Line & design grade			_____
Item 104Embankment	_____cu.m	_____ cu.m	_____
OK Rejected			
_____ _____ Line & design grade			_____
_____ _____ Test results (FDT)			_____
Item 105Sub-Grade Preparation	_____cu.m	_____ cu.m	_____
OK Rejected			
_____ _____As to the design width (m)			_____
_____ _____Line & design grade			_____
_____ _____ Test Results			_____
Item 200Aggregate Sub-Base Course	_____cu.m	_____ cu.m	_____
OK Rejected			
_____ _____As to the design width (m)			_____
_____ _____Line & design grade			_____
_____ _____Test Results (Grading)			_____
_____ _____Test Results (FDT)			_____
Item 201Aggregate Base Course	_____cu.m	_____ cu.m	_____
OK Rejected			
_____ _____As to the design width (m)			_____
_____ _____Line & design grade			_____
_____ _____Test Results (Grading)			_____
_____ _____Test Results (FDT)			_____
Item 311Portland Cement Concrete Pavement	_____cu.m	_____ cu.m	_____
OK Rejected			

_____ _____Line & design grade _____
_____ _____Test Results (Grading) _____
_____ _____Test Results (Compression) _____

Item 404Reinforcing Steel ____ _____cu.m _____ cu.m _____
OK Rejected
_____ _____Test Result (tensile stress) _____

Item 405Structural Concrete _____cu.m _____ cu.m _____
OK Rejected
_____ _____Workmanship of structure/s _____
_____ _____As to the design dimensions _____
of the RC structures
_____ _____Test Result (Design mixture) _____
_____ _____ Test Result (Compression) _____

Item 500Pipe Culverts & Storm Drains (dia) _____ln.m _____ ln.m _____
OK Rejected
_____ _____Station Limits _____
_____ _____Workmanship (mortar fill) _____

Item 505Riprap & Grouted Riprap _____ln.m _____ ln.m _____
OK Rejected
_____ _____Station Limits _____
_____ _____Workmanship _____

Item 509Gabions _____ln.m _____ ln.m_____
OK Rejected
_____ _____Station Limits _____
_____ _____Workmanship _____

Note: Any deviations from the approved plans and POW must be supported with approved Variation Orders.

Remarks/Comments and Recommendations:

Inspected by:

Municipal Engineer/LGU Representative

Technical Facilitator

BSPMC-PIT Representative

Municipal Roving Bookkeeper

BSPMC-Chairperson

Barangay Council Representative

Noted by:

Regional Community Infrastructure Specialist

CBIM Form B-11

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

FINAL INSPECTION REPORT
(For Post-Harvest Facilities)

Name of sub-project: _____ Date: _____
Location: _____
Program Length: _____
Actual Length: _____
Funding Source: Loan Proceed: Php _____
Local Counterpart Contributions:
Community: Php _____ Municipal LGU: Php _____
Barangay LGU: Php _____ Others (Specify) Php _____

Mode of Implementation:
Force Account _____ Mixed (FA & by Contract) _____
By Contract _____

SCOPE OF WORKS

Work Item /Description	Programmed Quantity Unit	Actual Quantity Unit	Explanatory Notes/Observations
Item 1.0 Site Clearing	_____ sq.m	_____ sq.m	_____
OK Rejected			
_____ _____ Design Specifications			_____
Item 2.1 Earthworks & Foundation	_____ cu.m	_____ cu.m	_____
OK Rejected			
_____ _____ Design Specifications			_____
Item 3.0 Formworks/Scaffoldings	_____ bd.ft	_____ bd.ft	_____
OK Rejected			
_____ _____ Design Specifications			_____
Item 3.1 Flooring	_____ cu.m	_____ cu.m	_____
OK Rejected			
_____ _____ Design Specifications			_____
_____ _____ Finish (workmanship)			_____
_____ _____ Test Results (Mixture)			_____
_____ _____ Test Results (compression)			_____
Item 3.2 Columns	_____ cu.m	_____ cu.m.	_____
OK Rejected			
_____ _____ Design Specifications			_____
_____ _____ Finish (workmanship)			_____
_____ _____ Test Results (Mixture)			_____
_____ _____ Test Results (compression)			_____
Item 3.3 Beams	_____ cu.m	_____ cu.m	_____
OK Rejected			
_____ _____ Design Specifications			_____
_____ _____ Finish (workmanship)			_____
_____ _____ Test Results (Mixture)			_____
_____ _____ Test Results (compression)			_____
Item 3.4 Reinforcing Steel	_____ kg.	_____ kg.	_____
OK Rejected			
_____ _____ Design Specifications			_____
Item 4 CHB Wall	_____ sq.m	___ _____ sq.m	_____
OK Rejected			
_____ _____ Design Specifications			_____
_____ _____ Finish (workmanship)			_____
_____ _____ Test Results (Mixture)			_____

Item 5 Carpentry _____sq.m _____ sq.m _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 6 Roofing (G.I Sheets) _____sq.m _____ sq.m _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 7.1 Ceiling _____sq.m _____ sq.m _____

OK Rejected

_____ _____ Design Specifications (Clearance) _____

_____ _____ Finish (workmanship) _____

Item 7.2 Air Vents _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 8.1 Lavatory _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 8.2 Water Closet _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 9.1 Doors _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 9.2 Windows _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 10.1 Lighting Fixtures _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 10.2 Outlets _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 10.3 Utility Box _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 11 Painting _____ sq.m _____ sq.m. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 12.1 Furniture (Chairs/Desk) _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 12.2 Furniture (Tables) _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 12.3 Amenities (School Blackboard) _____ pcs. _____ pcs. _____

OK Rejected

_____ _____ Design Specifications _____

_____ _____ Finish (workmanship) _____

Item 12.4 Amenities (Cabinets) _____ pcs. _____ pcs. _____

OK	Rejected		
_____	_____	Design Specifications	_____
_____	_____	Finish (workmanship)	_____

Item 12.4 Amenities (Specify) _____ pcs. _____ pcs. _____

OK	Rejected		
_____	_____	Design Specifications	_____
_____	_____	Finish (workmanship)	_____

Note: Any deviations from the approved plans and POW must be supported with approved Variation Orders.

Remarks/Comments and Recommendations:

Inspected by:

Conforme:

Approval recommended:

Approved:

CBIM Form B-12

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

FINAL INSPECTION REPORT
(For Water Supply)

Name of sub-project: _____ Date: _____
Location: _____
Program Length: _____
Actual Length: _____
Funding Source: Loan Proceed: Php _____
Local Counterpart Contributions:
Community: Php _____ Municipal LGU: Php _____
Barangay LGU: Php _____ Others (Specify) Php _____

Mode of Implementation:
Force Account _____ Mixed (FA & by Contract) _____
By Contract _____

SCOPE OF WORKS

Work Item /Description	Programmed Quantity	Unit	Actual Quantity	Unit	Explanatory Notes/Observations
Item 1600 Excavation (structure & trench)	_____	cu.m	_____	cu.m	_____

OK Rejected
_____ _____ Line & design grade _____
_____ _____ As to the design width (m) _____

Item 1602-AInstallation of Pipeline (Transmission)

1602.1 Steel/G.I Pipe	_____	ln.m	_____	ln.m	_____
1602.4 PVC Polyvinyl Chloride Pipe	_____	ln.m	_____	ln.m	_____
1602.5 Polyethylene (PE) Plastic Pipe	_____	ln.m	_____	ln.m	_____

OK Rejected
_____ _____ Line & design grade _____
_____ _____ Station limits _____
_____ _____ Fittings & appurtenances _____
_____ _____ Expose pipes _____

Item 1602-BInstallation of Pipeline (Distribution)

1602.1 Steel/G.I Pipe	_____	ln.m	_____	ln.m	_____
1602.4 PVC Polyvinyl Chloride Pipe	_____	ln.m	_____	ln.m	_____
1602.5 Polyethylene (PE) Plastic Pipe	_____	ln.m	_____	ln.m	_____

OK Rejected
_____ _____ Line & design grade _____
_____ _____ Station limits _____
_____ _____ Fittings & appurtenances _____
_____ _____ Expose pipes _____

Item 1603Installation of Valves _____pcs._____pcs. _____

OK Rejected
_____ _____ Gate Valves (dia.) _____
_____ _____ Globe Valves (dia.) _____
_____ _____ Blow-off Valve (dia.) _____
_____ _____ Air release Valve (dia.) _____

Spl Item Intake Box _____cu.m._____cu.m. _____

OK Rejected
_____ _____ Workmanship of structure/s _____
_____ _____ Structural Stability _____
_____ _____ Test result (compression) _____

Spl Item Const of Water Reservoir (dimension) _____cu.m._____cu.m. _____

OK Rejected
_____ _____ Workmanship of structure/s _____
_____ _____ Structural Stability _____

_____ _____ Test result (compression) _____

Spl Item Well Development _____ln.ft._____ln.ft. _____

OK Rejected
_____ _____ Workmanship of structure/s _____
_____ _____ Drilling Data _____

Spl Item Installation of Pumping Facilities _____unit _____ _____

OK Rejected
_____ _____ Workmanship of structure/s _____
_____ _____ Structural Stability _____
_____ _____ Initial Operation _____

Spl Item Tapstand/Communal Faucet _____unit _____ unit _____

OK Rejected
_____ _____ Workmanship of structure/s _____
_____ _____ Structural Stability _____
_____ _____ Safety of water meter _____
_____ _____ Flow of water _____
_____ _____ Drainage System _____

Note: Any deviations from the approved plans and POW must be supported with approved Variation Orders.

Remarks/Comments and Recommendations:

Inspected by:

Municipal Engineer/LGU Representative

Technical Facilitator

BSPMC-PIT Representative

Municipal Roving Bookkeeper

BSPMC-Chairperson

Barangay Council Representative

Noted by:

Regional Community Infrastructure Specialist

CBIM Form B-13

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

FINAL INSPECTION REPORT
(For Buildings/Vertical Structures)

Name of sub-project: _____ Date: _____
Location: _____
Program Length: _____
Actual Length: _____
Funding Source: Loan Proceed: Php _____
Local Counterpart Contributions:
Community: Php _____ Municipal LGU: Php _____
Barangay LGU: Php _____ Others (Specify) Php _____

Mode of Implementation:
Force Account _____ Mixed (FA & by Contract) _____
By Contract _____

SCOPE OF WORKS

Work Item /Description	Programmed Quantity Unit	Actual Quantity Unit	Explanatory Notes/Observations
Item 1.0 Design Specifications	_____ sq.m	_____ sq.m	_____
OK Rejected			
_____ _____ Design Specifications			_____
Item 2.1 Earthworks and Foundation	_____ cu.m	_____ cu.m	_____
OK Rejected			
_____ _____ Design Specifications			_____
Item 3.0 Formworks/Scaffoldings	_____bd.ft	_____bd.ft	_____
OK Rejected			
_____ _____ Design Specifications			_____
Item 3.1 Flooring	_____cu.m.	_____cu.m	_____
OK Rejected			
_____ _____ Design Specifications			_____
_____ _____ Finish (workmanship)			_____
_____ _____ Test results (Mixture)			_____
_____ _____ Test results (compression)			_____
Item 3.2 Columns	_____cu.m.	_____cu.m	_____
OK Rejected			
_____ _____ Design Specifications			_____
_____ _____ Finish (workmanship)			_____
_____ _____ Test results (Mixture)			_____
_____ _____ Test results (compression)			_____
Item 3.3 Beams	_____ cu.m.	_____ cu.m.	_____
OK Rejected			
_____ _____ Design Specifications			_____
_____ _____ Finish (workmanship)			_____
_____ _____ Test results (Mixture)			_____
_____ _____ Test results (compression)			_____
Item 3.4 Reinforcing Steel	_____kg.	_____ kg.	_____
OK Rejected			
_____ _____ Design Specifications			_____
_____ _____ Test results (tensile stress)			_____
Item 4 CHB Wall	_____sq.m.	_____sq.m.	_____
OK Rejected			

_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____
_____ _____ Test results (Mixture) _____

Item 5 Carpentry _____bd.ft._____bd.ft. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 6 Roofing (G.I Sheets) _____sq.m._____sq.m. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 7.1 Ceiling _____sq.m _____sq.m. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 7.2 Air Vents _____pcs. _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 8.1 Lavatory _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 8.2 Water Closet _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 9.1 Doors _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 9.2 Windows _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 10.1 Lighting Fixtures _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 10.2 Outlets _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 10.3 Utility Box _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 11 Painting _____sq.m _____sq.m. _____

OK Rejected

_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 12.1 Amenities (Chairs/Desks) _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 12.2 Amenities (Tables) _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 12.3 Amenities (Writing board) _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 12.4 Amenities (Cabinets) _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Item 12.4 Other Amenities (Specify) _____pcs _____pcs. _____

OK Rejected
_____ _____ Design Specifications _____
_____ _____ Finish (workmanship) _____

Note: Any deviations from the approved plans and POW must be supported with approved Variation Orders.

Remarks/Comments and Recommendations:

Inspected by:

Municipal Engineer/LGU Representative

Technical Facilitator

BSPMC-PIT Representative

Municipal Roving Bookkeeper

BSPMC-Chairperson

Barangay Council Representative

Noted by:

Regional Community Infrastructure Specialist

CBIM Form B-14

Republic of the Philippines

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT

OFFICE OF THE BSPMC CHAIRPERSON

CERTIFICATE OF COMPLETION, TURN-OVER AND ACCEPTANCE

To Whom It May Concern:

THIS IS TO CERTIFY that the following Sub-Project has been 100% satisfactorily completed in accordance with the approved plans and specifications:

Name of Sup-Project:	
Location:	
Project Category:	
Physical Measurement:	
Implementation Mode:	

We hereby CERTIFY to have accepted each and every item accomplishment by (name of contractor) for the contract dated _____, which have been inspected and were found to be in accordance with the plans and specification of the contract.

This certification is issued for whatever legal purpose it may serve best.

Done this _____ day of _____, 2010 at Barangay _____, _____, _____.

Certified by the INSPECTORATE TEAM:

_____	_____	_____
PIT Chairperson	Municipal Engineer	Municipal-TF
_____	_____	_____
MIT Chairperson	Financial Analyst/MCT	Technical Facilitator
_____	_____	**Accepted by:**
BSPMC Chairperson	Area Coordinator	
		_____

Barangay Chairperson

CBIM Form B-15

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT COMPLETION REPORT (SPCR)

A. General Information:

Name of sub-project:			
Sub-project category:		Actual Physical Target:	
Barangay/s covered:		Actual Total Cost:	
Municipality & Class		NCDDP Grant Received:	
Province:		Total Counterpart Delivered:	
Date of 1st MIBF:		Actual Total Direct Cost:	
Date of 2nd MIBF:		Actual Total Indirect Cost:	
No. of HH served:		Date Started:	
Total Population in the brgy:	Male _____ Female _____	Date Completed:	
Total Population served by the sub-project:	Male _____ Female _____	Date of Inauguration:	

B. Sub-project Description:
The sub-project is completed with the following work items and activities constructed/implemented by the concerned community/ies. (insert additional rows if needed)

Item of Works	Quantity	Unit	Unit Cost	Total
1.				
2.				
3.				
4.				
5.				
6.				
Indirect Cost				
Total Project Cost				

C. Method of sub-project implementation:

c.1 Procurement mode and procedures used in the sub-project implementation.

c.2 Please state the major problems encountered during implementation and actions taken by the ACT and the community volunteers/leaders to solve the issues.

D. Labor Generated: (labor provided & paid during the construction period)

Particular	Number	Person Days	Rate/Day	Total Amount Paid
Skilled (men)				
Skilled (women)				
Unskilled (men)				
Unskilled (women)				
TOTAL PAID LABOR				

E. Project Benefits: Highlight the initial impact provided by the sub-project to the covered community/ies.

e.1 Condition of the community before the Project intervention (How long were you deprived of the service? How costly was it to access the service? How far?

e.2 Condition of the community after the sub-project completion.

F. Environmental Aspect: Discuss any environmental impacts during the construction and the mitigating measure provided by the community. (refer to the Environmental Safeguards Management Plan, ESMP Reports)

G. Capability Building Impact: What were the trainings provided by the project to the community and the result observed.

H. Community Volunteers: In recognition of the community volunteers who in one way or another made the sub-project possible, list their names and the corresponding team they were involved.

Name of community volunteers	Sitio/Barangay	Designation/Team
1.		PPT
2.		BRT
3.		BAC
4.		AIT
5.		O&M
6.		PT
7.		PIT
8		MIT
9.		BSPMC
10.		

I. General Assessment:

I.1. Cost Effectiveness: Actual overall cost compared to similar Project in the locality. Indicate cost of similar project constructed by the agency. What % (Higher/Lower) compared to NCDDPcompleted SP? Indicate also the Cost per Population served.

I.2. Plan vs. Actual: Did the SP incurred overrun or savings? By how much? If savings incurred, how was it utilized?

I.3. Financial Aspect: On-time releases of NCDDP Grant (On the average, how many days did it take from the ACT receipt of community requests to the date of fund release to the community account? List contributing factor of the case.

I.4. Describe the clients/users that the NCDDP sub-project will serve (State if they are an IP, predominantly women sector, etc.)

I.5. Participation: On the average, How many household representatives participated in deliberations of the Sub-project and its endorsement to the Municipal Inter-Barangay Forum?

I.6. Governance:

a. LCC as % to total

b. Was LCC on time?

c. Commitment vs. deliveries/fulfillment of all LCC Commitments

d. Supporting ordinances for O&M activities

e. Technical Assistance provided by the LGU? (Such as, during planning and implementation)

f. Commitment of Local Government Units for O&M. (Please attach O&M Partnership agreement)

I.7 Multi-Stakeholdership: Name other organizations, agencies and individuals that provided contributions to the Sub-project. Please indicate amount cash and in-kind.

I.8 External Monitoring: (Name external monitors that visited the Sub-project)

a. WB/ADB missions _____ Date/s _____

b. NGO members _____ Date/s _____

c. Others, specify _____ Date/s _____

I.9 If there was any Grievance/Complaint that arose during implementation, how was it resolved?
J. Lessons Learned: Please share any lesson/s and good practice/s learned from your implementation of the Sub-project and the NCDDP in general.

Prepared by:	Certified by:
_____ BSPMC Chairperson	_____ Barangay Chairperson
Date: _____	Date: _____

VERIFICATION/CONFIRMATION:

1. Project Signboard Updating and Reporting a. Billboard: Yes____ No. ____ b. Statement of expenditures posted in community board? Yes ____ No ____ c. Expenditures reported to Barangay Assembly? Yes ____ No ____ Name/Signature, CF
2. Did community meet basic financial reporting standard in FM & A manual? Yes ____ No _____ Name/Signature, RB
3. Did the community implemented the Sub-project as per approved technical plans & specifications? Yes ____ No ____ Was it within the budget? Yes ____ No ____ Name/Signature, RB
Noted by: _____ Area Coordinator

To be submitted together with;
a. Final Inspection Report
b. Certificate of Completion, Turn-over and Acceptance
c. Geotagged Photo Documentation

Instructions in filling-up the Sub-Project Completion Report (SPCR)

The ACT is expected to assist the community volunteers in preparing the SPCR. The SPCR together with the required attachments must be made available before the inauguration day.

The SPCR will be the highlight of the program together with the signing of the Mutual Partnership Agreement and handling over of the O&M plan to the O&M group.

A. General Information:

1. Name of Sub-project – Indicate the complete approved name of the sub-project
(ex. Improvement & expansion of Brgy. Wangwang Water Supply System)

2. Sub-project category – Indicate whether water system, health station, rural roads, bridge, etc.

3. Physical Target – Indicate the actual physical dimension of the completed sub-project
(e.g. kms for roads, sq.m for buildings, ln.m for drainage/riprap, etc.)
4. Barangay/s – Name of barangays covered by the sub-project
5. Municipality – Name of municipality and the municipal class (ex. Tinoc – 5th class)
6. Province – Name of province
7. Total SP Cost – Actual total construction cost of the sub-project
8. KALAHI Grant – Total amount of grant released to the community
9. Total LCC – Total amount of commitment delivered by the community, LGU's (in cash & in-kind)
10. Date of 1st MIBF – Indicate the 1st MIBF for standard CEAC or MIAC Review for accelerated CEAC
11. Date of 2nd MIBF – Indicate the 2nd MIBF for standard CEAC or MIAC Review for accelerated CEAC
12. Date Started – Indicate the actual date the sub-project started
13. Date Completed – Indicate the actual completion date of the sub-project
14. Date of Inauguration – Indicate the actual date the completed sub-project was inaugurated
15. No. of HH served – Indicate the total number of households served by the sub-project (for common projects with other barangay/s include the number of HH served)
16. Total population in the brgy – Indicate the total population of the brgy categorized by gender
17. Total population served by the sub-project – Indicate total population categorized by gender that benefit from the sub-project

B. Sub-project description:

1. Provide a brief description of the sub-project such as name of the spring source and its location. Location and elevation of the concrete/steel reservoir from the target area. Type of water pipes installed in the system.
2. List all work items done during the construction stage and the actual cost involved per line item. Indicate also the actual cost of indirect cost incurred. (e.g. admin and overhead, pre-engineering, etc.)

C. Description of sub-project implementation:

1. Describe the procurement process adopted by the community. From the selection of procurement method to its actual implementation. Describe also the process of construction methods used, re: scheduling and distribution of available resources.
2. Describe the problems encountered during the actual sub-project implementation (e.g delayed delivery of construction materials, etc.) and the action taken by the ACT, RPMT and the community to address the problems.

D. Labor paid out of the NCDDP Grant:

1. Describe briefly the initial gains and benefits experienced by the community after the completion of the sub-project.
(ex. Cost of transportation before and after the sub-project; time consumed for fetching water, travel distance for accessing education and health services; etc.)

F. Enumerate the environmental impacts during and after the construction period and the corresponding mitigating measures provided by the community.

G. List of community trainings provided and the impact made to the volunteers

H. list of Ad Hoc Committee volunteers that participated the Community Empowerment Activity Cycle

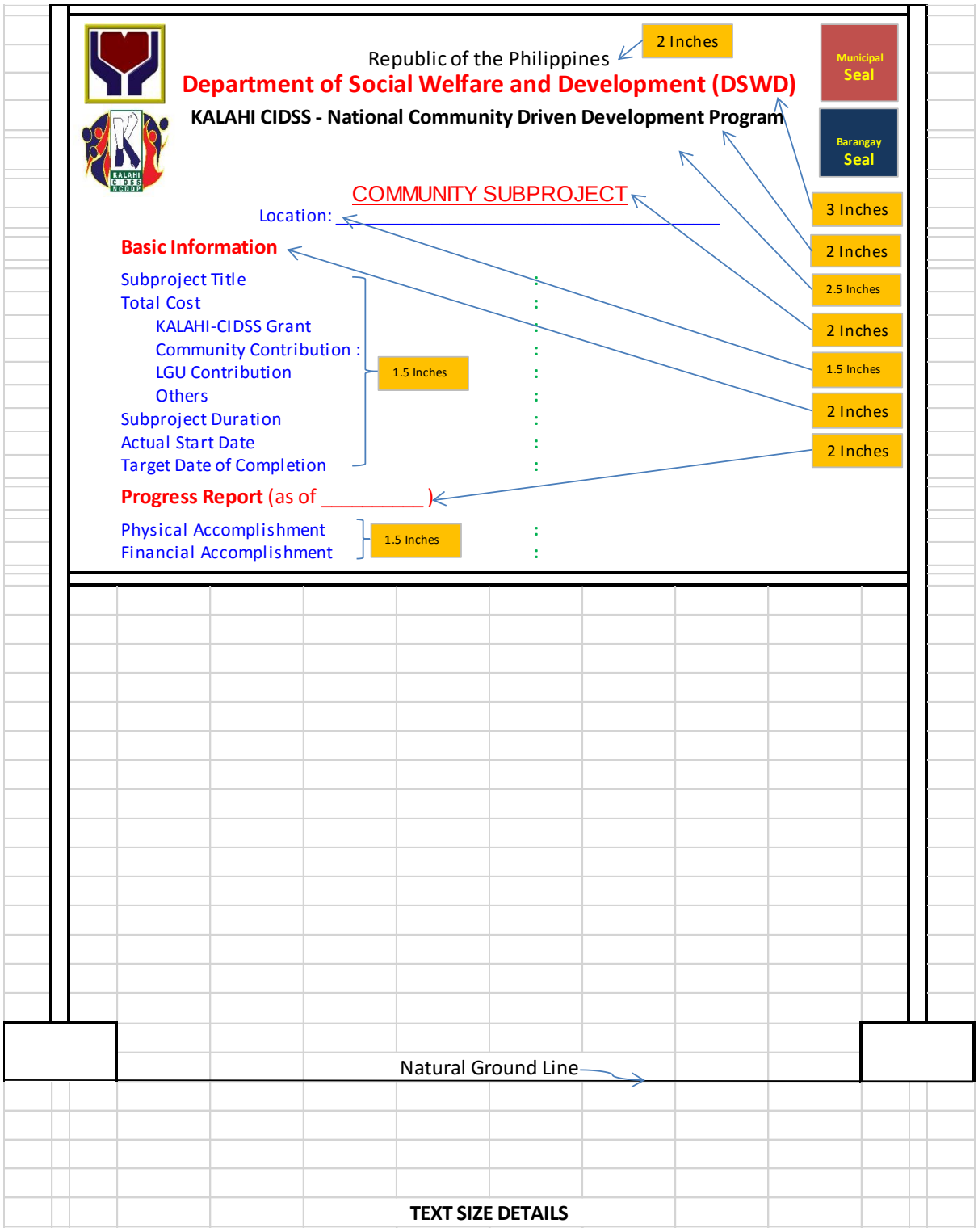
I. State the overall assessment of the community with regards to the sub-project implementation

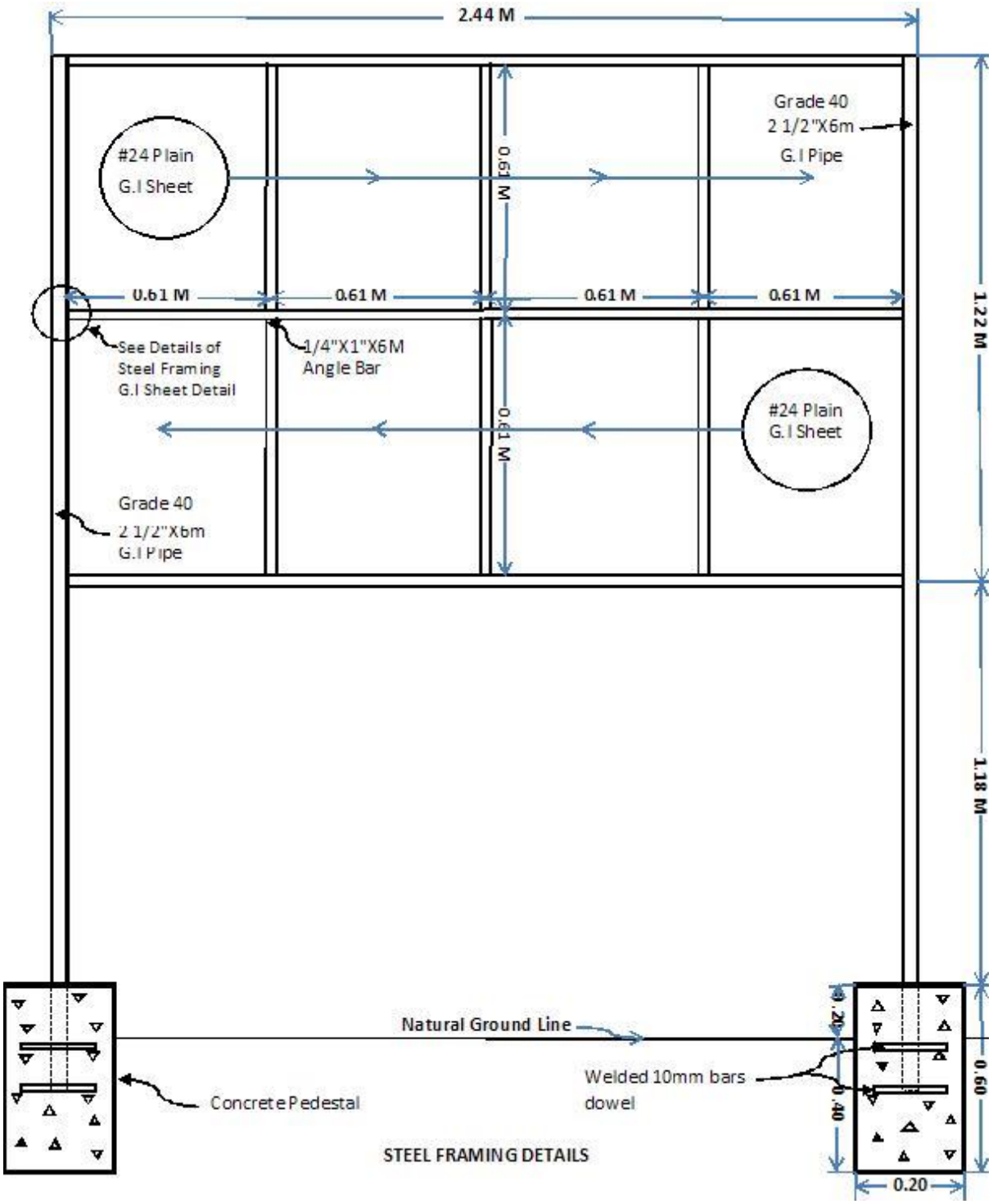
1. Cost of other similar type of infrastructure/intervention provided to the locality or nearby municipality
2. Cost effectiveness of the sub-projects as per actual cost against the program amount
3. Average number of days from the date of submission of the BSPMC request to the release of funds
4. Majority of end users. It IP area, indicate the name of Tribe
5. Average participation rate during Barangay Assemblies conducted from 1st BA to the last BA conducted
6. Actual commitments delivered and O&M arrangement forged by the community with full documentation
7. Other entities that provided contributions during preparation to implementation of the sub-project
8. List of monitors who visited the area. (KC-RPMT, NPMO staff, etc.)
9. Type of grievance received and resolved during the empowerment activity cycle

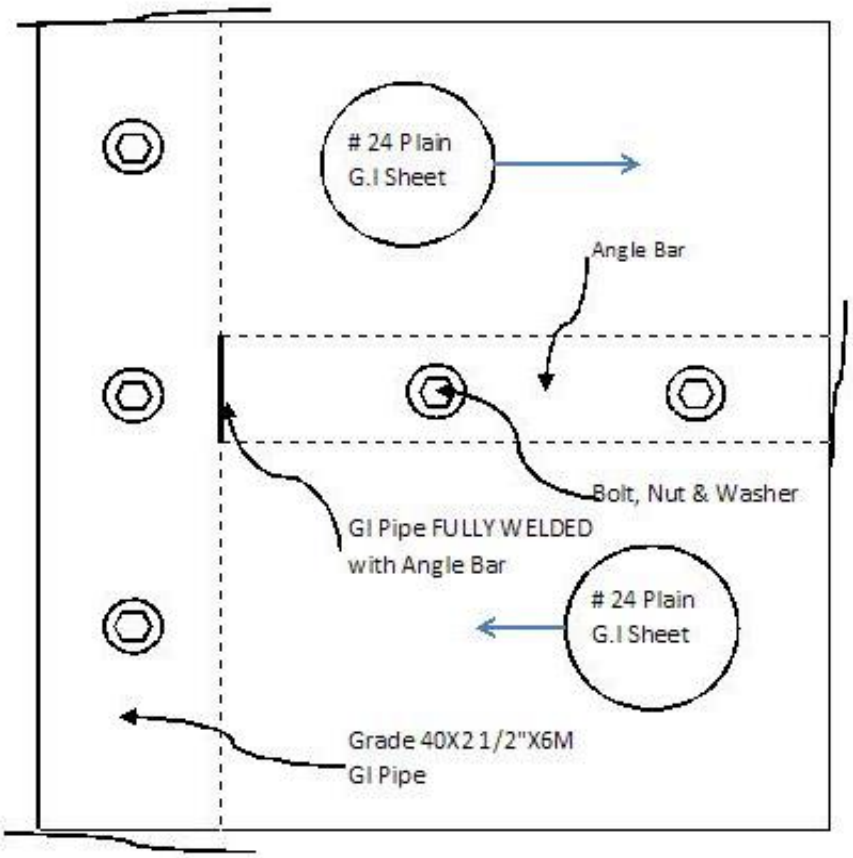
J. Lessons that the community would like to share for implementing the KC project and aspect that they would like to improve on the next project implementation process

CBIM Form B-16

Community Subproject Billboard*


2 Inches
Republic of the Philippines
Department of Social Welfare and Development (DSWD)
KALAHI CIDSS - National Community Driven Development Program
Municipal Seal
Barangay Seal
COMMUNITY SUBPROJECT
Location:
3 Inches
2 Inches
2.5 Inches
2 Inches
1.5 Inches
2 Inches
2 Inches
Basic Information
Subproject Title :
Total Cost :
KALAHI-CIDSS Grant :
Community Contribution :
LGU Contribution :
Others :
Subproject Duration :
Actual Start Date :
Target Date of Completion :
1.5 Inches
Progress Report (as of _____)
Physical Accomplishment :
Financial Accomplishment :
1.5 Inches
Natural Ground Line
TEXT SIZE DETAILS


2.44 M
#24 Plain
G.I Sheet
0.61 M
Grade 40
2 1/2"X6m
G.I Pipe
0.61 M
0.61 M
0.61 M
0.61 M
1.22 M
See Details of
Steel Framing
G.I Sheet Detail
1/4"X1"X6M
Angle Bar
0.61 M
#24 Plain
G.I Sheet
Grade 40
2 1/2"X6m
G.I Pipe
1.18 M
Natural Ground Line
0.20
0.60
Welded 10mm bars
dowel
0.40
Concrete Pedestal
STEEL FRAMING DETAILS
0.20



STEEL FRAMING G.I SHEET DETAILS

Annex C: Operation and Maintenance Forms

ANNEX C
TABLE OF CONTENTS

CBIM Form C-1

MUTUAL PARTNERSHIP AGREEMENT[19]
For the Operation and Maintenance of (Name of Subproject)

KNOW ALL MEN BY THESE PRESENT:

This Agreement, made and executed this _____ day of _____, 20__ at _____, _____, Philippines by and between:

The Department of Social Welfare and Development – Field Office ____, a National Government Agency of the Republic of the Philippines, with principal address at the _____, represented by its Regional Director, (name of Regional Director) , herein referred to as the "**DSWD"**;

The Local Government Unit of _____, a unit of the Government of the Republic of the Philippines, with principal address at the municipality of _____, province of _____, represented by its Municipal Mayor, (name of the Municipal Mayor) , herein referred to as "**MLGU**";

The Local Government Unit of Barangay _____, a unit of the Government of the Philippines in the municipality of _____, represented by its Barangay Chairperson, (name of Brgy. Chairperson) , herein referred to as "**BLGU**";

The (name of Community Association) , a duly recognized, accredited or registered organization with the (name of agency) with Registration No. _____, with principal address at _____, municipality of _____, established to operate and maintain the completed (name of the subproject) in Barangay _____, municipality of _____, represented by its Chairperson/President, (name of President) , herein referred to as "**Association**";

-and-

The **(name of other stakeholders (NGOs or GOs)** with their office address and their Head of offices.

WITNESSETH THAT:

WHEREAS, the DSWD through the PLGU Engagement Pilot, funded the priority subprojects of Municipal Local Government Units during the Provincial Inter-Municipal Forum;

WHEREAS, the Municipality of _____satisfactorily completed their subproject entitled ___(name of sub-project)____;

[19] Actual parties to the MPA will depend on those with actual commitments/roles in the O&M of completed subproject.

WHEREAS, the provincial, municipal and barangay LGUs, Association and other stakeholders (if applicable) shall share the operation and maintenance responsibilities to sustain the delivery of services provided by the completed subproject through proper and timely operation and maintenance activities;

WHEREAS, attendant costs related to the performance of O&M responsibilities shall be shouldered by the respective stakeholder, and reflected in their Development and/or Investment Plans;

WHEREAS, the BLGU (or MLGU, if applicable) shall primarily be responsible and accountable in ensuring that O&M activities are implemented as planned.

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES do hereby mutually agree and bind themselves as follows:

ARTICLE I. ROLES AND RESPONSIBILITIES

1. Responsibilities of the DSWD

a. Monitor and ensure the conduct of Sub-project Sustainability Evaluation using the Program's sustainability evaluation tool based on schedule until CY 2019, or until there is KC-NCDDP presence in the municipality or barangay, upon which the conduct of sustainability evaluation has been institutionalized in the MLGUs.

2. Responsibilities of the Provincial Local Government Unit

a. Provide technical, administrative and management assistance in the implementation of O&M activities;
b. Ensure the conduct of regular monitoring by the MLGU on the implementation of the O&M activities as indicated in the O&M Plan prepared for the completed subproject;
c. Pursuant to Item I of the Subproject Agreement, the MLGU shall allocate funds exclusively for the operation and maintenance of the completed subproject. Said funds may be used for major repairs and support to minor repairs of the subproject;
d. Ensure that yearly allocation of O&M funds is reflected in the Municipal Development Plan (MDP) of the MLGUs upon final acceptance of the subproject;
e. Provide technical assistance in the formulation of O&M policies by the Association and ensure compliance by the Association of the same;
f. Provide capacity building interventions to the Association to ensure the proper implementation of O&M activities, in coordination with other relevant agencies/organizations.
g. Organize the Multi-Stakeholders Inspectorate Team (MSIT) (or expand the Project Monitoring Committee, whichever is applicable) and mobilize them to conduct subproject sustainability evaluation;
h. Institutionalize the conduct of sustainability evaluation using NCDDP Sustainability Evaluation Tool based on schedule;
i. Where applicable, provide continued support to the community and Barangay LGU in ensuring the completion of land annotation at the Register of Deeds for the donated lot of the subproject; and
j. Booking of assets *(For discussion with COA)*.

3. Responsibilities of the Municipal Local Government Unit

a. Deputize the (name of Association) to undertake the Operation and Maintenance of the (name of subproject);
b. Accredit the Association (if applicable), which will sit in the Municipal Development Council - _____ Committee;
c. Provide technical, administrative and management assistance in the implementation of O&M activities;
d. Ensure the conduct of regular monitoring by the BLGU on the implementation of the O&M activities as indicated in the O&M Plan prepared for the completed subproject;
e. Enact ordinance to support the efficient and effective O&M of the completed subproject;
f. Pursuant to Item I of the Subproject Agreement, the MLGU shall allocate funds exclusively for the operation and maintenance of the completed subproject. Said funds may be used for major repairs and support to minor repairs of the subproject;
g. Ensure that yearly allocation of O&M funds is reflected in their Municipal Development Plan (MDP) upon final acceptance of the subproject;
h. Provide technical assistance in the formulation of O&M policies by the Association and ensure compliance by the Association of the same;
i. Provide capacity building interventions to the Association to ensure the proper implementation of O&M activities, in coordination with other relevant agencies/organizations.
j. Organize the Multi-Stakeholders Inspectorate Team (MSIT) (or expand Project Monitoring Committee, if applicable) and mobilize them to conduct subproject sustainability evaluation;
k. Institutionalize the conduct of sustainability evaluation using NCDDP Sustainability Evaluation Tool based on schedule;
l. Where applicable, provide continued support to the community and Barangay LGU in ensuring the completion of land annotation at the Register of Deeds for the donated lot of the subproject; and
m. Booking of assets *(For discussion with COA).*

4. Responsibilities of the Barangay Local Government Unit

a. Deputize the (name of Association) to undertake the Operation and Maintenance of the (name of subproject)
b. Accredit the Association, which will sit in the Barangay Development Council - _____ Committee;
c. Provide technical assistance to the community association in the preparation of the O&M Plan;
d. Provide technical, administrative and management assistance in the implementation of O&M activities;
e. Monitor and ensure the proper implementation by the association of the O&M activities as indicated in the O&M Plan;
f. Enact ordinance to support the efficient and effective O&M of the completed subproject;
g. Allocate funds exclusively for the operation and maintenance of completed subproject, to be reflected in the Barangay Annual Investment Plan. Said funds may be used for routine and periodic O&M activities of the completed subproject;
h. Provide capacity building interventions to the Association to ensure the proper implementation of O&M activities, in coordination with relevant agencies/organizations;

i. Where applicable, provide continued support to the community in ensuring the completion of land annotation at the Register of Deeds for the donated lot of the subproject; and
j. Booking of assets (*for discussion with COA)*

5. Responsibilities of the Association

a. Seek accreditation and representation in the Barangay and Municipal Development Councils to better represent the community in planning and resource allocation for development;
b. Prepare and implement an Annual Operation and Maintenance Plan for the completed subproject, in consultation and coordination with all stakeholders and beneficiaries, and ensure the implementation of the same;
c. Establish mechanisms (e.g., tariff collection) to fully assist in the sustainable conduct of O&M through legislations from the Barangay and Municipal Councils;
d. Establish networks and coordination mechanisms with different agencies and sectoral bodies on relevant technical, administrative and operational materials regarding O&M, including resource mobilization for O&M activities and expansion of services;
e. Attend capability building interventions to be provided by the DSWD, LGUs and other relevant agencies/organizations;
f. Ensure that members and officers abide with the policies, by-laws, as well as applicable statutes of the Republic of the Philippines and the local ordinances legislated by the LGU; and
g. Submit regular financial and physical performance reports to the municipal and barangay LGU on the implementation of O&M activities.

6. Responsibilities of Other stakeholders (e.g. NGO, School or Health Board)
(indicate agreed responsibilities of stakeholders, if applicable)

ARTICLE II. OTHER PROVISIONS

1. By mutual consent, this Agreement or any part thereof may be changed, modified, revised and amended or supplemented for the purpose of effective implementation and quality and sustainable O&M;
2. Provided however, that the modifications or revisions are in conformity to the general practices of KALAHI CIDSS-NCDDP Operation and Maintenance, and that all provisions of the PLGU-MLGU Memorandum of Agreement for the implementation of the subproject are still met.
3. DSWD, through Field Office ___, shall conduct a review prior to the effectivity of such amendments.
4. DSWD, through Field Office ___, shall take part in the sustainability evaluation of completed subproject as part of the Department's monitoring and evaluation activities.

ARTICLE III. EFFECTIVITY

This Agreement shall take effect upon signing of the Parties concerned and enforceable for as long as there is DSWD presence in the municipality or barangay.

IN WITNESS THEREOF, the parties, through their duly authorized representatives, have hereunto entered into this Agreement and affixed their signatures on the date and place herein above-mentioned.

_____ _____

DSWD-Regional Director

Municipal Mayor

_____
Barangay Chairperson

_____
Association President

_____
Representative of other stakeholders

Witnesses:

_____ MPDO

_____ LPRAO-Designate

_____ MSWDO

ACKNOWLEDGEMENT

Republic of the Philippines)
) S.S.

BEFORE me, a NOTARY PUBLIC for and in this day of _____20__, personally appeared before me

Name	Community Tax Certificate No.	Date Issued	Place Issued
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

Known to me to be the same persons who executed the foregoing instrument consisting of __ pages, including this page wherein this acknowledgement is written, signed by the parties and their instrumental witnesses, which instrument they acknowledge to be their free and voluntary act and deed, as well as that of the juridical persons which they represent.

IN WITNESS WHEREOF, I have hereunto affixed my notarial seal and signature this _____ day of _____201__ at _____.

Doc No._____
Page No. _____
Book No. _____
Series of 201__

CBIM Form C-2

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

Community Association Formation Tracking Report

Region: _____
Province: _____
Municipality: _____

Target No. of O&M groups formed: _____
Actual No. of O&M groups formed: _____

SP Name	Barangay	Name of Community Association	Date Formed/ Organized	Date Registered/ Accredited	Date Constitution and By-laws approved	Date O&M policies prepared and ratified	Date Detailed O&M Program prepared and approved*	Capability Building Activities conducted

**includes technical, financial and organizational aspects*

Annex D: Monitoring and Evaluation Forms

ANNEX D
TABLE OF CONTENTS

CBIM Form D-1

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)

(For Road/Pathway/Footpath/Access Trail Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [20]:	

I. SP UTILIZATION — **Degree of Responsiveness[21]**

1) Number of beneficiaries

Type of Beneficiaries	Planned		Actual		Explanation of Variance
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed	
Population					
Households (total)					
Families (total)[22]					
4Ps HHs					
4Ps Families					
IP HHs					
IP Families					

2) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility[23]? ___ Yes ____ No

What are these instances?

_____

_____

What is the decision of the O&M group to address these issue/s?

_____

_____

3) List down the top three benefits derived from the completed project

- ❑ _____
- ❑ _____
- ❑ _____

4) What are the planned uses of the subproject?

- ❑ _____
- ❑ _____
- ❑ _____

[20] From AIP or O&M Group Work and Financial Plan approved by General Assembly

[21] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.

[22] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.

[23] Example: A vehicle exceeding load limit /capacity was prohibited to traverse the road

Are these being met? ____ Yes ____ No If No, why? _____ _____	
5) What types of vehicles are supposed to use the road? _____ What types of vehicles are actually using the road? _____ Is the road passable during dry and rainy seasons? ___ Yes ___ No If no, explain why. _____ _____	
6) Does the O&M group have plans for extension or improvements? ___ Yes ___ No What are the plans? ❑ _____ ❑ _____	
7) Has the project produced new problems for the community/barangay?__ Yes __ No If yes, write down (by order of importance) the top three problems that project has produced. ❑ _____ ❑ _____ ❑ _____	
OVERALL NUMERICAL RATING (SP Utilization – 15%)	

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [24]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			

[24] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [24]
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
3) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) Funds allocated for O&M			
2) Sufficiency of allocated funds ❑ Below O&M requirement ❑ Equal to O&M requirement ❑ More than O&M requirement			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Road/Access Trail/Footpath		
V. PHYSICAL/TECHNICAL **A. O&M PLAN, TOOLS & EQUIPMENT**	**RATING**	**REMARKS**
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ O&M group maintains the subproject		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURES		
1) GRAVELED OR EARTH ROAD SURFACE ❑ Presence of potholes ❑ Canals on road carriage way ❑ Road blocks		
2) SIDE DITCHES/CANAL ❑ Silted ❑ Too much scouring		

3) ROAD SHOULDER ❑ Overgrown vegetation ❑ Stockpiles & other obstruction ❑ Washed-out ❑ No enough protection		
4) CROSS DRAINS ❑ Inlet/outlet silted ❑ Crack on Headwalls ❑ Crack on Wingwalls		
5) CONCRETE PAVEMENT ❑ Cracks ❑ Scaling ❑ Scouring or settlement of base		
6) SLOPE PROTECTION ❑ Cracks ❑ Settlement		
7) SAFETY SIGNS ❑ Road Signs available ❑ Condition of Signage		
8) SIGN BOARDS ❑ Visibility of signboard-Readable Policies ❑ Condition of Signboard		
9) OTHER STRUCTURES PER APPROVED DESIGN ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

1. **Functionality**
   - In summary, the subproject physical status is (please check):
     - ❑ Well-maintained/in good condition
     - ❑ Needs minor repairs
     - ❑ Needs major repairs
     - ❑ Structure not functional
   - In terms of services provided, the subproject:
     - ❑ Provides services beyond target beneficiaries
     - ❑ Serves target beneficiaries
     - ❑ Serves less than the target beneficiaries
     - ❑ Provides no benefits

2. **Sustainability**
   - The following components/areas are properly attended to:

     _____

     _____

- The following areas/structures need to be addressed/improved:
  _____
  _____

- The following factors contributed to subproject functionality and sustainability:
  _____
  _____

3. Compliance to O&M Requirements

- The following O&M requirements are met (check if yes, x if no):
  - ❑ Subproject is managed by community organization
  - ❑ Users are paying O&M fee; fee is affordable
  - ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
  - ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____ _____
O&M Organization Representative BLGU Representative

_____ _____
MIAC Representative SB Representative

_____ _____
ACT Representative Mayor's Office Representative

_____ _____
RPMT Representative (if available) MSIT Team Leader (MPDC/ME)

_____ _____
NPMO Representative (if available)
_____ _____

CBIM Form D-2

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)

(For Box Culvert Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [25]:	

II. SP UTILIZATION						**Degree of Responsiveness[26]**
1) Number of beneficiaries						
Type of Beneficiaries	Planned		Actual		Explanation of Variance	
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed		
Population						
Households (total)						
Families (total)[27]						
4Ps HHs						
4Ps Families						
IP HHs						
IP Families						
2) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility[28]? ___ Yes ____ No What are these instances? _____ _____ What is the decision of the O&M group to address these issue/s? _____ _____						
3) List down the top three benefits derived from the completed project ❑ _____ ❑ _____ ❑ _____						
4) What are the planned uses of the subproject? ❑ _____ ❑ _____						

[25] From AIP or O&M Group Work and Financial Plan approved by General Assembly
[26] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.
[27] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.
[28] Example: A vehicle exceeding load limit/tonnage was prohibited to cross the box culvert

❑ _____ Are these being met? ____ Yes ____ No If No, why? _____ _____	
5) Does the O&M group have plans for improvement or construction of additional structures? ___ Yes ___ No What are the plans? ❑ _____ ❑ _____	
6) Has the project produced new problems for the community/barangay?__ Yes __ No If yes, write down (by order of importance) the top three problems that project has produced. ❑ _____ ❑ _____ ❑ _____	
OVERALL NUMERICAL RATING (SP Utilization – 15%)	

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [29]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in*			

[29] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [29]
the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
3) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) Funds allocated for O&M			
2) Sufficiency of allocated funds ❑ Below O&M requirement ❑ Equal to O&M requirement ❑ More than O&M requirement			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Box Culverts (Structural)		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**
A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ O&M group maintains the facility		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURES		
1). Main structure ❑ Structural stability; cracks on structures ❑ Condition of top, sides and bottom slab ❑ Vandalism ❑ Deflections and deformations		
2). Inlet ❑ Accessibility of flow ❑ Condition of apron, scouring ❑ Wing walls, dissipaters ❑ Siltation		
3). Environmental sanitation ❑ Observed cleanliness		
4) Sign Boards ❑ Visibility of signboard-Readable		

Policies ❑ Condition of Signboard		
1. Other Structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

5. Functionality

- In summary, the subproject physical status is (please check):
  - ❑ Well-maintained/in good condition
  - ❑ Needs minor repairs
  - ❑ Needs major repairs
  - ❑ Structure not functional
- In terms of services provided, the subproject:
  - ❑ Provides services beyond target beneficiaries
  - ❑ Serves target beneficiaries
  - ❑ Serves less than the target beneficiaries
  - ❑ Provides no benefits

6. Sustainability

- The following components/areas are properly attended to:
  _____
  _____
- The following areas/structures need to be addressed/improved:
  _____
  _____
- The following factors contributed to subproject functionality and sustainability:
  _____
  _____

7. Compliance to O&M Requirements

- The following O&M requirements are met (check if yes, x if no):
  - ❑ Subproject is managed by community organization
  - ❑ Users are paying O&M fee; fee is affordable
  - ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
  - ❑ There is an O&M plan; planned activities are implemented on schedule

8. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	**Actions Taken/Recommendations**
1.	

2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

O&M Organization Representative	BLGU Representative
MIAC Representative	SB Representative
ACT Representative	Mayor's Office Representative
RPMT Representative (if available)	MSIT Team Leader (MPDC/ME)
NPMO Representative (if available)	

CBIM Form D-3

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)
(For RCDG Bridge Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [30]:	

III. SP UTILIZATION — **Degree of Responsiveness [31]**

1) Number of beneficiaries

Type of Beneficiaries	Planned		Actual		Explanation of Variance
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed	
Population					
Households (total)					
Families (total)[32]					
4Ps HHs					
4Ps Families					
IP HHs					
IP Families					

2) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility[33]? ___ Yes ____ No
What are these instances?
_____
_____
What is the decision of the O&M group to address these issue/s?
_____
_____

3) List down the top three benefits derived from the completed project
- ❑ _____
- ❑ _____
- ❑ _____

4) What are the planned uses of the subproject?

[30] From AIP or O&M Group Work and Financial Plan approved by General Assembly
[31] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.
[32] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.
[33] Example: A vehicle exceeding load limit/tonnage was prohibited to cross the bridge

❑ _____ ❑ _____ ❑ _____ Are these being met? ____ Yes ____ No If No, why? _____ _____	
5) What types of vehicles are supposed to use the bridge? _____ What types of vehicles are actually using the bridge? _____ Is the bridge passable during dry and rainy seasons? ___ Yes ___ No If no, explain why. _____ _____	
6) Does the O&M group have plans for improvements? ___ Yes ___ No What are the plans? _____ _____	
7) Has the project produced new problems for the community/barangay?__ Yes __ No If yes, write down (by order of importance) the top three problems that project has produced. ❑ _____ ❑ _____ ❑ _____	
OVERALL NUMERICAL RATING (SP Utilization – 15%)	

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [34]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING			

[34] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [34]
(Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
3) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) Funds allocated for O&M			
2) Sufficiency of allocated funds ❑ Below O&M requirement ❑ Equal to O&M requirement ❑ More than O&M requirement			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

RCDG Bridge		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**
A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ O&M group maintains the subproject		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURES		
1) Sub-Structures ❑ Pier ❑ Waterway Upstream and down stream		
2) Slope Protection ❑ Slope Surface ❑ Stability of foundation ❑ Abutment Support structures		

3) Super Structures ❑ Surface ❑ Condition of abutment		
4) Road carriage-way & Side walk ❑ Carriageway Surface ❑ Condition of asphalt sealer		
5) Railings ❑ Condition of Railing, cracks, scaling ❑ Condition of painting		
6) Sign Boards ❑ Visibility of Bridge sign ❑ Visibility of bridge policies		
7) Other structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

9. Functionality

In summary, the subproject physical status is (please check):

- ❑ Well-maintained/in good condition
- ❑ Needs minor repairs
- ❑ Needs major repairs
- ❑ Structure not functional

In terms of services provided, the subproject:

- ❑ Provides services beyond target beneficiaries
- ❑ Serves target beneficiaries
- ❑ Serves less than the target beneficiaries
- ❑ Provides no benefits

10. Sustainability

- The following components/areas are properly attended to:
  _____
  _____
- The following areas/structures need to be addressed/improved:
  _____
  _____
- The following factors contributed to subproject functionality and sustainability:
  _____
  _____

11. Compliance to O&M Requirements

- The following O&M requirements are met (check if yes, x if no):
  - ❑ Subproject is managed by community organization
  - ❑ Users are paying O&M fee; fee is affordable
  - ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
  - ❑ There is an O&M plan; planned activities are implemented on schedule

12. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

O&M Organization Representative	BLGU Representative
MIAC Representative	SB Representative
ACT Representative	Mayor's Office Representative
RPMT Representative (if available)	MSIT Team Leader (MPDC/ME)
NPMO Representative (if available)	

CBIM Form D-4

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)
(For Drainage Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	

Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [35]:	

IV. SP UTILIZATION						**Degree of Responsiveness[36]**
1) Number of beneficiaries						
Type of Beneficiaries	Planned		Actual		Explanation of Variance	
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed		
Population						
Households (total)						
Families (total)[37]						
4Ps HHs						
4Ps Families						
IP HHs						
IP Families						
2) List down the top three benefits derived from the completed project ❑ _____ ❑ _____ ❑ _____						
3) What are the planned uses of the subproject? ❑ _____ ❑ _____ ❑ _____ Are these being met? ____ Yes ____ No If No, why? _____ _____						
4) Does the O&M group have plans for improvement or construction of additional structures? ___ Yes ___ No What are the plans? ❑ _____ ❑ _____						
1) Has the project produced new problems for the community/barangay?__ Yes __ No If yes, write down (by order of importance) the top three problems that project has produced. ❑ _____ ❑ _____ ❑ _____						
OVERALL NUMERICAL RATING (SP Utilization – 15%)						

Key Areas	**Yes or No**	**Degree of Responsiveness / Impact**	**Remarks [38]**
II. ORGANIZATION AND MANAGEMENT			

[35] From AIP or O&M Group Work and Financial Plan approved by General Assembly
[36] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.
[37] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.
[38] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
3) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) Funds allocated for O&M			
2) Sufficiency of allocated funds ❑ Below O&M requirement ❑ Equal to O&M requirement ❑ More than O&M requirement			

OVERALL NUMERICAL RATING (Finance Component – 15%)			

Drainage (CHB, Stone Masonry)		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**
A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ O&M group maintains the subproject		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURES		
1). Main structure ❑ Structural stability; cracks on walls and flooring ❑ Cracks on Headwalls of RCPC ❑ Cracks on RCPC, outlets and outflows ❑ Deflections and deformations on Flooring ❑ Obstruction in the Drainage Canal and RCPC ❑ Siltation in the Drainage Canal, RCPC and Catch basins		
2) Sign Boards ❑ Visibility of signboard ❑ Readable Policies ❑ Condition of Signboard		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

OVER-ALL FINDINGS:

1. Functionality

In summary, the subproject physical status is (please check):

- ❑ Well-maintained/in good condition
- ❑ Needs minor repairs
- ❑ Needs major repairs
- ❑ Structure not functional

- In terms of services provided, the subproject:
  - ❑ Provides services beyond target beneficiaries
  - ❑ Serves target beneficiaries
  - ❑ Serves less than the target beneficiaries
  - ❑ Provides no benefits

2. Sustainability

The following components/areas are properly attended to:

_____
_____

The following areas/structures need to be addressed/improved:

_____
_____

The following factors contributed to subproject functionality and sustainability:

_____
_____

3. Compliance to O&M Requirements

The following O&M requirements are met (check if yes, x if no):

- ❑ Subproject is managed by community organization
- ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
- ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____	_____
O&M Organization Representative	BLGU Representative
_____	_____
MIAC Representative	SB Representative
_____	_____
ACT Representative	Mayor's Office Representative
_____	_____
RPMT Representative (if available)	MSIT Team Leader (MPDC/ME)
_____	_____
NPMO Representative (if available)	
_____	_____

CBIM Form D-5

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)

(For Slope Protection/Riprap/Seawall/Flood Control Subprojects)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:

Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [39]:	

I. SP UTILIZATION						**Degree of Responsiveness[40]**
1) Number of beneficiaries						
Type of Beneficiaries	Planned		Actual		Explanation of Variance	
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed		
Population						
Households (total)						
Families (total)[41]						
4Ps HHs						
4Ps Families						
IP HHs						
IP Families						
2) List down the top three benefits derived from the completed project ❑ _____ ❑ _____ ❑ _____						
3) What are the planned uses of the subproject? ❑ _____ ❑ _____ ❑ _____ Are these being met? ____ Yes ____ No If No, why? _____ _____						
4) Does the O&M group have plans for extension or improvements? ___ Yes ___ No What are the plans? ❑ _____ ❑ _____						
5) Has the project produced new problems for the community/barangay?__ Yes __ No If yes, write down (by order of importance) the top three problems that project has produced. ❑ _____ ❑ _____ ❑ _____						
OVERALL NUMERICAL RATING (SP Utilization – 15%)						

Key Areas	**Yes or No**	**Degree of Responsiveness / Impact**	**Remarks [42]**
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA			

[39] From AIP or O&M Group Work and Financial Plan approved by General Assembly
[40] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.
[41] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.
[42] Comment on the responsiveness and overall quality of support provided by the MLGU and BLGU. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [42]
approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
2) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) Funds allocated for O&M			
2) Sufficiency of allocated funds ❑ Below O&M requirement			

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [42]
❑ Equal to O&M requirement ❑ More than O&M requirement			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Slope Protection/Riprap/Seawall/Flood Control		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**
A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ O&M Group maintains the subproject		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURES		
1) Foundation ❑ Settlement ❑ Scouring		
2) Stone Masonry/Concrete Structures ❑ Cracks ❑ Separation of Grout ❑ Settlement		
3) Top Bank ❑ Cracks ❑ Scaling		
4) Sign Boards ❑ Visibility of Sign boards ❑ Readable policies ❑ Condition of signboard		
5) Other Structures Per Approved Design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

1. Functionality

In summary, the subproject physical status is (please check):

- ❑ Well-maintained/in good condition
- ❑ Needs minor repairs

- ❑ Needs major repairs
- ❑ Structure not functional

- In terms of services provided, the subproject:
  - ❑ Provides services beyond target beneficiaries
  - ❑ Serves target beneficiaries
  - ❑ Serves less than the target beneficiaries
  - ❑ Provides no benefits

2. Sustainability

The following components/areas are properly attended to:

_____

_____

The following areas/structures need to be addressed/improved:

_____

_____

The following factors contributed to subproject functionality and sustainability:

_____

_____

3. Compliance to O&M Requirements

The following O&M requirements are met (check if yes, x if no):

- ❑ Subproject is managed by community organization
- ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
- ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____ O&M Organization Representative

_____ BLGU Representative

_____ MIAC Representative

_____ SB Representative

_____ ACT Representative

_____ Mayor's Office Representative

_____ RPMT Representative (if available)

_____ MSIT Team Leader (MPDC/ME)

_____ NPMO Representative (if available)

_____

_____

CBIM Form D-6

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)

(For Gravity-type Water System Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [43]:	

[43] From AIP or O&M Group Work and Financial Plan approved by General Assembly

I. SP UTILIZATION

Degree of Responsiveness[44]

1) Number of beneficiaries

Type of Beneficiaries	Planned		Actual		Explanation of Variance
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed	
Population					
Households (total)					
Families (total)[45]					
4Ps HHs					
4Ps Families					
IP HHs					
IP Families					

2) Number of tapstands
- ❑ Actual _____
- ❑ Planned_____

In case planned vs. actual number do not match, explain why.

_____
_____

Number of tapstands regularly used
- ❑ Actual No. of tapstands
- ❑ Number of tapstands regularly used _____

Explain variance, if any.

_____
_____

3) Subproject provides 24-hour per day service ____ Yes ___ No
If No, why?

_____
_____

4) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility[46]? ___ Yes ____ No
What are these instances?

_____
_____

What is the decision of the O&M group to address these issue/s?

_____
_____

5) List down the top three benefits derived from the completed project
- ❑ _____
- ❑ _____
- ❑ _____

6) Does the O&M group have plans for expansion/extension/improvements/ construction of additional structures? ___ Yes ___ No
What are the plans?
- ❑ _____
- ❑ _____

7) Has the project produced new problems for the community/barangay?__ Yes __ No
If yes, write down (by order of importance) the top three problems that project has

[44] This is the perceived/observed/experienced functionality (quality) of indicators, with 5 being the highest and 1 lowest.
[45] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.
[46] A HH was not able to access potable water due to non-payment of tariff.

I. SP UTILIZATION	Degree of Responsiveness[44]
produced. ❑ _____ ❑ _____ ❑ _____	
OVERALL NUMERICAL RATING (SP Utilization – 15%)	

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [47]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should have the following to be considered functional: ❑ Organizational Vision, Mission and Goals, and Long-term Strategic Plan formulated • Record of formulation, approval and adoption • Written and posted ❑ Annual Operational Plan (including O&M plan with corresponding budget) prepared • Record of formulation, approval and adoption • Written and posted ❑ Operational Policies formulated and implemented • Minutes of approval and adoption by the General Assembly (GA)			
3) Operation of O&M Group is managed well The organization should meet majority of the following indicators to warrant a "Yes" answer. ❑ Regular meetings (BOD and General			

[47] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [47]
Assembly) conducted, including discussion of financial status (Income and Expenses, Balance Sheet) ❑ Election of Officers conducted as indicated in Constitution and By-Laws ❑ 50% + 1 Attendance in BOD/Officers' meetings (sex disaggregated) ❑ 50% + 1 Attendance in GA meetings (sex disaggregated) ❑ Conduct of periodic organizational assessments and planning ❑ Proper Records management observed and Report to Oversight Agencies submitted on-time ❑ Increase in Membership (sex disaggregated) ❑ Ability to resolve Conflicts without external intervention ❑ Ability to provide other services to members (e.g. livelihood programs, credit, hospitalization, mortuary, etc.) ❑ Women engagement in paid labor ❑ Staffing/Employment • Presence of complete staff and/or full-time employees • Provision of incentives to officers/employees (e.g., honorarium, SSS, Philhealth, allowances, non-cash benefits, etc.)			
Bonus: *Awards and Recognitions received (Recipient of awards (local, regional, national)*			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development*			

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [47]
of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.			
2) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) FM Structure ❑ There is segregation of duties and responsibilities, different persons are involved in • Collection • Cashiering • Recording			
2) Bank Account ❑ There is a bank account ❑ There are at least two (2) signatories ❑ Account signatories are not personally related			
3) Tariff ❑ There is a tariff set and collection plan ❑ Minutes of tariff setting and adopting tariff set			
4) Expenditures ❑ Approved Disbursement voucher for every disbursement or substitute ❑ OR issued			
5) Books of Accounts ❑ Record of collections ❑ Record of account receivables ❑ Record of expenses (cash book) ❑ Record of Accounts payable			
6) Financial reports ❑ Periodic Report of Income and Expenses ❑ Balance Sheet			
7) Financial Control ❑ Conduct of regular internal audit ❑ Conduct of on-the-spot cash check ❑ Conduct of external audit ❑ No adverse audit findings			
8) Financial Accomplishment ❑ Collection efficiency (% of collection) ❑ Proof of Collection (OR/AR issued for collections or substitute) ❑ Tariff is sufficient to cover operation and maintenance (Monthly tariff vs. Estimated monthly expenses)			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Gravity-type Water System		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**
A. O&M PLAN, TOOLS & EQUIPMENT		

1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ BAWASA maintains the irrigation system		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURES		
Structures and Sub-Structures		
1) Intake Box/Source ❑ Walls, Top Slab & Foundation ❑ Pipe Fittings; Over Flow, Valves ❑ Perimeter Diversion canal ❑ Perimeter fence ❑ Tree planting within the Surcharge Area		
2) Reservoir ❑ Walls, Top Slab & Foundation ❑ Pipe Fittings; Over Flow, Valves, Vents ❑ Perimeter Diversion canal ❑ Perimeter fence		
3) Pipelines (Transmission & Distribution) ❑ Exposure/Soil covering for HDPE & uPVC pipeline, Supports and fittings for GI Pipes, ❑ Presence of Leaks and other defects.		
4) Tap Stand ❑ Stability of pedestal ❑ Condition of Faucets ❑ Stability of Concrete flat form ❑ Diversion canal ❑ Flow of Water supply		
5) Sanitation ❑ Cleanliness of structures ❑ Potability of water ❑ Sanitary facilities (bath/comfort rooms)		
6) Sign Boards ❑ Visibility of signboard-Readable Policies ❑ Condition of Signboard		
7) Other structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

1. Functionality

In summary, the subproject physical status is (please check):

❑ Well-maintained/in good condition

- ❑ Needs minor repairs
- ❑ Needs major repairs
- ❑ Structure not functional

In terms of services provided, the subproject:

- ❑ Provides services beyond target beneficiaries
- ❑ Serves target beneficiaries
- ❑ Serves less than the target beneficiaries
- ❑ Provides no benefits

2. Sustainability

The following components/areas are properly attended to:

_____

_____

The following areas/structures need to be addressed/improved:

_____

_____

The following factors contributed to subproject functionality and sustainability:

_____

_____

3. Compliance to O&M Requirements

The following O&M requirements are met (check if yes, x if no):

- ❑ Subproject is managed by community organization
- ❑ Users are paying O&M fee; fee is affordable
- ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
- ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____ _____

O&M Organization Representative BLGU Representative

_____ _____

MIAC Representative SB Representative

_____ _____

ACT Representative Mayor's Office Representative

_____ _____

RPMT Representative (if available) MSIT Team Leader (MPDC/ME)

_____ _____

NPMO Representative (if available)

_____ _____

CBIM Form D-7

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)
(For Pump-Driven Water System Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [48]:	

I. SP UTILIZATION	**Degree of Responsiveness[49]**

[48] From AIP or O&M Group Work and Financial Plan approved by General Assembly
[49] This is the perceived/observed/experienced functionality (quality) of indicators, with 5 being the highest and 1 lowest.

1) Number of beneficiaries

Type of Beneficiaries	Planned		Actual		Explanation of Variance
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed	
Population					
Households (total)					
Families (total)[50]					
4Ps HHs					
4Ps Families					
IP HHs					
IP Families					

2) Number of tapstands
- ❑ Actual _____
- ❑ Planned_____

In case planned vs. actual number do not match, explain why.

_____
_____

Number of tapstands regularly used
- ❑ Actual No. of tapstands
- ❑ Number of tapstands regularly used _____

Explain variance, if any.

_____
_____

3) Subproject provides 24-hour per day service ____ Yes ___ No
If No, why?

_____
_____

4) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility[51]? ___ Yes ____ No
What are these instances?

_____
_____

What is the decision of the O&M group to address these issue/s?

_____
_____

5) List down the top three benefits derived from the completed project
- ❑ _____
- ❑ _____
- ❑ _____

6) Does the O&M group have plans for expansion/extension/improvements/ construction of additional structures? ___ Yes ___ No
What are the plans?
- ❑ _____
- ❑ _____

7) Has the project produced new problems for the community/barangay?__ Yes __ No
If yes, write down (by order of importance) the top three problems that project has produced.
- ❑ _____
- ❑ _____
- ❑ _____

OVERALL NUMERICAL RATING (SP Utilization – 15%)

[50] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.
[51] A HH was not able to access potable water due to non-payment of tariff.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [52]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should have the following to be considered functional: ❑ Organizational Vision, Mission and Goals, and Long-term Strategic Plan formulated • Record of formulation, approval and adoption • Written and posted ❑ Annual Operational Plan (including O&M plan with corresponding budget) prepared • Record of formulation, approval and adoption • Written and posted ❑ Operational Policies formulated and implemented • Minutes of approval and adoption by the General Assembly (GA)			
3) Operation of O&M Group is managed well The organization should meet majority of the following indicators to warrant a "Yes" answer. ❑ Regular meetings (BOD and General			

[52] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [52]
Assembly) conducted, including discussion of financial status (Income and Expenses, Balance Sheet) ❑ Election of Officers conducted as indicated in Constitution and By-Laws ❑ 50% + 1 Attendance in BOD/Officers' meetings (sex disaggregated) ❑ 50% + 1 Attendance in GA meetings (sex disaggregated) ❑ Conduct of periodic organizational assessments and planning ❑ Proper Records management observed and Report to Oversight Agencies submitted on-time ❑ Increase in Membership (sex disaggregated) ❑ Ability to resolve Conflicts without external intervention ❑ Ability to provide other services to members (e.g. livelihood programs, credit, hospitalization, mortuary, etc.) ❑ Women engagement in paid labor ❑ Staffing/Employment • Presence of complete staff and/or full-time employees • Provision of incentives to officers/employees (e.g., honorarium, SSS, Philhealth, allowances, non-cash benefits, etc.)			
Bonus: *Awards and Recognitions received (Recipient of awards (local, regional, national)*			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in*			

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [52]
the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.			
2) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) FM Structure ❑ There is segregation of duties and responsibilities, different persons are involved in • Collection • Cashiering • Recording			
2) Bank Account ❑ There is a bank account ❑ There are at least two (2) signatories ❑ Account signatories are not personally related			
3) Tariff ❑ There is a tariff set and collection plan ❑ Minutes of tariff setting and adopting tariff set			
4) Expenditures ❑ Approved Disbursement voucher for every disbursement or substitute ❑ OR issued			
5) Books of Accounts ❑ Record of collections ❑ Record of account receivables ❑ Record of expenses (cash book) ❑ Record of Accounts payable			
6) Financial reports ❑ Periodic Report of Income and Expenses ❑ Balance Sheet			
7) Financial Control ❑ Conduct of regular internal audit ❑ Conduct of on-the-spot cash check ❑ Conduct of external audit ❑ No adverse audit findings			
8) Financial Accomplishment ❑ Collection efficiency (% of collection) ❑ Proof of Collection (OR/AR issued for collections or substitute) ❑ Tariff is sufficient to cover operation and maintenance (Monthly tariff vs. Estimated monthly expenses)			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Pump-Driven Water System		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**

A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ BAWASA maintains the water system		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURES		
Structures and Sub-Structures		
1) Intake Box/Source ❑ Walls, Top Slab & Foundation ❑ Pipe Fittings; Over Flow, Valves ❑ Perimeter Diversion canal ❑ Perimeter fence ❑ Tree planting within the Surcharge Area		
2) Reservoir ❑ Walls, Top Slab & Foundation ❑ Pipe Fittings; Over Flow, Valves, Vents ❑ Perimeter Diversion canal ❑ Perimeter fence		
3) Pipelines (Transmission & Distribution) ❑ Exposure/Soil covering for HDPE & uPVC pipeline, Supports and fittings for GI Pipes, ❑ Presence of Leaks and other defects.		
4) Tap Stand ❑ Stability of pedestal ❑ Condition of Faucets ❑ Stability of Concrete flat form ❑ Diversion canal ❑ Flow of Water supply		
5) Sanitation ❑ Cleanliness of structures ❑ Potability of water ❑ Sanitary facilities (bath/comfort rooms)		
6) Sign Boards ❑ Visibility of signboard-Readable Policies ❑ Condition of Signboard		
7) Other structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

1. Functionality

In summary, the subproject physical status is (please check):

- ❑ Well-maintained/in good condition
- ❑ Needs minor repairs
- ❑ Needs major repairs
- ❑ Structure not functional

In terms of services provided, the subproject:

- ❑ Provides services beyond target beneficiaries
- ❑ Serves target beneficiaries
- ❑ Serves less than the target beneficiaries
- ❑ Provides no benefits

2. Sustainability

The following components/areas are properly attended to:

_____

_____

The following areas/structures need to be addressed/improved:

_____

_____

The following factors contributed to subproject functionality and sustainability:

_____

_____

3. Compliance to O&M Requirements

The following O&M requirements are met (check if yes, x if no):

- ❑ Subproject is managed by community organization
- ❑ Users are paying O&M fee; fee is affordable
- ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
- ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____ _____

O&M Organization Representative BLGU Representative

_____ _____

MIAC Representative SB Representative

_____ _____

ACT Representative Mayor's Office Representative

_____ _____

RPMT Representative (if available) MSIT Team Leader (MPDC/ME)

_____ _____

NPMO Representative (if available)

_____ _____

CBIM Form D-8

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)
(For Irrigation Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [53]:	

I. SP UTILIZATION	**Degree of Respon**

[53] From AIP or O&M Group Work and Financial Plan approved by General Assembly

	sivenes s[54]
1) Number of beneficiaries	

Type of Beneficiaries	Planned		Actual		Explanation of Variance
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed	
Population					
Households (total)					
Families (total)[55]					
4Ps HHs					
4Ps Families					
IP HHs					
IP Families					

2) What is the planned service area of the irrigation? _____
What is the actual service area? _____
In case planned vs. actual number do not match, explain why.
_____
_____
What is the planned cropping intensity with the completed irrigation system?
_____
What is the actual cropping intensity with the completed irrigation system?
_____
In case planned vs. actual number do not match, explain why.
_____
_____

3) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility[56]? ___ Yes ____ No
What are these instances?
_____
_____
What is the decision of the O&M group to address these issue/s?
_____
_____

4) List down the top three benefits derived from the completed project
- ❑ _____
- ❑ _____
- ❑ _____

5) Does the O&M group have plans for expansion/extension/improvements? ___ Yes ___ No
What are the plans?
- ❑ _____
- ❑ _____

6) Has the project produced new problems for the community/barangay?__ Yes __ No
If yes, write down (by order of importance) the top three problems that project has produced.
- ❑ _____
- ❑ _____
- ❑ _____

OVERALL NUMERICAL RATING (SP Utilization – 15%)

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [57]

[54] This is the perceived/observed/experienced functionality (quality) of indicators, with 5 being the highest and 1 lowest.
[55] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.
[56] Example: A farmer was not able to access irrigation water due to non-payment of tariff.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [57]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should have the following to be considered functional: ❑ Organizational Vision, Mission and Goals, and Long-term Strategic Plan formulated • Record of formulation, approval and adoption • Written and posted ❑ Annual Operational Plan (including O&M plan with corresponding budget) prepared • Record of formulation, approval and adoption • Written and posted ❑ Operational Policies formulated and implemented • Minutes of approval and adoption by the General Assembly (GA)			
3) Operation of O&M Group is managed well The organization should meet majority of the following indicators to warrant a "Yes" answer. ❑ Regular meetings (BOD and General			

[57] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [57]
Assembly) conducted, including discussion of financial status (Income and Expenses, Balance Sheet) ❑ Election of Officers conducted as indicated in Constitution and By-Laws ❑ 50% + 1 Attendance in BOD/Officers' meetings (sex disaggregated) ❑ 50% + 1 Attendance in GA meetings (sex disaggregated) ❑ Conduct of periodic organizational assessments and planning ❑ Proper Records management observed and Report to Oversight Agencies submitted on-time ❑ Increase in Membership (sex disaggregated) ❑ Ability to resolve Conflicts without external intervention ❑ Ability to provide other services to members (e.g. livelihood programs, credit, hospitalization, mortuary, etc.) ❑ Women engagement in paid labor ❑ Staffing/Employment • Presence of complete staff and/or full-time employees • Provision of incentives to officers/employees (e.g., honorarium, SSS, Philhealth, allowances, non-cash benefits, etc.)			
Bonus: *Awards and Recognitions received (Recipient of awards (local, regional, national)*			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in*			

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [57]
the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.			
2) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) FM Structure ❑ There is segregation of duties and responsibilities, different persons are involved in • Collection • Cashiering • Recording			
2) Bank Account ❑ There is a bank account ❑ There are at least two (2) signatories ❑ Account signatories are not personally related			
3) Tariff ❑ There is a tariff set and collection plan ❑ Minutes of tariff setting and adopting tariff set			
4) Expenditures ❑ Approved Disbursement voucher for every disbursement or substitute ❑ OR issued			
5) Books of Accounts ❑ Record of collections ❑ Record of account receivables ❑ Record of expenses (cash book) ❑ Record of Accounts payable			
6) Financial reports ❑ Periodic Report of Income and Expenses ❑ Balance Sheet			
7) Financial Control ❑ Conduct of regular internal audit ❑ Conduct of on-the-spot cash check ❑ Conduct of external audit ❑ No adverse audit findings			
8) Financial Accomplishment ❑ Collection efficiency (% of collection) ❑ Proof of Collection (OR/AR issued for collections or substitute) ❑ Tariff is sufficient to cover operation and maintenance (Monthly tariff vs. Estimated monthly expenses)			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Irrigation – Concrete lined/Piped		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**

A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ Irrigators' Association maintains the irrigation system		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURES		
1) Intake / Diversion weir ❑ Condition of intake Weir ❑ Condition of upstream ❑ Stability of Apron		
2) Concrete lined canal ❑ Condition of Concrete Lining ❑ Stability of Back slope		
3) Piped Section ❑ Piping condition ❑ Piping fittings and suspension		
4) Turn Out Structure ❑ Piping condition ❑ Piping fittings and suspension		
5) Sign Boards ❑ Visibility of signboard-Readable Policies ❑ Condition of Signboard		
6) Other structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

	Numerical Rating	**Adjectival Rating**
FINAL RATING		

OVER-ALL FINDINGS:

1. Functionality

In summary, the subproject physical status is (please check):

- ❑ Well-maintained/in good condition
- ❑ Needs minor repairs
- ❑ Needs major repairs
- ❑ Structure not functional

In terms of services provided, the subproject:

- ❑ Provides services beyond target beneficiaries
- ❑ Serves target beneficiaries
- ❑ Serves less than the target beneficiaries
- ❑ Provides no benefits

2. Sustainability

The following components/areas are properly attended to:

_____

_____

The following areas/structures need to be addressed/improved:

_____

_____

The following factors contributed to subproject functionality and sustainability:

_____

_____

3. Compliance to O&M Requirements

The following O&M requirements are met (check if yes, x if no):

- ❑ Subproject is managed by community organization
- ❑ Users are paying O&M fee; fee is affordable
- ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
- ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____ _____

O&M Organization Representative BLGU Representative

_____ _____

MIAC Representative SB Representative

_____ _____

ACT Representative Mayor's Office Representative

_____ _____

RPMT Representative (if available) MSIT Team Leader (MPDC/ME)

_____ _____

NPMO Representative (if available)

_____ _____

CBIM Form D-9

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)
(For Electrification Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	

O&M Allocation per year [58]:

I. SP UTILIZATION	**Degree of Responsiveness[59]**
1) Number of beneficiaries	

Type of Beneficiaries	Planned		Actual		Explanation of Variance
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed	
Population					
Households (total)					
Families (total)[60]					
4Ps HHs					
4Ps Families					
IP HHs					
IP Families					

2) Subproject provides 24-hour per day service ____ Yes ___ No If No, why? _____ _____	
3) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility ? ___ Yes ____ No What are these instances? _____ _____ What is the decision of the O&M group to address these issue/s? _____ _____	
4) List down the top three benefits derived from the completed project _____ _____ _____	
4) Does the O&M group have plans for extension or improvements? ___ Yes ___ No What are the plans? ❑ _____ ❑ _____	
OVERALL NUMERICAL RATING (SP Utilization – 15%)	

Key Areas	**Yes or No**	**Degree of Responsiveness / Impact**	**Remarks [61]**
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or			

[58] From AIP or O&M Group Work and Financial Plan approved by General Assembly
[59] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.
[60] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.
[61] Comment on the responsiveness and overall quality of indictors/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [61]
accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
3) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) Funds allocated for O&M			
2) Sufficiency of allocated funds ❑ Below O&M requirement ❑ Equal to O&M requirement ❑ More than O&M requirement			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Electrification

V. PHYSICAL/TECHNICAL	RATING	REMARKS
A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ O&M group maintains the subproject		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURES		
1) Electrical posts ❑ Condition of Electrical Posts ❑ Condition of Cable Support ❑ Presence of Street light		
2) Primary Power line (Post to Post) ❑ Condition of Transformer ❑ Condition of Power lines		
3) Secondary power line ❑ Condition of power lines		
4) Household Connection ❑ Condition of Electric meters ❑ Condition of Wiring installation ❑ Presence of illegal flying connections		
5) Sign Boards ❑ Visibility of signboard-Readable Policies ❑ Condition of Signboard		
6) Other structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	Numerical Rating	Adjectival Rating

OVER-ALL FINDINGS:

1. Functionality

In summary, the subproject physical status is (please check):

- ❑ Well-maintained/in good condition
- ❑ Needs minor repairs
- ❑ Needs major repairs
- ❑ Structure not functional

In terms of services provided, the subproject:

- ❑ Provides services beyond target beneficiaries
- ❑ Serves target beneficiaries
- ❑ Serves less than the target beneficiaries
- ❑ Provides no benefits

2. Sustainability

The following components/areas are properly attended to:

_____

_____

The following areas/structures need to be addressed/improved:

_____

_____

The following factors contributed to subproject functionality and sustainability:

_____

_____

3. Compliance to O&M Requirements

The following O&M requirements are met (check if yes, x if no):

- ❑ Subproject is managed by community organization
- ❑ Users are paying O&M fee; fee is affordable
- ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
- ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____ _____

O&M Organization Representative BLGU Representative

_____ _____

MIAC Representative SB Representative

_____ _____

ACT Representative Mayor's Office Representative

_____ _____

RPMT Representative (if available) MSIT Team Leader (MPDC/ME)

_____ _____

NPMO Representative (if available)

_____ _____

CBIM Form D-10

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)

(For School Building Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [62]:	

I. SP UTILIZATION	**Degree of Responsiveness[63]**

[62] From AIP or O&M Group Work and Financial Plan approved by General Assembly

[63] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.

1) Number of beneficiaries

Type of Beneficiaries	Planned		Actual		Explanation of Variance
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed	
Population					
Households (total)					
Families (total)[64]					
4Ps HHs					
4Ps Families					
IP HHs					
IP Families					

2) Number of students served per classroom

- ❑ Actual _____
- ❑ Planned_____

In case planned vs. actual number do not match, explain why.

_____
_____

3) There is a regular teacher Yes ____ No ___ If No, why?

_____
_____

4) The following amenities are available (please check):

- ❑ Teacher's Table
- ❑ Writing Board
- ❑ Students' Desk/Chair
- ❑ Others (please specify)

_____

If No, why?

_____

What amenities are needed?

_____

Why were these not included in the design?

_____
_____

5) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility[65]? ___ Yes ____ No

What are these instances?

_____
_____

What is the decision of the O&M group to address these issue/s?

_____
_____

6) List down the top three benefits derived from the completed project

- ❑ _____
- ❑ _____
- ❑ _____

7) Does the O&M group have plans for expansion/improvement/constructing additional structures? ___ Yes ___ No

What are the plans?

- ❑ _____
- ❑ _____

8) Has the project produced new problems for the community/barangay?__ Yes __ No

If yes, write down (by order of importance) the top three problems that project has produced.

[64] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.

[65] Example: An enrollee was accepted as student due to not meeting requirements

❑ _____ ❑ _____ ❑ _____	
OVERALL NUMERICAL RATING (SP Utilization – 15%)	

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [66]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment			

[66] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [66]
❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
3) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) Funds allocated for O&M			
2) Sufficiency of allocated funds ❑ Below O&M requirement ❑ Equal to O&M requirement ❑ More than O&M requirement			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

School Building		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**
A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ O&M group maintains the subproject		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURE		
1) Columns, Beams, Walls ❑ Structural stability; cracks on structures ❑ Condition of painting ❑ Vandalism ❑ Deflections and deformations		
2) Doors and Windows ❑ Functionality/appearance of door knobs; ❑ Conditions of doors & Jambs, fittings ❑ Condition of window frames, panels, hinges, locks ❑ Paintings		
3) Roofing ❑ Condition of painting ❑ Condition of roofing panels ❑ Gutters, ridge rolls ❑ Deformations		
4) Ceiling ❑ Condition of painting ❑ Condition of ceiling panels ❑ Deformations ❑ Stability of joist and hangers		

5) Electrical System ❑ Availability of Power Supply ❑ Serviceability of Lights ❑ Condition of Switches and outlets ❑ Safe electrical wiring system		
6) Plumbing and sanitation ❑ Availability of Potable water supply ❑ Condition of lavatory and pantry ❑ Condition of comfort room ❑ Condition of water pipes and drain pipes		
7) Amenities ❑ Condition of chairs ❑ Condition of tables/desks ❑ Condition of writing boards ❑ Condition of other amenities		
8) Sign Boards ❑ Visibility of signboard-Readable Policies ❑ Condition of Signboard		
9) Other structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

1. **Functionality**

   In summary, the subproject physical status is (please check):

   - ❑ Well-maintained/in good condition
   - ❑ Needs minor repairs
   - ❑ Needs major repairs
   - ❑ Structure not functional

   In terms of services provided, the subproject:

   - ❑ Provides services beyond target beneficiaries
   - ❑ Serves target beneficiaries
   - ❑ Serves less than the target beneficiaries
   - ❑ Provides no benefits

2. **Sustainability**

   The following components/areas are properly attended to:

   _____
   _____

   The following areas/structures need to be addressed/improved:

   _____
   _____

   The following factors contributed to subproject functionality and sustainability:

   _____
   _____

3. **Compliance to O&M Requirements**

   The following O&M requirements are met (check if yes, x if no):

   - ❑ Subproject is managed by community organization
   - ❑ Users are paying O&M fee; fee is affordable

- ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
- ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

O&M Organization Representative	BLGU Representative
MIAC Representative	SB Representative
ACT Representative	Mayor's Office Representative
RPMT Representative (if available)	MSIT Team Leader (MPDC/ME)
NPMO Representative (if available)	

CBIM Form D-11

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)

(For Day Care Center Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [67]:	

I. SP UTILIZATION	**Degree of Responsiveness[68]**

[67] From AIP or O&M Group Work and Financial Plan approved by General Assembly

[68] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.

1) Number of beneficiaries

Type of Beneficiaries	Planned		Actual		Explanation of Variance
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed	
Population					
Households (total)					
Families (total)[69]					
4Ps HHs					
4Ps Families					
IP HHs					
IP Families					

2) Number of sessions per day
- ❑ Actual _____
- ❑ Planned_____

In case planned vs. actual number do not match, explain why.
_____
_____

3) There is a regular teacher Yes _____ No ___ If No, why?
_____
_____

4) The following amenities are available (please check):
- ❑ Tables
- ❑ Chairs
- ❑ Shelves
- ❑ Playhouse
- ❑ Others (please specify)
  _____

If No, why?
_____
_____

What amenities are needed?
_____

Why were these not included in the design?
_____
_____

5) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility[70]? ___ Yes ____ No

What are these instances?
_____
_____

What is the decision of the O&M group to address these issue/s?
_____
_____

6) List down the top three benefits derived from the completed project
- ❑ _____
- ❑ _____
- ❑ _____

7) Does the O&M group have plans for expansion/improvement/construction of additional structures? ___ Yes ___ No

What are the plans?
- ❑ _____
- ❑ _____

8) Has the project produced new problems for the community/barangay?__ Yes __ No
If yes, write down (by order of importance) the top three problems that project has

[69] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.

[70] Example: A child exceeding the age of day care pupils was not accepted as enrollee

produced. ❑ _____ ❑ _____ ❑ _____	
OVERALL NUMERICAL RATING (SP Utilization – 15%)	

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [71]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise			

[71] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [71]
❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
3) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) Funds allocated for O&M			
2) Sufficiency of allocated funds ❑ Below O&M requirement ❑ Equal to O&M requirement ❑ More than O&M requirement			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Day Care Center		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**
A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ O&M group maintains the subproject		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURE		
1) Columns, Beams, Walls ❑ Structural stability; cracks on structures ❑ Condition of painting ❑ Vandalism ❑ Deflections and deformations		
2) Doors and Windows ❑ Functionality/appearance of door knobs; ❑ Conditions of doors & Jambs, fittings ❑ Condition of window frames, panels, hinges, locks ❑ Paintings		
3) Roofing ❑ Condition of painting ❑ Condition of roofing panels ❑ Gutters, ridge rolls ❑ Deformations		
4) Ceiling ❑ Condition of painting ❑ Condition of ceiling panels ❑ Deformations ❑ Stability of joist and hangers		

5) Electrical System ❑ Availability of Power Supply ❑ Serviceability of Lights ❑ Condition of Switches and outlets ❑ Safe electrical wiring system		
6) Plumbing and sanitation ❑ Availability of Potable water supply ❑ Condition of lavatory and pantry ❑ Condition of comfort room ❑ Condition of water pipes and drain pipes		
7) Amenities ❑ Condition of chairs ❑ Condition of tables/desks ❑ Condition of writing boards ❑ Condition of other amenities		
8) Sign Boards ❑ Visibility of signboard-Readable Policies ❑ Condition of Signboard		
9) Other structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

1. **Functionality**

   In summary, the subproject physical status is (please check):
   - ❑ Well-maintained/in good condition
   - ❑ Needs minor repairs
   - ❑ Needs major repairs
   - ❑ Structure not functional

   In terms of services provided, the subproject:
   - ❑ Provides services beyond target beneficiaries
   - ❑ Serves target beneficiaries
   - ❑ Serves less than the target beneficiaries
   - ❑ Provides no benefits

2. **Sustainability**

   The following components/areas are properly attended to:

   _____
   _____

   The following areas/structures need to be addressed/improved:

   _____
   _____

   The following factors contributed to subproject functionality and sustainability:

   _____
   _____

3. **Compliance to O&M Requirements**

   The following O&M requirements are met (check if yes, x if no):
   - ❑ Subproject is managed by community organization
   - ❑ Users are paying O&M fee; fee is affordable
   - ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
   - ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____	_____
O&M Organization Representative	BLGU Representative
_____	_____
MIAC Representative	SB Representative
_____	_____
ACT Representative	Mayor's Office Representative
_____	_____
RPMT Representative (if available)	MSIT Team Leader (MPDC/ME)
_____	_____
NPMO Representative (if available)	
_____	_____

CBIM Form D-12

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)

(For Barangay Health Station Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [72]:	

I. SP UTILIZATION	**Degree of Responsiveness[73]**

[72] From AIP or O&M Group Work and Financial Plan approved by General Assembly

[73] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.

1) a. Number of beneficiaries

Type of Beneficiaries	Planned		Actual		Explanation of Variance
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed	
Population					
Households (total)					
Families (total)[74]					
4Ps HHs					
4Ps Families					
IP HHs					
IP Families					

b. There is a regular midwife
Yes ____ Regular Schedule of midwife (day and time): _____
No ___ If No, why?
_____
_____

c. There is a Barangay Health Worker
Yes ____ Regular Schedule of BHW (day and time): _____
No ___ If No, why?
_____
_____

d. The following amenities are available (please check):

- ❑ Consultation tables
- ❑ Weighing scales
- ❑ Medicine cabinets
- ❑ BP Apparatus
- ❑ Nebulizer
- ❑ Stethoscope
- ❑ Dressing kits
- ❑ Delivery kit
- ❑ Dextrose and Syringes
- ❑ Others (as included in the plan, please specify)
  _____

If No, why?
_____
_____
What amenities are needed?
_____
Why were these (additional amenities) not included in the design?
_____
_____

2) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility[75]? ___ Yes ____ No
What are these instances?
_____
_____
What is the decision of the O&M group to address these issue/s?
_____
_____

3) List down the top three benefits derived from the completed project

- ❑ _____
- ❑ _____
- ❑ _____

[74] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.
[75] Example: A child exceeding the age of day care pupils was not accepted as enrollee

4) Does the O&M group have plans for expansion/improvement/construction of additional structures? ___ Yes ___ No What are the plans? ❑ _____ ❑ _____	
5) Has the project produced new problems for the community/barangay?__ Yes __ No If yes, write down (by order of importance) the top three problems that project has produced. ❑ _____ ❑ _____ ❑ _____	
OVERALL NUMERICAL RATING (SP Utilization – 15%)	

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [76]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs,*			

[76] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [76]
NGAs; or (iii) tie-up with P/M/BLGUs.			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
3) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) Funds allocated for O&M			
2) Sufficiency of allocated funds ❑ Below O&M requirement ❑ Equal to O&M requirement ❑ More than O&M requirement			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Health Station		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**
A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ O&M group maintains the subproject		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURE		
1) Columns, Beams, Walls ❑ Structural stability; cracks on structures ❑ Condition of painting ❑ Vandalism ❑ Deflections and deformations		
2) Doors and Windows ❑ Functionality/appearance of door knobs; ❑ Conditions of doors & Jambs, fittings ❑ Condition of window frames, panels, hinges, locks ❑ Paintings		
3) Roofing ❑ Condition of painting ❑ Condition of roofing panels ❑ Gutters, ridge rolls ❑ Deformations		

4) Ceiling ❑ Condition of painting ❑ Condition of ceiling panels ❑ Deformations ❑ Stability of joist and hangers		
5) Electrical System ❑ Availability of Power Supply ❑ Serviceability of Lights ❑ Condition of Switches and outlets ❑ Safe electrical wiring system		
6) Plumbing and sanitation ❑ Availability of Potable water supply ❑ Condition of lavatory and pantry ❑ Condition of comfort room ❑ Condition of water pipes and drain pipes		
7) Amenities ❑ Condition of Consultation tables ❑ Condition of Weighing scales ❑ Condition of Medicine cabinets ❑ Condition of BP Apparatus ❑ Condition of Nebulizer ❑ Condition of Stethoscope ❑ Condition of Dressing kits ❑ Condition of Delivery kit ❑ Condition of Dextrose and Syringes ❑ Condition of other amenities		
8) Sign Boards ❑ Visibility of signboard-Readable Policies ❑ Condition of Signboard		
9) Other structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

1. **Functionality**

   In summary, the subproject physical status is (please check):

   - ❑ Well-maintained/in good condition
   - ❑ Needs minor repairs
   - ❑ Needs major repairs
   - ❑ Structure not functional

   In terms of services provided, the subproject:

   - ❑ Provides services beyond target beneficiaries
   - ❑ Serves target beneficiaries
   - ❑ Serves less than the target beneficiaries
   - ❑ Provides no benefits

2. **Sustainability**

The following components/areas are properly attended to:

_____
_____

The following areas/structures need to be addressed/improved:

_____
_____

The following factors contributed to subproject functionality and sustainability:

_____
_____

3. Compliance to O&M Requirements

The following O&M requirements are met (check if yes, x if no):

- ❑ Subproject is managed by community organization
- ❑ Users are paying O&M fee; fee is affordable
- ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
- ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____	_____
O&M Organization Representative	BLGU Representative
_____	_____
MIAC Representative	SB Representative
_____	_____
ACT Representative	Mayor's Office Representative
_____	_____
RPMT Representative (if available)	MSIT Team Leader (MPDC/ME)
_____	_____
NPMO Representative (if available)	
_____	_____

CBIM Form D-13

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)

(For Multi-Purpose Building/Facility Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [77]:	

I. SP UTILIZATION						**Degree of Responsiveness[78]**
1) Number of beneficiaries						
Type of Beneficiaries	Planned		Actual		Explanation of Variance	
	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed		
Population						
Households (total)						

[77] From AIP or O&M Group Work and Financial Plan approved by General Assembly

[78] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.

Families (total)[79]							
4Ps HHs							
4Ps Families							
IP HHs							
IP Families							
2) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility[80]? ___ Yes ____ No What are these instances? _____ _____ What is the decision of the O&M group to address these issue/s? _____ _____							
3) List down the top three benefits derived from the completed project ❑ _____ ❑ _____ ❑ _____							
4) Does the O&M group have plans for expansion/improvement/construction of additional structures? ___ Yes ___ No What are the plans? ❑ _____ ❑ _____							
5) Has the project produced new problems for the community/barangay?__ Yes __ No If yes, write down (by order of importance) the top three problems that project has produced. ❑ _____ ❑ _____ ❑ _____							
OVERALL NUMERICAL RATING (SP Utilization – 15%)							

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [81]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			

[79] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.
[80] Example: A potential user was refused access to the facility as it is against the uses identified by the O&M group
[81] Comment on the responsiveness and overall quality of indicators/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [81]
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1 If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
3) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) Funds allocated for O&M			
2) Sufficiency of allocated funds ❑ Below O&M requirement ❑ Equal to O&M requirement ❑ More than O&M requirement			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Multi-Purpose Building		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**
A. O&M PLAN, TOOLS & EQUIPMENT		

1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ O&M group maintains the subproject		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURE		
1) Columns, Beams, Walls ❑ Structural stability; cracks on structures ❑ Condition of painting ❑ Vandalism ❑ Deflections and deformations		
2) Doors and Windows ❑ Functionality/appearance of door knobs; ❑ Conditions of doors & Jambs, fittings ❑ Condition of window frames, panels, hinges, locks ❑ Paintings		
3) Roofing ❑ Condition of painting ❑ Condition of roofing panels ❑ Gutters, ridge rolls ❑ Deformations		
4) Ceiling ❑ Condition of painting ❑ Condition of ceiling panels ❑ Deformations ❑ Stability of joist and hangers		
5) Electrical System ❑ Availability of Power Supply ❑ Serviceability of Lights ❑ Condition of Switches and outlets ❑ Safe electrical wiring system		
6) Plumbing and sanitation ❑ Availability of Potable water supply ❑ Condition of lavatory and pantry ❑ Condition of comfort room ❑ Condition of water pipes and drain pipes		
7) Amenities ❑ Condition of chairs ❑ Condition of tables/desks ❑ Condition of writing boards ❑ Condition of other amenities		
8) Sign Boards ❑ Visibility of signboard-Readable Policies ❑ Condition of Signboard		
9) Other structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

1. **Functionality**

In summary, the subproject physical status is (please check):

- ❑ Well-maintained/in good condition
- ❑ Needs minor repairs
- ❑ Needs major repairs
- ❑ Structure not functional

In terms of services provided, the subproject:

- ❑ Provides services beyond target beneficiaries
- ❑ Serves target beneficiaries
- ❑ Serves less than the target beneficiaries
- ❑ Provides no benefits

2. **Sustainability**

The following components/areas are properly attended to:

_____
_____

The following areas/structures need to be addressed/improved:

_____
_____

The following factors contributed to subproject functionality and sustainability:

_____
_____

3. **Compliance to O&M Requirements**

The following O&M requirements are met (check if yes, x if no):

- ❑ Subproject is managed by community organization
- ❑ Users are paying O&M fee; fee is affordable
- ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
- ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	Actions Taken/Recommendations
1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____	_____
O&M Organization Representative	BLGU Representative
_____	_____
MIAC Representative	SB Representative
_____	_____
ACT Representative	Mayor's Office Representative
_____	_____
RPMT Representative (if available)	MSIT Team Leader (MPDC/ME)
_____	_____
NPMO Representative (if available)	
_____	_____

CBIM Form D-14

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROGRAM

SUB-PROJECT SUSTAINABILITY EVALUATION TOOL (SET)

(For Rice Mill/Corn Mill Subproject)

DATE OF EVALUATION:

Name of Completed Sub-Project:	
Physical Description:	
Location:	**Date of Completion:**
Mode of Implementation:	
Approved cost:	**Actual Construction cost:**
NCDDP GRANT:	NCDDP GRANT:
LCC:	LCC:
Last Sustainability Evaluation Rating:	**Date Conducted:**
O&M Group Managing the Subproject:	
O&M Allocation per year [82]:	

I. SP UTILIZATION				**Degree of Responsiveness [83]**
1) Number of beneficiaries				
Type of	Planned	Actual	Explanation	

[82] From AIP or O&M Group Work and Financial Plan approved by General Assembly

[83] This is the perceived/observed/experienced functionality or quality of indicators, with 5 being the highest and 1 lowest.

Beneficiaries	Male/ Male-headed	Female/ Female-headed	Male/ Male-headed	Female/ Female-headed	of Variance	
Population						
Households (total)						
Families (total)[84]						
4Ps HHs						
4Ps Families						
IP HHs						
IP Families						

2) What is the planned operation of the subproject (i.e., daily, etc.)?
_____
What is the actual operation of the subproject? _____

In case planned vs. actual operation is not the same, explain the discrepancy:

How many sacks (or kilos) of palay or corn are milled per month?
Planned _____ Actual _____
In case planned vs. actual operation is not the same, explain the discrepancy:

Is milled rice/corn in good quality or acceptable to the community?
_____ Yes _____ No
If No, why?
_____
_____

How much is the tariff for the use of subproject? Planned _____ Actual _____
In case planned vs. actual operation is not the same, explain the discrepancy:
_____
_____

3) Is there an instance where any particular person/HH/group is constrained or prevented from using the facility ? ___ Yes ____ No
What are these instances?
_____
_____
What is the decision of the O&M group to address these issue/s?
_____
_____

4) List down the top three benefits derived from the completed project
- ❑ _____
- ❑ _____
- ❑ _____

5) Does the O&M group have plans for expansion/improvement/construction of additional structures? ___ Yes ___ No
What are the plans?
- ❑ _____
- ❑ _____

6) Has the project produced new problems for the community/barangay?__ Yes __ No
If yes, write down (by order of importance) the top three problems that project has produced.
- ❑ _____
- ❑ _____
- ❑ _____

OVERALL NUMERICAL RATING (SP Utilization – 15%)

[84] Data required by OSEC. For succeeding subprojects, total number of families that will benefit from the proposed subproject should also be part of the project proposal/feasibility study.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [85]
II. ORGANIZATION AND MANAGEMENT			
1) O&M organization formed and registered and/or accredited For "Yes" answer, the following should be met: ❑ Record/minutes of formation and BA approval ❑ List of Officers and members • Record of election/installation • Posted in the office ❑ Proof/copy of registration or accreditation ❑ Constitution and By-Laws duly approved by General Assembly			
2) O&M Group is functional The O&M Group should meet majority of the following indicators to warrant a "Yes" answer: ❑ O&M group holds regular meeting ❑ O&M group regularly undertakes monitoring of structures to determine structures which need maintenance ❑ O&M group provides feedback to the Infrastructure Committee on result of monitoring ❑ O&M group lobbies for O&M funds from the M/BLGU thru the Infrastructure Committee			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is functional The O&M Group should have the following to be considered functional: ❑ Organizational Vision, Mission and Goals, and Long-term Strategic Plan formulated • Record of formulation, approval and adoption • Written and posted ❑ Annual Operational Plan (including O&M plan with corresponding budget) prepared • Record of formulation, approval and adoption • Written and posted			

[85] Comment on the responsiveness and overall quality of indictors/key areas. Include other observations as maybe appropriate.

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [85]
❑ Operational Policies formulated and implemented ❑ Minutes of approval and adoption by the General Assembly (GA)			
3) Operation of O&M Group is managed well The organization should meet majority of the following indicators to warrant a "Yes" answer. ❑ Regular meetings (BOD and General Assembly) conducted, including discussion of financial status (Income and Expenses, Balance Sheet) ❑ Election of Officers conducted as indicated in Constitution and By-Laws ❑ 50% + 1 Attendance in BOD/Officers' meetings (sex disaggregated) ❑ 50% + 1 Attendance in GA meetings (sex disaggregated) ❑ Conduct of periodic organizational assessments and planning ❑ Proper Records management observed and Report to Oversight Agencies submitted on-time ❑ Increase in Membership (sex disaggregated) ❑ Ability to resolve Conflicts without external intervention ❑ Ability to provide other services to members (e.g. livelihood programs, credit, hospitalization, mortuary, etc.) ❑ Women engagement in paid labor ❑ Staffing/Employment • Presence of complete staff and/or full-time employees • Provision of incentives to officers/employees (e.g., honorarium, SSS, Philhealth, allowances, non-cash benefits, etc.)			
Bonus: *Awards and Recognitions received (Recipient of awards (local, regional, national)*			
OVERALL NUMERICAL RATING (Organization and Management – 20%)			
III. INSTITUTIONAL LINKAGE			
1) O&M group is able to establish linkages with other organizations or institutions for support Established linkages are: ❑ Formal (with partnership agreements, MOA, etc.) ❑ Informal ***Note:*** *Networking and Linkaging may come in the form of (i) membership in federations, M/BDC; (ii) tie-up with other POs, NGOs, NGAs; or (iii) tie-up with P/M/BLGUs.*			
2) O&M Group is able to access support from partners referred to in No. 1			

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [85]
If yes, what support were accessed? Please check all applicable answers. ❑ Financial ❑ Technical Expertise ❑ Equipment ❑ Supplies ***Note:*** *Accessed Technical Support may be in the form of: Preparation of Plans; Development of Policies, Systems and Procedures; Conflict Resolution; Resource Persons during Capability Building; Preparation of Proposals.*			
3) Accessed support are sufficient			
OVERALL NUMERICAL RATING (Institutional Linkage – 10%)			
IV. FINANCIAL COMPONENT			
1) FM Structure There is segregation of duties and responsibilities, different persons are involved in ❑ Collection ❑ Cashiering ❑ Recording			
2) Bank Account ❑ There is a bank account ❑ There are at least two (2) signatories ❑ Account signatories are not personally related			
3) Tariff ❑ There is a tariff set and collection plan ❑ Minutes of tariff setting and adopting tariff set			
4) Expenditures ❑ Approved Disbursement voucher for every disbursement or substitute ❑ OR issued			
5) Books of Accounts ❑ Record of collections ❑ Record of account receivables ❑ Record of expenses (cash book) ❑ Record of Accounts payable			
6) Financial reports ❑ Periodic Report of Income and Expenses ❑ Balance Sheet			
7) Financial Control ❑ Conduct of regular internal audit ❑ Conduct of on-the-spot cash check ❑ Conduct of external audit ❑ No adverse audit findings			
8) Financial Accomplishment ❑ Collection efficiency (% of collection) ❑ Proof of Collection (OR/AR issued for collections or substitute)			

Key Areas	Yes or No	Degree of Responsiveness / Impact	Remarks [85]
❑ Tariff is sufficient to cover operation and maintenance (Monthly tariff vs. Estimated monthly expenses)			
OVERALL NUMERICAL RATING (Finance Component – 15%)			

Rice/Corn Mill		
V. PHYSICAL/TECHNICAL	**RATING**	**REMARKS**
A. O&M PLAN, TOOLS & EQUIPMENT		
1) O&M Plan Implementation ❑ Implementation of planned activities ❑ Activities conducted as scheduled ❑ Irrigators' Association maintains the irrigation system		
2) Maintenance Tools/equipment ❑ Proof of purchase/ownership/rental/ access from other sources (tools available) ❑ Tools are functional and on-site		
B. SUB-PROJECT STRUCTURES		
1. Building/Structure		
1) Columns, Beams, walls ❑ Structural stability; cracks on structures ❑ Condition of painting ❑ Vandalism ❑ Deflections and deformations		
2) Doors and Windows ❑ Functionality of door knobs; ❑ Conditions of doors & Jambs, fittings ❑ Condition of window frames, panels, hinges, locks ❑ Accessibility		
3) Roofing ❑ Condition of painting ❑ Condition of roofing panels ❑ Gutters, ridge rolls, ❑ Deformations		
4) Ceiling ❑ Condition of painting ❑ Condition of ceiling panels ❑ Deformations ❑ Stability of joist and hangers		
5) Electrical System ❑ Availability of Power Supply ❑ Serviceability of Lights ❑ Condition of Switches and outlets ❑ Safe electrical wiring system		
6) Plumbing and sanitation ❑ Availability of Potable water supply ❑ Condition of lavatory and pantry ❑ Condition of comfort room ❑ Condition of water pipes and drain pipes		
7) Amenities ❑ Condition of chairs		

❑ Condition of tables/desks ❑ Condition of writing boards		
8) Other structures per approved design ❑ _____ ❑ _____ ❑ _____ ❑ _____		
2. Rice Mill/Corn Mill		
1) Concrete Pavement ❑ Cracks on pavement ❑ water ponding on pavement ❑ scaling of pavement ❑ tilt/settlement of pavement ❑ cleanliness		
2) Environmental sanitation ❑ Observed cleanliness ❑ proper waste disposal		
OVERALL NUMERICAL RATING (Physical-Technical Component – 40%)		

FINAL RATING	**Numerical Rating**	**Adjectival Rating**

OVER-ALL FINDINGS:

1. **Functionality**
   In summary, the subproject physical status is (please check):
   - ❑ Well-maintained/in good condition
   - ❑ Needs minor repairs
   - ❑ Needs major repairs
   - ❑ Structure not functional

   In terms of services provided, the subproject:
   - ❑ Provides services beyond target beneficiaries
   - ❑ Serves target beneficiaries
   - ❑ Serves less than the target beneficiaries
   - ❑ Provides no benefits

2. **Sustainability**
   The following components/areas are properly attended to:
   _____
   _____
   The following areas/structures need to be addressed/improved:
   _____
   _____
   The following factors contributed to subproject functionality and sustainability:
   _____
   _____

3. **Compliance to O&M Requirements**
   The following O&M requirements are met (check if yes, x if no):
   - ❑ Subproject is managed by community organization
   - ❑ Users are paying O&M fee; fee is affordable
   - ❑ There is budget for O&M; budget is enough to cover planned O&M expenses
   - ❑ There is an O&M plan; planned activities are implemented on schedule

4. Problems/difficulties in O&M of subproject were addressed/resolved at the community level

Problems/Difficulties	**Actions Taken/Recommendations**

1.	
2.	
3.	
4.	

Multi-Stakeholders Inspectorate Team Members (MSIT)

_____	_____
O&M Organization Representative	BLGU Representative
_____	_____
MIAC Representative	SB Representative
_____	_____
ACT Representative	Mayor's Office Representative
_____	_____
RPMT Representative (if available)	MSIT Team Leader (MPDC/ME)
_____	_____
NPMO Representative (if available)	
_____	_____

GUIDE IN FILLING-UP THE SUSTAINABILITY EVALUATION TOOL

The following describes the procedures for administering the sustainability evaluation tool (SET) for completed subprojects. The tool is administered on a per-subproject basis every six months. The first evaluation is conducted six months after subproject completion (i.e., once the subproject completion report has been prepared and submitted to the RPMO).

The SET is a survey form primarily designed to: (1) assess the status and actual utilization of the completed subprojects, and (2) determine proper assistance to the O&M organizations/communities to enable them to operate the constructed subproject in a sustainable manner. The tool also documents the degree of compliance with O&M requirements and amount of technical assistance to O&M groups. The MSIT is, therefore, enjoined to go through each section carefully and document observations and analysis as thoroughly as possible. Ultimately, the development of good strategies and identification of appropriate assistance depend on the quality of data generation and analysis made.

I. **Basic information**

Indicate the required information by referring to the Sub-Project Completion Report (SPCR) and/or the most recent sustainability evaluation results:

- ❑ Name of Completed Subproject:
- ❑ Physical Description: highlight the main structure

  Example:

  - **For road:** Road Surface - 200 l-m Concrete, 500 l-m Gravelled; Drainage - 10 units 24" RCPC, 5 units Spillway, 2-3 m x 3 m RCBC, Lined Ditch, etc;
  - **For Water System:** One unit Intake Box, 800 meters 4"Diameter. Transmission Line, One Unit 18 cu.m. Reservoir, 500-meter Distribution line, 10 units Tap Stand, etc...
  - School Building: 2 Class Room
- ❑ Location: Barangay/s, Municipality, Province
- ❑ Date of completion: Actual date of completion
- ❑ Mode of Implementation: Community Forced Account (CFA), Contract, and CFA and Contract
- ❑ Approved Cost: Original POW cost, broken down into KC Grant and Local Cash Counterpart
- ❑ Actual Construction Cost: Actual Completion Cost Incurred, divided into KC Grant and LCC

- ❑ Last Sustainability Evaluation Rating: overall numerical and adjectival rating in the last sustainability evaluation
- ❑ Date Conducted: Date when the last sustainability evaluation was conducted
- ❑ O&M Group Managing the Subproject: Name of organization/association in-charge of operation and maintenance
- ❑ Annual O&M Allocation: Amount allocated by MLGU and/or BLGU, or the O&M group itself for the O&M of subproject

II. Rating the Subproject Utilization, Institutional Linkage, Organization and Management, Finance, and Physical/Technical Aspects

A. Subproject Utilization

1. Selected participants shall answer the questions during the FGD. Indicate the consolidated participants' responses in the space provided after each item.
   - ❑ During the FGD, answers could be written first in meta cards. The facilitator shall consolidate the responses and get the top five answers to fill in the form. The facilitator should ensure that questions are thoroughly explained to get the appropriate responses.

2. Indicate the Degree of Responsiveness of SP Utilization
   - ❑ After answering the questions, the group will evaluate the indicators/key areas by assessing their quality or functionality (i.e., Degree of Responsiveness of the Subproject Utilization). On a scale of 1 to 5 (5 being the highest and 1 the lowest), each beneficiary participating in the FGD shall rate the applicable indicators (i.e., without gray shade). Rating shall be based on the participants': (1) experienced effect or impact of the subproject in their community, and (2) perceived impact and benefits that they will soon receive from the subproject (i.e., anticipated benefits).

3. Fill-up the "Remarks" Column
   - ❑ Indicate in this portion the participants' comments to the responsiveness and overall quality of compliance to the indicators/key areas and other observations during the evaluation.

4. Compute the Overall Numerical Rating
   - ❑ Compute the rating of each indicator by getting the average of the individual scores provided by the respondents (i.e., total of individual scores divided by total number of indicators).
   - ❑ Compute the OVERALL NUMERICAL RATING of the SP Utilization aspect by getting the average of the scores per indicator, multiplied by 15%.

B. Organization and Management, Institutional Linkage and Financial Aspects

These aspects will be rated by the MSIT. This is where the agreement during the team building on whether to use individual rating or consensus will be applied.

1. Based on documentation review earlier conducted by the MSIT and discussion with the community representatives/O&M group, indicate "yes", "no", or "N/A" opposite the indicators to denote the presence, absence or non-applicability of the indicators. Indicators marked with N/A should not be included in the computation of ratings.
2. Evaluate the Degree of Responsiveness of each indicator. Observations and findings for every indicator will be written under the column of remarks.
   - ❑ The MSIT may agree to rate the indicators by consensus or individually then take the average. If done individually, each member will be provided by the

MSIT secretariat with a piece of paper or meta-cards to record their individual ratings. Final rating per indicator will be the average of individual MSIT scores.

- ❑ Before each MSIT member shall cast his/her rating, the degree of responsiveness of the indicators and its corresponding supporting documents (proof of verification) should be discussed thoroughly among the team members with the community representatives.

3. Reasons for the response should be indicated in the "Remark" column.
4. Similarly, the scale of 1 to 5 (5 being the highest) shall be used in rating the indicators. Rating varies depending on the degree of responsiveness of indicators, as follows:

NUMERICAL RATING	DESCRIPTION	ADJECTIVAL RATING
1	Indicator is not functional, unresponsive or not present at all; there are no proofs of verification	Poor
2	Indicator is fairly functional or responsive; proofs of verification are available but incomplete or not yet executable	Fair
3	Indicator is functional or responsive; proofs of verification are available but incomplete or not yet executable	Satisfactory
4	Indicator is functional and responsive; proofs of verification are available, complete and executable	Very Satisfactory
5	Indicator is fully functional and responsive; proofs of verification are available, complete, executable, properly filed and of high quality.	Excellent

Hence, the MSIT should carefully review proof of verifications and other supporting requirements.

2. Compute the Overall Numerical Rating of each Aspect by using the procedure outlined in II.A.4.

C. Physical/Technical

1. MSIT conducts actual inspection of the subprojects to assess the physical condition.
   - ❑ So as not to interrupt the conduct of the FGD, it is recommended that subproject inspection is done before the FGD proper, but after the orientation on the SET activity. Members of the MSIT (Engineer) who understand the technical procedures or terms should translate in a way other members of the MSIT would understand. Discussion on the technical aspect of the tool can be done during the MSIT Orientation.

2. MSIT shall rate the Physical/technical Aspect by following the same procedures indicated above. Thorough prior discussion with the FGD participants should first be made prior to giving rates.

In rating the condition or functionality of the physical structures, the following rating scale shall be used:

Numerical Rating	Degree of Defects/Damage
1	More than 50% of the whole structure
2	25% to 49% of the whole structure
3	5% to 24% of the whole Structure
4	1% to 5% of the whole structure
5	0% of the whole structure

III. COMPUTING FOR THE FINAL RATING

After completing all the 5 aspects of sustainability evaluation, the MSIT shall compute for the Final Rating of the completed subproject. The Final Rating shall be computed using the following formula:

FINAL NUMERICAL RATING = Sum of Overall Numerical Rating of I, II, III, IV, and V

where:
I = Subproject Utilization,
II = Organization and Management,
III = Institutional Linkage,
IV = Finance, and
V = Physical/Technical

Refer to the Final Rating Matrix for the equivalent adjectival rating of the completed subproject.

FINAL RATING MATRIX

ADJECTIVAL RATING	RANGE OF FINAL SCORE
Excellent	4.76 – 5.00
Very Satisfactory	3.51 – 4.75
Satisfactory	2.75 – 3.50
Fair	2.50 – 2.74
Poor	2.49 and below

CBIM Form D-15

KALAHI-CIDSS NATIONAL COMMUNITY DRIVEN DEVELOPMENT PROJECT

Sample of Tariff Derivation (for PWS Level II pump-driven)

Brgy. _____, Municipality of _____

Procedures:

I. Determine the monthly consumption

A. determine the total number of consumers (HH fetching water at the system)

i. Number of HH x average number of people/HH x factor for projected population

= 109 HH x 6 x 1.15 (projected growth rate of 3% for 5 years)

= 752 persons

ii. Compute for the daily demand

= 752 persons x 100 lpcd (anticipate level III consumption rate)

= 75,200 liters/day

= 75.20 cu.m/day

iii. Compute the monthly consumption in cu.m/month

= 75.20 cu.m/day x 30 days/month

= 2,256 cu.m/month

II. Determine the agreed operating expenses

Power consumption and cost derivations:

Budget Item		Factors and derivation
i. total consumption	=	2,256 cu.m/month
ii. Pump model (*CR 5-8 w/ 5.7 cu.m/hr capacity*)	= total =	2,256 cu.m/month /5.7 cu.m/hr 395.79 hrs/month
III. total KW hr/month	=	(3 HP x 0.746 kw/hp) x 395.79 hrs

Total = 885.78 KW-hr / month

iv. prevailing power rates = Php6.55 KW-hr (depends on the locality)

v. estimated electric bill/month = Php5,801.86 / month

Operating and administrative costs:

Budget Item		Budgetary Requirement
i. Maintenance crew/Caretaker	=	P1,000.00 / month
ii. Meter reader	=	P 500.00 / month
iii. Treasurer	=	P 500.00 / month
iv. Office supplies	=	P 200.00 / month
v. Repair & Maintenance (25%)	=	P1, 250.00 / month
vi. Electrical bill	=	P5,801.86 / month
Total	=	P9,251.86 / month

III. Determine the depreciation cost (Material cost)

A. Compute depreciation cost of system. Assume cost at P100,000 (e.g. pump, pipes) [86]

BUDGET ITEMS	1ST YR (IR .1%)	2ND YR (IR .2%)	3RD YR (IR .3%)	4TH YR (IR .4%)	5TH YR (IR .5%)
Annual Water Consumption in cu.m.	27,072	27,072	27,072	27,072	27,072
Annual Material Depreciation Cost (100,000.00) MC	110,000	120,000	130,000	140,000	150,000
Dep. Cost per cu.m.	4.06	4.43	4.80	5.17	5.54
Average depreciation cost per cu.m.					4.80

IV. Compute for Tariff:

Compute the annual water consumption in cu.m:

Monthly consumption x 12 = 2,256 x 12 ;

= 27,072 cu.m

Compute annual operating cost per cu.m:

P9,251.86 / month x 12 = P111,022.32

Divide annual consumption = P111,022.32 / 27,072

= P4.10 / cu.m

Depreciation cost per cu.m: = P4.80 / cu.m

Add all costs per cu.m = P4.10 + 4.80

= P8.90

Add 10% revenue (as may agree by the Association)

8.90 x 0.10 = P.89

Add all costs = P8.90 + 0.89

[86]For purposes of presentation and easy calculation, P100,000 was used as an investment cost.

= P9.79

= **say Php10.00 per cu.m**

Antiquity

For purposes of presentation and easy calculation, P100,000 was used as an investment cost.