

# KALAHI-CIDSS National Community Driven Development Program (P127741)

## 5th Implementation Support Mission

March 14 to 18, 2016 and April 25 to May 7, 2016

### *Aide Mémoire*

#### A. INTRODUCTION

1. The 5th Implementation Support Mission (ISM) for KALAHI-CIDSS National Community Driven Development Project (KC-NCDDP) was carried out jointly with the Asian Development Bank (ADB) and with the participation of the Australian Government Department of Foreign Affairs and Trade (DFAT) from 14 to 18 of March 2016 and included a field visit to CAR. In addition and in preparation for the mission, a field visit was conducted to Region 8 from 15 to 19 February 2016 (Please see Annex II for the field mission report). The present Aide Memoire (AM) also covers the main findings and agreements of the technical mission carried out to provide Technical Assistance (TA) to DSWD on the development and implementation of the training program for NCDDP staff between April 25 and May 7, 2016. An overview of the mission's detailed findings is presented in Annex I.
2. In line with the mission announcement letter dated February 13, 2016 (Annex III), the objectives of the 5<sup>th</sup> ISM were to: (1) take stock of the progress with KC-NCDDP implementation particularly in Yolanda affected areas; (2) take stock of the progress on the agreements reached during the previous mission; (3) review the progress with the development of the training program for KC-NCDDP field teams; (4) review progress with the updating and roll-out of Monitoring and Evaluation systems; (5) review the progress with the preparation of the succeeding cycle of sub-projects and (6) take stock of the progress with the KC-NCDDP analytical program. The key issues outlined in this Aide Memoire draw on the discussions held with KC-NCDDP implementation teams during the field visits, mission and technical discussion on the training program held in May 2016.
3. The present Aide Memoire provides a summary of key findings and discussions. The indicated agreements reached are subject to final review and approval by DSWD and WBG management.

#### B. SUMMARY OF MISSION FINDINGS

##### Overall progress

4. **The project remains on track to achieve its Project Development Objective by the closing date of 31 December 2019.** An overview of the progress made against the KC-NCDDP targets as of the 5<sup>th</sup> Implementation Support Mission (ISM) is presented in Table 1 below. As of May 17, 2016 the total amount disbursed under the WBG loan was US\$174.129 or 36% of the total loan amount of US\$479 million. Fund utilization reported to the WBG as of March 14, 2016 was 32 % of the total loan amount.
5. **The mission would like to commend DSWD for the progress achieved with the roll out of NCDDP particularly to Yolanda affected municipalities.** As of 14 March 2016, a total of 14,018 sub-project proposals had been approved by the NPMO and RPMO for implementation. Of these, 6,923 Sub-Projects (SPs) were completed (compared to 1,599 SPs in October 2015); 4,232 are ongoing (compared to 2,929 in October 2015) and 3,280 are yet to start (compared to 9,490 in October 2015). The mission noted that given the significant number of SPs for Cycle 1 still under implementation, the NPMO has opted for a phased roll-out of Cycle 2

during 2016. As of 14 March 2016, of the 670 municipalities moving onto a 2<sup>nd</sup> implementation<sup>1</sup> cycle, 494 had started implementation, with the remainder 176 expected to start Cycle 2 from June 2016 onwards.

**Table 1 – Overview of progress made against KC-NCDDP indicators**

KC-NCDDP Outcomes and Indicators	5 <sup>th</sup> ISM	Mid-Term	Closure	Obs.
Project beneficiaries	<b>5.2 M</b>	4 M	7.3 M	MIS
% increase in access to and utilization of roads, education, health centers and water in KC-NCDDP municipalities	<b>N/A</b>	5%	10%	Survey (MT)
% of households in KC-NCDDP municipalities with at least one member attending regular Barangay Assemblies		60%	70%	Survey (MT)
% of members from marginalized groups in KC-NCDDP municipalities who attend regular Barangay Assemblies	<b>59% (women)</b>	30%	40%	Data not available for IPs
% of KC-NCDDP barangays with poverty reduction action plans prepared in accordance with the KC-NCDDP participatory process	<b>93%</b>	80%	85%	MIS
% of KC-NCDDP community sub-projects completed in accordance with technical plans, schedule and budget	<b>100%</b>	80%	85%	To be verified
% of completed KC-NCDDP sub-projects that have satisfactory or better sustainability evaluation rating	<b>N/A</b>	70%	80%	Sustainability audit (June 2016)
% of female participation in KC-NCDDP paid labor component during sub-project implementation	<b>20%</b>	15%	30%	MIS
% of KC-NCDDP municipalities with increased membership of POs and CSOs in local development councils and special bodies	<b>93%</b>	70%	85%	MIS
Number of KC-NCDDP municipalities w/ staff trained by DILG using the Local Governance modules.	<b>None</b>	350	540	Modules being developed
% of registered grievances satisfactorily resolved in line with the GRS	<b>99%</b>	80%	80%	To be verified
MIS providing necessary information in a timely fashion to measure project effectiveness and results	<b>N/A</b>	Y	Y	External evaluation by MTR
No. KC-NCDDP studies regarding effectiveness and outcomes completed	<b>2</b>	2	4	Process Evaluation, Technical Audit

### **Implementation of the Disaster Response Operational Modality (DROM)**

6. The mission focused on reviewing the implementation of the KC-NCDDP DROM in the 554 Yolanda affected municipalities covered by the project. (The detailed findings and observations of the field visits to Region 8 are outlined in Annex 2).
7. **Overall, the mission noted that in spite of the simplifications introduced in DROM, the overall NCDDP SP implementation in Yolanda affected areas has gone beyond a year (DROM lays out a 6 month time-frame for the implementation of disaster response modality).** Taking into account the time required for staff

<sup>1</sup> Of the 847 municipalities currently covered by KC-NCDDP, 177 are non-poor Yolanda affected areas covered by 1 cycle only of SP implementation

hiring/training/establishment of Sub Regional Project Management Offices (SRPMO), SP implementation started effectively at the end of January/beginning of February 2015<sup>2</sup>. A year after, 50% of SPs have been completed with the remainder expected to be finalized by mid-2016.

⇒ **Agreed Action:** Building on process evaluation findings (final report shared with DSWD on end January 2016) and lessons-learned from key regions implementing DROM (namely Regions 6 and 8), it will be important to introduce further operational modifications/simplifications to improve DROM performance in future disaster response scenarios. These will be included in the updated version of DROM to be shared with the WBG on May 31, 2016 (in process).

8. **In terms of the technical quality of the Sub-Projects (SPs), the larger grant size under DROM and the focus on DRM has contributed to a larger share of environmental protection SPs and technically more complex SPs.** Field visits conducted by the mission that additional support for technically complex and DRM SPs will continue to be important for the completion of the Cycle 1 SPs being finalized. The mission noted that ACT and municipal engineers require further backstopping by the RPMO and just in time technical support to avoid delays in implementation/ensure quality of construction work. Field visits conducted indicated that RPMOs have mobilized the Technical Assistance Funds (TAF) at Regional level to provide such support<sup>3</sup>.

9. **The utilization of TAF is an important tool to provide assistance to the LGUs and communities in the preparation of the design and supervision of complex subprojects, particularly in areas where there is shortfall of municipal engineers.** Based on field observations during the mission, it will be important that RPMOs provide additional guidance on the selection of service providers and close supervision of work carried out.

⇒ **Agreed Action:** Provide guidance to LGUs and communities in the selection of qualified technical service providers. It is also recommended that the RPMOs conduct quality reviews of submitted technical documents prepared by service providers to ensure full adherence to the checklist/requirements as prescribed in the CBIM.

10. **It was also noted that SPs in Regions 8 and CAR had varying degrees of work variations, with standard designs adapted based on the local availability of supplies and materials.** In order to ensure that technical quality is maintained, it will be important for the NPMO/RPMO to provide additional guidance on the implementation of work variations. Finally the mission noted potential issues with water quality of the water system reviewed in CAR ( Please refer to Annex I) that will require further technical review and support on the part of the RPMO

⇒ **Agreed Action:** Additional guidance to be provided to ACTs on the documentation of work variation and use of the Community Based Infrastructure Manual (CBIM Form B-4 - Change or Extra Work Order) ensuring that: (i) work variation/change orders are approved prior to implementation; and (ii) additional costs associated with the variation/extra work are calculated and documented (refer to page 2 of CBIM Form B-4).

⇒ **Agreed Actions:** (i) an update on the inclusion of water treatment measures for the SP visited in Tublay, Benguet will be shared with the WB by 15 June 2016 (in process); and (ii) an update on right of way issues and variation from original DED for the same SP will be shared to the WB by 15 June 2016 (in process).

11. **The mission discussed the launch of the independent technical audit and economic analysis study to be completed by September 2016.** The analysis will focus on the eight most common types of SPs under KC-

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<sup>2</sup> NCDDP became effective end June 2014, staff hiring and training was completed by December 2014.

<sup>3</sup> Similar approach was followed in CAR (non-Yolanda affected area)

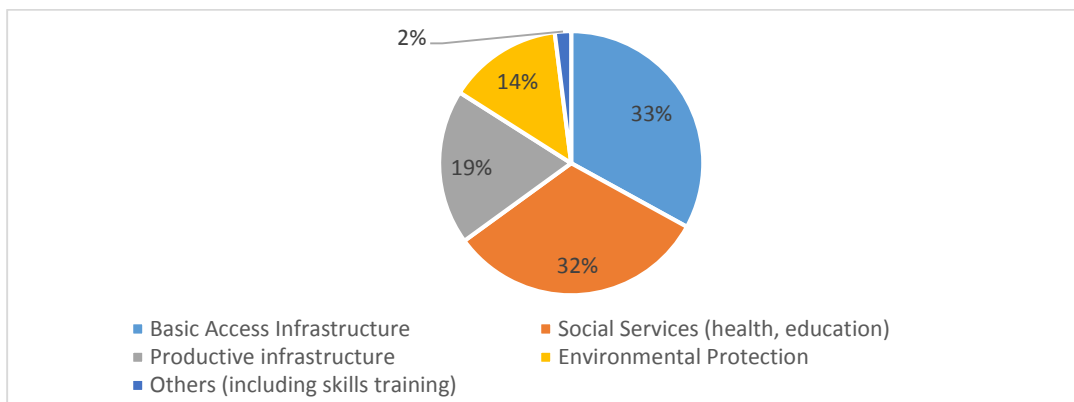
NCDDP to assess the quality of construction, Operation and Maintenance (O&M) arrangements and cost-effectiveness of the investments. The analysis, which has been contracted out to PRIMEX and overseen with the WB team is expected to provide critical information for the KC-NCDDP Mid-Term review (October 2016).

12. **The mission reviewed the available data on the quality of participation in the SP planning process.** Overall, participation rates in barangay assemblies are high meeting the target established by DSWD of 80% of households participating in the planning process. However, the mission noted some significant regional variation with Regions CAR (56%), I (64%), III (43%), V (66%), VI (68%), and VII (69%) not meeting the participation targets set. Based on the field visits carried out in CAR lower rates of participation may be related to difficulties in access from *sitios* to *barangay* center. In these cases, ACT either organize smaller meetings at *sitio* level or households nominate representatives to attend *barangay* assemblies thus reducing overall participation figures. Overall, KC-NCDDP has achieved high rates of female participation in the planning process (59% of women in target communities attending planning sessions). However, the Management Information System (MIS) is currently not able to track participation by IP groups.

⇒ **Proposed Action:** DSWD and WBG teams will conduct a thematic review of issues with participation in selected Provinces in June 2016 and prepare additional operational guidance for field teams as needed.

⇒ **Agreed Action:** KC-NCDDP team to review IP participation data following the expected upgrades to the project’s MIS and information to be shared with the WB team by 31 July 2016.

**Figure 1 – Breakdown of KC-NCDDP investments by sub-project type (data as of August 2015)**



**Staffing, Supervision and Training**

**As of March 2016, 92% of positions at the National Project Management Office (NPMO), Regional and Sub-Regional (R/SRPMOs) and Area Coordination Teams (ACT) levels have been filled.** The challenges noted during the 3<sup>rd</sup> and 4<sup>th</sup> ISM in terms of staffing engineering positions, as well as ACT positions in remote municipalities and barangays continued to be observed (89% of planned staff recruited). The mission noted that DSWD has continued to use the Technical Assistance Funds (TAF) at Regional level to hire service providers on engineering and address the short-fall of qualified staff at municipal level.

**The mission also noted during the field visits conducted in CAR that there was significant turn-over of Community Facilitator (CF) in remote municipalities.** Currently the ratio of Barangays per CF in CAR is 1:4.

The mission agreed that this should be revised to take into account the specific challenges of CAR in terms of access if necessary allocating one CF per barangay in specific municipalities

⇒ **Agreed Action:** DSWD will monitor CF: barangay ratio and turn-over rates with RPMOs. Advice to RPMOs on adjusting the ratio of communities per CFs will be provided based on this initial assessment. The NPMO would issue a Departmental Order (DO) with guidance on this issue (July 2016).

**The mission reviewed the status of the finalization and roll-out of the supervision protocol being developed for Sub-Regional Project Office (SPRMOs) with the support of the WBG.** A field guide which focuses on diagnosing the mentoring/ technical assistance needs of the ACTs was developed and tested with relevant NPMO staff. The approach used was found to be adequate for purposes of supervision and the NPMO requested additional/follow-up support by the WBG for the roll-out of the tool and coaching of NPMO staff on its use. The teams agreed on a coaching schedule during the 1<sup>st</sup> quarter of 2016. However, given the high volume of SPs to be processed by June 2016 the start of the coaching/mentoring activity has been postponed to the 2<sup>nd</sup> half of 2016.

**Given the profile of newly hired field level teams<sup>4</sup>, previous missions highlighted the importance of conducting additional training and on the job mentoring for Area Coordination Teams (ACT).** However, staff turn-over in the training unit at NPMO level delayed the planned revisions of the overall KC-NCDDP, expected in November 2015. The mission agreed on the provision of dedicated/just-in-time technical assistance by the WBG to: (i) to review the KC-NCDDP overall approach to training and identify opportunities for further outsourcing of training delivery; and (ii) identifying priority training activities to be conducted for staff implementing the 2<sup>nd</sup> Sub-Project cycle in 2016. Dr. Manoj Nath conducted a mission from April 25 to May 6, 2016 focusing on these two objectives. The mission included a review of the training approach with NPMO and RPMO staff through a 2 day workshop as well as targeted consultations with field level teams through field visits conducted in Regions 6 and 10. (Detailed mission findings and itinerary are included in Annex 1).

**The technical mission on training highlighted the importance of following short-term actions in terms of:** (i) clarifying core staff competencies; (ii) consolidating existing training materials; and (iii) further defining the roles of the NPMO versus RPMO and SRPMO staff in the development and delivery of the training program. The mission also confirmed the importance of ensuring that a core group of potential trainers are identified at NPMO and RPMO levels. This initial stage of revisions to the training approach will need to be carried out in house. In addition, remedial training for Cycle 2 will be provided on a rolling basis to regional and sub-regional staff based on the gaps in knowledge identified by the RPMOs. These training sessions will be delivered by DSWD and will follow a “catch-up” plan to be defined by DSWD by end May 2016 (delayed).

⇒ **The following short-term actions were agreed to be completed before May 31, 2016:** (i) Identification of a training team to lead the process (completed). Focus on immediate actions for Cycle 2 and additional support required from Cycle 3 onwards; (ii) Completion of the work plan to drive the process of training and capacity building consolidation process (drafted end May 2016); (iii) List of core staff competencies prepared and shared with WB (May, 23 2016); (iv) Consolidated course curriculum prepared (in process); and (v) Master list of regional training plans and overview of Cycle 2 remedial training session finalized (in process).

**The mission reviewed the medium and long term training approach focusing on:** (i) including DILG staff to support the CDD institutionalization process and adoption of KC-NCDDP approaches in the regular planning and budgeting cycle of targeted municipalities; and (ii) further developing partnerships for the delivery of training from cycle 3 onwards (potential outsourcing).

**The mission reviewed the progress made with updating the manuals and guidance notes that will need to be shared with KC-NCDDP staff during refresher training sessions for Cycle 2.** The preparation of these

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<sup>4</sup> 8,000 new staff of which 86% are recent graduates with limited work experience

materials was similarly affected by staff turn-over at the NPMO level and has delayed the completion of this activity which was originally planned for 31<sup>st</sup> March 2016.

⇒ **Agreed Action:** The mission reviewed the status of current drafts for key manuals and guidelines and of the main changes to be finalized. The mission agreed that the final version of these materials would be shared with the WBG by May 31, 2016 in line with Table 2 below.

**Table 2: Updates to manuals and guidance notes to be completed by May 31, 2016 (delayed)**

<b>Manual/Guidance note</b>	<b>Status and Mission Recommendations</b>
<i>Guidelines for Safety from Hazards and Development Activities.</i>	<b>Agreed Action:</b> Integrate the updated Guidelines in the CEAC and DROM manuals.
<i>Guidance Note on Conflict Affected Areas:</i> Draft completed for final review by NPMO	<b>Agreed Action:</b> Submission to WB and ADB on May 31, 2016 for NOL. <b>Agreed Action:</b> For issuance to RPMO to be used for trainers' training for cycle 2 to relevant regions.
<i>Facilitation Guidelines for IP areas</i>	<b>Agreed Action:</b> Final version of the Facilitation Guidelines for IP areas to be included in the Social Safeguards training manual.
<i>CEAC Manual:</i>	<b>Agreed Action:</b> Updated version to be shared with WB and ADB on May 31, 2016 for NOL.
<i>DROM:</i> An updated and simplified version (2016) of the DROM manual has been prepared and will be shared with WB and ADB.	<b>Agreed Action:</b> Final version of the DROM manual by May 31, 2016. (Shared with WB by 18 May 2016) <b>Agreed Action:</b> Final version issued to RPMOs and included in training sessions for Cycle 2 roll out.
<i>Environmental and Social Management Plan (and corresponding check-list) – ESMP:</i> A simplified version of the ESMP and checklist has been finalized based on the lessons-learned from 1 Year of implementation.	<b>Agreed Action:</b> Issuance of a supervision protocol by May, 31 2016. Improve the simplified version of the ESMP for approval by NCDDP NSC by April 15, 2016. (Shared with WB on April, 7 2016).
<i>Community-Based Infrastructure Manual (CBIM).</i>	<b>Agreed Action:</b> Updated CBIM finalized and shared with WB. A conditional NoL to the use of the CBIM was provided to DSWD in March 2016. Outstanding comments on the inclusion of additional guidance on O&M are currently being addressed
<i>Simplified materials on community procurement</i> are currently being produced with technical assistance by the Asian Development Bank (ADB).	<b>Agreed Action:</b> Final draft materials to be shared with WB for review and issuance of NO.

### **Analytical work and Technical Assistance**

The mission reviewed the progress with the KC-NCDDP analytical work program and the deadline for completion of the critical pieces of analysis currently ongoing as outlined in Table 3 below.

**Table 3: Overview of KC NCDDP Analytical work program**

<b>Update on analytical work</b>	<b>Agreed follow-up action and schedule</b>
<b>Process Evaluation Phase I</b> (DFAT Technical Assistance Fund) – The final report was revised addressing the last round of DSWD comments.	The WB team will now prepare a shorter version of this final report for dissemination, to be finalized and shared with DSWD by the end of May 2016 (completed)
<b>Process Evaluation Phase II</b> (DFAT Technical Assistance Fund)– was contracted to PRIMEX. Local facilitators and documenters have been recruited. Field guides and questionnaires have been developed.	Field testing of the last set of research guides will take place by the 6 <sup>th</sup> of June. Field work will be completed by the end of August and the final report submitted by end September 2016
<b>Livelihoods Options Paper</b> (DFAT Technical Assistance Fund)	The initial draft options paper outlining both international experiences and case studies from community based livelihoods interventions in the Philippines has been finalized and is currently with the WB team for review.  The final draft will be shared with KC-NCDDP by end June 2016 for a final round of consultations. (in process)
<b>Urban CDD Options Paper</b> (DFAT Technical Assistance Fund)	The Urban CDD options paper was launched on the May, 13 2016. Initial field work will take place in June and an initial draft of operation options shared with KC-NCDDP in August 2016
<b>Procurement Impact Evaluation</b>	The mission discussed the preliminary assessment to be undertaken to prepare the design of the proposed Impact Evaluation with the WB Governance team.
<b>Disaster Risk Management – Vulnerability Mapping Module</b> (Global Facility for Disaster Risk Reduction Technical Assistance Fund)	The mission shared the ToRs for the assessment with the KC-NCDDP team and relevant development partners (Asian Development Bank and Spanish Cooperation). KC-NCDDP developed a joint work plan to ensure consistency between the vulnerability mapping activity supported by the WB and additional work on community-based DRM being implemented by DSWD. Procurement for the analysis was launched in May 2016. The completion date for the module and its integration in KC-NCDDP Operations is April 2018.

### **Fiduciary Issues**

Overall financial management arrangements are in place and implementation is considered acceptable. Financial covenants (audit reports and interim financial reports) are generally complied with. Complete accounting records (disbursement vouchers and supporting documents) are kept and maintained at the NPMO, RPMOs reviewed and communities visited.

Procurement at the community level is now in full swing and a review of sample procurement transactions in Regions VIII, I and CAR was done during the mission. A review of the procurement done by the RPMO in CAR was also undertaken during the mission. Overall findings show that correct procedures have been followed, and

the staff responsible for procurement, both at the RPMO and Community levels, are knowledgeable about the procurement requirements and procedures of the project.

## **Safeguards**

### *Social safeguards*

**The mission noted the need to further improve the performance of the GRS at community level with reporting of grievances remaining low.** NPMO staff has formulated guidance notes on how to improve the documentation of key issues and serious complaints in community level discussions. However, the NPMO continues to observe limited reporting on the part of the ACT.

⇒ **Agreed Action:** The M&E team will conduct further training and orientation activities in the immediate future to improve GRS reporting of major concerns and issue.

### *Environmental safeguards*

**Subproject documents that were reviewed (i.e., RFR) contained completely filled out ESSC and ESMP forms duly signed at the ACT and SRPMO levels and were even signed off by the LCE.** The relevance of the ESSC and the ESMP to the subproject design and siting must be underscored to the CFs during their training on the CEAC process since they are the ones facilitating the discussions and filling out the screening form and the ESMP during SP implementation.

Most LGUs have developed hazard maps using the community-based participatory approach risk mapping. Hazards were pre-identified using maps and information produced by various agencies (i.e., MGB, PHIVOLCS, PAGASA) and validated by the communities in their areas through consultations, workshops, historical accounts and walkthrough. These localized hazard maps should be used to guide communities in the design and location of their subprojects as successfully demonstrated in the LGU Kapangan in CAR. In areas where risks associated to the identified hazards are high, the ESSC must be able to screen out a proposed subproject or if site availability and options are limited, the community must be able to use the ESMP to implement specific mitigating measures to reduce and manage the risks.

The consolidated reporting of safeguards compliance status at the sub-regional, regional and national level is now underway but needs to be enhanced to effectively provide guidance on specific monitoring activities and actions to take during implementation supervision. For instance, the compliance monitoring should highlight the number of subprojects assessed with high-risk ratings in the ESSC (i.e., those subprojects in areas highly susceptible to flooding, landslides and other natural hazards) and those subprojects with issued environmental compliance certificate. Due to higher health risks associated to water supply systems not properly operated and maintained, water quality information (at least on *e.coli* analysis) may also be captured in the consolidated reporting. This information will direct and guide RPMOs to implement more frequent monitoring during project implementation and supervision to ensure project sustainability and reduced project risks.

**Based on the findings of NPMO supervision as those of the technical missions conducted on safeguards, the KC-NCDDP team has developed a simplified version of the ESMP template and a supervision protocol on safeguards for field teams.** This is intended to improve the identification of key issues and quality of safeguards implementation at field level. The draft guide was shared with the WBG team by end April 2016 for review. The final version of the guide is expected to be completed and shared by May, 31 2016 (completed) and additional training is planned for front-line teams.

⇒ **Agreed Actions:** The revised ESMP template with the corresponding Facilitator's Guide will be finalized by end May 2016 and disseminated (completed). This new template / guidelines will be used to further



enhance ACT members' proficiency on social safeguards procedures and compliance practice through coaching. Further refresher trainings will be conducted for Cycle 2 during the 2<sup>nd</sup> Quarter 2016.

## **Monitoring and Evaluation**

### *Management Information System (MIS)*

Considerable progress has been made to integrate different NCDDP data platforms and sources, and to address various software issues with the desktop application, however, the M&E MIS is still not working optimally to ensure timely and accurate information for project management purposes. In terms of the desktop application, there are a number of programming problems that led to data loss and duplication of encoder work. In addition, the mission noted that NCDDP M&E relies on several disparate data sources (e.g., for the CEAC desktop application, geotagging, financial management, procurement, HR) which challenge efforts of the M&E team to fully integrate data and ensure balanced and comprehensive progress monitoring and reporting. The mission also noted a lack of a clear server backup plans, which could result in key data loss. Lastly, the mission also found that complaints and their resolution that were raised and addressed verbally (normally in BAs) were not being properly captured in the MIS as per the GRS guidelines in the M&E Operational Manual.

The mission noted and welcomed the M&E team's efforts taken to review and streamline data being collected and entered into the MIS, integration of both department-wide and program-wide data sources, and migrating basic barangay and municipal level monitoring forms from the desktop application to smartphone devices to eliminate manual encoding and consolidation processes.

- ⇒ **Agreed Action:** The M&E team will share the work-plan to address these critical issues noted above by July 31.
- ⇒ **Agreed Action:** An independent review of the timeliness and accuracy of key performance indicators used to report progress to both the World Bank and the ADB will be conducted leading up to the WB's mid-term review tentatively scheduled for October 2016. The WB would share TORs for this review by the end of May and would expect to initiate the review by July.

### *Outcome Survey on access to basic services for Mid-Term Review*

The mission discussed the implementation of the outcome survey to assess KC-NCDDP impacts in terms of access to basic services. The mission agreed that the survey will be funded by DSWD and will be implemented with the technical assistance of the WBG and ADB.

- ⇒ **Agreed Action:** DSWD will share the ToRs for the proposed survey by end April (received by the WB). The scope of work and approach will be finalized by mid-June with inputs from ADB and DSWD for data collection to take place by end 2016.

## **1. Proposed Schedule of Mid-Term Review**

The mission discussed the timing of the WB MTR for KC-NCDDP. The tentative date will be 2<sup>nd</sup> half of October 2016 to ensure critical pieces of analytical work will be completed and ready for review. Given the timing of the proposed outcome survey, the WBG team will conduct some supplementary analysis using the data to be made available by the Impact Evaluation currently being conducted by MCC. This data set was used to estimate baseline values for key KC-NCDDP indicators and will be used to generate preliminary data on mid-term impacts. These will be subsequently updated once DSWD completes the above mentioned survey.



**Table 4: Summary of Mission Agreements**

<b>Activities</b>	<b>Responsibility</b>	<b>By When</b>
Thematic review of challenges with community participation conducted and additional guidance prepared for field teams	DSWD (WB support)	July 31, 2016
Additional guidance issued on selection and supervision of service providers	DSWD	June 15, 2016 (in process)
Updates on: (i) the inclusion of water treatment measures; and (ii) on right of way issues and variation from original DED for for the SP visited in Tublay, Benguet will be shared with the WB	DSWD	June 15, 2016 (in process)
Manuals and guidance notes updated and shared	DSWD	May 31, 2016 (delayed)
Short-Term Action plan on training completed	DSWD	May 31 2016 (draft shared)
Technical Audit and Economic analysis completed	WB, DSWD	September 31, 2016
Urban CDD Paper completed	WB	September 31, 2016
Livelihoods Options Paper completed	WB	July 31, 2016
Process Evaluation Phase II completed	WB, DSWD	September 31, 2016
Summary process evaluation report completed	WB	May 31, 2016 (completed)
The revised ESMP template, corresponding Facilitator's Guide and safeguards supervision guidelines shared with WBG	DSWD	May 31, 2016 (completed)
External review of MIS conducted	DSWD, WB	31 September, 2016
Updated MIS shared with WBG	DSWD	31 July, 2016
The scope of work and approach for the KC-NCDDP outcome survey will be finalized with inputs from ADB and DSWD for data collection to take place by end 2016.	DSWD, WB, ADB	15 June, 2016 (in process and draft shared)
Submit to the Bank WA #9 to report expenditures incurred from October to December 2015 and avail advances for 1 <sup>st</sup> and 2 <sup>nd</sup> quarter requirement for CY2016.	DSWD	March 31, 2016 (Completed)
Address FM observations during the visits to RPMO and sub-projects.	DSWD	April 15, 2016 (in process)
Coordinate with ADB and the selected consultant to ensure that additional requirements for the eRFR system are fully addressed and provide update on the status.	DSWD	April 15, 2016 (in process)
Submit to the Bank IFR for the quarter ending March 31, 2016.	DSWD	May 31, 2016 (completed)
Submit the audited project financial statements together with Management Letter for CY2015.	DSWD	June 30, 2016
In consultation with the NPMO, Bank to schedule post reviews in each of the other Regions where no post review have been done by the Bank, and the review will cover both procurement at the RPMO level and at the community level.	DSWD/WB	June 30, 2016
RPMO to ensure that copies of downstream documents (i.e. signed/conformed PO, delivery receipts, cash/charge invoices, DVs, check and OR) on sub-projects they have issued NOLs are on file.	DSWD	May 31, 2016 (in process)
RPMO (specifically the RPO and RFA concerned) to ensure that copies of the DVs, with complete procurement documents, are retained for Bank's post review. This should cover at least 10% of the total number of subprojects in that Region, and covering at least one subproject in each of the recipient Municipalities.	DSWD	May 31, 2016 (in process)
RPMO to immediately act on the deficiencies that were identified and ensure that similar occurrences not happen in future procurement.	DSWD	June 30, 2016
RPMO for Region I to finalize submission of the 3 <sup>rd</sup> contract to NPMO for eventual submission for Bank's prior review.	DSWD	June 30, 2016