



**Food and Agriculture Organization of the United Nations**

## **Guidelines for Participatory Village Planning**

**for the**

**National Programme for Food Security and Poverty  
Reduction**

**Cambodia 2005**

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## PART I: BACKGROUND

### 1. Introduction

These guidelines<sup>1</sup> are for the use of Village Planning Workshop Facilitation Team members working with the National Programme for Food Security and Poverty (FSPR) in Cambodia. The development objective of the Programme is to improve the food security situation and to reduce the levels of poverty in currently 6 provinces, 15 districts and 180 villages.

At the village level the programme operates mainly through:

- 1) Farmer Field Schools and field demonstration
- 2) Small Savings and Credit Groups of FFS participants
- 3) Community Micro Projects relevant to Food Security

The participatory village planning workshops are conducted to bring the villagers to the centre of decision making when preparing community micro projects that are part of their overall village development plans. While the Farmer Field School (FFS) activities of the FSPR primarily benefit 30 food insecure Farmer Field School participants, the Community Micro Projects are aimed to support the entire community or larger groups of the most food insecure in the village.

The participatory village planning workshop is conducted to jointly identify common key problems relevant to the food security situation in the village, to analyze the causes of key problems, to identify the livelihood strategies people use to cope with the problem and to discuss the potentials available to minimize or solve the problems to improve food security and livelihoods. Based on this analysis priorities for community micro project ideas will be identified and draft community micro project plans will be developed.

The results of the participatory village planning workshop will help the FSPR team to prepare draft village investment plans. The implementation of the Community Micro Projects will be the responsibility of the village. The supervision of the micro projects will fall into the responsibility of the VDC, while an elected group of villagers will have the key responsibility to take the necessary actions as outlined in their community micro project plans. The district officers will have the responsibility of providing technical advice and regular monitoring, while being backstopped by the provincial FSPR team.

Community micro projects that are regarded as a priority, technically feasible and financially sound, can also directly support activities of the FFS (e.g. wells, irrigation infrastructure), provided they benefit the entire community or a large group of the most poor. This linkage to the seasonal planning calendar of the FFS makes it unfortunately difficult to follow the planning calendar used in some villages/communes as part of the governmental

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<sup>1</sup> Considerable parts of this guidelines have been adapted from: Bernd Seiffert and Jennifer Heney: Community Action Planning Guidelines for Facilitation Teams - Improving Household Food Security and Nutrition in Northern Shewa, Amhara Region and Southern Zone, Tigray Region, Ethiopia. FAO 2003 (available online: [www.fao.org/participation](http://www.fao.org/participation)).

decentralized planning process. However, the results of the village planning workshops will be integrated in the overall village and commune level planning processes.

## 2. Objectives and outputs of the participatory village planning workshops:

### Workshop Objectives:

- Provide an opportunity for a wide range of different village members, leaders and influential individuals to jointly analyze the livelihoods of food insecure village members including problems, causes of problems, livelihood strategies and potentials that could help to solve the problems.
- Identify priority community micro project ideas that are highly relevant for supporting food security and poverty reduction, benefiting the entire village or a large number of poorest villagers.
- Build people's capacity to more actively participate in development planning, strengthening both the top-down acceptance and bottom-up demand for more participatory and more inclusive village and commune planning processes.

### Workshop Outputs:

1. A list of community micro project ideas to be supported through FSPR, prioritized by a wide range of different village members, leaders and influential individuals.
2. The first stage of the community micro project planning form is completed and a village group has been formed to take follow up action on the selected community micro projects.
3. A second list of priority community micro project ideas which have not been selected for support through FSPR is provided to the VDC and Commune Council for their review and possible inclusion in future village and commune planning processes.
4. Sufficient information for the FSPR teams at district, province and national levels to prepare jointly with the village workshop participants a draft FSPR village investment plan for community micro projects and FFS activities.

## 3. Participants of the participatory Village Planning Workshop

It is estimated that there will be some 50 -60 people are participating in each village planning workshop representing a wide range of different villagers. Different socio economic groups and in particular the most food insecure and poorest village members need to actively participate in the workshop. A minimum of 5 villagers belonging to the poorest group of the village needs to be present during the workshop. Additionally it will be important to ensure that all different geographic areas of the village are represented. Villagers representing the different farming systems of the village need to be part of the workshop. There should be a good mix of different age groups ranging from the youth to the elderly and participation of women and in particular

female headed households should be encouraged. As health problems, landlessness and domestic violence have been identified as key factors linked to poverty in many parts of Cambodia, representatives of these groups should take part in the workshop. Additional other interest groups might include representatives from different village committees, informal and formal groups, water user associations, community based organizations, entrepreneurs.

Village chief, VDC members, commune council representative, influential and respected individuals in particular a Pagoda monk should take part in the workshop.

The workshop facilitation team will include selected members from the National and Provincial team FSPR teams and all (three) district officers responsible for the FFS activities in the respective village. The facilitation teams will be trained, using these guidelines as a key point of reference to organize the training.

#### **4. Some Principles of the Participatory Village Planning Workshops:**

Summary of the key principles for organizing Participatory Village Planning workshops:

- A wide range of different villagers analyze their livelihoods, potentials and problems to identify and prioritize food security community micro projects.
- Workshop Facilitators are listening instead of teaching!
- People themselves are the experts of their own life! Finding out about the livelihood/coping strategies of the poor will help to recognise the potentials of the poor and help to let them develop micro-projects which build on these existing strategies.
- Facilitators, district, province, national experts, village leaders, commune council members should go a good attitude in terms of behaviour, respect, patience and willingness to learn and to reflect on their roles in community development.
- The village planning workshops are a continuous learning process for everybody!
- Good visualization on big sheets of paper using markers is important to ensure that everybody can follow the discussions. Use simple language and make use of pictures and symbols which are understood by the illiterate participants.
- Facilitators hand over to the participants as much responsibility as possible. Involve participants when writing on charts and drawing pictures.
- Avoid finding out more than needed for successful community micro project planning!
- Make sure that a good mix of different villagers has been invited to the workshop (young, old, woman, men, landless, households with health problems, households with different farming systems, villagers from all different geographic parts of the village.
- Make an effort to invite a respected monk from the Pagoda to join the workshop.
- Involve the village leaders like members of the VDC, the chief and other influential individuals and those mentioned under point 3 above.
- Facilitators need to be very well trained in the Workshop Methodology.
- A good documentation of the workshop is essential! It's not important to have the most beautiful maps and diagrams, but more important how to understand these maps/venn diagram etc. So write down the main arguments made, open questions and the key findings and conclusions made during the discussions.

- All materials, charts etc are left within the community for their further use and the facilitators make copies on small paper (A4/A3) for their own documentation/planning needs.

## 5. Roles and Responsibilities of CMP Facilitation Teams

### Overall tasks:

- Is responsible for all organisational and logistical matters concerning the workshop
- Introduces the team to the community
- Makes sure that the events can start and finish in time
- Keeps an overview of the progress of the different groups and assists the sub-teams if they have any problems
- Ensures women groups are facilitated by a female facilitator if possible
- Co-ordinates the different focus group work
- Facilitates the summarising and documentation process of the smaller teams
- Hold an evaluation meeting with the Workshop team at the end of every workshop.

### Attitudes/Behaviour:

- Well organised
- Kind and patient at all the time, keeps a cool head if things go wrong
- Sense of humour
- Keeps low profile
- Listens, observes, consults

### Facilitation

#### Tasks:

- Facilitates the group events, moderates the process
- Finds ways of integrating dominant and quiet people
- Makes sure that the group keeps to the topic but is also flexible in handling additional important information
- Repeats in own words what people say in order to confirm that there is a good understanding of the discussion
- Ensures that proper visualization techniques are used by participants

#### Attitudes/Behaviour:

- Has flexibility, patience and a sense of humour
- Avoids to use complicated terms and words
- He/she talks the local language
- Encourages people and motivates them
- "Hands over the stick" (responsibility) to the community group as much as possible
- Keeps a low profile during the event

## **PART II. 3 STAGES OF CMP PROCESS**

Designing and implementation of CMP is a 3 stage process:

1. Formation of village-level CMP Committee
2. Identification of CMPs through PRA
3. Planning and implementation of CMP

### **STAGE 1. FORMATION OF CMP COMMITTEES**

- FSPR Team of each district is responsible for CMP committee formation in each of the project target villages.
- CMP Committee formation is through nomination
- Each CMP Committee consists of 5 members – atleast 2 are women members
- Composition of 5 member CMP Committee:
  - 1 Village Chief
  - 1 VDC Chief
  - 2 Savings group members
  - 1 respected member of the community to be nominated

### **STAGE 2. IDENTIFICATION OF CMP THROUGH PRA**

#### **Step 1: Preparatory Meeting**

##### **Description:**

The district officers concerned with members of the province team conduct a brief meeting to have a discussion on general food security situation. The information for such a discussion could be gathered from various data and information sources and their daily experience in the village. They also prepare all the logistics of the Workshop.

##### **Objectives:**

To ensure that the Workshop is well prepared and that the food security situation in the village is well understood by the facilitation team so that they can help the villagers formulate a project idea which effectively address the food security problem.

##### **Method:**

1. District officers individually review available documents on the food security situation of the village including food production, socio-economic situation, livelihoods, farming systems. This should include population data, reports from any previous PRA workshops, commune and village development plans and other reports that might be available. Information from the FSPR baseline study report will be also useful if it is available. Information collected earlier in the village should already be available from such PRA tools as wealth ranking, seasonal calendar, tool used to find out about the number of food insecurity months, problem analysis charts and problems rankings.
2. Facilitation team have a meeting to discuss food security situation of the village. District officers may need to brief other team members from provincial and national levels.



3. Make all the logistical arrangements necessary to conduct the workshop.
4. Prepare all the material such as pens, documentation sheets, flipcharts which will be needed for the workshop.

## **Step 2: Informing the Community About the Village Planning Workshop**

### **Objective:**

Before conducting the workshops, residents of the village need to be informed about the upcoming event and should understand the objectives of the workshop. Villagers should be made aware of their workshop and be able to propose participants for the workshop.

### **Method:**

#### **Community Leaders**

1. Prepare formal letters to invite community leaders to the workshop. The leaders include commune council, village chief, VDC chief and members and leaders of CBOs existing in the village.
2. The letter should inform about (i) name of the workshop; (ii) objective of the workshop; (iii) date, time and the place; (iv) who facilitate the workshop; (v) benefits of the workshop; (vi) likely outcome of the workshop; (vii) what happens after the workshop; (viii) who are expected to participate in the workshop.
3. The letter should clearly state that villagers from different geographic area, economic status and especially disadvantaged groups should be informed and encouraged to participate in the workshop. Emphasis that workshop participation is voluntary and that some 50 people should participate and include the following groups/types of people: minimum of 5 villagers belonging to the poorest group of the village, all geographic areas of the village, farmers representing the different farming systems, good mix of different age groups ranging from the youth to the elderly, participation of women and in particular female headed households is encouraged, families with health problems, families not having access to clean drinking water, landless people, people representing other interest groups like village committees, informal and formal groups, water user associations, community based organizations, entrepreneurs., Village chief, VDC members, commune council representative, influential and respected individuals, Pagoda monk.
4. The letter should “sell the workshop” to the village representatives.

#### **Community Members**

5. For other community members, develop an attractive flier of A3 or larger size paper to be displayed in different points in the village, preferably community gathering places. 10 to 12 fliers per village would expose different section of the villagers to the workshop event.
6. The contents of the fliers are the same as above but it should avoid formal language. Use simple language and attractive design to “sell the workshop” to the community.

### **Keep in mind:**

- The protocol to send formal letters should be clarified and agreed on among FSPR.
- The fliers should be posted in the village at least 4 to 5 days before the workshop.

### Step 3: Introduction of the Workshop

At the beginning of the workshop, sufficient information should be presented to the workshop participants including:

- Main objectives and activities of FSPR
- Why they are there (benefits of the participation “what will they get out of the workshop?”)
- Village Planning workshop objectives and expected outputs
- Explain the community micro project objectives and conditions
- The roles and responsibilities of the participants
- Why you are there (to facilitate the workshop)
- Procedure to be followed during the workshop (step by step)

### Step 4: Problem Identification

#### Objective:

- Identification of food security related problems that can be tackled with a community micro project that builds on people's existing resources and potentials like existing livelihood strategies.

#### Note:

- Focus should be on the *food security related problems*.
- Such a focus is necessary as resources for PVP-CMP is limited to \$900.
- Focus will help in avoiding the communities from making unrealistic and non-supportable plans.
- Avoid raising the hopes of the people beyond what could be supported by FAO funds.
- Problems should not be related to rice only, but other crops also.

#### How to facilitate

1. What does food security mean?
  - Group exercise
  - Groups will be formed according to the geographical location of the residence. e.g. those from western part of the village, centre of the village.....
  - Brain storm what food security means. Some key questions will be:
    - 1) What constitutes food (only rice or does it include fish, vegetables and meat etc.?)
    - 2) What is good food (enough amounts? Good quality?)
    - 3) What is *insufficient*?
    - 4) For how long?
    - 5) For whom?
2. What are the reasons for *insufficient food*?
  - Group exercise (continue in the same group)
3. Categorise the listed problems into three groups.
  - Group exercise (continue in the same group)

- 3 categories of problems are:
    - (i) Problems at pre-production stage (e.g. poor seed, poor germination, poor land preparation...)
    - (ii) Problems at production stage (e.g. pest, poor growth...)
    - (iii) Problems at post-harvest stage (e.g. transport losses, poor milling...)
  - 4. Sub-categorise the problems into 3 sub-groups.
    - Group exercise (continue in the same group)
- (i) Problems at pre-production stage

(ii) Problems at production stage

(iii) Problems at post-harvest stage
- Family / individual farm level problems

Community level problems

Both

Family / individual farm level problems

Community level problems

Both

Family / individual farm level problems

Community level problems

Both
- 5. Presentation to the all participants by the group representatives.

## Step 5: Prioritisation of Identified Problems

### Objective:

- Select priority problems for the further planning.

### How to facilitate

1. Explain the objective of the ranking.
2. In the same group, the participants select:
  - 5 community level problems at pre-production stage
  - 5 community level problems at production stage
  - 5 community level problems at post-harvest stage
3. Presentation to all participants by group representatives.
4. Select and rank the top 6 problems from the all problems listed by all groups. Voting with stones.
5. Count all the votes and write down the rank for each problem and announce the result.
6. Suggest that the top 6 problems will be considered for the further planning in smaller groups (every smaller group dealing with two Problems)

## Step 6: PAPP MATRIX - Planning on the basis of Analysis of Problems and Potentials

### Objective:

To let groups of community members analyse problems, causes, livelihood strategies and potentials and proposed activities to address this problems.

### How to facilitate:

6.1. Divide all workshop participants into three groups and provide each group with two of the six highest ranked problems to be considered in the PAPP Matrix.

6.2. Clarify the objectives of this task. Refer to the different columns of the PAPP Matrix to explain the matrix.

6.3. Explain to the participants that they will now discuss the different problems they mentioned during the brainstorming. This process will take some time. Start with the problem which was ranked highest among the two problems.

### Keep in mind:

- The problem needs to be formulated as a negative statement and the direct impact this has on the community, for instance: "The drinking water is dirty and is a health risk. People have to fetch water from the river, which is far." Do not just write: "water problem". That could be anything. Always write down the location of the problem. There might be many different water points the village.
- Do not formulate problems as an absence of a solution: "Many poor families do not have a cows / buffalo to plough their field". This will limit the following steps of the analysis. This statement already suggests a solution: "let's get our own cow". Obtaining a loan to buy a cow might be too expensive and therefore maybe not feasible. Instead, the statement could be "We do have to give away a big share of my harvest to the person who is ploughing my land". This would problem statement would leave it open to find some alternative solutions. Members of the group might for example have ideas on how to reduce the costs for ploughing through some collaboration among cow less households.
- It is important to formulate the problem in the way it is directly experienced by the community: "There are no trees left in this area and we have to walk many hours to find some fire wood."
- The facilitator must only deal with one problem at a time. Fill in each column separately, working from the left to the right. Do not write down all the different problems from the brainstorming at one time, as you do not know yet how much space of the matrix you will need for each problem.

### 6.4. Causes of the problem

- Move to the 2<sup>nd</sup> column by constantly asking "why questions" for each problem in order to find out about underlying problems and causes of the problem. For every problem, you usually find more than one underlying problem.
- Ask question like: Why is the drinking water so dirty? Answer: Because it was protected but it is damaged now. Why was it not fixed? Answer: There is nobody who is taking care

of it! Why is nobody taking care of it? We had somebody who used to do this, but he is not there anymore? Why has nobody else taken over this task? etc.

#### 6.5. Livelihood strategy

- Once the causes are sufficiently discussed, ask the participants about what they already do to address or cope with the problem. These could be very small activities which help the farmers to make small changes to their income or food availability situation. These activities are livelihood strategies and coping mechanisms and are written down in the Livelihood strategies column of the matrix.
- Ask questions like: How do you cope with this problem? What activities have the village done to solve or minimize the problem?

#### 6.6. Potentials

- Ask about other resources available inside and outside the community that can be used to solve the problem. Potentials or resources to solve problems include:
  - natural resources - river water, stones, sand, uncultivated land,
  - human resources - manpower, skills, knowledge, influential individuals
  - social resources - local institutions, church groups, saving groups, labour sharing arrangements, committees, projects, developmental programmes of NGOs or government that attends to the problem; remark: you can remind them about the Venn diagram which was done previously
  - material resources (tools, transport, machinery, bore hole, empty building, funds from the community or elsewhere).

#### 6.7. Proposed Community Micro Project

- Write the measures that are suggested to solve the problem. These measures (proposed community micro projects) can either target the problem as listed in the first column or tackle the problem causes listed in column two. Encourage the group to discuss different options and alternative solutions. If the community identifies many causes of a problem, a package of measures might have to be formulated to address the problems in an adequate (integrated) manner. Now ask the participants to do the same analysis for the second problem to be discussed in the group.

#### 6.8. Presentation to the all groups by group representatives

Existing situation Description of the problem, its location and impacts.  = Problem	Influencing factors Why do we have this problem?  =Causes of the problem	How do you cope with this problem. What activities do help you to minimise the problem or the cause?  = Farmers' solution	Human/natural/material/ social resources available to solve the problem or causes of problem. What has the village already done to solve the problem?  = Local resources	Measures to be taken. How to solve the problem or causes of problems.  = Proposed community micro project	RANK

### Step 7: Ranking of Proposed Micro Project Ideas

#### Objective:

To make a ranked list of micro project ideas that will be used as a priority list for further planning.

#### How to facilitate

1. Explain the objective of the ranking to all workshop participants and remind them about the selection criteria and conditions for community micro projects.
2. Score and rank the suggested 6 CMP ideas in order of importance – highest to low, in groups.

### Step 8: Feasibility Check of Proposed Community Micro Projects

#### Objective:

To screen the proposed micro project ideas according to the community micro project criteria to ensure that only micro projects which are feasible will be considered for the further planning.

#### Method:

1. Let each group assess feasibility of the 6 CMP ideas by asking “If you are given \$900 of *external inputs*, which of the CMP would you like to have?
2. Proposed community micro projects are then checked against the following criteria:
  - The CMP would benefit the entire village or a larger group of poorest community members (>20 households) and have a high relevance to reducing food insecurity in the village, e.g. rice banks, wells, improvement of market, sanitation, community information centre)
  - The CMP has been proposed by community members, and was ranked among the top six project ideas.
  - The CMP is technically feasible in the proposed location.
  - The CMP could be implemented and maintained by a community group.
  - The relevant DO or others have the capacity to support the group with further planning and implementation.
  - The CMP would qualify for a FSPR grant if required.
  - The CMP could be designed in a self sustaining manner beyond the FSPR activities.
3. Presentation to all participants by group representatives.
4. Select CMP ideas which could be implemented with \$900 external inputs. It could be only one CMP or a couple of CMPs depending on the scale of the projects and internal resources available for the CMPs.
5. CMP which are rejected because they do not fit the above criteria may be very important for a particular village and the facilitation team should refer the project idea to the VDC and Commune Council for their follow up.

## STAGE 3: PLANNING AND IMPLEMENTATION OF CMP

### Step 1: Analysing Local Institutional Potentials to Support the CMP

#### Objectives:

- To identify which organisations and institutions, groups and influential individuals are found inside the village that directly or indirectly address some of the problems to be tackled by a specific community micro project
- To identify the potential of these institutions/ influential individuals for supporting a specific community micro project.

#### Key Questions:

- Which organisations and local institutions, groups and influential individuals do in particular address the problems and causes of the problems which were identified in the PAPP MATRIX for this community micro project idea?
  - Which additional institutions are active inside the village which could be helpful in turning this project idea into a successful community micro project?
  - Which institutions do the participants regard as most important in potentially helping the micro project interest group and why?
  - What support could these institutions provide to the micro project?
  - Are some of the participants members of any of the organizations and groups that have been mentioned?
- 
- **How to facilitate the process?**
    1. Make a list of all human, natural, material and social resources required of the selected CMP(s).
    2. Use village resource map to identify human, natural, material and social resources available within the village.
    3. Identify the human, natural, material and social resources that are needed to be procured from outside.

#### 1. Column 1: MAJOR ACTIVITIES WE MUST UNDERTAKE TO ACHIEVE GOAL

It is important to encourage people to think about this in a comprehensive way. Whenever we want to do something new, we have to start by finding out how to do it – gathering information. There may be alternative ways to do something – how do we choose? We have to plan what resources we need and whether we already have them or need to buy them. Maybe this is affected by when we decide to start this activity. We may need to talk to people, arrange meetings or negotiate finance. We may need to get training and all these things may need to be done before we start our chosen activity.

Follow this same approach as you get the group to plan the activities they will need to undertake to implement this micro project. Example activities might be:

- arrange training on ...
- find organization to help us with...
- obtain information about ...
- obtain experience from other with similar projects..
- make a budget
- apply for a FSPR grant
- collect local materials
- monitor progress



It may help to brainstorm suggestions on a separate large paper and then sort them into a series of logical steps to be done one after the other. As a facilitator you should be familiar with typical steps for different microproject types and you should suggest any important ones that people have missed and explain why. If people are not used to making budgets, for example, they are unlikely to suggest it and you would need to do so. A list of possible steps is provided at the end.

2. Column 2: DETAILED STEPS OF HOW WE WILL DO EACH ACTIVITY

This column must be very practical and cover all the small, specific steps that are needed to complete a particular activity. For example, to arrange training will involve contacting the relevant technical office, planning how often they should meet, deciding where they should meet; to obtain information may involve a meeting with an expert or visiting another place to look at an example or reading a leaflet; to apply for a grant involves getting an application form, having a group discussion about the amount to apply for, deciding who will fill the form, organising all the supporting information, etc.

After completing this column for one major activity, it will be simplest to continue across the remaining columns and then come back to the next activity.

**Example Activity Steps For Community Microproject**

Community Micro project:

1. Presenting micro project idea to larger community and electing committee which will be in charge.
2. Obtaining technical advice and selecting system, construction method, guidance for establishing rules and regulations for rice bank, etc.
3. Identifying the best physical location for any proposed development.
4. Determining what inputs are needed and preparing a detailed time plan for input requirements.
5. Deciding if inputs can be supplied in kind by the community or must be bought with cash and whether that cash can be raised locally in each time period.
6. Working out a management or maintenance plans.
7. Applying for a grant if additional funds are required.
8. Organising local materials and starting any physical construction work.
9. Purchasing inputs not available locally.
10. Completing the development work and implementing the management and maintenance plans.
11. Initiating educational programmes to teach people how to use / look after a facility.
12. Conducting monitoring and evaluation of the project.

3. Column 3: WHO IN THE VILLAGE WILL TAKE CHARGE?

The important feature here is that a member of the group should be named to make sure that each detailed step is accomplished. This column should not contain the name of a government officer. Dialogue and liaison with government staff is essential throughout but the responsibility for ensuring that an activity is completed should rest with a member of the community. However, it is not enough to write the word "village" here because that means anybody and nobody. A specific person should be identified.

4. Columns 4-5 START AND FINISH DATES

These must be realistic. The facilitator must get group members to decide exactly when they think they can do something, taking into account seasonal constraints and other commitments. This is very important for community microprojects which require physical labour of the villagers – people must decide what it is practical for them to do. Certain construction activities might only be possible during the dry season.

5. Column 6 WHAT PHYSICAL INPUTS WILL WE NEED

This column simply requires a preliminary identification of goods and materials that may be needed. It should not include training which would appear as an activity if appropriate. If materials such as notebooks/building materials/equipment are required then these are listed here.

Detailed planning of input requirements and costs will be done using the budget plan form during the follow-up community micro project planning meetings.

Community Micro Project Plan

Province/District\_\_\_\_\_ Village: \_\_\_\_\_ Community Micro Project:\_\_\_\_\_

Date of Meeting: \_\_\_\_\_ Facilitator: \_\_\_\_\_ (Please record names of villagers participating in this meeting)

Goal for this specific Community microproject:\_\_\_\_\_

MAJOR ACTIVITIES WE MUST UNDERTAKE TO ACHIEVE GOAL	DETAILED STEPS OF HOW WE WILL DO EACH ACTIVITY	WHO IN THE COMMUNITY WILL TAKE CHARGE?	START DATE	FINISH DATE	WHAT PHYSICAL INPUTS WILL WE NEED?

## Step 2. Finalizing Communiy Microproject Planning

### Objective:

To revise and finalise micro project activity plans with interest groups and undertake more detailed planning regarding input requirements, sources of inputs and maintenance. By the end of this exercise, it should be possible for a group to decide if they need a grant and how much they should apply for.

### Method:

Facilitators or technical adviser meets with the community micro project interest group after the village planning workshop and assists them with the detailed micro project planning.

### How to facilitate:

The most important aspect is a good organisation by the villagers who should run, contribute and benefit from the community micro project. During this step **the Community Micro project Input Requirements and Timing format** needs to be completed.

- I. To use this form first work out the most suitable planning period for the project. Will it take one month, three months, six months or some other time period to complete? Will it be affected by the seasons, e.g., there is no point in starting a time plan construction works during the rainy season.
- II. The format has the following columns which need to be filled in: Activity, Activity start, Activity end, Input description, Input Unit, Number of Input Units, Unit costs, Source and Total costs.
- III. The information for the **activity, activity start and activity end** columns can be taken from the MicroProject Plan format, but should carefully be reviewed as more detailed activities might need to be added here.
- IV. Help the villagers to list the **input descriptions** they will need for their activities in the weeks or months that have been identified. All types of inputs should be listed in the Input column, e.g., tools, notebooks, sand, labour, cement, wood, mud, etc.. Remember these are the physical inputs required, not activities such as training. Manual labour needs to be included here as this is an input.
- V. Typical **Input Units** include for tools (piece), for roofing (qm2), for sand (qm3), for cement (bag), for labor (working hours) which should be quantified in the **Number of Units** column.
- VI. Then a discussion is needed to determine if items can be supplied in-kind by the people in the community, e.g., sand. If so, no cash is required and the column **Unit costs and total costs** should be left blank for these non cash inputs of the community. Labour provided by the village does not to be costed either.
- VII. If cash is required to purchase the item, then the amount should be estimated and entered in the **unit costs and total costs column**. So if you are discussing a well building project, and shovels are listed in the ITEM column, the first thing to do find out whether people already have shovels that can be used. If they have not, then shovels will have to be purchased and the costs must be entered.
- VIII. The micro project interest group or committee needs to work its way across all the time periods, using a second sheet if necessary to cover the total period over which the microproject will be implemented.

- I X. As discussion takes place, decisions should be recorded in the **SOURCE** column as to whether the community can find some of the cash required. The **source** column should either indicate the word **village** to indicate cash from the village or **grant** to indicate that a grant is required.
- X. Particular attention needs now to be drawn to the sustainability aspects of the community micro projects. An in depths discussion needs to be hold about how the village plans to organize and operate the micropoject in the mid and long run and how they want to maintain the community assets (e.g. infrastructure, equipment, storage for rice bank).
- XI. Ask which tasks need to be done every month or two months to keep the facility in good condition. This might include cleaning and chlorinating a well, greasing the windlass, repairing cement or brickwork, maintaining a fence around a spring, doing small repair works, weeding the community nursery and so on. These activities need to be added to the Community Micro project Input Requirements and Timing format.
- XII. Then it will be possible to work out if anything needs to be bought over a longer time period in order to carry out the maintenance tasks, e.g., grease or paint or a brush or cement. Estimate the price of each item that must be bought and add up the total amount of cash required in each time period. Costs for maintenance must be covered by the village and can not be supported through a grant from FSPR.
- XIII. Finally it is possible to add up the total costs and work out how much cash is required for the community microproject. Working out contributions in this way is far sounder than guessing at how much people should pay and it also teaches planning skills.
- XIV. The data on this sheet together with the microproject plan will form the basis of any grant application to the FSPR. I t will be possible to see what contributions the community are making both in cash and in kind towards their project and it will be possible to judge the quality of their planning and see when grant

COMMUNITY MICROPROJECT INPUT REQUIREMENTS AND TIMING

Activities and input requirements during the preparation/development phase and maintenance phase

Activity	activity start	activity end	Input description	Input Unit	Number of Input Units	Unit costs (only for cash)	Source	Total costs (Riel)
Description of village contribution to the project (e.g. labour, material, maintenance, cash, farming produce)				Names CMP Committee members:		Cash Grant required:		Total:

### **Step 3: Applying for financial resources to FSPR.**

#### **Objective:**

To ensure that facilitators, DAs and villagers are aware of the details required to complete a grant application form and how to apply for the financial resources to FSPR.

#### **How to facilitate:**

The DO helps the community micro project committee members to fill in the application form and grant agreement form.

The committee members should ask the VDC chairperson to review the proposal and to sign it to indicate that he is in agreement with the grant application. The VDC chairperson should ensure that approved community micro projects will be integrated in the village and commune planning processes.

The DO and PO review the proposal and fill in the respective sections of the application form reserved for their comments.

The PO submits the proposal to the national FSPR team for final approval and disbursement of funds.

**For every application the following three forms need to be submitted:**

- 1      APPLICATION FORM FOR COMMUNITY MICROPROJECT GRANT
- 2      COMMUNITY MICROPROJECT INPUT REQUIREMENTS AND TIMING
3.     COMMUNITY MICROPROJECT PLAN

**Remember:** For some CMP types further documentation needs to be attached to the application. Please refer to the criteria listed at the beginning of these guidelines (see: 5. Community Microproject Conditions).

APPLICATION FORM FOR GRANT SUPPORT

1. COMMUNITY MICROPROJECT

Name of Microproject: .....

Province/District: ..... Village: .....

Application for a grant of Riel ..... Date received by Provincial team.....

Community Microproject for which grant is required:

Attach a copy of the 1) community microproject plan and 2) the community microproject input requirements and timing plan relating to this project.

How many households will benefit from this micro project? .....

How many belong to the most food insecure group in the village.....

How many people have been involved in the planning process? .....

Summarise community contributions proposed, e.g. materials, labour, input purchasing, organisation and supervision, maintainance etc.

Summarise the cash requirements ( from the microproject input requirements and timing plan):

MONTH	Total	Cash to be supplied by community	Cash required from FSPR
TOTAL			



List members of community microproject committee and group that might have been formed to take charge of this project:

Name	Role or allocated responsibility

DECLARATION

We declare that the information we have given above and in support of this application is to the best of our knowledge correct. We undertake to ensure this microproject is completed and will supply receipts for all grant funds used to the Agriculture District Office.

Signature of Chairperson: .....

Signature of Secretary: .....

Signature of Treasurer: .....

Date: .....

To be completed by the VDC Chairperson (if there is no VDC, the village chief should sign this):

I have reviewed the proposal and agree to the grant application.

Signature of VDC chairperson.....

To be completed by the responsible District Officer:  
Appraisal of the experience, skills and ability of this group to implement this project:

Recommended disbursement plan:

Month	Amount	Method (e.g. cash / materials / to whom, etc.)

Name and Signature of District Officer: \_\_\_\_\_ Date: \_\_\_\_\_

To be completed by Province Officer:

Comments of the Province Officer:

I have reviewed the proposal and agree to the grant application.

Name and Signature of Province officer .....

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