Handout 1

Objectives of the workshop

After the workshop the participants

1. Know and understand the role of the VC/NC in development planning
2. Know and understand the provincial context for development planning, acts, policies and strategic development priorities
3. Know and understand the process of development of the Annual Development Program (ADP)
4. Are able to apply a participatory process for review of VC/NC needs and identification of priorities (D-PIP)
5. Identified village or neighbourhood priorities and integrated priorities into the VC/NC ADP and know the mechanism for integration of other priorities in Tehsil, District and Provincial ADPs

Handout 2

Context for D-PIP: provincial
acts, policies, priorities and strategies

- The Integrated Development Strategy (IDS) 2014 – 2018 states that good governance is the most important challenge for development. Building institutions and promoting civil, economic and social rights of the people are core activities of the government. Citizen participation is seen as an important strategy for effective service delivery by government institutions. D-PIP is based on and elaborated in view of this strategy of citizen engagement.
- The objective of the Right to Public Services Act 2014 is to improve public service delivery. The law provides for:-
    1. Time bound delivery of public services to citizens.
    2. Making government functionaries liable to penalty if they fail to provide services to citizens in a timely and transparent manner.
    3. Compensation to citizens for not having received the desired service in the prescribe time limit.
- The Right to Information Act (RTI) means that a citizen can ask for information from public bodies. This could be information about the services public bodies provide, about their staff, about how much money they have and how they spend it. RTI is based on the principle that information belongs not to the government, but to the people.
- The Ehtesab Commission Act is directly linked to the RTI. The Ehtesab commission is guarding the accountability of government institutions and individuals working in those institutions. The purpose of the Ehtesab Commission is to combat corruption and to restore public trust in the government and its institutions.
- The Local Government Act 2013 (LGA) stipulated the creation of almost 3,500 local governments in KP at village, neighbourhood, tehsil and district levels. About 44,000 people were elected in local councils. Local governments can decide about the spending of approx. 30% of the provincial development budget. The LGA allows local councils to identify their development priorities and monitor the implementation of investment projects.
- The Community Driven Local Development Policy 2013 envisages the identification of community needs through participatory bottom-up planning. It is based on the concept that active involvement of local communities improves the coverage, quality and sustainability of service delivery by the government. The CDLD policy is underpinning the need for a participatory planning approach such as D-PIP.

Other relevant provincial guidelines specify the operations of the VC/NC. They include:
- VC/NC Rules of Business
- Budget Rules 2016
- P&D ADP Guidelines 2015

Handout 3

Main Role and Functions of Village or Neighbourhood Council

- According to the Local Government Act-2013, the main functions of the Village or Neighbourhood Council are:
- Monitor and supervise the performance of functionaries of all government offices located in the area of the Council;
- Issue births, deaths and marriages registration;
- Implement and monitor village level development works;
- Improve water supply sources, maintain water supply distribution system and take measures to prevent contamination of water;
- Maintain village level infrastructure, footpaths, tracks, streets; prevent and abate nuisances and encroachments in public ways, public streets and public places;
- Maintain and improve collective property including playgrounds, graveyards, funeral places, Eid-Gah, parks, public open spaces and community centers;
- Identification of development needs of the area for use by municipal administration and district government in prioritizing development plans;
- Amicable resolution of disputes through out of court settlement
- Develop sites for drinking and bathing and grazing of cattle;
- Consider and approve annual budget presented by its Nazim.

Handout 4

Principles of Development Priority Identification and Processing (D-PIP)

1. Participation

'Participation' implies involvement of different social groups (sections, khails, men and women etc.) in a village or neighbourhood in the identification of development priorities. . Involvement of all social groups does not mean that these groups take the decisions on priorities. It is up to the village/neighbourhood council to take decisions on the development priorities. However, the council members consult the various groups so that they are aware of their needs and can take an informed decision. In this way 'participation' contributes to a more adequate decision on development priorities. Consultation of citizens is also one of the requirements mentioned in the Local Government Act as a democratic principle, as well as the Integrated Development Strategy of the province and the planning guidelines of the P&D Department and the policy on Community Driven Local Development. Various participatory tools can be used for consultation.

2. Gender equity

The consultation process is based on gender equity since both men and women are ultimate beneficiaries or losers and the process is not mutually exclusive. This implies that both men and women are consulted about their development priorities. Similarly, the effect of possible priorities on men and women are taken into account in the decision-making on development priorities. Gender equity is a crosscutting issue mentioned in the provincial Integrated Development Strategy and the planning guidelines of the P&D Department.

3. Sustainable livelihoods

The consultation process of the social groups is based on analysis of their livelihoods. The analysis of livelihoods is geared towards the understanding of the different ways in which people make a living. The analysis focuses on what people have and what they can make of this (opportunities). People have their human qualities and social (organizational) networks, make use of the available natural resources, physical assets such as infrastructure, tools and implements, and financial resources. Development priorities may build upon these assets and improve the livelihood situation and quality of life of social groups in a sustainable way, i.e. it will give a long lasting positive effect.

4. Provincial and district policies and development priorities

The identification of village or neighbourhood priorities is informed by provincial policies and priorities. The Local Government Act and the Integrated Development Strategy (IDS) of the provincial government provide the framework. This also holds for district policies and priorities. It is very unlikely that village or neighbourhood priorities outside these policies and priorities may be financed under the Annual Development Program (ADP).

5. Annual Development Programme (ADP) (P&D Department) and Budget Call Circular (Finance Department)

The D-PIP needs to comply with the prescriptions of the ADP guidelines and Budget Call Circular that are being prepared each planning year. In the guidelines and circular it is stipulated how the ADP needs to be prepared, which proformas need to be used, which time schedule needs to be adhered to for the submission of proposals and which budgets are available. The ADP also prescribes the consultation of stakeholders, needs   analysis and evidenced-based planning.

Handout 5

Benefits of participation

1. Multiple perspectives
Understanding that different people may have a different understanding of the same thing. Another perspective is not right or wrong. It is different. It is important to understand that differences exist. These differences furnish a platform for diverse and pragmatic options for planning

2. Effectiveness of interventions
Local knowledge, skills and resources can be mobilised through involvement of the community. People know local environmental conditions and for example local species and uses. Involvement of the community reduces the possibility of mistakes because interventions are adapted to the local situation.

3. Efficiency of interventions
Local knowledge and skills help to minimise waste and obtain results with limited investments. Local monitoring discourages undue use of resources and instills ownership and promotes accountability for activities at local level.

4. Sustainability of interventions
The community takes more interest in interventions in cases where they have contributed to the realisation of the interventions. They take responsibility for the operation and maintenance. Local communities have, moreover, greater stability and continuity than governments.

Attitude for participation

Remember:
A positive attitude towards participation is more important for a successful approach than the participatory tools!

•   Everybody counts
•   Everybody's view counts
•   Encourage everybody to contribute
•   Willingness to listen, share and question
•   Transparency
•   Ensure unheard voices by motivating silent/marginalized participants

Handout 6

Gender Equity

- Recognition that both men and women have their own role to play in the livelihood strategy of a family
- Both men and women are consulted about their development priorities. They may not have the same development priorities.
- The effect of development priorities on both on men and women are analysed and taken into account in decision-making
- The Village and Neighbourhood Councils take decisions on development priorities including those important for women
- Gender disaggregated data helps in contexual needs and priorities
- Gender equity is a cross-cutting issue in the provincial Integrated Development Strategy (IDS) and the Planning Guidelines of the Planning and Development Department

Handout 7

Planning cycle for village and neighbourhood priorities

Phase 1: Preparation
Formation of planning team
b) Prepare work plan
c) Identify frame conditions
d) Collect background information

Phase 2: Village/Neighbourhood profile
a) General village data
b) Identify social groups in specific areas
c) Consult social groups
d) Analyse information
e) Prepare village profile

Phase 3: Priority setting
a) Prepare village council meeting
b) Conduct formal village council meeting to decide about priorities and document decision through signed minutes
c) Inform village/neighbourhood (social groups) about decision

Phase 4: Integration in ADP
a) Identify concrete projects for inclusion in ADP
b) VC/NC Meeting on draft ADP

c) Submit priorities to ADLG for preparation PC-1
d) Inform and lobby with District Council/ District Administration and Tehsil Council/ Tehsil Administration to include village/ neighbourhood priorities belonging to tehsil and district domains in the District ADP
e) Filing of collected information, application forms, concept-notes for next planning cycle

Phase 5: Elaboration of projects
a) Preparation PC-1
b) Decision approval committee
c) Administrative approval of PC-1s by Nazim
d) Technical sanction by Assistant Engineer (in case of large schemes)

Phase 6: Implementation of projects
a) Tendering
b) Implementation of projects

Phase 7: Monitoring and Evaluation
a) Participate in monitoring and evaluation of projects
b) Use monitoring and evaluation report for next ADP preparation

Note: The Development Priorities Identification and Processing methodology (D-PIP) is covering phases 1 to 4.

Handout 8

Role and Composition of Planning Team

Role

The role of the planning team is to identify development priorities of the VC/NC through analysis of the situation of the VC/NC and consultation of social groups/sections including women in different mohallahs/bandas or geographical areas of the VC/NC. The planning team gives advice and presents its results to the VC/NC for decision-making on development priorities, development of projects and inclusion of those priorities in the Annual Development Program (ADP)

Composition

The planning team consists of councillors, representatives of community-based organizations (e.g. social welfare organizations) and some active community members (including women and representatives of minority groups, youth, farmers or private sector). It is important to have a team that will be able to reach out to all sections in the community. Especially, community organizations may have valuable knowledge and understanding of (parts) of the community and ways to reach out to (especially vulnerable) community members.

After the decision of the VC/NC the Nazim and Naib-nazim together with VC/NC secretary invite team members. Ideally the team consists of about 15 – 20 people. The VC/NC secretary is the person to technically support the planning exercise.

Handout 9

Planning of Work for Development Priority Identification and Processing

What	When	Who	Remarks
Phase 1: Preparation			
1. Constitution of planning team	August/ September	VC/NC	Before P&D notification on ADP
2. Identify frame conditions		Secretary	Policies and guidelines (P&D; Finance)
3. Collect secondary/back-ground data	Continuous	Secretary	Continuous task
Phase 2: Village/ Neighbourhood Profile			
1. Analyse general village data	September/ October	Planning team	Based on secondary data collect-ed
2. Identify social groups and specific areas		Planning team	Use matrix
3. Identify available information and information to be gathered with social groups (key issues)		Planning team	Decide upon which councillors / others will go to which community group(s).
4. Arrange community meetings		Planning team	Time convenient to community
5. Collect information with/con-sult with social groups		Planning team	Different mohallahs/different groups
6. Analyse information collected per key issue		Planning team	Use matrix
7. Prepare village/neighbour-hood profile		Planning team	Use checklist
Phase 3: Priority Setting			
1. Prepare village/neighbour-hood council meeting: analyse community problems and devel-opment options		Planning team	Matrix problems/levels of govern-ment Matrix for ranking priorities
2. VC/NC meeting		VC/NC	Sign minutes

3. Feed-back to social groups		VC/NC	Community meetings/ publish decisions
Phase 4: Integration in ADP			
1. Identify potential concrete projects	December	VC/NC	With support engineering staff ADLG if needed
2. VC/NC meeting on draft ADP	December	VC/NC	Signed minutes
3. Submit priorities through ADLG for PC-1 preparation	December	Nazim	
4.Lobby with Tehsil and District Councillors	December	Nazim/ Nazb-Nazim	Inviting and visiting tehsil and district councillors
5. Filing of collected information, application forms, concept-notes	January	VC secretary	For next planning cycle

Handout 10

Frame Conditions for Identification of Village and Neighbourhood Development Priorities

Frame conditions specify the requirements that need to be met when preparing the ADP. Activities undertaken or plans prepared outside the prescribed framework (contents = type of projects), prescribed shape (formats) and procedures (e.g. tendering regulations) might not be approved.

a) Local Government Act 2013 (D-PIP Principle)
Responsibilities assigned to Village/Neighbourhood Councils
LGA-2013, article 29(h):
Functions of the Village/Neighbourhood Council
(h): identify development needs of the area for use by the municipal administration and district government in prioritizing development plans

b) Policy framework
1. The KP Integrated Development Strategy
Note: only priorities related to village/neighbourhood development are listed

Table: General and Sector KP Strategic Policy Priorities related to local level (Source: KP Integrated Development Strategy)

General KP Strategic Policy Priorities – related to local level	
Economic growth to provide jobs	
Effective urban services to foster economic growth and generate employment opportunities	
Provision of social services	
Accountability/accountable budgeting	
Participation of communities	

Sector Strategic Policy Priorities at local level	
Education	Flood mitigation initiatives
Health	Alternative energy sources
Drinking water supply and sanitation	Tourism, sports, youth
Roads	**Cross-cutting issues**
Water harvesting	Gender equity
Small scale irrigation	Environment

General
- economic growth in order to provide jobs
- social services
- accountability
- citizen participation

Specific
Education
- improvement of primary school buildings

Health
- improvement Basic Health Units and Rural Health Centres

Drinking water and sanitation
- construction/improvement water supply schemes
- construction sanitation schemes

Infrastructure
- development of access and farms-to-market roads

Water (irrigation)
- small dams for water harvesting
- small scale irrigation schemes (construction; improvement)
- flood mitigation initiatives

Energy
- development of alternative energy sources (wind, solar, thermal, water)

Tourism, sports, youth
- development of playgrounds and sport facilities

Cross cutting issues
- environment (incl. spatial planning of urban lands)
- gender equity

2. The Community Driven Local Development Policy 2013.
The CDLD envisages the identification of community needs through participatory bottom-up planning. It is based on the concept that active involvement of local communities improves the coverage, quality and sustainability of service delivery by the government. The CDLD policy is underpinning the need for a participatory planning approach such as D-PIP.

c) P&D Planning Guidelines for ADP (D-PIP Principle)

ADP guidelines 2015 including prescribed proformas for district ADPs

4.3 Each Tehsil/Town Municipal Administration / VC/NC shall prepare its own Annual Development Programme in line with Section 22(c) of the Act to ensure that the resources transferred to them are utilized only for the purpose of development. Both in design of District ADP as well as for proposed interventions in sectoral ADP having a localized character, Divisional and District Administrations are expected

to ensure adherence to processes of needs analysis, evidence-based planning and stakeholder consultation.

According to the notification of the LGE&RDD of 3rd May 2016 the development portfolio of the Village and Neighbourhood Councils has been mandated in the following sectors:

'a) General cleanliness of the villages by making arrangements for garbage collection and concerned TMA shall be responsible for its transportation to the dumping ground for disposal;
b) Projects for improvement and maintenance of sanitation, drainage and sewerage system at local level;
c) Execution of village level development works including improvement of water supply sources, maintenance of water supply distribution system and prevention of contamination of water;
d) Organization of sports, cultural and recreational activities;
e) Maintenance of village level infrastructure, footpaths, tracks, streets, pavement, culverts, bridges, public buildings and de-silting of canals; and
f) Maintenance of playgrounds, graveyards, funeral places, eidgahs, parks, public open spaces and community centers.'

ADP timeframe (based on past/current experience):

1	Notification from province to district	November
2	Notification from District Finance and Planning to ADLG	November
3	Notification from ADLG to VC/NC	November
4	Preparation of VC/NC ADP and elaboration of plans (PC-1s)	December – June

VC/NCs may identify their potential interventions (projects) the whole year round with an emphasis on the period between August and December before submission for inclusion of the VC/NC ADP.

d) Budget Rules
The Finance Department has issued Budget Rules. In the Budget Rules the financial rules of the game for development planning are stipulated. The Budget Rules have a budget calendar that has to be considered together with the P&D Planning Guidelines. It follows a similar time frame as the ADP guidelines. The VC/NC budget itself is announced after the Budget Session in the Provincial Parliament that takes place in June of each year.
e) District Priorities
District priorities may be spelled out in a District Development Plan, if available.

Handout 11

Objectives of making a village or neighbourhood profile

1. Informed decision-making
Understanding the livelihoods of different social groups in the village or neighbourhood and exploring opportunities for improvement of their livelihoods.

2. Identification of community needs through consultation
Process of consultation (= participation of the community) in preparation of the village or neighbourhood profile and identification of their felt needs and development options.

Handout 12

Sustainable livelihoods

'Livelihood' means a way of making a living using available assets (e.g. agriculture, business, employment) Analysis of livelihoods focus on what people have ('assets' or 'capital') and what they can make of it ('opportunities')

Assets/capital
Assets that families or communities have, that they have access to, use or can use for making a living or improving the quality of their lives:

- Human qualities (e.g. education, skills)
- Social networks and organizations (e.g. ashar, welfare organizations)
- Natural resources (e.g. agricultural fields, forest, and rangeland, water)
- Physical assets (e.g. roads, schools, clinics, equipment, workshops)
- Financial means (money)

Sustainable
Through the D-PIP methodology the VC/NC can focus on improvements in the livelihoods of the people in such a way that they have a long lasting impact and do not damage the resources (= are sustainable).
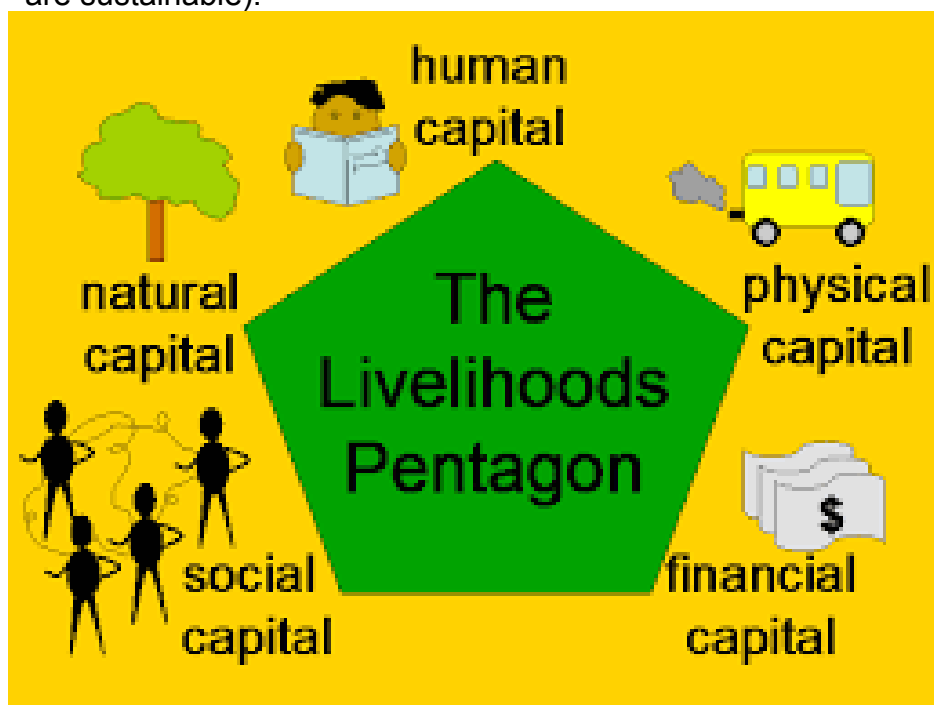
Source figure: www.heemskerk.sr.org

Handout 13

Potential questions for a Village or Neighbourhood Profile

Note: these questions should be seen as an indicative checklist and not as a blueprint questionnaire. Relevant issues can be added and irrelevant issues can be deleted.

General village/neighbourhood data

1. Basic village/neighbourhood data

Draw a village/neighbourhood map with its main features
- houses
- mohallahs/hamlets
- farm fields (irrigated/rain fed)
- forest/rangeland/alpine areas
- shamilat (communal land)/protected forest
- rivers, streams, nallahs, lakes
- roads/paths
- wells
- major buildings (offices; schools; health facilities; mosques, graveyard, Eidgah etc.)

2. History of the village/neighbourhood
- When was the village/neighbourhood founded?
- What were the major changes or shocks in village/neighbourhood?
- When did these changes or shocks take place?
- What was (were) the effect(s) of these changes?
- Any important event which changed dynamics/social fabric of the village

3. Social capital (community structure)

- How many people and/or households live in the village/neighbourhood (male, female, children)
- What sections, clans, tribes, socio-economic groups, (seasonal) migrants live in the village/neighbourhood?
- Where do these different sections, clans, tribes, socio-economic groups, (seasonal) migrants live? Put on the map.
- What are the major sources of livelihood of the different sections, clans, tribes, socio-economic groups, (seasonal) migrants? (male/female) (agriculture/livestock, business, employment, daily labour, remittances)
- What are the characteristics of rich, middle class or poorer household?

- What traditional organizations exist in the village/neighbourhood? (male/female)
- What are important informal social networks (family/clans, friends)
- Who are influential people for the development of the community?
- What formal organizations exist in the village/neighbourhood? (male/female)

4. Human capital

Education
- What is the literacy rate (male/female)
- How many boys/girls go to school? Until which grade?
- Which schools are available in the village/neighbourhood?
- Are there any people with special (traditional) skills in the village, e.g. veterinary or human health skills, craftsmen/women?

Health
- At what age do people die in the village/neighbourhood? (life expectancy)
- Are children immunized?
- Are women giving birth, attended by skilled birth attendants?
- Which health facilities are available in the village/neighbourhood? Put on map.
- Are there any handicapped people in the community? How is the community treating handicapped people?

5. Natural resources (Natural Capital)
- What are the main natural resources available to the community? (irrigated/barani agricultural lands, rangelands, forests, alpine pasture) Put on map.
  Who are using the natural resources?
- Are there any erosion/flood prone areas? Where are they located? Put on map.
- Are there any irrigation sources? Where are they located? Put on map.
  What is their condition?
- Are there any ponds/wells/water harvesting/conservation measures? Where are they located? Put on map. What is their condition?
- Are there any drinking or bathing sites for cattle? Where are they located? Put on map. What is their condition?

6. Community infrastructure (Physical capital)

- In what types of houses do people live in the village/neighbourhood? Where are they located?
- What types of roads are present (paved, dirt)? Where are they located? What is their condition (maintenance, lights)?
- Are there drinking water supplies (wells, piped) available? Where are they located? What is their condition? Which areas are served?
- Are there any sanitation facilities (latrines, sewerage system) available? Where are they located? What is their condition? Which areas are served?
- Is there any solid waste disposal facility available? Where is it located? Which areas are served?
- What sources of energy are available (national electricity grid, gas, fuelwood, local hydel power etc.)? Which part of the community is not served with electricity?
- What communication means are available (telephone, postal service, courier service)?
- What transport means are available (bus, Suzuki, cars, motorcycles, bicycles, foot)?
- What production means are available (equipment, tools, agricultural inputs, mills, workshops)?
- Where are the major markets for selling major crops, livestock, forest products, crafts and for buying major production and consumer items?
- Are there any playgrounds and sport facilities available? Where are they located?

7. Financial capital

- What are the major sources of cash income? (e.g. agriculture, livestock, business)
- If community members need additional cash? How do they get it? (informal saving and credit associations, money lenders, formal banks, remittances)
- Where and how far is the nearest bank? Do community members use the services of a bank? Who? For what purposes?

8. External organizations

- Are any government agencies working in the village/neighbourhood? What are their activities? Where?

Are any projects/NGOs working in the village/neighbourhood? What are their activities? Where?

Handout 14

Matrix for identification of 'social groups' to be interviewed

	Section 1	Section 2	Section 3	………
Area/Mohallah 1				
Area/Mohallah 2				
Area/Mohallah 3				
Area/Mohallah 4				
…………………..				

Note: tick the relevant cells and discuss if sections/areas can be grouped together for groups interviews

Matrix for division of labour between members of planning team

Area/Section	Names of members planning team who will conduct group interview	Remarks
1.		
2.		
3.		
4.		
………………		

Handout 15

Potential information from Social Groups/Mohallahs

Note: these questions should be seen as an indicative checklist and not as a blueprint questionnaire. Relevant issues can be added and irrelevant issues can be deleted.

1. Community structure (social capital)
- How many people/households belong to this social group/area? (men, women, children?
- What sections, clans, tribes, socio-economic groups, (seasonal) migrants live in this mohallah? Number of households per section)
- What are the major sources of livelihood of the different social groups in this specific area? (male/female)
- What are the major sources of cash income? (forest, agriculture, livestock, cottage industry, trade/business, government services, remittances)
- What are the characteristics of rich, middle class or poorer household in this area/ mohallah?
- What traditional organizations or social networks exist in this area with this social group? (male/female) (e.g. ashar, jirga)
- What are important informal social networks (family/clans, friends)
  Who are influential people for the development of the community?
- What formal organizations exist in in this area with this social group? (male/female) (e.g. CBB)

2. Human Capital

Education
- What is the literacy rate of this social group/area (male/female)
- How many boys/girls go to school? Until which grade? (Accessibility to schools)
- Does this social group have people with special (traditional) skills, e.g. veterinary or human health skills, craftsmen/women? Which ones? How many?

Health

- Are women giving birth attended by skilled birth attendants?
- What is the diet of the people belonging to this social group or area?
- Where do the people of this social group or area have to go for health services?
- Are there any handicapped people in the community? How is the community treating handicapped people?
- What are the common/recurring diseases being faced by local people?

3. Natural resources (Natural Capital)

- What are the main natural resources available in this area? (irrigated/barani agricultural lands, rangelands, forests, alpine pasture) Put on map.
  Who are using the natural resources?
- Are there any erosion/flood prone areas? Where are they located? Put on map.
- Are there any irrigation sources? Where are they located? Put on map.
  What is their condition?
- Are there any ponds/wells/water harvesting/conservation measures? Where are they located? Put on map.
  What is their condition?
- Are there any drinking or bathing sites for cattle? Where are they located? Put on map. What is their condition?
- What is the situation of land tenure and use rights in this area (private lands, shamilat areas (communal land))?
- What are the major agricultural crops (cash; subsistence) in the area?
- Are there any seasonal food shortages in the area? When?
- What livestock can be found in the area? Number?
- What are the major livestock products?
- What are the major forest/rangeland products?
- Does eco-tourism exist in the area? Explain.
- Is there any commercial fishery activity? Where?

4. Community infrastructure (Physical capital)

- What are the types of houses in this area? Where are they located?
- What are the types of roads? Where are they located? What is their condition (maintenance, lights)?
- Are there drinking water supplies (wells, piped) available? Where are they located? What is

their condition? Which areas are served?

- Are there any sanitation facilities (latrines, sewerage system) available? Where are they located? What is their condition? Which areas are served?
- Is there any solid waste disposal facility available? Where is it located? Which areas are served?
- What sources of energy are available (national electricity grid, gas, fuelwood, local hydel power etc.)? Which locations are not served with electricity?
- What communication means are available (telephone, postal service, courier service)?
- What transport means are available (bus, Suzuki, cars, motorcycles, bicycles, foot)?
- What production means are available (equipment, tools, agricultural inputs, mills, workshops)?
- Where are the major markets for selling major crops, livestock, forest products, crafts and for buying major production and consumer items?
- Are there any playgrounds and sport facilities available? Where are they located?

5. External organizations

- Are any government agencies working in this area? What are their activities? Where?
- Are any projects/NGOs/welfare organizations working in this area? What are their activities? Where?

6. Financial capital

- What are the major sources of cash income? (e.g. agriculture, livestock, business)
- If community members need additional cash? How do they get it? (informal saving and credit associations, money lenders, formal banks, remittances)
- Where is the nearest bank? Do community members use the services of a bank? Who? For what purposes?

7. Problems and development options

- What are the major problems of this social group or area?
- What are the major development options for this social group or area?

Handout 16

Guidelines for information collection with social groups/mohallahs

1. Divide tasks:
*   Who will ask questions?
*   Who will write down the information
*   Who will observe and give feedback

2. LISTEN, LISTEN, LISTEN carefully. Write down what people say.
3. Don't give your opinion. Don't discuss. You want to know the opinion of the people. Do clarify to make sure you have understood.
4. Cross check information: ask the same question to someone else.
5. Don't allow a few individuals to give all the answers.
6. Ask: what, where, when, who, why and how.
7. Manage expectations of community: explain why you come, what the role of the VC/ NC is and explain your limitations (= you cannot solve all community problems!)

8. Agenda of the meeting:
-   Introduce yourself
-   Explain the objectives of the meeting
-   Consult the participants (collect information)
-   Explain the next steps and the way that feedback will be given

Handout 17

Matrix for analysis of information collected with different social groups

Mohallah	Social Compo-sition	Education	Health	Major sources of liveli-hood	Natural Resources	Community Infrastructure	Organi-zations working in area (NGO/GO)	Problems	Development options
1. ……									
2. ……									
3. ……									
4. ……									
5. ……									

Handout 18

Matrix for analysis of community problems and responsible tiers of government

Community Problems/ Development Options	Village or Neighbourhood Council	Tehsil Council	District Council	Provincial Assembly	Remarks
1.					
2.					
3.					
4.					
5.					
6.					

Handout 19

Matrix for ranking development options (solutions) to community problems

Development options	No of beneficiaries	No of vulnerable people	Costs (least expensive)	Quick results	……	……
1.						
2.						
3.						
4.						

Note: criteria have to be discussed and decided upon by planning team (village council/active community members)

Handout 20

Steps for integration VC/NC priorities in the VC/NC ADP (Phase 4) and elaboration of projects (Phase 5)

Phase 4: Integration of priorities in ADP
Step 1: Identification on concrete projects
Based on the identified priorities in the phase 3 the VC/NC identifies potential concrete projects for inclusion in the VC/NC ADP. The VC/NC may ask support from the Engineering staff ADLG office to formulate a potential project. Nazim and VC/NC secretary make a list of potential projects.

Step 2: VC/NC Council meeting
VC/NC nazim submits consolidated VC/NC ADP to the VC/NC Council for approval.

Step 2: Submission to ADLG
VC/NC Nazim submits consolidated VC/NC ADP to the Assistant Director Local Government (ADLG) for further elaboration.

Phase 5: Elaboration of plans
Step 3: Preparation PC-1
Sub-engineer and assistant engineer in Tehsil office prepare PC-1s with detailed budgets. (In practice, the actual preparation of PC-1s can be sourced out to the private sector). In the notification of the LGE&RDD of 3rd May 2016 formats are specified (see below).

Step 4: Approval Committee
Approval Committee chaired by Nazim with membership of Naib-nazim, secretary, Tehsil Supervisor LG&RD, Technical Representative nominated by the AD LG&RD approve.

Step 5: Administrative Approval by Nazim
Nazim checks if there are no administrative obstacles.

Step 6: Technical Sanction by Assistant Engineer
Depending on the cost and complexity of the scheme the Assistant Engineer checks the PC-1.

Note: The VC/NC Nazim and Naib-nazim will contact their Tehsil and District Councillors and lobby with them for inclusion development priorities belonging to Tehsil and District domains in their respective ADPs.