



**Ministry of Local Government, Rural Development & Cooperatives
Local Government Division
Local Government Engineering Department (LGED)**

5.5 Guidelines for Poverty Reduction Action Plan (PRAP)

**Project Coordination Office (PCO)
City Governance Project (CGP)**

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1. Introduction

Rapid urbanization accelerated by industry led economic growth has been taking place in Bangladesh. Potential of economic growth in urban areas is worthy of notice. There are 335 Local Government Institutions which cover 8% of total geographical area of Bangladesh and 30% of total population, while accounting for 60% of total national growth. On the other hand, the negative impact of dramatic change in urban areas is observed. The negative impacts are because the functions of municipalities and city corporations prescribed in Local Government (Pourashava) Act 2009 and Local Government (City Corporation) Act 2009, which are very relevant to the demand of city dwellers and urban development, are not implemented in an appropriate manner. In order to improve the public services provided by urban local governments, several urban development projects are being or were implemented by Local Government Divisions (LGD) and local government and engineering departments (LGED) with financial assistance of different development partners and government's own funds. Based on the experiences gained through implemented projects, effective activities for improvement of urban governance have been formulated as a program that has been well accepted. The urban governance improvement programs have been implemented to ensure good governance of those urban local government institutions namely Paurashava for equal, social harmony and planned development. Initiating urban governance improvement, LGD and LGED with financial support of JICA commenced a project named City Government Project (CGP) in 5 City Corporations.

A guideline has been prepared on Poverty Reduction Action Plan (PRAP) that will be used for preparation and implementation of PRAP in each CC.

2. Justifications

The sixth 5 year plan (2011–2015) focuses on job creation, promotion of industry, further improvement of governance, extension of social services provision under the objective of “Accelerating Growth and Reducing Poverty” to realize a society where all citizens will be able to lead lives at the level of a middle-income country by 2021. The prospective plan (2016–2021) has outlined comprehensive long and medium term strategies for poverty reduction.

Urban poverty issue is one of the important focuses of the prospective plan. The causes of urban poverty are due to the limited employment opportunities, degraded environment, and bad housing and sanitation. The urban poor hold jobs that are labor intensive, thus affecting their health. Therefore, the urban poor are in a difficult situation to escape poverty.

In Local Government (City Corporation) Law 2009, Third Schedule, Section 27 describes social welfare activities to take appropriate measures for improving disadvantaged groups, women and children.

In the above situation, CGP will provide significant contribution for reducing poverty in targeted five (5) City Corporations (CCs) by addressing major causes of poverty through implementation of Poverty Reduction Action Plan (PRAP). Each targeted will formulate and implement its own poverty reduction program for the poor households. Such poverty reduction program will be implemented based on the PRAP prepared by each CC. As per DPP of CGP, PRAP covers six specific areas, which are:

1. Community mobilization and organization
2. Micro credit operation
3. Primary healthcare and education
4. Establishment of satellite school
5. Training

6. Physical improvement works i.e. footpath, drain, latrine etc.

3. Relevant Issues of ICGIAP

3.1 Tasks

To address the poverty issue in urban area, CC applies Poverty Reduction Action Plan (PRAP). CC conducts survey on poverty situation in CC and proposes action to solve the problems. Standing Committee of Poverty Reduction and Slum Development initiates formulation of the action plan. Officials in charge of poverty reduction and slum development assist the Standing Committee.

Task 1: Assign Standing Committee of Poverty Reduction for preparing Poverty Reduction Action Programs.

Task 2: Officials (Slum Development officer) are assigned for facilitating Standing Committee's activities.

Task 3: Hold workshop on guideline inviting CC officials and agencies involved in the poverty reduction activities (Social Welfare Cooperative, NGOs, Answar VDP, etc.), LGED.

Task 4: Budget allocated for implementation of PRAP

Task 5: Prepare draft PRAP based on the guideline sent by PCO which will include the following:

- a) Information of households that may be categorized as poor according to the national standards.
- b) The area-wise location of household
- c) Information of female-headed households along with ownership of land.
- d) Identification of target groups, including women, based on occupation.
- e) Information about existing programs on leadership and skill training, health, sanitation, education, safe water supply, drainage, solid waste management etc. of the project area.
- f) Preparation of proposed program with implementation arrangements for components mentioned under e) above and corresponding estimated cost with schedule of implementation.

Task 6: The draft PRAP is discussed, improved and endorsed in the CSCC meeting.

Task 7: The PRAP is finally approved by CC Council meeting

3.2 Action by

Standing Committee for Poverty Reduction, Slum Development Officer

3.3 Time Schedule

Formation of SIC is included in PRAP

Task 1-4: by mid of 1st year

Task 4-7: by end of 1st year (continue every year)

3.4 Indicators

1st PR

- Budget allocated and PRAP implementation commenced

2nd PR

- PRAP revised and endorsed by CSCC. Implementation commenced and the annual report produced.

4. Objectives

The main objectives of PRAP are

- To provide basic services i.e. footpath, pure drinking water, sanitation, health care, education and moreover micro credit and capacity building for improving living environment and socio-economic conditions of poor people in each targeted CC.
- To make an effective and sustainable plan for poverty reduction.
- To assess poor people's demands for services and reduce poverty through preparation of community development plan.
- To empower women and poor community and ensure participation in CC development and decision making process.

5. Relevant Organizations, Stakeholders and their role

5.1 Relevant Agencies Working with Poor

- To liaison with other government agencies, such as, Department of Social Welfare, Department Youth Development, Department of Women Affairs etc. for avoiding overlapping of activities.
- To coordinate functions that is common vision for poverty reduction.

5.2 Working NGOs

- To coordinate with NGOs which are working in the selected slums/poor areas to avoid overlapping especially for micro credit program.

5.3 Elected Representatives

- To maintain close coordination with elected representatives during selection of poor areas/slums.
- To make the elected representatives aware regarding components and activities of PRAP.
- To ensure direct involvement of elected representatives during preparation of PRAP and community action plan.

5.4 Standing Committee Relevant to Poverty Reduction

- To form a standing committee of Poverty Reduction and Slum Development.
- To take initiatives to formulate action plan and analysis of poverty situation in CC.

5.5 Relevant Departments of CC

- The relevant departments and sections of CC, such as, Engineering Department, Health Department, Education Section, and Conservancy Section etc. will be directly involved in preparation and implementation of PRAP.

5.6 Relevant CC Officials

- Slum Development Officer (SDO) or Officer in charge will assist the standing committee for arranging proper function of the committee.
- SDO or Officer in charge will be responsible for preparation and implementation of PRAP by taking proper guidance of Mayor.
- SDO or Officer in charge will arrange all necessary budgets and other logistics from CC for smooth implementation of PRAP.

6. Necessary Tasks and Procedures

6.1 Key Issues of PRAP

This guideline document briefly describes the key concepts, major contents, and responsibilities of stakeholders, preparation process, implementation mechanism, monitoring and evaluation of PRAP.

CGP will consider actions for improving basic human needs of a large number of poor beneficiaries. In this regard, the interventions which are taken under the program are expected to contribute to reducing poverty. CCs will deliver basic advantages to the poor, raise awareness among the poor through mobilization and ensure their participation in development initiatives. Using the revolving fund, the poor women can raise capital through savings, credit and livelihood skills which will encourage them to participate in development activities by utilizing local resources. Poor women will be empowered and improve health and nutritional status of children and women through expanding sewerage and primary healthcare facilities and improved environment in poor areas through physical improvement works. The children of poor communities will get education facilities through establishing satellite schools in the poor community areas. The components that are addressed under the program are described below:

1. Community mobilization and organization
 - Selection of community poor areas/slums in each CC
 - Conduct baseline survey in each selected areas/slums of each CC
 - Formation of primary groups consisting of 15 members in each group, formation of SIC in each area consisting of 15 primary groups and formation some CBOs in core areas for solid waste collection in each CC.
 - Prepare a manual for management of community mobilization activities
2. Micro credit operation
 - Revolving fund will be utilized for micro credit among poor women
 - Organize poor women in primary groups in selected poor areas/slums
 - Recruitment of community development worker from those areas for operation of micro credit program
 - Prepare a manual for operation and management of micro credit program
3. Primary healthcare education
 - Selection of community health worker from the same community
 - Training for community health worker on primary health care and education
 - Prepare manual for community healthcare education
4. Establishment of satellite school
 - Selection of site for establishment of school
 - Selection of students
 - Selection of school teachers from the community to run the school
 - Purchase logistics for management of schools
 - Prepare manual for operation of satellite school
5. Training
 - Organize training for all above relevant activities
 - Prepare training guidelines and manuals
6. Physical improvement works
 - Implement physical works in poor community areas i.e. footpath, twin pit latrines, drains etc.
 - Prepare community development plan by involving community people

6.2 Structure of PRAP

PRAP consists of two parts: 1) Urban poverty reduction strategy and 2) Action plan. At first, it will describe the basic policies of the CC to reduce the urban poverty, and the latter will present specific and time-bound actions. Their overall contents are described below:

6.2.1 Urban Poverty Reduction Strategy

The urban poverty reduction strategy is a long-term strategy for poverty reduction in the CC. Based on this strategy an action plan will be formulated. The strategy will, at least, cover the following main issues.

- Vision for poverty reduction in the CC
- Poverty situations in the CC (identification of slums and poor communities, etc.)
- Basic policies for urban poverty reduction
 - Poverty characteristics in the CC
 - Needs of the slums and poor communities in the CC
 - Priority areas of programs and projects for urban poverty reduction in the CC
- Establishment of the implementation mechanism for urban poverty reduction
- Secure the budget for urban poverty reduction

6.2.2 Action Plan

The action plan will describe the specific actions to be implemented at the identified slums and poor communities in the CC. It will be formulated in line with the urban poverty reduction strategy and based on the discussion at the CSCC. In the formulation of the action plan, assess the actual needs of slums dwellers and poor communities and these will be properly reflected in the plan.

The indicative contents of the action plan are provided in Annex-1. In the indicative PRAP format, six specific areas are identified. The objective, activities and tasks are also identified in a general format. However, it should be noted that the contents of PRAP are not limited to those included in the indicative format. The CC can add or modify the contents according to their own needs.

6.3 Steps for Preparation of PRAP

The CC will follow the following steps for PRAP preparation:

Step-1: Formation of Standing Committee on Poverty Reduction and Slum Development

- A Standing Committee of Poverty Reduction and Slum Development will be formed in each CC. The composition and terms of reference of the Standing Committee are as follows:

Sl	Name and Ward No.	Position	Mobile and E-mail	Position in committee
01		Male/Female Councilor		Chairperson
02		Mayor, Ex-officio member		Member
03		Councilor (Male)		Member
04		Councilor (Male).		Member
05		Councilor (Female)		Member

06		Councilor (Female)		Member
07		Assistant Engineer		Member
08		Health Officer		Member
09		Secretary		Member
10		Slum Development Officer/Officer in Charge		Member Secretary

Note:

1. As per Local Government (City Corporation) Act 2009, article 50 (2) CC may form the above committee with the approval of CC meeting.
2. The composition and following TOR may be changed as decided by the CC meeting.

TOR of the Standing Committee:

- The Standing Committee of Poverty Reduction and Slum Development will initiate preparation of PRAP.
- Member-secretary of the Committee will maintain communication with the officers and staff members of the CC regarding PRAP activities.
- Every month, the Committee will have a meeting to monitor the activities of PRAP and take necessary actions for PRAP implementation.
- The Committee will submit a report regarding PRAP to the CC meeting and prepare working paper for review PRAP activities in the CSCC meeting.
- The Committee will take necessary actions to implement the PRAP.
- If there is any objective suggestion regarding any activity of PRAP, the Committee will submit it to the CSCC meeting and prepare the meeting minutes and send to the PCO for approval.
- The Committee will work as per guidelines prepared by PCO for the poverty assessment and strategy formulation.
- The Committee will guide Slum Development Officer (SDO) or Officer in charge to identify slums and poor communities in consultation with the respective councilors of each ward for basic information collection.
- The Committee will prepare a draft PRAP and poverty reduction strategy and will submit the draft PRAP and poverty reduction strategy to Mayor for approval.
- With the approval of Mayor, the draft PRAP and poverty reduction strategy will be presented to the CSCC for finalization.

Step-2: Preparation of the Poverty Reduction Action Plan

- 1) Under the overall guidance of the Standing Committee of Poverty Reduction and Slum Development, SDO or Officer in charge will identify slums or poor communities in consultations with the respective councilors. Finally, the slums and poor communities will be selected based on the parameters described in Annexes 3 and 4.
- 2) The SDO or Officer in charge will conduct the individual interviews and Focus Group Discussions (FGDs) for identification of the specific needs of the slums or the poor community, such as, the number and exact locations of the community toilets, pavements inside the slums, drains etc. with the assistance of GICD consultants.
- 3) The SDO or Officer in charge with assistance of GICD consultant will utilize the existing baseline survey data, FGD information, and secondary data for the preparation of PRAP.
- 4) The SDO or Officer in charge with assistance of GICD consultants will prepare a draft PRAP based on the above strategy and submit to the Standing Committee.

- 5) The Standing Committee will submit the draft PRAP to CSCC for discussions and finalization of the draft PRAP. Thereafter, a copy of this final draft of PRAP will be sent to the PCO for final approval.
- 6) GICD Consultants under the project will assist the CC to prepare the PRAP as well as provide assistance to CC for PRAP implementation.

6.4 PRAP Implementation

6.4.1 Formation of Steering Committee for PRAP implementation

A steering committee will be formed headed by Mayor for overall monitoring and supervising the PRAP implementation. Each CC will form the steering committee with following composition and terms of reference:

(1) Composition of Steering Committee

Sl	Name and Ward No.	Position	Mobile and E-mail	Position in committee
01		Mayor		Chairperson
02		Chairperson of Standing Committee for Poverty Reduction and Slum Development		Member
03		Councilor (Male)		Member
04		Councilor (Female)		Member
05		CEO		Member
06		Chief Engineer		Member
07		Health Officer		
08		Accounts Officer		
09		Education Officer/Officer in Charge		
10		Slum Development Officer/Officer in Charge		Member
11		Conservancy Officer		Member
12		Secretary		Member Secretary

(2) Terms of Reference

- The committee will approve the budget for implementation of different components of PRAP and make necessary arrangements to keep provision of funds in CC annual budget for PRAP implementation.
- The committee will monitor and supervise the activities of PRAP and provide proper guidance to implement the activities.
- The committee will coordinate with functions of Task Team (Micro Credit), Task Team (Health and Education) and Task Team (Physical Improvement Works) and review their monthly activity report for evaluation of progress.
- The committee will compile the monthly, quarterly and annual reports of three (3) task teams and send to PCO.
- The committee will take necessary steps to submit the proposal in CC council meeting for approval of budget and other relevant tasks.

6.4.2 Formation of Task Teams for PRAP implementation

Three (3) task teams will be formed under PRAP which are as follows:

(1) Task Team (Micro Credit)

Sl	Name and Ward No.	Position	Mobile and E-mail	Position in committee
01		CEO		Chairperson
02		Secretary		Member
03		Slum Development Officer /Officer in Charge		Member Secretary

Terms of Reference for task team (Micro Credit)

- To prepare a budget proposal for micro credit operation and submit it to steering committee for approval.
- To select community poor area
- To conduct baseline survey
- To form primary group/ CDC/CBO
- To operate micro credit program
- To conduct general meeting of CDC/CBO
- To conduct management training for CBO/Existing registered community group
- To conduct leadership development training for primary group leader
- To conduct skill development training for primary beneficiaries
- To prepare monthly, quarterly and annual reports and submit to steering committee

(2) Task Team (Health and Education)

Sl	Name and Ward No.	Position	Mobile and E-mail	Position in committee
01		Secretary		Chairperson

02		Health Officer		Member
03		Education Officer/Officer in Charge		Member
04		Slum Development Officer/Officer in Charge		Member Secretary

Terms of Reference for task team (Health and Education)

- To prepare a budget proposal for health and education program and submit it to steering committee for approval.
- To select Community Health Worker (CHW)
- To raise awareness on health, balanced food and nutrition by CHW
- To provide hygiene and sanitation education by CHW
- To purchase health materials and equipment for CHW
- To select the site of satellite schools
- To select school teachers for operation of schools
- To find the students
- To purchase school and education materials
- To conduct maternity child healthcare training
- To conduct satellite school management training
- To prepare monthly, quarterly and annual reports and submit to steering committee

(3) Task Team (Physical Improvement Work)

Sl	Name and Ward No.	Position	Mobile and E-mail	Position in committee
01		CEO		Chairperson
02		Executive Engineer		Member
03		Slum Development Officer/Officer in Charge		Member Secretary

Terms of Reference for task team (Physical Improvement Work)

- To prepare a budget proposal for physical improvement work and submit it to steering committee for approval
- To take necessary steps for installation of tube-well
- To take necessary steps for installation of twin-pit latrine
- To take necessary steps for construction of footpath
- To take necessary steps for construction of drain
- To take necessary steps for construction of streetlight
- To prepare monthly, quarterly and annual reports and submit to steering committee

6.5 Primary Group

(1) Formation of Primary Group (PG)

- A baseline survey will be conducted in each selected slum/poor community for identification primary group members;

- Only one female member of each family will be eligible for membership;
- Each group will elect a group leader and a secretary to serve for a period two years and they will represent the group as member of CDC;
- Age limit of the group members will be 18 to 50;
- Ideally the size of the group should be 15-20 families;
- A Bank Account will be opened in the name of the group and the account will be operated jointly by group leader and secretary;

(2) Functions of primary group

- To hold weekly meeting and prepare minutes of the meeting and keep records properly;
- Each member will deposit Tk.20.00 each week as savings and deposit that money into the jointly operated bank account of the group;
- To assist for starting income generating activities of each group member;
- To assist for taking credit and ensure preparation of micro credit operation plan;
- To collect weekly installment and deposit that to the specific place;
- To keep accounts of saving and credit properly;
- The group should discuss amongst themselves to solve their own problems;
- To solve the problems in the group or outside the group;
- To identify local resources and take appropriate steps to use the resources;
- Try to collect different benefits from government and other organizations.
- To attend different rallies, observe national/international days etc.

(3) Duties and responsibilities of Group Leaders

- To organize weekly group meeting;
- To preside at the meeting and summarize the discussion points at the end meeting;
- To take decisions on the basis of compromise and inspire all members to participate in the work;
- To maintain the rules of the group;
- To ensure performance of the duties of secretary
- To ensure collection of savings and installment of credit;
- To maintain work plan;
- To make sure the unity of the group;
- To represent group in other forums;

(4) Duties and responsibilities of Secretary

- To prepare draft agenda for weekly meeting, write minutes and keep attendance record;
- To preserve all papers and documents;
- To read minutes of the meeting;
- To perform all kinds of work related to group meetings;
- To inform all members regarding income, expenditure, bank balance etc.
- To preserve all receipts regarding selling, buying and receiving;
- To look after the group fund;
- To help the group leader;

(5) Slum Improvement Committee/Community Development Committee (CDC)

Under this project in each slum one or more than one (according to the number of PGs) will be formed. All development works will be done through CDC.

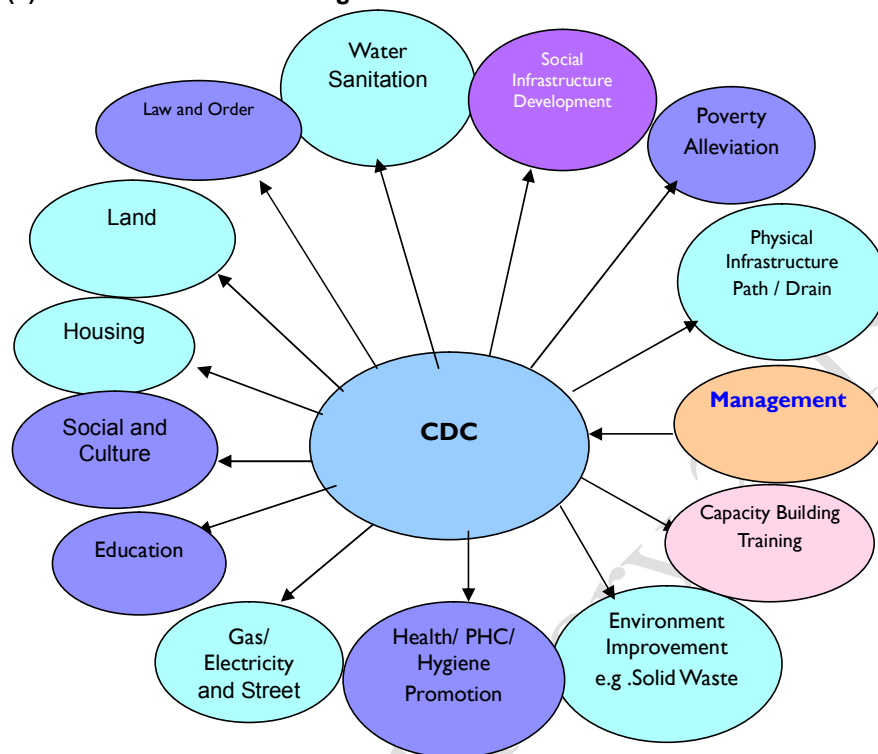
In each CC, there are huge numbers of poor people living outside the slum. Considering this situation the Community Development Committee (CDC) has been proposed for those poor people who live outside the slum. The Primary Group (PG) will also be formed for those poor people. All terms and conditions will be the same for CDC.

- After formation of Primary Groups, the Community Development Committee (CDC) will be formed in each slum/poor community
- All Primary Group leaders and secretaries will be members of the CDC
- The members will elect a Chairperson, a Vice-chairperson, a Secretary and a Treasurer for a period two years. The SDO or the Officer in Charge will raise this issue 6 months before the expiry of the period and facilitate elections.
- If the vice-chairperson elected is male, then the Chairman must be female, and vice-versa.
- Each CDC will open bank account for monetary transactions

(6) TOR of CDC

- Implement all activities including financial expenditure and adjustment.
- Assist planning and implementation of any work in the slum/community.
- Engage in promoting group savings, supervising infrastructure activities and implementing and managing different components of the project.
- Provide on-site project management support by each member.
- Arrange a meeting every month to review work progress and take appropriate decisions; Member-Secretary keep record of those in the resolution book.
- Chairman and Member-Secretary manage funds as provided by the CC for implementation of physical work at the slum/community.
- Undertake decisions based on majority of the members.
- Work under supervision of SDO or the Officer in Charge.
- Convene meeting within 7 days after deposit of the cheque received against the specific work, to the relevant bank account and serve notice to the bank, based on joint decision of the committee, to withdraw and spend money as well as make adjustment in the account.

(7) Functions of CDC at a glance



(8) Formation of CDC Poor community

A CDC Cluster will be formed covering 6-10 CDCs. If some of the CDCs have experience, they can assist each other such that a CDC Cluster becomes a mutually supporting group. SDO or Officer in Charge will facilitate each Cluster.

A committee will be formed at the cluster level, to take responsibility for cluster level activities and to have direct access to the project team through the SDO. It is expected that as community organizations, the CDCs and the CDC Poor community will in turn form a CDC Federation.

(9) Structure of SIC/CDC Cluster Committee

Each CDC will nominate two representatives to join the CDC Cluster Committee. The CDC will elect the Cluster Office Bearers from among all the Cluster Committee members. The structure will be as follows:

Position	Number	Remarks
Office Bearers	To be elected from and by all the office bearers of the SICs/CDCs within the Cluster.	
Chairperson	1	Males will be eligible only for the post of Vice-Chairperson, the other office bearers will be women to ensure gender balance.
Vice-Chairperson	1	
Accountant	1	
Member Secretary	1	

Position	Number	Remarks
Members	2 from each CDC	To be nominated by the CDCs from their Office Bearers. At least one of the members from each CDC must be female.
Adviser(s)	Councilors	Male and Female Ward Councilors of relevant Wards.

(10) Functions of the CDC Cluster

- Hold monthly meetings and review progress of project implementation
- Facilitate project implementation at CDC level
- Assist communities in preparation and implementation of Community Action Plans
- Assist CDCs in identifying and resolving socio economic and environmental problems
- Undertake other functions as requested by the project
- Ensure quality of work through community-to-community monitoring of community contracts
- Regular monitoring and annual audit of all transactions of CDCs to ensure transparency and accountability
- Maintain liaison with different development partners, stakeholders, service providers etc
- Establish task force to find solutions to community social and economic problems through mutual support and through negotiation with authorities, where appropriate.
- Liaise with Project Implementation Committee (PIC) at Ward level and with CC.

(11) Financial Responsibilities of CDC Cluster Committee

The CDC Cluster Committee will open a bank account in the name of the CDC Cluster Committee, to be managed and operated in the same manner as a CDC operated bank account i.e. Cashier's signature is mandatory alongside either Chairman's or Secretary's signature. Any transactions will be made only by resolution of the CDC Cluster Committee. The SDO or officer in charge will provide necessary support for preparing budget, maintaining accounts and reporting.

(12) Formation of Federation

If the CDCs feel it is appropriate and the CC agrees, a Federation may be formed at town level. The CC approval is important to ensure accreditation and support for activities as part of the partnership approach with local government for all activities.

The structure will be as the Poor community, with each Cluster nominating two representatives to the Federation and all Cluster members electing the Federation Office bearers.

(13) TOR of the Federation

- The Federation will build up a linkage between all primary groups and CDCs of the CC.
- The Federation will supervise all activities of PRAP at the field level and present field evaluation to the Mayor.
- The Federation will have a formal bilateral-meeting with the Standing Committee of Poverty Reduction and Slum Development once every three months and if there are any problems and suggestions about the PRAP implementation activities, those will be recorded in the meeting-minutes and sent to the Mayor.

- The Federation will organize an annual general meeting centrally with all wards and CC-based primary groups and CDC members.

6.6 Implementation Procedure of PRAP

Many poor people live in slum areas of the CC and also some poor live outside slums in dispersed locations in different communities. Slums within the CC will be identified based on the definition of slums. Detailed description of the tasks relating to measuring the poverty level, as per the PRAP, is highlighted below:

6.7 Slum identification in CC area based on slum definition

(1) Definition of slum

A slum is a particular area inhabited by poor people within the CC, which has the following main characteristics:

- More than 50% of households live in 'Kutchra' and temporary houses.
- More than 50% of household-heads are unskilled or skilled but poor.
- Densely populated/chaotic unhygienic area (300 families in one acre).
- Lack or absence of basic services (proper sanitation, drainage, safe water, health care etc.).
- Per head monthly income is maximum Tk.8000.
- At least 100 families live in each slum.
- The houses are very small and attached or very close to each other.
- There are particular boundaries of the slums.
- The concerned authorities, private owners and CC will serve individual resolutions that the slums developed on the lands owned by the CC, private-owners and government would not be evicted within 15 years of their establishment.

(2) Selection of Poor Community

A community is also an area where 30-50 poor families live outside the slums in the CC. PGs will be formed in such communities to represent the communities in the CDC.

As part of a long-term plan for the CC, slums and poor communities should be identified based on the identification of the poor. The CC will utilize the funds allocated for the relevant activities under the project based on the guideline.

(3) Categorization of poor households by poor and extreme poor

Based on the household survey questionnaire (Annex-5), administered by PGs, the households whose monthly income is below Tk. 5,000.00 would be identified as 'extreme poor'. Similarly, the household whose monthly income is between Tk. 5,001.00 and 6,000.00 would be identified as 'poor'. A list of these categories of households will be prepared and preserved by the CDC and copies of this list will be sent to Ward Councilors and Mayor.

(4) Selection process of beneficiaries

In selecting PRAP beneficiaries, only socially and economically deprived population will be considered. They should have some of the following specific characteristics:

- Unemployed.
- Unskilled to barely earn a livelihood.
- Monthly household income below Tk.5,000.00.
- Landless.

- Female-headed household.
- Disabled or households with disabled members.
- Disadvantaged adolescent boys and girls.
- Working children.
- Member of minority household and socially excluded household member.

6.8 Steps for Implementation of PRAP

It is possible to reduce CC poverty by implementing realistic and implementable programs through CC. The poverty reduction steps are described below:

6.8.1 Orientation

To make the targeted poor people aware, orientation and/or training will be conducted following the training manual, prepared by the PCO, at the community level.

6.8.2 Skill development training

The needs of poor people will be identified during the orientation meeting, and considering their needs, appropriate training manuals will be prepared with the help of the PCO. Thereafter, if necessary, based on the support of Slum Development Officer or responsible officer assigned by the Mayor, two members of each PG will be selected for the training of trainers for needs-based skill enhancement for the poor in the slum/community. Such training for the slum/community trainers will create community's own capacity to implement PRAP. The skill training can be organized at the CC or ward level. If necessary, external resource persons from the government or non-government organizations may be used in such training.

6.8.3 Undertaking Income Generating Activities (IGAs)

Various IGAs are being undertaken based on the needs of the poor in the CC. There is a wide gap between people's expectation and actual services being provided by different government and non-government organizations. Considering people's demand for various services, there are avenues to promote different kinds of profitable IGAs by the poor based on building strong linkage between the IGAs and various service delivery systems.

SIC/CDC will identify locally appropriate IGAs and develop training manual to conduct specific skills training with the assistance of PCO.

6.8.4 Creating employment

Government grants and funds collected from the benevolent community people will be deposited to the CDC's fund, which will be used to distribute direct support to the surveyed extreme poor in the community.

6.8.5 Formation of Zakat-fund in the slum/community

The Zakat (Pure Islamic taxation system on wealth), provided by the affluent persons of the community, will be deposited to CDC bank account to be distributed amongst the surveyed extreme poor. If necessary, the sale proceeds of the raw hides of cows/goats slaughtered during Eid (Islamic religious festival) will be deposited to the above account to be distributed directly to the extreme poor to satisfy their basic needs.

6.8.6 Develop small entrepreneurs with the poor

Based on the interests of the poor that will be gathered during the orientation training, the CC will implement a process to develop small entrepreneurs amongst the poor. If necessary, conduct entrepreneurship skill development training based on the manual developed by the PCO will be conducted.

6.8.7 Collaboration with external stakeholders in poverty alleviation

In addition to the stakeholders in the CC domain, various external stakeholders, such as, relevant government and non-government agencies (e.g. Social Welfare Department, Cooperative Department, Ansar, VDP), NGOs and private sector can also play important roles in poverty reduction. In this respect, the CC should seek for collaboration with such stakeholders in implementing PRAP. For instance, the CC can organize separate consultation meetings with the relevant stakeholders, arrange program visits and analyze functions of such organizations. Through these attempts, the CC will ensure receiving effective cooperation and assistance of the external stakeholders, including technical (e.g., capacity building and skills training, etc.) and advisory supports linked with their practical knowledge and experience in the relevant field. Such collaboration will certainly accelerate poverty alleviation programs and actions governed by the CC.

6.9 Monitoring

It is necessary for the WLCC and CSCC to conduct monitoring of the activities implemented in line with the PRAP implementation guidelines. This will help them provide directions to follow-up activities based on analysis of information gathered through periodic monitoring of various PRAP program activities following the matrix prepared by PCO.

The various matrices that will be used to monitor CC activities are mentioned in following Table:

Matrices for Monitoring CC's activities

Annex No.	Type of matrix	Preparation and presentation of methods	Responsible Officer	Remark
Annex-6	Monthly report by PRAP implementation	Prepared by CDC President and Secretary followed by sending the report to SDO or the Officer in Charge on monthly basis.	SDO or the Officer in Charge will compile the reports received, thereafter, will submit to Mayor and will propose the tasks in the Standing Committee of Poverty Reduction and Slum Development and CSCC meetings followed by taking necessary actions as per the decisions in the meetings and send to PCO on quarterly basis.	
Annex-7	Monthly report by Primary Group on PRAP implementation	Secretary of the Primary Group will prepare the report based on the matrix and will take signature of the	SDO or the Officer in Charge will compile the reports received, thereafter, will submit to Mayor and will propose the tasks in the Standing Committee of	

Annex No.	Type of matrix	Preparation and presentation of methods	Responsible Officer	Remark
		President, thereafter, submit it to the SDO or the Officer in Charge and concerned ward councilor.	Poverty Reduction and Slum Development and CSCC meetings followed by taking necessary actions as per the decisions in the meetings and send to PCO on quarterly basis.	

6.10 Evaluation

Although poverty alleviation is a difficult task, it is possible to achieve if elites of the community and elected public representatives and office/staff of the CC sincerely and properly implement the programs included in the PRAP. For successful implementation of PRAP, CDC, ward councilors and CC should evaluate the accomplished activities every six-months based on the matrix prepared by PCO and undertake necessary follow-up actions to expedite poverty reduction.

7. Implementation Schedule

Implementation of PRAP will be made based on Annex-I.

8. Cost of Implementation

Indicative breakdown of PRAP implementation for 5 years of each CC

In lakh taka

Sl No.	Component	Unit	Unit Cost	Quantity	Cost	Remarks
01	Community Mobilization <ul style="list-style-type: none"> Selection of community poor area Baseline survey Formation of primary group/SIC/CBO Annual General Meeting 	HH	0.010	3,000	150.00	3,000 families will be divided into 10 packages @300 families per package
02	Revolving fund for Micro credit operation	HH	0.1	1,000	100.00	1,000 families will be given loan initially @ tk.0.1
03	Primary healthcare and education <ul style="list-style-type: none"> a) Selection of Community Health Worker (CHW) b) Raising awareness on health, balanced food and nutrition by CHW c) Hygiene and Sanitation education by CHW d) Supply of health materials and equipment 	No	.05	30	90.00	30 health workers will work for 3,000 families for 60 months @1 CHW per 100 families

Sl No.	Component	Unit	Unit Cost	Quantity	Cost	Remarks
04	Satellite School Program a) Selection of School b) Selection of School teacher c) Selection of students d) Supply of school and education materials	No	.075	30	135.00	30 satellite schools will be established for 3,000 families for 60 months @ 3 schools per package
05	Training a) SIC/CBO/Existing registered community group Management Training b) Leadership development training c) Maternity child healthcare training d) Satellite school management training e) Skill Development training	LS	6.25	10	62.50	5 types of training will be completed under each package
06	Physical Improvement Work a) Installation of tube-well b) Installation of twin-pit latrine c) Construction of footpath d) Construction of drain e) Construction of streetlight	LS	0.1	3,000	300.00	
Total					837.5	

Note:

The above indicative budget is for five (5) CCs for project period and is to be provided by the project. After completion of the project CCs have to continue the program. Each CC should keep own budget for implementation of PRAP during preparation of annual budget.

9. Content of output for PRAP of individual CC

- Prepared PRAP for each CC
- Training on PRAP
- Responsibilities of CC
- Identification of Slum/poor community
- Identification of beneficiaries
- Administrative structure
- Other trainings
- Fund management plan
- Loan distribution and savings collection
- Health education
- Establish Satellite school
- Arrange rally and gathering
- Monitoring and evaluation
- Reporting

Annex I Indicative Format of Poverty Reduction Action Plan (PRAP)

Sl. No.	Area of activity	Objective	Activities	Tasks	Responsible person	Remarks
01.	Initial administrative initiative	Quality improvement of governance system and skill development of CC through formulating and making implementable PRAP.	Orientation & training	<ol style="list-style-type: none"> 1. Orient the Councilor and concerned officers/ staffs of CC to be aware about PRAP. 2. Orient and train of the standing committee of poverty reduction and slum development and SDO/officers and staffs involved in poverty reduction activities. 3. Discuss PRAP related activities in WLCC and CSCC meeting. 	Mayor, Councilor and SDO/responsible officer of PRAP implementation with the assistance of GICD consultant team.	
02.	Assessment of poverty situation	Identification of poor households in slums and outside the slums within CC.	<ol style="list-style-type: none"> 1. Identification of slums/poor communities. 2. Classification of poverty. 	<ol style="list-style-type: none"> 1. Identification of slums in CC based on the definition of slum. 2. Based on the definition identification of community outside the slums. 3. The measurement of poverty and formulation of strategy are followed to identify the slums and strategy for community identification along with identification of poverty alleviation strategy. 4. Identification of poor through household survey in slum and community with the assistance of community people. 5. Classification of poor households by poor and extreme poor. Analysis of CC's baseline data will be done. 	SDO/ responsible officer of PRAP implementation and GICD consultant team.	CC if necessary, would undertake FGDs during PRAP implementation.
03.	Organizational structure at CC level	To formulate organizational structure of poverty	1. Formation of Standing Committee on poverty reduction	1. Form standing committee at CC level to perform responsibilities in poverty reduction.	SDO/ responsible officer of PRAP implementation and	

Sl. No.	Area of activity	Objective	Activities	Tasks	Responsible person	Remarks
		reduction within the slum/poor community in the CC.	and slum development. 2. Give responsibilities to the standing committee to undertake poverty reduction activities. 3. Formation of PGs, SICs/CDCs, cluster and federation consisting of all primary committees.	2. Delineation responsibilities to standing committee and WLCC at ward level for poverty reduction. 3. Formation of PG, SIC/CDC 4. Formation of cluster and federation at CC comprising the leaderships of primary groups.	GICD team.	
04.	Steps towards poverty reduction	Identification and implementation of various realistic activities to reduction poverty of the identified poor.	1. Orientation 2. Skills development. 3. Undertaking IGAs. 4. Arranging employment placement. 5. Direct help. 6. Formation of Zakat fund at community level. 7. Identification and implementation poverty reduction schemes. 8. Creating small entrepreneurs comprising the poor. 9. Enhancing infrastructural facilities.	1. Arrange orientation meeting after preparing training manual for the identified poor. 2. Conduct livelihood skill development training based on the training manual prepared in consultation with the poor. 3. Prepare IGA training module and undertake training. 4. Create employment in local employment providing organizations through communicating with and orienting them on poverty reduction issues. 5. Provide assistance to the extreme poor from the 'Zakat' fund by sensitizing the community people to donate in that fund. 6. Identification and implementation of appropriate schemes for poverty reduction.	SDO/responsible officer of PRAP implementation and GICD team.	

Sl. No.	Area of activity	Objective	Activities	Tasks	Responsible person	Remarks
				7. Take initiative to create small entrepreneurs for poverty reduction. 8. Enhance following infrastructural facilities to reduce poverty: footpath, drains, twin pit latrine, pure water supply etc. 9. Create opportunities for small and medium businesses under micro-credit program. 10. Ensure health and education facilities through employing health workers and establishment of satellite schools. 11. Right of the people to access service deliveries and create opportunities for exercising residents' rights.		
05	Preparation of micro credit fund utilization plan	1. Proper management of credit fund	1. Distribution micro credit to the PG members 2. Prepare operational plan	1. Prepare the method of loan distribution and collection 2. Weekly meeting 3. Fix up of installment 4. Fix up of rate of interest and distribution mechanism of collected interest. 5. Fix up weekly savings and collection of savings 6. Deposit those to Bank Account	SDO or officer in charge, Standing Committee, Mayor and GICD team	
06.	Monitoring	1. Monitor CC's using different formats.	1. Collect monthly and quarterly information on poverty reduction. 2. Analyze collected information. 3. Field supervision and	1. Prepare and utilize appropriate forms	Standing committee on poverty reduction and slum development, SDO/responsible officer of PRAP implementation, GICD	

Sl. No.	Area of activity	Objective	Activities	Tasks	Responsible person	Remarks
			prepare specific report. 4. Present and discuss various information in standing committee meeting and determine tasks.		team, PCO.	
07.	Evaluation	Assess impact of poverty reduction.	1. Collect information on poverty in specific format and prepare evaluation report in every six-month. 2. Collect information on poverty in specific format and prepare evaluation report in every year.	1. Work out and agree to a methodology and format for assessing poverty reduction impact.	SDO, Standing Committee and PCO.	

Annex II Guidance Note for Poverty Assessment and Strategy Development

The CC will establish a standing committee on poverty reduction and slum development. The committee will assess and strategy development to address poverty. Poverty is defined in terms of socio- economic deprivation and deficiencies in infrastructure and service delivery systems. This guidance note will be used to carry out an exercise to assess and develop poverty reduction strategies.

1. Purpose

The purpose of the exercise is to:

- Obtain baseline information on *socio-economic conditions and basic infrastructure and service delivery levels* in slums/poor community; and
- Plan, prioritize and develop effective strategies to address poverty.

2. Steps

2.1 Listing and mapping of slums/communities.

- 1) As the first step, identify, list and compile basic information on slums/communities with the support of CC functionaries, key informants and relevant agencies, and present them in a structured way shown in following table.
- 2) Next, on a spatial map, plots of the identified slums/poor communities should be color-coded. Thus, slums may be color-coded in black and communities in red. The map does not need to be to the scale.

List of Slums/poor communities

List of Slums/poor communities										
Sl. No	Name of Slum/poor communities	Recognized (Y/N)	Area (in Acre)	Population			No. of house-holds	Major occupation of the residents of the slum/poor community (Examples: casual labor, hawkers/vendor, beggars, migrants, ethnic group etc.)	Land ownership (Private/ CC/ Others)	Remarks
				M	F	TOTAL				
WARD NUMBER: 1										
1										
2										
Total in Ward 1										
WARD NUMBER: 2										
1										
2										
Total in Ward 2:										
(WARD Number 3- same as above)										

2.2 Categorization of slums/poor community based on the socio-economic and basic infrastructure/service delivery parameters.¹

1) Categorization of slums/poor community on socio-economic parameters

This will be carried out for each slum/poor community through discussions with CC officials/ functionaries, key informants and related agencies.

The category of socio-economic parameters will be prepared by using the following table. With the help of the guidelines, categorize each parameter (income, health, education, housing, security and social inclusion) as 'Very Poor', 'Poor' or 'Average'. The codes are 3 for 'Very Poor', 2 for 'Poor' and 1 for 'Average'. After categorization by each socio-economic parameter, provide an overall category by totaling the category points ($a+b+c+d+e+f=g$).

Categorization on Socio-economic Parameters

No.	Name of Slum/ poor community	Categorization on Socio-economic Parameters						Overall Grading
		Income	Health	Educational	Housing	Security/ Vulnerability	Social Inclusion	
		a	b	c	d	e	f	g
Ward number 1								
1								
2								
3								
Ward number 2								

2) Categorization on basic infrastructure/service delivery parameters

This will be carried out for each slum/poor community through discussions with CC officials/ functionaries (*especially municipal engineers, sanitary inspectors*), key informants and related agencies.

The following format will be used for this purpose. With the help of the guidelines categorize each parameter (water, sanitation, drainage, garbage disposal, roads and electricity) as 'No Service to Very Poor Service', 'Poor Service' and 'Average Service'. The codes are 3 for 'No Service to Very Poor Service', 2 for 'Poor Service' and 1 for 'Average'. After categorization of each basic infrastructure/service delivery parameter, provide an overall category by totaling the categories ($a+b+c+d+e+f=g$).

Categorization on Basic Infrastructure/Service Delivery

No	Name of Slum/poor community	Water	Sanitation	Drainage	Garbage disposal	Roads	Electricity	Overall grading
		a	b	c	d	e	f	g
Ward number 1								
1								
2								
3								
4								
Ward number 2								

2.3 Validation of categorization through field visits

The results should be validated by undertaking field visits and holding focus group discussions with informal community groups and appropriate changes may be made in consultation with the CC functionaries.

2.4 Prioritization of slums/poor community for effective targeting of interventions

Plot the slums/poor community in the following matrix based on aggregated categorization for socio-economic conditions and basic infrastructure/ service delivery levels. This step will help to prioritize slums/poor community for effective targeting of interventions. Poverty Working Group (PWG), constituted by the Mayor, will provide advisory support in prioritization process. PWG should ratify the prioritization matrix following Table 4.

Table 4: Prioritization Matrix

Sl. No	Slum Name	Socio-economic score	Infrastructure Score	Average Score	Ranking

2.5 Development of strategy to address poverty in slums/poor community

1) The standing committee will develop strategies to address poverty including socio-economic conditions and basic infrastructure and service delivery levels in the prioritized slums/poor community, as per the above table also.

A public consultation should be held to share poverty assessment findings and draft strategy. Recommendations from the public consultations should be incorporated in the final strategy and action plan for addressing poverty in the CC.

Annex III Guidelines to Categorization of Slums/Poor community based on Socio-Economic Parameters

- Slums/ Poor community may be categorized as ‘Very Poor’ (3), ‘Poor’ (2) and ‘Average’ (1) based on the socio-economic parameters of Income, Health, Education, Housing, Security and Social Inclusion (Per capita income of the poor (Cost of Basic Need), Report of the House Hold Income and Expenditure Survey 2005, Bangladesh Bureau of Statistics).
- Indicators for each parameter are provided e.g. for the first parameter, income- the indicator is the average monthly income; for the next parameter, Health, a set of five indicators have been provided and categorization may be carried out on the basis of how many indicators are applicable to each parameter.
- The categorization into Very Poor, Poor and Average may be on the basis of information collected from discussions with CC functionaries, key informants, related agencies, observations and visits.
- Use above tables to categorize slums/poor community on each parameter and provide an overall categorization on socio-economic parameters followed by giving them overall categories of 1, 2 or 3.

Parameter	Indicators		
	Very poor 3	Poor 2	Average 1
Average Income	Up to TK 5,000 per month	TK 5,001- 6,000 per month	TK 6,001-8,000 per month
Health	(If 4 of 4 indicators apply) Frequent occurrence/ impact of water borne diseases High incidence of Infant mortality High incidence of maternal mortality Prevalence of home births	(If 3 of 4 indicators apply) Frequent occurrence/ impact of water borne diseases High incidence of Infant mortality High incidence of maternal mortality Prevalence of home births	(If 2 of 4 indicators apply) Frequent occurrence/ impact of water borne diseases High incidence of Infant mortality High incidence of maternal mortality Prevalence of home births
Education	(If 3 of 4 indicators apply) More than half adults are illiterates (who cannot sign) 20% or more of children of school going age are not attending school School dropout rates are high High rate of absenteeism/ dropout/ non attendance of girl children	(If 2 of 4 indicators apply) More than half adults are illiterates (who cannot sign) 20% or more of children of school going age are not attending school School dropout rates are high High rate of absenteeism/ dropout/ non attendance of girl children	(If 1 of 4 indicators apply) More than half adults are illiterates (who cannot sign) 20% or more of children of school going age are not attending school School dropout rates are high High rate of absenteeism/ dropout/ non attendance of girl children

Parameter	Indicators		
	Very poor 3	Poor 2	Average 1
Housing	Most are thatched houses	Most are tin-shed houses	Most are pucca/semi-pucca houses
Security	(If 4 of 5 indicators apply) Prone to eviction High incidence of disaster (e.g. floods etc.) High incidence of crime / drug addiction/ alcoholism etc. More than 20% women headed households Prevalence of violence against women	(If 3 of 5 indicators apply) Prone to eviction High incidence of disaster (e.g. floods etc.) High incidence of crime / drug addiction/ alcoholism etc. More than 20% women headed households Prevalence of violence against women	(If 2 of 5 indicators apply) Prone to eviction High incidence of disaster (e.g. floods etc.) High incidence of crime / drug addiction/ alcoholism etc. More than 20% women headed households Prevalence of violence against women
Social Inclusion	(If 5 or more of 6 indicators apply) Not Consulted in decision making at CC level Limited Reach of NGOs / civil society/ faith based organizations Limited Access to Health services Limited Access to Education services Limited Access to government jobs Significant numbers of Ethnic/ indigenous/ migrants	(If 4 of 6 indicators apply) Not Consulted in decision making at CC level Limited Reach of NGOs / civil society/ faith based organizations Limited Access to Health services Limited Access to Education services Limited Access to government jobs Significant numbers of Ethnic/ indigenous/ migrants	(If 3 of 6 indicators apply) Not Consulted in decision making at CC level Limited Reach of NGOs / civil society/ faith based organizations Limited Access to Health services Limited Access to Education services Limited Access to government jobs Significant numbers of Ethnic/ indigenous/ migrants

Source: SAPI Team produced based on guidelines for PRAP prepared by UGIIP

Annex IV Guidelines to Categorize Slums/ Poor community based on Basic Infrastructure and Service Delivery Parameters

- Slums/ Poor community may be categorized as ‘Very Poor Service ’ (3), ‘Poor Service ’ (2) and ‘Average Service’ (3) based on the basic infrastructure/ service delivery parameters of Water, Sanitation, Drainage, Garbage disposal, Electricity and Roads.
- Indicators for each parameter are provided. e.g for the first parameter, water- the indicators are no piped water supply, no tube well, source far away, poor quality of water (arsenic contamination, salinity), insufficient quantity.
- The categorization into No Service to Poor Service, Poor and Average may be on the basis of information collected from discussions with CC functionaries, key informants, related agencies, observations and visits.
- Use following table to categorize slums/poor community on each parameter and provide an overall categorization on socio-economic parameters followed by giving them overall into 1, 2 or 3.

Basic Infra-structure	No Service to Very poor Service 3	Poor Service 2	Average Service 1
Water	(If 4 of 5 indicators apply) No pipe-water supply No Tube well Sources far away Poor quality of water (e.g. arsenic contamination, salinity) Insufficient quantity	(If 3 of 5 indicators apply) No piped water supply No Tube well Source far away Poor quality of water (e.g. arsenic contamination, salinity) Insufficient quantity	(If 2 of 5 indicators applies) No piped water supply No Tube well Source far away Poor quality of water (e.g. arsenic contamination, salinity) Insufficient quantity
Sanitation	(if 4 of 5 indicators apply) Limited access to household sanitary latrine Open/ hanging/ pit latrines Open defecation Lack of functional community/ public toilets No separate facilities for women	(if 3 of 5 indicators apply) Limited access to household sanitary latrine Open/ hanging/ pit latrines Open defecation Lack of functional community/ public toilets No separate facilities for women	(if 2 of 5 indicators applies) Limited access to household sanitary latrine Open/ hanging/ pit latrines Open defecation Lack of functional community/ public toilets No separate facilities for women

Basic Infra-structure	No Service to Very poor Service 3	Poor Service 2	Average Service 1
Drainage	(If 4 of 4 indicators apply) Absence of pucca drains Frequent water logging/stagnation of water Drains not cleaned frequently Inadequate drainage network	(If 3 of 4 indicators apply) Absence of pucca drains Frequent water logging/stagnation of water Drains not cleaned frequently Inadequate drainage network	(If 2 of 4 indicators applies) Absence of pucca drains Frequent water logging/stagnation of water Drains not cleaned frequently Inadequate drainage network
Garbage Disposal	(If 4 of 4 indicators apply) Absence of door to door collection Lack of fixed bins Open dumping of garbage Lack of road sweeping	(If 3 of 4 indicators apply) Absence of door to door collection Lack of fixed bins Open dumping of garbage Lack of road sweeping	(If 2 of 4 indicators applies) Absence of door to door collection Lack of fixed bins Open dumping of garbage Lack of road sweeping
Roads	(If 3 of 3 indicators apply) Mostly Katcha/semi pucca roads Poor Network of roads Poor condition of roads	(If 2 of 3 indicators apply) Mostly Katcha/semi pucca roads Poor Network of roads Poor condition of roads	(If 1 of 3 indicators apply) Mostly Katcha/semi pucca roads Poor Network of roads Poor condition of roads
Electricity	(If 2 of 2 indicators apply) Limited household electric connections Lack of street lights	(If 1 of 2 indicators apply) Limited household electric connections Lack of street lights	If none apply Limited household electric connections Lack of street lights

Source: SAPI Team produced based on guidelines for PRAP prepared by UGIIP

Annex V Sample of Household Survey Form

City Governance Project (CGP)

Household Survey Form

Sl. No.:
Ward No.:
Name of Slum/Community/Mohalla:
Road Name:
Holding No.:

Name of Surveyor:
Date of Survey:
Name of Respondent:
Name of Supervisor:

1. Household head name:			2. Age _____ (years)			Ownership pattern			
Male/Female		Religion		3. Occupation			Own house		Tenant
Other member of the family									
Sl. No.	Name	Male	Female	Relation with HH head	Age	Occupation	Educational Qualification	Marital Status	Remarks
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
Family Income related Information									
Monthly family income including household head. Put tick mark on correct answer.		Less than Tk. 5,000		Very poor*					
		Tk. 5,001- 6,000		Poor*					
		Tk. 6001-8000		Lower middle class					
		Tk. 8001-15000		Middle class					
		Tk. Above 15000		Higher class					

* Per capita income of the poor (Cost of Basic Need), Report of the House Hold Income and Expenditure Survey 2005, Bangladesh Bureau of Statistics.

Signature of the surveyor

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Annex VI Sample of Questionnaire for PRAP

City Governance Project (CGP)

Information of Poverty Reduction Action Plan (PRAP)

No. of Primary Group	Total Member	Poor	Very Poor

Slum/poor community under project for development	Total Member	No. of SIC/CDC

1. Does the Primary Group submit their report regularly? : Yes/ No
2. Does the Community Development Committee (CDC) submit their report regularly? : Yes/ No
3. Does the Chairperson/Secretary of CDC attended meeting regularly? : Yes/ No
3. Challenges and recommendations for implementation of activities as per Poverty Reduction Action Plan (PRAP) (Brief)

Signature of Secretary

Signature of Chairperson

Copy:

1. Mayor _____ City Corporation, District: _____
2. _____ City Corporation
3. Office Copy

Annex VII Sample of Monthly Report Format
City Governance Project (CGP)
Monthly Activity Report of Primary Group

1. General Information

- Number of Primary Group (PG):
- Ward No.:
- Name of City Corporation:
- No. of member in Primary Group (PG):
- Regular meeting held: Yes/No.

2. Occupational information

A. Occupational information of PG member

Sl. No.	Name of Occupation	Numbers	Remarks
1			
2			
3			

3. Financial Information

- Date of PG accounts opening:
- PG accounts no. and bank Name:
- Saving amount on reporting date:

4. Micro credit related information

Sl. No.	No. of Loan Receiver	Amount	% of loan recovery	Remarks
1				
2				

5. Describe briefly the challenges and recommendations of primary group activities/operations:

Signature of Secretary
Primary Group

Signature of Chairman
Primary Group

Copy:

- Chairperson _____ CDC, Ward No. _____
- SDO, ----- City Corporation

Annex VIII Sample Format

..... সিটি কর্পোরেশন
সিটি গভারন্যান্স প্রজেক্ট

ওয়ার্ড নং

মহল্লার নামঃ

কমিউনিটি উন্নয়ন পরিকল্পনা

ভূমিকা :

সিটি গভারন্যান্স প্রজেক্টের আওতায় নং ওয়ার্ডে মহল্লায় বসবাসকারী ... পরিবার নিয়ে এসআইসি/সিডিসি/সিবিও/কমিউনিটি দল গঠন করা হয়েছে। কমিউনিটিতে বসবাসকারী জনগণের বিভিন্ন সমস্যা চিহ্নিত করে সমাধানের জন্য প্রতিটি এসআইসি/সিডিসি/সিবিও/কমিউনিটি দল এ সদস্য বিশিষ্ট নির্বাহী কমিটি রয়েছে। কমিউনিটিতে বসবাসকারী পরিবার প্রধানদের উপস্থিতিতে আলোচনার মাধ্যমে নির্বাহী কমিটি গঠন করা হয়েছে। কমিউনিটিতে বিদ্যমান বিভিন্ন ধরনের সমস্যা চিহ্নিত করে অগ্রাধিকার প্রদানপূর্বক সিটি কর্পোরেশন অথবা সরকারের সংশ্লিষ্ট বিভাগকে অবহিতকরণের মাধ্যমে সমস্যা সমাধানের উদ্যোগ গ্রহণ করা হবে। নিম্নলিখিত চারটি উপাংশ চিহ্নিত করে সমস্যা নিরূপণ ও সমাধানের উদ্যোগ গ্রহণ করা হবে।

- ১। বর্জ্য ব্যবস্থাপনা
- ২। সামাজিক অবকাঠামো
- ৩। সামাজিক সমস্যা
- ৪। দরিদ্রতা হ্রাসকরণ

১। বর্জ্য ব্যবস্থাপনা :

(ক) কমিউনিটি পর্যায়ে বর্তমান ব্যবস্থাপনা :

(খ) বর্তমান ব্যবস্থাপনায় কমিউনিটিতে নিয়োজিত জনবল :

(গ) বর্জ্য ব্যবস্থাপনা উন্নয়নে কমিউনিটির সম্পৃক্ততা ও করণীয় :

২। সামাজিক অবকাঠামো :

(ক) কমিউনিটিতে বর্তমানে বিদ্যমান সামাজিক অবকাঠামোর সংখ্যা :

ক্রমিক নং	সেক্টর	অবকাঠামোর নাম	পরিমাণ	অনুমানিক মূল্য	মন্তব্য
১	ধর্মীয় প্রতিষ্ঠান	মসজিদ			
		মন্দির			
		গির্জা			
		মাদ্রাসা			
		কবরস্থান			
		শ্মশান			
		ঈদগাহ			
		কোনো সাধু-সুফির আস্তানা			
		অন্যান্য			
২	পর্যটন কেন্দ্র	প্রাকৃতিকভাবে আকর্ষণীয় কোনো পর্যটন কেন্দ্র			
		লেক			
		দীহাড়			

		বাগান			
		জলাশয়			
		কোনো প্রত্নতাত্ত্বিক স্থান			
		অন্যান্য			
৩	ক্রীড়া / বিনোদন কেন্দ্র	খেলার মাঠ			
		পার্ক			
		স্টেডিয়াম			
		বাগান			
		ব্যমাগার			
		অন্যান্য			
৪	সামাজিক প্রতিষ্ঠান	দাতব্য চিকিৎসালয়			
		এতিমখানা			
		বয়স্ক শিক্ষাকেন্দ্র			
		আশ্রম			
		অন্যান্য			
৫	শিক্ষা প্রতিষ্ঠান	স্কুল			
		কলেজ			
		মাদ্রাসা			
		বিশ্ব বিদ্যালয়			
		কিন্ডারগার্টেন			
		অন্যান্য			
৬	সাংস্কৃতিক প্রতিষ্ঠান	লাইব্রেরি			
		যাদুঘর			
		নাট্যমঞ্চ			
		সিনেমা হল			
		ক্লাব			
		অডিটোরিয়াম			
		দর্শনীয় ঐতিহাসিক			
		পর্যটনমূলক স্থান বা স্থাপনা			
		অন্যান্য			
৭	অবকাঠামো	পাকা রাস্তা			
		সেমি পাকা রাস্তা			
		কাঁচা রাস্তা			
		পাকা ড্রেন			
		সেমি পাকা ড্রেন			
		কাঁচা ড্রেন			
		পুল			
		কালভার্ট			
		সড়কবাতি			
		বর্জ্য ব্যবস্থাপনার যাবতীয়			
		অবকাঠামো			
		ফুটপাথ			
		স্যানিটেশন			
		পানি সরবরাহ			
		হাসপাতাল			
		ক্লিনিক			
		অন্যান্য			

(খ) বিদ্যমান সামাজিক অবকাঠামো মেরামত ও পুনর্বাসনের বিষয়ে সিটি কর্পোরেশন থেকে গৃহীত পদক্ষেপসমূহ :

(১)

(২)

(গ) কমিউনিটিতে সামাজিক অবকাঠামোর চাহিদা :

ক্রমিক নং	অবকাঠামোর ধরন	পরিমাণ	মন্তব্য
১.			

৩। কমিউনিটিতে বিদ্যমান সামাজিক সমস্যাসমূহ :

ক্রমিক নং	সামাজিক সমস্যার ধরন	মন্তব্য
০১	বর্জ্য না দেয়া	
০২	বেকারত্ব	
০৩	নিরক্ষরতা	
০৪	দারিদ্র	
০৫	চুরি, ছিনতাই, চাঁদাবাজি	
০৬	বাল্যবিবাহ, যৌতুক	
০৭	মাদক ব্যবসা ও মাদক সেবন	
০৮	অন্যান্য	

৪। দরিদ্রতা হ্রাসকরণ :

কমিউনিটিতে বসবাসরত পরিবারের মাসিক আয় ৫,০০০/- (পাঁচ হাজার-) টাকার নিচে হলে দারিদ্র সীমার নিচে বলে বিবেচিত হবে। কমিউনিটির আওতাধীন এলাকায় বসবাসরত পরিবারসমূহের মধ্যে জরীপ পূর্বক দরিদ্র পরিবার চিহ্নিতকরণ।

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(ক) দারিদ্র সংক্রান্ত কমিউনিটির তথ্য :

১। মাসিক আয় ৫,০০০/- টাকার নিচে	=	টি পরিবার
২। মাসিক আয় ৫,০০১-৬,০০০/- টাকার মধ্যে	=	টি পরিবার
৩। মাসিক আয় ৬,০০১-৮,০০০/- টাকার মধ্যে	=	টি পরিবার
৪। মাসিক আয় ৮,০০১-১৫,০০০/- টাকার মধ্যে	=	টি পরিবার
৫। ১৫,০০০/- টাকার ঊর্ধ্বে	=	টি পরিবার

টি পরিবার

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