

KUM BAN DEVELOPMENT PLAN MEETING

Introduction to Kum ban Development Plan

Through a series of village and Kum ban-level meetings, organized by locally selected facilitators who have been trained by PRF staff, participating communities work together to identify the main causes of poverty in the Kum ban and choose the best means of addressing those causes.

During these planning meetings, democratically elected representatives from each village in the Kum ban are responsible for developing the Kum ban Development Plan (KDP). The KDP spans a period of four years. **The KDP is the main planning instrument for PRF.**

The KDP will describe the community's long-term vision for development of their Kum ban. The KDP will also propose and prioritize a series of sub-projects that are intended to reduce local poverty. Pending technical feasibility surveys, these sub-projects will be implemented over the duration of the KDP (i.e. the top priority sub-projects in the first year, in accordance with the available budget, then remaining sub-projects over each of the next three years).

Over this four years period, PRF will provide an annual disbursement of funds. Along side community contributions (in cash or in kind), these funds are used to implement priority sub-projects identified in the Kum ban Development Plan. At least three quarters (75%) of the proposed activities must directly benefit the poorest villages in the Kum ban.

Bearing in mind PRF's principle of "simplicity" a simple format has been developed for the Village Delegates to record key findings from this meeting. The format is shows the long-term strategic goals of the Kum ban to reduce poverty, proposed priority investments in general, and proposals for what PRFII specifically might support.

Kum ban Planning Meeting

Location:

Kum ban school or meeting room if any

Chairman:

Kum ban Head

Participants:

Village delegates, Kum ban Facilitators, Kum ban Committee, NLCRDPE representative(s) at the District level; PRF district staff_(PRF staff at Central and Provincial level based on availability).

Objectives of Meeting:

This is the most important step in the PRF planning cycle not only because it sets the priorities for Program interventions for the next four years, but also because it can serve as the means for establishing development priorities to be used by Government or other

donors. These meetings will usually take place normally within two to four weeks of the Village Vision Meetings.

The main objectives are:

- To develop a long-range plan (the Kum ban Development Plan - covering a period of 4 years) designed to reduce poverty within the Kum ban;
- To prioritize investment needs in important economic and social infrastructure and livelihood skills training;
- To present Village Delegates (and other meeting participants) with the 4-year PRF budget allocations for the Kum ban;
- to designate type and location of priority infrastructure needs to be carried out under PRF and in accordance with PRF's poverty targeting strategy (ie. 75% of proposed infrastructure must benefit poor villages);
- To decide on the possible inclusion of any supplementary training activities, relevant to enhanced use or access to priority infrastructure, as part of their KDP;
- To fully understand the need for community contributions and to plan for the formation of Kum ban and Village Teams for each approved sub-project activity;
- To select 4 representatives, from among the Village Delegates, to present the KDP at the District Coordination Meeting;
- To select Kum ban Feedback and Resolution Committee members and description of their role and responsibilities.

Expected Outcomes:

At the end of this 2-day meeting, the following actions should be completed and agreed upon by all Village Delegates:

- A completed long-range Kum ban Development Plan (KDP), listing the development priorities and strategic goals that all villages in the Kum ban will strive towards in order to reduce poverty (the format for the KDP is in Annex 6);
- A specific list of investment priorities for development funding that may be made available to the village from any source, including the government authorities and the PRF;
- a clear PRF Investment Plan showing anticipated PRF-supported sub-projects (subject to technical approval for access-related sub-projects or those requiring more detailed hazard-risk assessment) for each of the four years of the KDP, in accordance with budget estimates and expected commitments from the community in terms of potential community contributions;
- a list of supplemental training activities that will enhance access to and use of PRF infrastructure (see Table 3 in Section 4.6. Supplementary training activities);
- Kum ban representatives elected to participate in the District planning & Coordination meeting;
- Nomination and training of Kum ban Feedback and Resolution Committee members;
- Kum ban facilitators confirmed or new KFs elected.

Meeting Schedule:

The KDP meeting key steps will be as follows:

- Brief review of PRF principles and procedures;
- Presentation summary of the villages vision meeting;
- Development of Strengths Weaknesses Opportunity Aspiration matrix;
- Social Mapping;
- Development of a 4 years action plan with prioritization of sub-projects and related activities.

The participatory planning process and tools described in the PRF training manual will ensure that the final selection of sub-projects reflects the different priorities of groups within villages. Special care will be taken to ensure voice of marginalized groups in the planning process, and to select appropriate tools and meeting formats for ranking and final selection. Detailed schedule, approach and tools for the Kum ban Development Plan Meeting can be found in the Training Manual.

While all villages within a targeted Kum ban are eligible to participate in PRF, a larger proportion of funds will be allocated to the poorer villages within the Kum ban. This is consistent with PRF's overarching poverty reduction goal.

To determine which villages will receive a larger funding allocation, the participants will undertake a social and poverty mapping exercise to determine where poverty is greatest. Poverty can be defined in many different ways, thus it is up to the community members to decide which areas are the poorest. Criteria should include:

- Lack of access to main roads, education and health facilities, water, sanitation, electricity, etc.;
- Villages not included in resettlement plans (per PRF restrictions);
- No similar projects in the village.

The key rule in terms of PRF resource allocations within the Kum ban Development Plans is that a minimum of 75% of the prioritized sub-projects - and at least 50% of the total available resource allocation for the Kum ban -must directly benefit those poorest villages.

Within the village, it is expected that PRF's highly participatory decision-making processes will give voice and responsibility to all segments of the village community, including women. These processes will give the poorest members of the village a mechanism to publicly propose and lobby for sub-projects that will benefit them.

Notes for Kum ban Development Plan Meeting

- Strategic Goals should be linked to the analysis of the combined Village Visioning initiatives.
- Priority Investment needs should be listed in order of priority. It may include large projects beyond the scope and budget of PRF (in case funds from Government or other donors become available). It can also include livelihood training or skills building which cannot be covered under PRF.
- PRF Sub-projects should be listed in order of priority and feasibility for each year. There must be at least one sub-project planned for each year. The maximum number of sub-projects to be implemented per cycle will depend on the annual budget allocation and the capacity of the communities to manage their implementation.

- The planning process should focus upon utilization of services. So for example, if the community builds a school, they must ensure that children will attend the school and the line department must ensure that there will be adequate teachers. Also with health centers, if the facility is built, medical staff must be attending and the community will use the health center. The focus should not be solely upon building infrastructure, but ensuring that the community uses the infrastructure.
- Information on approximate sub-project budgets will be provided by the representative from PRF Engineering team based on the Unit Cost Database. All sub-projects must be completed within the year in which they are started (this does not include the feasibility/study or planning phase of the sub-project, e.g., for roads). The yearly amount allocated for each Kum ban, can be increased on exceptional basis, based on proper justification, and with PRF Executive Director approval. However, if a larger portion of the yearly Kum ban allocation is expended in one year, disbursements in the subsequent years must be correspondingly reduced so that the overall Kum ban 4-year allocation is not exceeded.
- Leftover project cycle funds can be used in the following year if needed.
- Villagers are encouraged to complete a planned sub-project within the PRF yearly cycle. However, if a sub-project requires a more extensive feasibility study, and therefore may not be completed within a year, villagers will be allowed to implement the sub-projects the following year, after approval from the Executive Director and with proper justification. In this case, while the feasibility study will be conducted, a sub-project with faster track may also be designed, surveyed, implemented a completed within the PRF cycle.
- The only training activities that can be included in the PRF Investment Plan are those that are directly related to sub-projects and have the goal enhancing access or usership of the sub-project. Any costs related to carrying out such training activities must be included in the “Budget Estimate” column for that sub-project.
- Considerations about **operation and maintenance** (See section # on Operations and Maintenance) must be reviewed and discussed during the meeting. If the prospects for a sustainable operation and maintenance of a desired facility are too limited, it should be dropped from the list of sub-projects to be implemented with PRF funds.
- Meetings should be conducted in the **native languages** of the villagers. If more than one language is spoken, the PRF will arrange for translation services.
- The Kum ban Development Plan will be kept at the Kum ban, District and Provincial level and will be made available in the PRF website.
- There will be an opportunity to update and modify the Kum ban Plan on an annual basis.

Duration:

2 days.