

ပြည်ထောင်စုသမ္မတမြန်မာနိုင်ငံတော်အစိုးရ  
မွေးမြူရေး၊ ရေလုပ်ငန်းနှင့် ကျေးလက်ဒေသဖွံ့ဖြိုးရေးဝန်ကြီးဌာန  
ကျေးလက်ဒေသဖွံ့ဖြိုးတိုးတက်ရေးဦးစီးဌာန



**ကျေးရွာဖွံ့ဖြိုးရေးအစီအစဉ်ရေးဆွဲရေး**

**လက်စွဲ**

နေပြည်တော်၊ မြန်မာနိုင်ငံ  
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**The Government of the Republic of the Union of Myanmar  
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**Manual for Formulation of a Village Development Plan,  
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**Nay Pyi Taw, Myanmar**

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**Abbreviations and acronyms**

PF	PRA Facilitator
PTA	Parents and teachers association
PRA	Participatory reflection and action (also often referred to as participatory rural appraisal)

## I. Introduction

The manual is intended to guide PRA practitioners or facilitators, village community workers as well as township development planners to conduct village development planning. It provides detailed information on the type and range of data and information that need to be collected by way of:

- (a) Administration of PRA process with village community,
- (b) Consultation with key informants and other knowledgeable people and institutions such village elders, village tract administrators, village midwife and health worker, school PTA, township departmental officers, village money lender, village trader and broker, and other similar sources, and
- (c) Institutional establishments such as rural health centre, primary and secondary school, government department and authority at the township and village tract level, banks, business association at the township level, etc.

The manual provides techniques and approaches for transcribing PRA generated information and other sources of data in structured data or planning tables. It goes a step further to guide the process of weaving knowledge pieces (for instance notes taken during PRA and other consultations) into the analysis of the data or planning tables. In this way, the planner is then able to accomplish a good coverage of development analysis of the planning data tables and information and knowledge pieces.

Users of this Manual – I.e. Development planners, PRA facilitators (PF) and village community workers engaged in planning, should note the **steps that must be followed in formulating a village development plan**, as orderly outlined below:

- Step one**     Collect data, information and knowledge pieces through administration of PRA process.  
                   Collect data, information and knowledge pieces from other reliable information source including village elders, traders, village tract administrator, etc.  
                   Collect data and information from institutional establishments in the local area such as primary and school, rural health centre, village tract administrator's office, township department and authority office,
- Step two**     Collect data, information and knowledge pieces through administration of PRA process
- Step three**   Transcribe data and information into data or planning tables (e.g. tables for socio-economic profiling of village, assessment of current development situation in village, development potential, barrier and challenge, etc.  
                   Check internal consistency (i.e. consistency between tables) consistency of the data and information  
                   Incorporate knowledge pieces that provide information on *why* and *how* of the data and information (that is, reasoning an explanation of the situation or phenomenon of the data and information
- Step four**   Analyse the planning tables together with the knowledge pieces in the context of socio-economic and human development issues  
                   Maintain brevity in the development analysis. Avoid statistical interpretation of data tables unless there are some statistical significance of the data that needs to be explained.

**Step five** Finalise the write-up, ensuring full coverage of a village development plan including completion of table of content, list of tables and graphs, preface or words, foreword (if applicable), completion of each topic (chapter and section) of a village development plan, references, and annexes

Ensure internal consistency of all data sets or planning tables, as well as consistency between the various chapters and sections.

## II. Data and information for village profiling and planning

Data and information for village profile to be gathered consist of village population and demography, village socioeconomic situation and village current development situation. The following table elaborates detail of primary or secondary data and information to be collected with possible sources.

Primary data and information	Source	Description	Secondary Data Source
<b>Socioeconomic profile</b>			
<b>1. Population and demography</b>	PRA	Population and demographic characteristics	Township line department, Village tract administrator
<b>2. Natural resource base</b> 2.1. Land resources 2.2. Irrigated area 2.3. Major crops and productivity 2.4. Problems and potentials	PRA: resource mapping, focus group discussion (FGD)	Natural resource base <ul style="list-style-type: none"> <li>• Land resources</li> <li>• Irrigated area</li> <li>• Major crops and productivity</li> <li>• Problems and potentials</li> </ul>	Township line departments (e.g. land record department, forestry, irrigation department, etc.)
<b>3. Occupational profile</b>	PRA in village mass meeting FGD with different groups	<ul style="list-style-type: none"> <li>• Occupational profile (primary occupational profile of HHs)</li> </ul>	Village tract administrator office
<b>4. Wealth and income classes and food security issues</b>	PRA: wealth ranking exercise	<ul style="list-style-type: none"> <li>• Key assets owned by village households</li> <li>• Wealth ranking indicates inequality of income and wealth</li> </ul>	
<b>Current development situation</b>			
<b>5. Forms of community based organizations and organizational issues</b>	PRA: Stakeholder Venn diagram	<ul style="list-style-type: none"> <li>• Role of various organisations in development governance for village development affairs</li> </ul>	

Primary data and information	Source	Description	Secondary Data Source
<b>6. External organisations and their activities</b>	PRA: Stakeholder Venn diagram	<ul style="list-style-type: none"> <li>External organizations and their support activities</li> </ul>	Township general administrative department, planning department and village tract administrator's office
<b>7. Livestock ownership</b> (draught cattle, goat, horse, donkey, etc.)	PRA: Village mass meeting	<ul style="list-style-type: none"> <li>Livelihood and business asset ownership of households</li> </ul>	
<b>8. Opportunity, constraints for increasing livestock production</b>	PRA: Resource map and FGD with Farmer group	<ul style="list-style-type: none"> <li>Opportunity, constraints for increasing livestock production</li> </ul>	Township LBVD
<b>9. Fishery resources:</b> fresh water and sea fishery resources	PRA: Resource map and FGD with Fisher group	<ul style="list-style-type: none"> <li>Fishery resources: fresh water and sea water resources</li> </ul>	Township fishery department, village tract administrator's office
<b>10. Fishing resources:</b> fish ponds, fishing boats, fishing gears and fishing nets	PRA: Resource map and FGD with Farmer group	<ul style="list-style-type: none"> <li>Fishery resources: fresh water and sea water resources</li> </ul>	Township fishery department, village tract administrator's office
<b>11. Opportunities, constraints for raising fish production</b>	PRA: Resource map and FGD with Farmer group	<ul style="list-style-type: none"> <li>Opportunities, constraints for raising fish production</li> </ul>	Township fishery department, village tract administrator's office
<b>12. Key non-farm activities</b> <ul style="list-style-type: none"> <li>Types of activities by HH and viability</li> </ul>	PRA in village mass meeting FGD with different groups		
<b>13. Problems and potentials for non- farm and off farm economic activities</b>	FGD with different groups		
<b>14. Access to market</b> (distance, mode of transport, types of good and services available)	FGD with different groups		
<b>15. Market development issues</b> (infrastructure, services, price determination)	FGD with different groups		

Primary data and information	Source	Description	Secondary Data Source
<b>16. Access to finance and services</b>	FGD with different groups		
<b>17. Education and literacy</b> <ul style="list-style-type: none"> <li>• Population with literacy and illiteracy</li> <li>• School enrolment rate</li> <li>• Other issues in education such as special education for the disable such as the deaf, the blind and the dumb, teacher availability, books and stationeries, fee and inability of poorer families to meet schooling cost, role of PTA</li> </ul>	PRA exercise: FGD	<ul style="list-style-type: none"> <li>• Population with literacy and illiteracy - female &amp; male</li> <li>• School enrolment rate of school aged children up to high school level – female &amp; male</li> <li>• Other issues in education such as pupil/teacher ratio, dropout rate,</li> </ul>	Primary school and secondary school
<b>18. Health and nutrition</b> <ul style="list-style-type: none"> <li>• Common diseases</li> <li>• Accessibility to health care services and facilities</li> </ul>	PRA exercise: FGD	<ul style="list-style-type: none"> <li>• Common diseases</li> <li>• Status of health care services</li> <li>• Health care services and facilities</li> </ul>	Health centre located in the area
<b>19. Drinking water supply and sanitation</b> <ul style="list-style-type: none"> <li>• Sources; pipe water, village pond, hand dug well, tube well in term of number</li> <li>• Quality of water; tested water or not, good or bad</li> <li>• Availability of drinking water: sufficiency in term of seasonality,</li> </ul>	PRA exercise: Resource map, FGD		



Primary data and information	Source	Description	Secondary Data Source
accessibility by HH <ul style="list-style-type: none"> <li>• Sanitation facilities</li> <li>• Major problems, constraints and issues</li> </ul>			
<b>20.Culture and youth develop:</b> <ul style="list-style-type: none"> <li>• Village theatre, comedy</li> <li>• Cultural clubs such as video club, village cinema, arts</li> <li>• Religious activities</li> <li>• Youth and sports</li> </ul>	PRA: FGD with Youth group		
<b>21.Transport nfrastructure</b> <ul style="list-style-type: none"> <li>• Access road               <ul style="list-style-type: none"> <li>❖ Distance of village from nearest main road; miles</li> <li>❖ Approach road; length, years of construction, present condition (type, good or bad, available in all season), and mode of transportation available</li> </ul> </li> <li>• Water transport               <ul style="list-style-type: none"> <li>❖ River transport</li> <li>❖ Sea transport</li> </ul> </li> </ul>	PRA: Resource map and FGD with different groups		
<b>22.Community building and other facilities</b> <ul style="list-style-type: none"> <li>• Access to community buildings</li> </ul>	PRA: Village resource map and FGD		

Primary data and information	Source	Description	Secondary Data Source
<b>23. Electric power</b> <ul style="list-style-type: none"> <li>• Access to national grid</li> <li>• Solar power</li> <li>• Small and micro hydro power</li> <li>• Diesel generator</li> <li>• Wind energy</li> <li>• Biomass</li> </ul>	PRA: Village resource map and FGD		
<b>24. Communication and information technology</b> <ul style="list-style-type: none"> <li>• Telephone network</li> <li>• Mobile phone network</li> <li>• Radio communication, television</li> <li>• Newspaper, journal</li> <li>• ICT and internet access</li> </ul>	PRA: FGD		

### III. Participatory planning process: PRA tools and process

The village development planning process will ensure that all socio-economic groups participate in the planning exercise. As such, village communities will be empowered with advice and technical support (by the township planning teams) to adopt tested organisational methods and processes, and tools and instruments that would facilitate opportunity and active participation of all villagers. Henceforth, the participatory process itself, conducted through participatory reflection and action (PRA, also abbreviated for participatory rural appraisal) will empower villagers to articulate their vision, goals, strategies and downstream intervention schemes and activities for improvement of their human capabilities and overall village development.

#### 3.1. Planning context of data, information and knowledge

The **PRA process** together with **secondary data** (that will be collected from different sources) will generate critical information for structuring the data tables for a village development plan. It will provide for the data, information and knowledge pieces covering the following aspects (or requirements) of a village development plan:

- Socioeconomic profile of the village population
- Current development situation
- Development aspiration of the village population

- Development potential
- Issue and problem; barrier and challenge
- Development strategy
- Macro policy and programmatic implications of village development issues
- Programmes and projects, and implementation timeline
- Budget and financing strategy

PRA-generated information will be obtained at both village level and household level. Additionally, secondary data will be collected from township department, rural health centre, school, village tract administrator's office, and other relevant sources.

The substance of information that will be generated through administration of the PRA tools, at both village level and household level, is summarised in the following table.

**Table 1. Planning data and information to be generated from PRA process and secondary source**

Information source	Tool and instrument	Information generated
<b>Information obtained at village level</b>		
<p><b>(a) Discussion and consultation with:</b></p> <ul style="list-style-type: none"> <li>• Villagers at village mass meeting (VMM), and</li> <li>• PRA working group in the village</li> </ul> <p><b>(b) Focus group discussion (FGD) with:</b></p> <ul style="list-style-type: none"> <li>• Livelihood group (constituting farmers, fishermen, casual workers and others)</li> <li>• Women Group, Elders Group</li> </ul>	<ul style="list-style-type: none"> <li>• Wealth ranking</li> <li>• Village map - geography and resource map</li> <li>• Seasonal calendar (for drawing diagram)</li> <li>• Institutional and organisational assessment (using Stakeholder Venn diagram)</li> <li>• Preference ranking of identified projects</li> <li>• Village map (for further information and analysis)</li> <li>• Seasonal calendar (for further information and analysis)</li> <li>• Institutional and organisational assessment – Stakeholder Venn diagram (for further information and analysis)</li> </ul>	<ul style="list-style-type: none"> <li>• Wealth distribution; inequality</li> <li>• Village map - geography and resource base of village</li> <li>• Stakeholder Venn diagram – assessment of institutions and organisations of development governance in the village</li> <li>• Seasonal calendar – occurrence of critical economic, social and environmental events</li> <li>• Development issues and problems and their root causes; village development potential and barriers and challenges</li> <li>• Preference ranking of projects; project prioritisation given resource, capacity and implementation constraints.</li> </ul>

Information source	Tool and instrument	Information generated
<b>Information obtained at household or family level</b>		
<b>(c) Case study</b> (of sample poor households guided by the wealth ranking exercise conducted at the village level)	<ul style="list-style-type: none"> <li>• Case study of sample poor households using both structured questionnaire and interactive discussion approach</li> </ul>	<ul style="list-style-type: none"> <li>• Insights and knowledge (<i>why</i> and <i>how</i>) of living conditions of the poor drawing upon their perception and understanding of issues and problems, causes of poverty, their adaptation strategy, critical barriers and challenges they face in improving their livelihoods and economic and social wellbeing.</li> </ul>
<b>Data and information from secondary source</b>		
<b>(d) Data and information from available records</b>	<ul style="list-style-type: none"> <li>• Records maintained by township line departments and authorities</li> <li>• Records maintained by village tract administrator's office</li> <li>• Records maintained by rural health centre and school</li> <li>• Other reliable sources maintaining assessed and verified data and information</li> </ul>	<ul style="list-style-type: none"> <li>• Data and information for developing socio-economic profile of village, development governance arrangements and organisations, current development situation, project information.</li> </ul>

The outcome or resulting output of the above data and information gathering work will be a comprehensive set of planning data tables pertaining to village socio-economic profile, current development situation, potential, barrier and challenge, goal and strategy, and priority projects. The planning data tables are set out in the next section with regard to formulation of a village development plan.

Upon completion of the full range of planning data tables, a summary of the village development plan information will be presented in a "Development Chain: from problem analysis to possible solution"

The Worksheet as per below that will provide PRA facilitators to have further discussion at village mass meeting. This particular event will be used for review and further reflection on the development situation and strategies and prioritisation of identified projects (to be done through the preference ranking exercise at the village mass meeting).

**Table 2. Development chain: from problem analysis to possible solution**

Current situation, issue & problem (situation analysis)	Cause (of issue and problem)	Development potential and possibility	Barrier and challenge	Strategy (possible solution)	Project (intervention activity)

The next section describes the steps that will be followed in conducting the PRA exercise in a village over a period of 2.5 to 3 days.

#### IV. Method and approach for conducting PRA exercise

##### 4.1 PRA process and duration

A PRA exercise in a village will be conducted over a period of 2.5 to 3 days by one *PRA facilitator* and two *PRA co-facilitators*.

A PRA facilitator team will undertake an initial visit to the village, two to three days ahead of conducting a PRA exercise. The purpose is to inform village leaders and elders about the village development planning process, collection of secondary data and information, and arrangements for logistics such as venue, organization of village community, etc.

**Table 3. Process and duration of PRA activity**

Time and Duration		Activity
Day one	Morning session	<ul style="list-style-type: none"> <li>• At the outset, a village-wide (mass) meeting will be conducted involving participation of representatives of all households. The meeting will discuss the following:               <ul style="list-style-type: none"> <li>❖ Briefing villagers of the development planning process, stressing the importance of participation and the outcome expected from the participatory planning process</li> <li>❖ Formation of PRA working groups of the village constituting about 20 - 25 selected members from various occupational groups, social groups, religious groups and elders group. PRA working group members should be those who can spare their time for 2 – 3 days. Members will be elected by majority of HH representatives</li> <li>❖ Introducing schedule for the 2.5 to 3 day PRA exercise</li> <li>❖ Review “village history” to observe critical events and villagers’ capacity to manage the events</li> </ul> </li> <li>• The meeting with PRA working groups in the <u>morning session</u> will then proceed to drawing and developing:               <ul style="list-style-type: none"> <li>❖ a “village map” depicting geography and major resource base in the village</li> </ul> </li> </ul>

Time and Duration		Activity
		<ul style="list-style-type: none"> <li>❖ a “seasonal calendar” to record critical social, economic and environmental events in recent time</li> <li>❖ a “stakeholder Venn diagram” to assess the institutional and organisational arrangements in the village and their services</li> </ul>
	<b>Afternoon session</b>	<ul style="list-style-type: none"> <li>• Two focus group discussions (FGD) will be held with:               <ul style="list-style-type: none"> <li>❖ Elders Group</li> <li>❖ Occupation groups including “farmer group”, “fisher group”, and “landless and off-farm enterprise group”</li> </ul> </li> </ul>
<b>Day two</b>	<b>Morning session</b>	<ul style="list-style-type: none"> <li>• FGDs with:               <ul style="list-style-type: none"> <li>❖ Women’s Group</li> </ul> </li> <li>• “Wealth ranking” exercise with PRA working Groups</li> </ul>
	<b>Afternoon session</b>	<ul style="list-style-type: none"> <li>• “Preference ranking” to prioritise projects identified by the PRA working groups</li> </ul>
<b>Day three</b>	<b>Morning session</b>	<ul style="list-style-type: none"> <li>• Village mass meeting               <ul style="list-style-type: none"> <li>❖ Sharing the outcome of wealth ranking and project prioritisation with the villagers at a village mass meeting</li> <li>❖ Introducing functional role of Village Development Committee (VDC) and formation of VDC if such a committee does not yet exist</li> </ul> </li> <li>• Meeting with VDC and other villagers who can spare time to do below:               <ul style="list-style-type: none"> <li>❖ Development of “Organisational Arrangements for VDP Implementation”. This will include implementation schedule for the priority projects identified in the VDP, organisational arrangements for implementation of the projects, indicative budget and financial strategy including community contribution and resource mobilisation from government agencies and external partners</li> </ul> </li> </ul>
	<b>Afternoon session</b>	<ul style="list-style-type: none"> <li>❖ Continuation of morning session to complete the last exercise (in the event this task was not completed in the morning session)</li> </ul>

#### 4.2 Seven steps in administering a PRA exercise

There will be seven steps in carrying out a PRA exercise to generate the required information over a period of 2.5 to 3 days. Details of this process including description of the seven steps, the PRA tools and instruments to be used, and the resulting output (data and information) that will be generated, are set out in the table below.

Table 4. Seven steps in administering a PRA exercise

Step	Process, tool and instrument	Output	Duration	Remark
<b>1. Gather data and information on:</b> <ul style="list-style-type: none"> <li>• Demographic characteristics</li> <li>• Socioeconomic profile of village</li> <li>• Current village development situation</li> </ul>	<ul style="list-style-type: none"> <li>• PRA exercise</li> <li>• Consult secondary data source</li> </ul>	<ul style="list-style-type: none"> <li>• Village socio-economic profile</li> </ul>	30 min	<ul style="list-style-type: none"> <li>• Collect data in the initial village visit from secondary data source</li> <li>• Missing information to be collected in the PRA exercise</li> </ul>
<b>2. Mapping of village situation</b>	<ul style="list-style-type: none"> <li>• Village history</li> <li>• Village map</li> <li>• Stakeholder Venn diagram</li> <li>• Seasonal calendar</li> <li>• Secondary data</li> </ul>	<ul style="list-style-type: none"> <li>• Critical events of the village</li> <li>• Map of the village</li> <li>• Stakeholder involvement in the village</li> <li>• Diagram of seasonal calendar</li> </ul>	1:30 hr	<ul style="list-style-type: none"> <li>• Group work in village mass meeting</li> </ul>
<b>3. Analysis of:</b> <ul style="list-style-type: none"> <li>• Current village development situation</li> <li>• Issue, problem, barrier and challenge</li> </ul>	<ul style="list-style-type: none"> <li>• FGD with <ul style="list-style-type: none"> <li>❖ Village Elder group</li> <li>❖ Occupational groups – Farmer group, Fisher group, Landless and Non-farm Enterprise group</li> <li>❖ Women group</li> <li>❖ Youth group</li> </ul> </li> <li>• Village map</li> <li>• Stakeholder Venn diagram</li> <li>• Seasonal calendar</li> <li>• Household case study</li> </ul>	<ul style="list-style-type: none"> <li>• Current village development situation: <ul style="list-style-type: none"> <li>❖ Village development potential and possibility</li> <li>❖ Issue, barrier and challenge pertaining to: governance, economic activity, education and health facility and</li> </ul> </li> </ul>	6 hrs	Four FGD sessions: 1 FGD will take 1:30 min

Step	Process, tool and instrument	Output	Duration	Remark
	<ul style="list-style-type: none"> <li>Village socio-economic profile</li> </ul>	service, gender relations and development, culture and youth development, etc. ❖ Cause of the issue/problem ❖ Possible solution; strategies ❖ Projects and intervention activity		
<b>4. Prioritisation of village development projects</b>	<ul style="list-style-type: none"> <li>Preference ranking</li> </ul>	<ul style="list-style-type: none"> <li>Prioritized village development project list</li> </ul>	30 min	
<b>5. Wealth ranking exercise</b>	<ul style="list-style-type: none"> <li>Structured questionnaire administered with representatives of elder's group, occupational groups, women's group, youth group</li> <li>Panel discussion</li> </ul>	<ul style="list-style-type: none"> <li>Wealth distribution amongst the village population</li> </ul>	4 hrs	<ul style="list-style-type: none"> <li>Ranking done with key informant</li> <li>Confirm in village mass meeting</li> </ul>
<b>6. Implementation arrangements for the village development plan</b>	<ul style="list-style-type: none"> <li>Mass meeting</li> <li>Group exercise with VDC</li> </ul>	<ul style="list-style-type: none"> <li>Project implementation plan constituting timeline, indicative budget and responsible organisation</li> </ul>	3 hrs.	
<b>7. Discussion with households in wealth</b>	<ul style="list-style-type: none"> <li>Structured discussion on food insecurity and</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of food insecurity and</li> </ul>	1 hr	



Step	Process, tool and instrument	Output	Duration	Remark
categories C and D	indebtedness with representatives of households in wealth categories C and D. <ul style="list-style-type: none"> <li>• Minimum 30% of HHs from each of the two wealth categories - C and D</li> </ul>	indebtedness of poorer households in the village – those in the bottom two rungs of the wealth ladder		

#### 4.3 Details of the seven steps entailed in administration of the PRA process

##### Step 1. Gathering data and information

In its initial visit to a village, the PRA facilitator team will collect data and information from secondary data sources (e.g. from village heads, PTA and others) to complete the population and demographic characteristics and village socioeconomic profile. Additional data and information will be collected through the PRA exercise.

##### Step 2. Assessment of village development situation through PRA based discussion at village wide level and focus group discussion

###### (a) Village history

**Description:** Village history will provide information on important events and trends observed and recollected by the villagers.

**Objective:** To record critical events and trends concerning economic, social, development governance and environmental development in the village.

**Participants:** All villagers

**Duration:** 30 minutes

##### Worksheet for recording village history (event and trend)

Date	Event	Effect; Response

## Discussion and facilitation process

The community will be encouraged to identify and decide on the most important or critical events that should be recorded. The PRA facilitator (PF) team should create space for the less influential groups so they are able to express their recollections and assessments. There may be conflicting information on the recollection of dates and events; in such a case the PF team will have encourage participants to reach clear understanding on the definitive events. The PF team will maintain a copy of the village history, write down the facts and figures on a flip chart, and take a photo of the flip chart with a mobile phone or camera.

Participants may initially slow to respond. In such a case, the PF team will prompt and elicit information from participants by asking specific questions with an underlying motive to encourage them to recollect events and dates of critical socio-economic, governance and environmental events that had occurred or experienced in their village. Probing questions may include:

- Who established the village and when?
- Where did they come from?
- When (which date) some of the major community infrastructures built (e.g. monastery, church, school, roads, bridges, water supply, electric supply, etc.)?
- Dates of period of “office” or “responsibility” held by important leaders
- Year of major disease outbreak and the impact on human and animals; and how the villagers responded to such events
- Major natural events such as year of good production, drought, flood, pest, animal disease; their impact and how the villagers responded to manage or overcome (and mitigate) such disasters
- Major conflicts in the village; their causes and how the conflicts were resolved
- The year development management and political governance mechanisms and organisations were formed; villagers’ assessment of effectiveness of these organisations

### (b) Village resource map

**Description:** The Village Resource Map (VRM) is a tool that will help villagers to learn about their community and their local resource base. Application of the tool will provide useful information about local perception of resources - both existing and potential productive assets.

**Objective:** Villagers are able to explicate their understanding of the natural resource base in their village location; household and community access and utilisation of the natural resources.

**Participants:** Four to five members of PRA working group

**Duration:** 1 hour

## Discussion and facilitation process

PRA facilitator should ensure active participation of all participants of livelihood group.

Conduct discussion with mix gender groups because men and women use different resources particularly for their livelihood activities. The mix gender group discussion will generally address information such that: the women will identify and map out the resources they think are important such as water source, firewood source, etc.; similarly, the men will map out the resources they think are important such as grazing land, paddy land, infrastructure, etc. Maps may include: physical infrastructure, such as: Road, bridge, jetty, pond, house, community building, etc.,

- Water site and source,
- Agricultural land, soil, slope, river and stream, soil, slope, forestland, grazing area,
- Shop, market, meeting place, bus stop,
- Health clinic, school,
- Religious building, special place as sacred site, cemetery,
- Any other place for potential future development.
- Start by placing locally available materials (stone, leaf and stick, etc.;) or by drawing on the flip chart paper
- Ask the participants to clarify the boundaries of their village
- Ask them to draw other things on the map that they think are important. Do not interrupt the participants unless they have finished drawing
- Once they have finished, you can ask whether there is anything else of importance that should be added
- Make sure to draw a picture of the map on flip chart and copy it for photo records. Be sure that the final map includes direction indicators (north, south, east, west). Take a photo of the map (by camera or mobile phone).
- The map will be used as a reference in focus group discussions for analysis of current village development situation.

### **(c) Seasonal calendar**

**Description:** A seasonal calendar is a participatory tool to explore seasonal occurrences (e.g. gender-specific workload, diseases, income, festivals, expenditure etc.)

**Objective:** To learn about changes in livelihoods over the year and to show the seasonality of agricultural and non-agricultural workload, food availability, human diseases, gender-specific income and expenditure, water, forage, credit and holidays

**Participants:** Four to five members of PRA working group

**Time:** 1 hour

### **Discussion and facilitation process**

In the morning session of the first day, this exercise will be carried with women group. The facilitator explains and facilitates the events and occasions to be included in the map such as asking questions about the climate, busy period, lean period, harvest period, festivals and social events etc.

Locate them in a large open space. Ask the participants to draw a matrix consisting of month on horizontal axis and the occurrences on vertical axis. The descriptions are in drawing or writing. All the participants discuss and fill the matrix together.

#### **(d) Stakeholder Venn diagram**

**Description:** The Venn diagram shows institutions, organizations, groups and important individuals in and outside the village, as well as the villagers' view of their relative importance in the community. It also indicates the degree of relationship among the groups.

**Objective:** To identify the external and internal organizations/groups/important persons active in the community and their relative importance to the community and their degree of relationship among them.

**Participants:** Village elders of PRA working group

**Time:** 1 hour

### **Discussion and facilitation process**

Facilitator asks the villagers what formal and informal organizations exist in their village. In their eyes which organizations are important to them and why? Tell the group member to draw a big circle representing the village. Draw circles of different sizes, each representing the respective organization working in the village. Bigger size indicates more important organization and small circle for less important one. The nearness to one another indicates degree of relationship. Every organization/group should be marked with the name or symbol. The participant should use pencil in their drawing so that corrections and changes can be made. Take photo record of the illustration.

#### **Step 3. Analysis of current village development situation**

Current development situation of the village to be analysed are development organizations; economic welfare: income and consumption, food security and poverty and vulnerability; economic and livelihood activities; environment and natural resource management including disaster risk reduction; access to finance and banking; education and health status and services; access infrastructure, electric power and telecommunication; culture and youth development; security and public safety.

Analysis will be carried out through FGD with livelihood and social groups – including Farmer group, Fisher group, Landless and Off-farm Enterprise group, Women group and Elder group - in respective area using village resource map, seasonal calendar and Stakeholder Venn diagram. Detail process of analysis is elaborated in below matrix. (A PF should study in advance structured analysis tables under the session of current development situation and use it as a reference in the discussion sessions).

In the FGD, response and discussion note has to be kept in a notebook by the PF. These notes will constitute knowledge pieces that will explain *why* and *how* of the data and information. The notes will enrich the “story” and analysis of the data tables that must be completed each day by the PF.

<b>Analysis; Tool</b>	<b>Question</b>
<p><b><u>Development organisation</u></b></p> <ul style="list-style-type: none"> <li>• Organisations, institutions and groups are working in or outside the community?</li> <li>• Institutions and groups which the villagers consider to be important, and why?</li> </ul> <p><b>Tool</b></p> <ul style="list-style-type: none"> <li>• Stakeholder Venn diagram</li> <li>• FGD with Elder group and Women group</li> </ul>	<ul style="list-style-type: none"> <li>• Which organisations, institutions or groups are working in or outside the village community; and what are their functions?</li> <li>• Which institutions and groups do the villagers regard as most important, and why?</li> <li>• Who initiated formation or development operation of the organisations?</li> <li>• How many members (male and female) are there in respective organizations or groups?</li> <li>• What are the relationships between different groups in the community? Are there any difficulties and conflict?</li> <li>• What are the issues (and their causes) pertaining to decision making in the community?</li> <li>• What needs to be done to improve organisational systems in the village?</li> </ul>
<p><b><u>Agriculture – Crops</u></b></p> <ul style="list-style-type: none"> <li>• Issues and causes of issues, potentials, barriers and solutions for crop productivity</li> <li>• Farmer’s aspirations</li> </ul> <p><b>Tool</b></p> <ul style="list-style-type: none"> <li>• Village resource map</li> <li>• Seasonal calendar</li> <li>• FGD with Livelihood groups (Farmer group and Fisher group)</li> <li>• Secondary data and information on resource endowment</li> </ul>	<p><b>HH land ownership</b></p> <ul style="list-style-type: none"> <li>• What is the situation of land holding size by HH?</li> <li>• How about land holding capacity of the village families? (Landless and marginal HH owning 0 - 2.5 acres of land; small farmer owning 2.5 - 5 acres; Middle size farmer owning 5 - 12.5 acres owned; and large landowner holding &gt; 12.5 acres of land)</li> <li>• Are there any potential for increasing landholding capacity of the village? If yes, what are they?</li> <li>• What measures can be taken to increase landholding capacity (issues and problems/barrier)?</li> <li>• What are possible root causes of above-mentioned issues?</li> </ul> <p><b>Irrigated area</b></p> <ul style="list-style-type: none"> <li>• What types of water source are available for agriculture and how many acres can be covered by respective sources?</li> <li>• Who constructed the system? Government or others?</li> <li>• Is water all year round?</li> <li>• What are the issues and problems for accessing irrigated water?</li> <li>• What are causes of problems?</li> </ul>

Analysis; Tool	Question
	<ul style="list-style-type: none"> <li>• Is there any potential for increasing access to irrigation? What are the barriers to realise the potential?</li> <li>• What can be done to increase coverage acre of irrigation?</li> </ul> <p><b>Major crops and productivity</b></p> <ul style="list-style-type: none"> <li>• What major crops are growing in your village; what are the yield of each crop in terms of term of minimum, maximum and average?</li> <li>• When do the crops grow? What quantities of the inputs are needed – in terms of low, moderate and high?</li> <li>• What is the profitability of the crops being cultivated/grown (low, moderate and high)?</li> <li>• What are the most potential crops to increase income of village families?</li> <li>• What are problems and issues to increase yield of each crops?</li> <li>• What are opportunities/potentials for increasing crop production? What are barriers to realise the potential?</li> <li>• What can be done for increasing crop productivity of the village?</li> </ul> <p><b>Agriculture machinery</b></p> <ul style="list-style-type: none"> <li>• What types of agricultural machineries are available in your village?</li> <li>• How these generate in the village?</li> </ul> <p><b>Farmer's aspiration</b></p> <ul style="list-style-type: none"> <li>• What you want to see agricultural production in next 5-10 years?</li> </ul>
<p><b><u>Livestock and Fisheries</u></b></p> <ul style="list-style-type: none"> <li>• Potentials, barriers and solutions for crop productivity</li> <li>• Farmer's aspirations</li> </ul> <p><b>Tool</b></p> <ul style="list-style-type: none"> <li>• Village resource map</li> <li>• Seasonal calendar</li> <li>• FGD with livelihood groups (Farmer group, Fisher group)</li> </ul>	<p><b>Livestock</b></p> <ul style="list-style-type: none"> <li>• What livestock are produced in the village? How many different kinds of livestock you rear? Which ones are the most important; why?</li> <li>• Which ones are best suited for the poorer household? Why?</li> <li>• What are problems and issues to increase the number or profit of livestock breeding?</li> <li>• What are potentials to increase livestock production? What are barriers to grab the potential?</li> <li>• What can be done to increase the numbers or profit of livestock breeding?</li> <li>• What you want to see livestock production in next five –ten year?</li> </ul> <p><b>Fisheries</b></p> <ul style="list-style-type: none"> <li>• How about fish production condition of the village (fish pond and others)?</li> <li>• What limit to increase fish production (issues, causes)? What are potentials?</li> </ul>

Analysis; Tool	Question
	<ul style="list-style-type: none"> <li>• What can be done to improve fish production? What you want to see fish production in your village?</li> </ul>
<p><b><u>Non-farm economic activities</u></b></p> <ul style="list-style-type: none"> <li>• Issues and problems, potentials, barriers and aspiration for developing non-farm economic activities for village communities</li> </ul> <p><b>Tool</b></p> <ul style="list-style-type: none"> <li>• FGD with women group and livelihood group</li> <li>• HH case study</li> </ul>	<ul style="list-style-type: none"> <li>• What types of non- farm economic activities village families depend on? How many families mainly depend on what activity?</li> <li>• Which are viable and how much extent, and which are not viable and why?</li> <li>• What are problems and issues for development of non-farm activities for the village community? What are potentials for improving non-farm activities? What are barriers to grab the potential?</li> <li>• What can be done to develop non-farm activities?</li> <li>• What you want see economic status of your village in next 5-10 years?</li> </ul>
<p><b><u>Market for goods and services</u></b></p> <ul style="list-style-type: none"> <li>• Issues/potentials and possible actions for improving access to market</li> </ul> <p><b>Tool</b></p> <ul style="list-style-type: none"> <li>• FGD with Livelihood group and Women group</li> </ul>	<ul style="list-style-type: none"> <li>• Where is the nearest market?</li> <li>• What goods can be bought or sold there?</li> <li>• What is the main mode of transport to this market?</li> <li>• What is the cost of going to this market?</li> <li>• Are there other bigger markets nearby?</li> <li>• What goods and services can be sold/buy there?</li> <li>• Can you receive a better price by selling differently? What stops you from doing that now?</li> </ul>
<p><b><u>Access to finance and banking</u></b></p> <ul style="list-style-type: none"> <li>• Accessibility to financial services and banking services</li> </ul> <p><b>Tool</b></p> <ul style="list-style-type: none"> <li>• Focus group discussion</li> </ul>	<ul style="list-style-type: none"> <li>• If you need to borrow money, where do you borrow from?</li> <li>• What are the terms and conditions?</li> <li>• What are the alternatives?</li> <li>• What are the difficulties? What can be done to improve this?</li> </ul>

Analysis; Tool	Question
with livelihood and women groups	
<p><b><u>Environment and natural resources management including disaster risk reduction measures</u></b></p> <ul style="list-style-type: none"> <li>• Issues and risk tendency</li> </ul> <p><b>Tool</b></p> <ul style="list-style-type: none"> <li>• FGD with livelihood and women groups</li> </ul>	<ul style="list-style-type: none"> <li>• What are natural resource management and environmental problems and issues in the village? The issues could one or more of the following: soil degradation or fertility problem, pest and disease and what mitigation measures are practiced by farmers, waste management, natural disasters such as flood, fire, storm, drought, chilling, livestock disease outbreak, and other similar issues/problems)</li> <li>• What is the extent of risk of each of the problems and issues identified; and why?</li> </ul>
<p><b><u>Education and health status and services</u></b></p> <ul style="list-style-type: none"> <li>• Issues and problems, potential and barriers, solutions and aspiration regarding education and health</li> </ul> <p><b>Tool</b></p> <ul style="list-style-type: none"> <li>• Secondary data and information</li> <li>• Village map</li> <li>• Focus group discussion with PTA, village elder group, women group</li> </ul>	<p><b>Literacy</b></p> <ul style="list-style-type: none"> <li>• How about literacy rate in the village?</li> <li>• How many people never attend school?</li> <li>• How many people completed primary school?</li> <li>• How many people completed secondary school?</li> <li>• How many people completed university education?</li> </ul> <p><b>School enrolment rate</b></p> <ul style="list-style-type: none"> <li>• How many school age children attend school, presently (5 - 9 years: primary school age; 10 - 14 years: secondary school age; 15 - 16 years: high school age)?</li> <li>• How many children of primary education age are not go to school? Why are they enrolled /dropped out?</li> </ul> <p><b>School building condition and access</b></p> <ul style="list-style-type: none"> <li>• How far the school from village? How students get there?</li> <li>• How the condition of school building in term of size and quality of roofing, floor and walling.</li> <li>• From where do the students fetch the drinking water?</li> <li>• How long do the students have to walk to collect the water from the source?</li> <li>• How many teachers in your school?</li> <li>• How about the condition of school latrine, furniture?</li> <li>• What are issues and problems for improving educational attainment of the village community and what are causes of issues?</li> <li>• What can be done to improve educational status of the village?</li> </ul>



Analysis; Tool	Question
	<ul style="list-style-type: none"> <li>• What you want to see education status of your village in next 5-10 years?</li> </ul> <p><b>Common disease</b></p> <ul style="list-style-type: none"> <li>• What are the common diseases that people suffer?</li> </ul> <p><b>Health facilities</b></p> <ul style="list-style-type: none"> <li>• Is there health centre in the village? What are the primary health services available in the village?</li> <li>• If not how far is the nearest health care centre located around the village?</li> <li>• How about situation of health facilities in health centre such as (# of doctor, nurse, midwife, health workers, equipment)?</li> <li>• How far the nearest hospital and how about condition of health facilities?</li> <li>• How about availability of pharmacist?</li> <li>• How about availability of medicines and storage condition (refrigeration)?</li> <li>• Any other observation and comment?</li> </ul> <p><b>Drinking water supply</b></p> <ul style="list-style-type: none"> <li>• Where do people get drinking water?</li> <li>• How many ponds or wells? Are there clean enough to drink?</li> <li>• Is there enough drinking water throughout the year? Are there any period in the year when there is a shortage of drinking water?</li> </ul> <p><b>Sanitation facilities</b></p> <ul style="list-style-type: none"> <li>• How many number of HH access to sanitation facility? How many HH use what type of facility (fly proof, open pit, bush type)?</li> <li>• What are issues and causes regarding access to sanitation facilities?</li> <li>• What are potentials for improving health status of the village?</li> <li>• What can be done to improve health status of the village community?</li> </ul>
<p><b><u>Access Infrastructure, electric power and telecommunication</u></b></p> <p><b>Tool</b></p> <ul style="list-style-type: none"> <li>• Village map</li> </ul>	<p><b>Village access infrastructure and transportation facilities</b></p> <ul style="list-style-type: none"> <li>• How about condition of village access road?</li> <li>• What type of the road? Is the condition good or bad?</li> <li>• When was it constructed? Can it be used year round?</li> <li>• How far from the village and what mode of transportation?</li> <li>• What are other types of access infrastructures of the village?</li> </ul>

<b>Analysis; Tool</b>	<b>Question</b>
<ul style="list-style-type: none"> <li>• FGD with elder and women groups</li> </ul>	<ul style="list-style-type: none"> <li>• How about their condition in terms of size, constructed year, condition and available seasons to be used?</li> <li>• Is there available water transport and how long does it take and by what mode of transportation?</li> <li>• What kind of transportation facilities is available in the village?</li> <li>• What are issues and causes of the village to improve transport infrastructure and facilities? What are potentials?</li> <li>• What can be done to improve village transportation?</li> </ul> <p><b>Electric power and communication and information technology</b></p> <ul style="list-style-type: none"> <li>• What type of power source(s) is/ are available by HH in the village?</li> <li>• How to operate and maintain the power infrastructure – good or bad?</li> <li>• What can be done to improve accessibility to electricity by village community?</li> <li>• What types of communication and information facilities are available in the village?</li> <li>• What you want to see your village in regard with transportation and electricity and communication?</li> </ul>
<p><b><u>Culture and youth development</u></b></p> <p><i>Tool</i></p> <ul style="list-style-type: none"> <li>• FGD with elder and women groups</li> </ul>	<ul style="list-style-type: none"> <li>• What type of entertainment activities village youth can access to?</li> <li>• What social activities village youth engage in?</li> <li>• What kinds of religious activities youth engage in?</li> <li>• What kind of playground and services youth can access to?</li> <li>• What other activities youth engage in?</li> <li>• What type of learning facilities youth can access to (internet, library, etc.).</li> <li>• What can be done for youth development?</li> </ul>
<p><b><u>Security and public safety</u></b></p> <p><i>Tool</i></p> <ul style="list-style-type: none"> <li>• FGD with elder and women groups</li> </ul>	<p><b>Accessibility to public safety services</b></p> <ul style="list-style-type: none"> <li>• What types of services (communication, early warning, policing service, etc) village community can access to?</li> <li>• What kind of insurance is accessible or available for village community?</li> </ul> <p><b>Occurrence of crime</b></p> <ul style="list-style-type: none"> <li>• What kinds of crime used to occur in the village? How frequently and/or seriously?</li> </ul>

#### Step 4. Prioritisation of village development projects

**Description:** From the FGD and further analyses of the information, possible solution or projects can be listed. These are to be prioritized by the villagers using a preference ranking method.

**Objective:** To prioritize the projects

**Participants:** PRA working group

**Duration:** 1 hour

#### Discussion and facilitation process:

The proposed projects are listed on the flip chart and PFs will read them aloud and explain the scoring system as follows:

- For each project, PF will give score ranging from 1 to 10 (1 being the minimum and 10 being the maximum).
- Each participant will give score for all the projects. PFs will read out the project name and the respondent/participant will give the score in writing on paper sheet. Then, PF will collect the score sheets and the sum up the total scores and divide by the number of respondents.
- The average value for each project will be arranged in order of merit. All these will be done in the presence of the community and results will be scripted right on the flip chart.
- Photo of the flip chart containing all of the above information will be retained with the PFs for future reference, while the flip chart will be retained with the village community.

#### List of issues, problems, causes and possible solution

Sector/theme	Issue, Problem	Cause	Possible solution	Proposed project
Development governance				
Crop				
Livestock				
Fisheries				
Off-farm activities				

Sector/theme	Issue, Problem	Cause	Possible solution	Proposed project
Natural resource management and environment				
Health and nutrition				
Education				
Gender relations and development				
Access infrastructure facilities and services (road, waterway, footpath, jetty, etc.)				
Electric power				
Telecommunication				
Youth and culture development				
Security and public safety				

### Prioritisation of Projects

Project	Sector	Psn 1	Psn 2	Psn 3	Psn 4	Psn 5	Psn 6	Psn 7	Psn 8	Psn 9	Psn 10	Total count	Rank

**Note:** Psn – person

### Step 5. Wealth Ranking exercise

**Description:** Wealth status of each household is identified using the criteria agreed by the villagers.

**Objective:** To determine the wealth status of each household, so that equity issue and targeting can be addressed during development interventions

**Participants:** PRA working group

**Duration:** For the first round - 3 hours  
For the second round – 1 to 2 hours

#### Discussion and facilitation process:

In the afternoon of the second day, key respondent group comprising village elders, representatives of village administration, women, youth, occupational groups, social and religious groups will be invited to do the wealth ranking.

To define criteria, ask participants to select one better-off household and ask them how you can say the HH is better off. It is to list and record response from participants to be used as criteria for “better-off” HH. Then ask to select one very poor HH and define why they can say the HH is very poor, the response would be criteria for “very poor HH”.

Ask participants that how many class are there between better-off and very poor HH. There may be one or more than one such as middle and poor. Criteria for respective two classes are to be developed as same as above.

Wealth categories to be classified are:

- a. Better-off: the wealthy and influential households in the community
- b. Middle: the moderately well off
- c. Poor: marginal landowners, landless with some occupational skills, etc.
- d. Very poor: a majority of the households in this category are in income and consumption poverty, food insecure, and/or vulnerable

Based on the criteria set by the villagers, classification is done with the consensus of majority. This will be recorded and brought to a follow up mass meeting for confirmation by the majority.

- The criteria are to be listed in the table below. The list is only an indication; villagers will development details of socio-economic characteristics of each wealth category or group.
- Ask each wealth category/group to make a list of each household sharing the same criteria for being included as member of the same wealth category.

- Once grouping has been developed through the PRA process, members of the group will should be asked to review their situation in their respective group/category, reflect on the criteria used, and make changes about their position or inclusion in a group.
- Share the final consensus of the community members in regard to the wealth category or group formation that has emerged through the PRA.

**Table x. Worksheet for setting up criteria for wealth categorisation or grouping**

Wealth category	Better- off	Middle	Poor	Poorest
Land ownership				
Large livestock ownership				
Housing condition				
Productive asset				
Jewellery and luxury goods				
Income (Low, Medium, High)				
Other				

### **Step 6. Implementation arrangements for the village development plan**

Step 6, which will be carried out on the third day, will focus on developing an Implementation Plan of the VDP. A village leader or key person of the village or a suitable organization related to the village sector development activities will present the listing of “prioritised projects” to village community at a village mass meeting on the day 3.

The meeting would also discuss and decide on the following:

- Consensus and finalise listing of priority projects that should be included in the village development plan that has been prepared during the PRA
- Discuss and agree on the organisational arrangements and, if possible, funding options for implementation of the priority projects
- Agree on the responsibility and role of committees, including Village Development Committee (VDC, see below for further details), that will have to be set up for organised implementation of economic, social, infrastructure, energy and environment related projects identified among the prioritised project list.

- Explore and clarify the modality of financing the projects including recurrent budget for “operation, maintenance and repair” of the project schemes

**Step 7. Discussion with representatives of Wealth Category 3 and Category 4 to assess food insecurity of the poorer households**

After concluding the village mass meeting in Step 6 above, the PRA Facilitator team will help organise a separate interactive discussion session amongst at least 30% of the households belonging to Wealth Categories 3 and 4. Each of these participating households will have one adult member while the PFs will ensure that there is balanced representation of female and male.

The discussion will focus on understanding and assessing food insecurity and indebtedness among the poorer households in the village. The method that will be deployed for this discussion session is outlined below:

- The PRA Facilitator team (PF) will have enough copies of a set of questionnaire to be administered in the session. The questionnaire copies will be given to each member to complete.
- The PF will methodically guide the members to complete the set of questionnaire by going through each question and facilitating the members to complete their respective response.
- On completion of the response to the set of questionnaire, the PF will collect all the papers from the respondents. The PF will assure the respondents that individual household response will not be shared with anyone; only the processed information that will provide for an analysis of the issues of food insecurity and indebtedness will be included as part of the village development plan.

The set of questionnaire on food insecurity and indebtedness is given below.

**Food Security and Indebtedness questionnaire (for Wealth Categories C and D)**

	Question	Response	Remark; comment
1	In the past <u>1 month</u> , has anyone in your household <u>changed from what they normally eat</u> due to food being scarce or because the prices were not affordable?	Yes, rarely ..... 1 Yes, sometimes ..... 2 Yes, frequently..... 3 No/ never ..... 4	
2	In the past <u>1 month</u> , has anyone in your household <u>skipped a meal</u> due to food being scarce or because the prices were not affordable?	Yes, rarely ..... 1 Yes, sometimes ..... 2 Yes, frequently..... 3 No/ never ..... 4	

	Question	Response	Remark; comment
3	In the past <u>1 month</u> , has anyone in your household <u>skipped eating for a whole day</u> due to food being scarce or because the prices were not affordable?	Yes, rarely ..... 1 Yes, sometimes ..... 2 Yes, frequently..... 3 No/ never ..... 4	
4	How long will your staple food stock last?	No food stock..... 1 1 day ..... 2 2 – 7 days ..... 3 8 – 30 days ..... 4 More than 30 days.... 5	
5	In the past <u>1 month</u> , where has most of the rice consumed in this household come from?	Own production..... 1 Purchase..... 2 Borrow, credit or advance..... 3 Exchange items for food..... 4 Exchange work for	
		food ..... 5 Gift from family or friends ..... 6 Food aid..... 7 Other (specif..... 8	
6	In the past 12 months, how many months could your household <u>eat meals regularly without borrowing in cash or in kind for food or food aid?</u>	..... Months	



Indebtedness		Response	Remark; comment
1	As of <u>today</u> , does your household <u>owe</u> anyone <u>in cash or in kind</u> ?	Yes..... 1 No ..... 2	
2	How much <u>in total</u> does your household owe in cash or in kind?	.....Kyats	
3	From <u>whom</u> did you borrow those outstanding loans? <b>(Multiple response possible)</b>	Relatives or friends ... 1 Money lender ..... 2 Pond shop..... 3 Public bank ..... 4 Private bank ..... 5 Govt. project ..... 6 NGO ..... 7 Other (Specify) ..... 8	
4	How did you use your loan (s)? <b>(Multiple response possible)</b>	Consumption ..... 1 Health..... 2 Education ..... 3 Investment in productive assets..... 4 Investment in other assets ..... 5 Other (specify) ..... 6	
5	Did your household <u>receive any assistance such as credit, cash grant, material inputs, equipment and tools, training, advice and information related to <b>microfinance</b> from anyone or any organization?</u> If "yes", how do you <u>perceive</u> the <u>impact on your household</u> ?	No ..... 0 Noticeably negative affected ..... 1 Slightly negative affected ..... 2 No effect..... 3 Slightly improved ..... 4 Noticeably improved . 5	

#### 4.4 Institutional arrangements for village development governance

The section will have an emphasis on role of VDC and the various “committees” that will be set up under coordination of VDC for development management.

The following points are to be noted:

- (a) A VDC is not established only for the purpose of plan implementation, as is now appears in the current draft.
- (b) A VDC is an institutional and organizational mechanism for governing overall village development affairs. Henceforth,
- (c) Establish the membership of a VDC and
- (d) Articulate development functions of a VDC (keeping in perspective of point b. above).
- (e) Describe some examples of development governance functions of a VDC. Such as:
  - Village development plan formulation and village annual development programme
  - Organisation of VDP implementation
  - Resource mobilisation for plan implementation
  - Financial management and accountability of funds received as loan or grant from Govt and other development partners. Financial reporting.
  - Plan monitoring, assessment and evaluation
  - Reporting on VDP progress

##### **(a) Introducing Village Development Committee (VDC) approach with village community**

When village community have established prioritized project list, they are asked how they implement the projects in orderly way is. The projects may cover various sectors and themes such as economic sector, health, education, social infrastructure development sector, etc.

Reviewing the list of priority projects and existing village group and committee, ask village community in the village mass meeting as below:

- ❖ Which existing group/organization will undertake what project/activity?
- ❖ What are groups or organizations going to be formed to implement the projects?
- ❖ What will be the organization in leading or coordination role to implement village development projects and activities?

Then, explain village community the situation of current organizational system of the village focusing below points:

- ❖ The village has only inherent organizations such as religious group, social welfare groups and there is no group to lead or undertake activities under economic sector.
- ❖ It is important that a village must have an organization to coordinate development activities in the village. The organization would be a Village Development Committee (VDC).

❖ Introduce village community with VDC approach as below:

#### **4.5 Objective of Village Development Committee (VDC)**

1. Organize the village population for genuine participation in improvement of their socio-economic situation.
2. Communicate with external organizations to access required support.
3. Mobilize the village groups and organizations to build development governance of the village.

#### **4.6 Functions of VDC**

1. Develop village development plan along with the villagers.
2. Coordinate with different social, economic and administrative groups and organizations in the village to manage and implement development activities.
3. Lead village community to strengthen the existing groups and form additional groups if required for village development.
4. Mobilize required resources from within and outside the village to implement development activities identified under various sectors.
5. Allocate task as well as budget to respective groups and organizations in the village for successful implementation.
6. Open bank account to manage village development funds in transparent manner.
7. Plan and implement capacity building activities for village organizations and individual HH members on organizational development skill, livelihood skill, business management, etc.
8. Initiate community self-help activities (such as cleaning or renovation of water pound, repairing of village road, etc)
9. Supervise, monitor and evaluate the implementation of village development activities
10. Organize regular coordination meeting with different groups and organizations in the village to review the progress of implementation of village development activities.
11. Organize annual review meeting with all HH of the villages for reviewing village development situation and making plan for future.
12. Share the discussion points and relevant information to village community and village tract administer.
13. Submit period report to Department of Rural Development and concerned departments.
14. Manage fiscal and organizational arrangement for repair and maintenance of development schemes

#### **4.7 Structure of VDC**

VDC is an elected body and number of member would depend on size of the village. The structure of VDC would be as follow:

- Chair
- Secretary

- Book writer
- Treasurer
- Key holder -1
- Key holder – 2
- Members

Selection of VDC members

- Representative(s) of village elders
- Representative(s) of different occupational groups
- Representative(s) of different religious groups
- Representative(s) of different social groups
- Representative(s) of 10 HH head

## V. Village Development Plan

### 1. Village socio-economic profile

#### 1.1 Population and demography

Age Group	Male	Female	Total Population	% of population	Development perspective
< 1 year					Infant
1- 5 years					Under five
5 - 9 years					Primary school age
10 - 14 years					Secondary school age
15 - 60 years					Working age population
Above 60 years					Elder
Total					

Source: PRA dated 4 – 6 June 2015

#### 1.2 Labour force

Occupational profile and diversity of income sources

Principal occupation	Number of HH	% of HH	Remark
Farmer			
Fisher			

Principal occupation	Number of HH	% of HH	Remark
Wholesale trade			
Retail trade, vending			
Manufacturing and processing			
Mining and quarrying			
Carpenter, mason			
Government employee			
Professional services			
Services (tea shop, barber shop, transport service, broker, etc.)			
Casual labour			

**Source:** PRA dated 4 – 6 June 2015

### 1.3 Natural resource endowment

#### 1.3.1 Cultivable land area in the village

Land Type	Area (acre)	Quality of land (Good, Fair, Bad)	Irrigation (Yes, No, Some)	Available water source (Type of source, coverage)
Low paddy land				
Ya				
Garden				
Home stead garden				
Shifting cultivation				
Alluvial land				
Pasture land				
Fallow land				
Waste land				
Other forest area				
Other				
Total	295			

**Source:** PRA dated 4 – 6 June 2015

**Note:** Type of water source includes: dam, pumping up, gravity flow and underground, etc.

### 1.3.2 Mineral resources and other natural resources

Type	Availability (Abundant, Moderate, Rare, None)	Accessibility (Relatively easy, Difficult, No Access)
Hydrocarbon (gas, oil)		
Mineral resources (precious gems, metal, granite, coal, stone, sand and gravel)		
<b>Other natural resource</b>		
Animal species		
Plant species, forage and medicinal plant		

**Source:** PRA dated 4 – 6 June 2015

### 1.4 Wealth distribution

Subject	Criteria for			
	Better off	Middle	Poor	Very Poor
Land ownership				
House condition				
Productive asset				
Business				
Other				
Total household: (277)				

**Source:** PRA dated 4 – 6 June 2015

**Note:** Criteria include household or family ownership of productive assets, dwelling, jewellery, other non-productive assets, etc.

### 1.5 Vulnerability

#### 1.5.1 Vulnerability of specific people

Type	Description	Male	Female	Total
Elder > 60 years	Without having family care			
Disabled person	Without having social or family care			

		Number of HH
Woman headed HH	Poor and large family size	
Widower HH	Poor and large family size	
Poor households	their main earning member working outside of their village for long periods	

**Source:** PRA dated 4 – 6 June 2015

### 1.5.2 Risk Exposure of the population in the village

#	Type of risk exposure	Low, Med, High	Remark; comment
1	Food poverty/Food insecurity		
2	Poor resource base (land, water)		
3	Flood		
4	Drought		
5	Storm, cyclone		
6	Earthquake		
7	Fire		
8	Saline intrusion in agricultural land		
9	Erosion, land degradation		
10	Deforestation		
11	Malaria		
12	TB		
13	HIV		
14	Internally displaced, local conflict		
15	Trafficking		
16	Remote, poor transport, etc.		

**Source:** PRA dated 4 – 6 June 2015

### 1.5.3 Who are the vulnerable?

#	Group of people	Risk Low, Med, High	Remark; comment
1	Young people		
2	Women headed poor household		
3	Landless, marginal farmer		
4	Households in natural hazard and communicable disease prone areas		
5	People along the riverside		
6	Prone to accident		
7	Internally displaced population		
8	Inhabitants of low lying area		
9	Fish pond owner		
10	Casual labourers		
11	Specific ethnic community		
12	Local conflict zone		
13	Border area		
14	Goldmine worker		
15	Drug addict		
16	Individual at the risk of communicable diseases		
17	Roaming vendor		
18	Migrant		
19	Driver		

**Source:** PRA dated 4 – 6 June 2015

## 2. Current development situation

This section of the village plan document provides an analysis of current development situation covering the following areas:

1. Community based development organisation including community based organisation, cooperative, and presence of external organisation for development support
2. Economic welfare: income and consumption; food security; poverty and vulnerability
3. Economic and livelihood activities crop production, livestock, fisheries, non-farm or off-farm economic and income generation activity, and rural enterprises; market for goods and services



4. Environment and natural resources management including disaster risk reduction measures
5. Banking and financial services
6. Education and health status and services
7. Access infrastructures, electric power and telecommunication
8. Culture and youth development
9. Security and public safety

Data and information for assessment of the current development situation in the village are obtained from both primary (e.g. PRA generated data) and secondary sources as elaborated in Chapter V of the Guidelines.

## 2.1 Development organisation

### 2.1.1 Community based organisation (CBO) within village

#	Group name	Type (1, 2, 3)	Group size			Mandated activities	Initiated by (4, 5)	Group dynamics (6, 7, 8)
			M	F	T			
1								
2								

**Note:**

***Type of group:***

- 1 Economic activity based group; Farmer group; Savings and loan association; etc.
- 2 Social group such as self-help group, women's group, youth group
- 3 Religious and cultural based group

Initiated by:

- 4 Village itself;
- 5 External organisation

**Group dynamics**

- 6 - Good      7 - Fair      8 - Weak (specify)

### 2.1.2 Presence of external organisation for development support

(External organisation that frequently deal with village community for development of the village and its people and families)

#	Name	Type of organisation (1,2,3,4,5,6,7)	Programme mandate and key activities of organisation
1			
2			
3			
4			

**Note:**

- 1 Faith-based organisation (national and foreign)
- 2 NGO (national and international)
- 3 Civil society organisation
- 4 Multi-lateral development organisation (e.g. UN, World Bank, Asian Development Bank)
- 5 Bilateral development organisation (e.g. GIZ, UK Aid, EU)
- 6 Philanthropic organisation (national and international)
- 7 Private sector agency

## 2.2 Economic welfare, poverty and vulnerability

### 2.2.1 Food security

Tables for this section on food insecurity and indebtedness is being developed (by SR)

Duration	# HH	% of HH	Coping Strategy
Less than 3 months			
3 to 5 months			
6 to 12 months			

**Note:** Coping strategies – change to cheaper food, skip a meal; skip meals for a whole day



**(d) Agricultural mechanisation**

(Households owning farming mechanical equipment by type)

Equipment, machinery	# HH	Community Ownership (#)	Remark; condition
Tractor			
Harvester			
Power tiller			
Thresher			
Water pump			
Treadle pump			
Drum-seeder			
Mower			

**(e) Opportunity to increase crop production**

Opportunity	Yes; No	Description; explanation
Land (i.e. availability, fertility)		
Water body		
Compost, organic fertiliser		
Organic pesticide		
Credit		
Input supplier market		
Service supplier market		
Product market and trade		
Other specify 1		
Other specify 2		
Other specify 3		

**(f) Problems and constraints for crop production**

Problem; constraint	Yes; No	Description; explanation
Access to land		
Access to finance capital		
Affordable inputs		

Problem; constraint	Yes; No	Description; explanation
Skilled labour shortage		
Irrigation water		
Inadequate rainfall		
Timely availability of agricultural inputs		
Pest and disease		
Technical assistance and technology		
Market access		
Government policy and programmatic support		
Other specify 1		
Other specify 2		
Other specify 2		

### 2.2.2.2 Livestock and fisheries

#### (a) Livestock holding and aquaculture (HH)

Livestock and Fisheries	No. of HH	Remark; condition
<b>Livestock</b>		
Cattle		
Horse		
Buffalo		
Donkey		
Mule		
Goat		
Sheep		
Pig		
Poultry		
Duck		
Other		

Livestock and Fisheries	No. of HH	Remark; condition
<b>Fisheries</b>		
Fish pond	-	
Shrimp pond	-	
Inland water fishing		
Offshore fishing		
Crab culture		

**(b) Opportunity to increase livestock and fish production**

Opportunity	Description; explanation
Pasture land	
Water	
Animal stock	
Credit	
Input supplier market	
Service supplier market	
Trade for products	
Enough space of homestead	
Other specify 2	
Other specify 3	
Other specify 4	

**(c) Problem to increase livestock and fish production**

Problem and constraint	Description; explanation
<b>Livestock</b>	
Access to credit	
Occurrence of infectious diseases	
Livestock breeding knowledge	
Access to license for commercial livestock breeding	
<b>Fisheries</b>	
Access to fishing rights	-
High cost of fishing right fee	



### 2.2.3 Market for goods and services

Market access	Nearest market	Large scale market

### 2.3 Access to finance and banking

Credit source	Financial product	Repayment term	Loan Interest rate	Collateral requirement	Issues for accessibility

**Note:** Financial product includes credit and loan facility, saving facility, lease finance, insurance product

### 2.4 Environment and natural resources management including disaster risk reduction measures

#### 2.4.1 Current practice and issue of environment and natural resource management

Issue	Risk: High, Moderate, Low	Description; Explanation
Soil fertility		
Plant species		
Pest and disease control practices		
Water resource		
Fishery resource		
Animal species		
Waste management		

**Note** - Risk tendency: high, moderate, low



## 2.4.2 Disaster risk reduction measure

Type	Risk	Description; explanation	Risk reduction measures currently practiced
Flood	Low	Location of the village is at high level.	
Fire	Low	Risky at summer time	
Storm	Rare	Landfall is rare	
Drought	Medium	Drought occurs often	
Chilling	Rare		
Animal disease outbreak	Medium	Infectious diseases of poultry, pig and cattle occur seasonally	
Human disease outbreak	Low		

**Note-** risk: high, moderate, low

## 2.5 Education

### 2.5.1 Educational attainment and literacy

Educational attainment	Male		Female		Total	
	No.	%	No.	%		%
Never attended school						
Religious institution based education completed						
Primary school completed						
Secondary school completed						
High school education completed						
University or technical institute education completed						
University graduated						
Total Population < 9 years						

**Note:** Religious institution based education refers to monastery, mosque, etc. administered education

### 2.5.2 School enrolment rate

Education level	Male	Female	Total	% of school age pop.
Primary school (5 - 9 years)				
Secondary school (10 - 14) years				
High school (15 - 16 years)				
University				

### 2.5.3 School building condition and access

Factor	Primary school			Secondary school		
Distance from village (km)						
Transport service						
Building size (length, width, height)						
Quality of roofing, walling and floor						
Furniture (sufficient/insufficient)						
# of teacher	Female:	Male:	Total:	Female:	Male:	Total:

### 2.5.4 Issue and problem in education

Issue; problem	Remark and explanation
Teacher availability	
Teacher-Pupil ratio	
Primary education dropout rate	
Special education for the disadvantaged	
Books and stationary	
Fee and inability of poorer families to meet schooling cost	
Role of PTA	

## 2.6 Health and nutrition

### 2.6.1 Common disease

1.	2.	3.	4.
5.	6.	7.	8.

### 2.6.2 Health facility

Health facility	Distance (km)	Room/bed (adequate, inadequate)	Health staff (number)	Medical equipment (adequate, inadequate)	Remark/Comment; Other observation
Rural health centre			Doctor: Nurse: Midwife: CHW:		
Hospital			Doctor: Nurse: Midwife: CHW:		
Pharmacy			Availability of pharmacist:		

### 2.6.3 Drinking water supply

Water source	Number	Quality (tested or not; good or bad)	Availability/sufficiency			Other issues
			Rainy	Winter	Summer	
Shallow well						
Deep well						
Tube well (Engine)						
Pond						
River/stream						
Rain Water Collection Tank						
Gravity Flow Water Supply System						

### 2.6.4 Sanitation facility (types of latrine by # of HH)

Type of sanitation facility	Access by number of HH	Remark/observation
Fly proof latrine with accessible water point		
Open pit		
Bush		

## 2.7 Access Infrastructure

### 2.7.1 Village access infrastructure

Type of infrastructure	Type (1,2,3)	Condition (good, bad)	Constructed year	Available season to be used		Length (Km); Mode of transportation (by means and by time)
				Dry season	Year round	
Access road						
Approach road						

1= Earthen road      2= Tar road      3= Gravel road

Type of infrastructure	Size (length, width, height)	Condition (good/bad)	Year of construction	Available season to be used	
				Dry season	Year round
Jetty	-				
Bridge	-				
Suspension bridge	-				
Culvert	-				

### 2.7.2 Water transport

Transport	Distance (km)	Transport mode (1,2,3)	Available season to be used	
			Dry season	Year round
River transport				
Sea transport				

1 - Rowing boat      2 - Motor boat      3 - Ship

### 2.7.3 Transportation facility and service

Vehicle	Motor boat	Rowing boat	Cycle	Motorcycle	Tractor	Bus	Boat	Horse cart
Number								

### 2.8 Electric power

Power source	Coverage (# of HH)	Operation and maintenance mechanism (good; need to improve)	Issue (+/-)
Access to national grid	No access		
Solar system	Nil		
Small and micro power	Nil		
Diesel generator	Nil		
Wind energy	Nil		
Biomass	Nil		

### 2.9 Communication and information technology

	Telephone & Mobile ph.	Radio	TV	Internet	Journal & newspaper	Other
Number						

### 2.10 Culture and youth development

Activity	Yes; No	Facility, Event, Service
Access to entertainment facilities		
Engagement in social activities		
Engagement in religious activities		
Access to sport facilities		
Engagement in development activities		
Cultural heritage		
Access to learning centre and facilities		

## 2.11 Security and public safety

### 2.11.1 Accessibility to public safety services

Service	Yes; No	Description
Access to telecommunication infrastructure		
Access to insurance services		
Community based disaster risk management mechanism		
Access to policing services		

### 2.11.2 Occurrence of crime

Extent of crime	Human trafficking	Theft	Drug	Sexual Violence
Serious/Not serious				

## 3. Development potential, barrier and challenge

### 3.1 Development potential

This chapter identifies assessed potential and the range of possibility for development of a village. The information, insights and ideas are derived from:

- Reference documents,
- Consultation with township departmental staff and Village Tract administrator,
- Discussion with other knowledgeable people in the area, and
- Consultation with village community communities and groups through administration of the PRA tools and process.

Development potential	Description and analysis	Information source
Natural resource base	<ul style="list-style-type: none"> <li>• Agricultural land – quality and quantity</li> <li>• Fishery resources – inland and offshore fishing opportunity</li> <li>• Forestry resources</li> <li>• Water resource</li> <li>• Rich biodiversity</li> <li>• Eco tourism</li> <li>• Mineral resources: precious gems, metals, coal, granite, stone and</li> </ul>	

Development potential	Description and analysis	Information source
	boulder, sand and gravel <ul style="list-style-type: none"> <li>• Hydrocarbon: oil and gas</li> <li>• Highly favourable climatic condition</li> </ul>	
Locational and geographical advantage	<ul style="list-style-type: none"> <li>• Thriving and fast growing neighbouring economy</li> <li>• Strategically linked to fast growing economic growth “poles” such as those provided by special economic zone, capital and major commercial city, close proximity of “economic corridor”, relatively easy access to township centre</li> </ul>	
Peace and stability	<ul style="list-style-type: none"> <li>• Good law and order</li> <li>• Absence of any serious local conflict</li> <li>• Crime free: no serious robbery, no armed robbery</li> <li>• Social harmony: no ethnic conflict, no discrimination, respect amongst social groups</li> </ul>	
Tradition and culture	<ul style="list-style-type: none"> <li>• Rich cultural heritage</li> <li>• Rich historical interest</li> </ul>	
Well educated and skilled labour force	<ul style="list-style-type: none"> <li>• Skilled labour</li> <li>• Educated youth</li> </ul>	
Population	<ul style="list-style-type: none"> <li>• Relatively populated village providing scope for a dynamic economy</li> <li>• Young population</li> </ul>	
Strong, well established social capital amongst community members and other institutions	<ul style="list-style-type: none"> <li>• Strong social support system based on tradition and social cohesion</li> <li>• Well functioning and dynamic community groups which carry out village level activities</li> <li>• Strong network and linkage with local government, private sector and business organisations</li> </ul>	
Good and stable governance	<ul style="list-style-type: none"> <li>• Democratic governance</li> <li>• Strong leadership demonstrating initiative, forging cooperation amongst all groups of village population, exercising principles of participation and democratic governance</li> <li>• Strong rule of law: laws and regulations, free of corruption</li> <li>• Good law enforcement mechanisms with well developed judicial system</li> </ul>	

Development potential	Description and analysis	Information source
Good physical infrastructure	<ul style="list-style-type: none"> <li>• Access roads, footpath, jetty, bridge, transport service</li> <li>• Education facility</li> <li>• Health facility</li> <li>• Community centre with proper facilities</li> </ul>	
Communication facility	<ul style="list-style-type: none"> <li>• Access to mobile phone network</li> <li>• Internet access</li> </ul>	
Electric power	<ul style="list-style-type: none"> <li>• Mini hydro, solar, wind power</li> <li>• Biomass fired electric power generation</li> <li>• Extension and access to the national grid</li> <li>• Diesel generator</li> </ul>	
Good market access (market for goods and services)	<ul style="list-style-type: none"> <li>• Village market infrastructure (market centre)</li> <li>• Access to market information</li> <li>• Proximity to markets</li> <li>• Market access infrastructure and transport service</li> </ul>	
Access to banking and financial services	<ul style="list-style-type: none"> <li>• Access to commercial and development banking services</li> <li>• Access to micro finance</li> <li>• Access to development funds for community group managed saving and loan scheme</li> <li>• Well functioning cooperatives</li> </ul>	

### 3.2 Barrier and challenge

This chapter describes the barriers and challenges faced by the village population in leveraging the potentials and possibilities for development in the area. The information, insights and ideas, presented below, reflect assessment of the villagers, knowledge people in the area, and staff of the township line departments and authorities. The information sources include:

- Reference documents,
- Consultation with township departmental staff and Village Tract administrator,
- Discussion with other knowledgeable people in the area, and
- Consultation with village community communities and groups through administration of the PRA tools and process.



Barrier and challenge	Description and analysis	Information source
Limited access to natural resources and assets	<ul style="list-style-type: none"> <li>• Access to cultivable agricultural land: land tenure right; unclear land right title; lack of developmental support for developing fallow land and other land which can be developed for cultivation; acute inequality in land ownership and high absentee land ownership</li> <li>• Low quality cultivable land: saline intrusion in land, low fertility upland soil</li> <li>• Access to inland fishery resource area: difficulty in accessing fishing right; monopoly concentration of fishing right; unfavourable terms and conditions of fishing rights leased by small fishers from large fishing right holders</li> <li>• Limited (other) natural resource endowment in the area including such resources as mineral resources, sand, gravel, industrial/construction stone, precious stone, forestry, biodiversity, water body, grazing area, etc.</li> </ul>	
Locational difficulty	<ul style="list-style-type: none"> <li>• Slow growth neighbouring economy; in conflict zone</li> <li>• Remotely located</li> </ul>	
Unfavourable climatic condition	<ul style="list-style-type: none"> <li>• Low and intermittent rainfall</li> <li>• Long periods of drought</li> </ul>	
The area is susceptible to occurrence of natural disaster events such as flash flood, saline water intrusion, cyclone, earthquake		
Saline water environment with low soil fertility		
Lack of irrigated water	<ul style="list-style-type: none"> <li>• Inadequate rainfall; drought</li> <li>• Quality of water: saline intrusion in water</li> <li>• Affordability of irrigation water; capacity to set up water supply system (dam, pumping up, tube well and hand dug well construction)</li> </ul>	
Access to technology and technical services	<ul style="list-style-type: none"> <li>• Access to technology and technical services will help the village</li> </ul>	

Barrier and challenge	Description and analysis	Information source
	<p>population to improve productivity and production capability of their livelihood activities.</p> <ul style="list-style-type: none"> <li>• Technical services are available from Township line departments but they are not easily accessible because they have difficulty in travelling to the village or lack the required financial resources.</li> <li>• Agro enterprises provide technology and technical services but they are problems such as binding contract for sale of agricultural produce at prices they dictate; cost of availing their technology and technical services is high.</li> </ul>	
<p>Access to credit and other financial services such as lease finance, insurance</p>	<ul style="list-style-type: none"> <li>• High lending rates of money lenders and micro finance</li> <li>• Absence of micro finance: micro credit, micro insurance</li> <li>• Stringent collateral requirement of the commercial and development banks</li> <li>• Absence of village outreach of banking services located at the township centre</li> <li>• Difficulty faced by poorer (intended) borrowers in complying with documentation requirement of the commercial and development banks</li> </ul>	
<p>Market access difficulty and market failure</p>	<ul style="list-style-type: none"> <li>• Absence of village market place with infrastructure and storage facility</li> <li>• Market price fluctuation causing unfavourable prices for the rural producers</li> <li>• Monopoly supplier</li> <li>• Administrative restriction in movement of goods</li> </ul>	
<p>Lack of adequate village access infrastructure</p>		
<p>Access to educational facilities and services</p>		
<p>Access to health facilities and services</p>		
<p>Lack of adequate village access infrastructure</p>		

Barrier and challenge	Description and analysis	Information source
Absence or inadequate access to electric power		
Absence of telecommunications		
Inadequate arrangements and resources for repair and maintenance	<ul style="list-style-type: none"> <li>• Inadequate development of non-farm and off-farm small enterprises where secured jobs can be obtained by skilled villagers</li> <li>• Inadequate entrepreneurship development</li> </ul>	
Inadequate participation of villagers, particularly the poorer households and girls/women in village planning and village-wide development activities		
Limited access to natural resources and assets	<ul style="list-style-type: none"> <li>• Access to cultivable agricultural land: land tenure right; unclear land right title; lack of developmental support for developing fallow land and other land which can be developed for cultivation; acute inequality in land ownership and high absentee land ownership</li> <li>• Low quality cultivable land: saline intrusion in land, low fertility upland soil</li> <li>• Access to inland fishery resource area: difficulty in accessing fishing right; monopoly concentration of fishing right; unfavourable terms and conditions of fishing rights leased by small fishers from large fishing right holders</li> </ul>	

#### 4. Development goal and strategy

The chapter articulates development goals that the village population would wish to aim for. The statement of goal is followed by strategies to overcome the constraints, barriers and challenges faced by the villagers in exploiting and maximising the potentials and possibilities for development in their area, and to attain the stated development goals.

The strategy is structured into two distinct components: general development strategy and specific strategy for reinforcing realisation of the development strategy.

The strategies reflect ideas and insights of the village communities, suggestions conveyed by the staff of township departments

and authorities and the office of the Village Tract Administrator. Development assessment of the area carried out by other agencies has also be consulted and researched.

Development strategy	Intervention strategy
1. Provision of working capital	<ul style="list-style-type: none"> <li>• Conditional cash transfer</li> <li>• Micro credit</li> <li>• Self-help group based community banking</li> <li>• Village revolving fund</li> <li>• Provision/distribution of inputs, e.g. seeds, fertiliser</li> </ul>
2. Livelihood assets creation	<ul style="list-style-type: none"> <li>• Potable water supply and fly proof latrine</li> <li>• Renewable energy based electrification</li> <li>• Communication and information technology such as telephone network, internet network, journal and newsletter, etc.</li> <li>• Distribution of fuel efficient stoves</li> <li>• Paddy bank</li> <li>• Child care</li> <li>• Transport service</li> <li>• Food preparation and processing</li> </ul>
3. Income generating activities	<ul style="list-style-type: none"> <li>• Seasonal job creation</li> <li>• Traditional fabric production</li> <li>• Handicrafts</li> <li>• Improving off farm or non-farm services such as hair-dressing, mechanical service</li> <li>• Extraction of forestry products other than wood and logs</li> <li>• Livestock breeding on self-managed basis</li> <li>• Integrated gardening</li> </ul>
4. Enabling physical environment for boosting socioeconomic	<ul style="list-style-type: none"> <li>• Construction and maintenance of rural roads and bridges</li> <li>• Land development</li> <li>• Small scale irrigation works for agriculture</li> <li>• Development of watershed areas</li> <li>• Construction and maintenance of village schools</li> <li>• Construction and maintenance of village dispensaries</li> <li>• Electricity power supply service (e.g. national grid, solar</li> </ul>

Development strategy	Intervention strategy
	power, wind power, etc. <ul style="list-style-type: none"> <li>• Multipurpose shelters</li> <li>• Shelters for processing, production and storage of rural products</li> <li>• Establishment of market infrastructure</li> </ul>
5. Balancing environmental stability and ecological productivity	<ul style="list-style-type: none"> <li>• Creating community owned forests</li> <li>• Creating forestry plantation on self (family) managed basis</li> <li>• Community based development of free range and pastures</li> <li>• Management of water resources and swamps</li> <li>• Protection of agricultural biodiversity</li> <li>• Community based waste management and compost production</li> <li>• Community based conservation and fishery resources</li> </ul>
6. Improving community strengthening skill, resilience through leadership and social safety net to reduce socio-political-ecological risks and livelihood vulnerability	<ul style="list-style-type: none"> <li>• Improving livelihood skills</li> <li>• Development of community based organs and improvement of their financial management efficiency</li> <li>• Savings and insurance service</li> <li>• Alarm system for preparedness against natural disasters in rural areas</li> <li>• Community based health care for the public</li> <li>• Community based literacy and maintenance of traditional cultural activities</li> <li>• Training in citizenship, gender equity and leadership skills</li> </ul>

## 5. Macro policy and programmatic implications of village development issues

This section identifies those issues and problems that cannot be addressed by the villagers alone; they would in effect require union level government policy action and programme support as well as sub-national (region and state) and township level programmatic action. These policies and supportive programme intervention measures will respond to needs of population groups across the country as well as specific needs of an agro-ecological zone or broader geographical area, not just needs of a few villages only.

## 6. Programmes and projects, and implementation timeline

### 6.1 Functional and economic classification of projects

Programmes and projects are grouped in terms of **functional** and **economic classification** that provides analytical structuring of the project information. The functional classification facilitates understanding of the various ministries and line departments that are responsible for their respective programme mandate. The economic classification provides for an assessment of programme portfolio in terms of their economic outcome and impact such as capital formation, capacity building (technical, institutional and organisational capacity), multi-economic category (with a combination of capital investment and capacity building components), and humanitarian support.

(a) **Functional classification:** sector and theme (which are identified by ministries and departments as part of their mandated responsibility). Full coverage of the functional classification is listed below:

<p><b>1. Economic development</b></p> <ul style="list-style-type: none"> <li>• Land management</li> <li>• Crops</li> <li>• Fertiliser and pesticide</li> <li>• Irrigation</li> <li>• Fisheries</li> <li>• Livestock</li> <li>• Forestry (sustainable commercial forestry)</li> <li>• Cooperatives</li> <li>• Manufacturing and processing</li> <li>• Trade and commerce</li> <li>• Community based economic scheme</li> <li>• Employment, job creation, and entrepreneurship development</li> <li>• Banking, finance and insurance</li> <li>• Tourism including eco-tourism</li> <li>• Minerals</li> <li>• Oil and gas</li> </ul>	<p><b>2. Human and social development</b></p> <ul style="list-style-type: none"> <li>• Health and nutrition</li> <li>• Water and sanitation, and hygiene</li> <li>• Education and literacy</li> <li>• Housing and shelter</li> <li>• Human settlement</li> <li>• Resettlement and protection of displaced population</li> <li>• Culture and sports</li> <li>• Social protection</li> <li>• Child development</li> <li>• Child protection</li> <li>• Gender development and women's empowerment</li> </ul>
<p><b>3. Transport infrastructure and service</b></p> <ul style="list-style-type: none"> <li>• Road transport</li> <li>• Bridge</li> </ul>	<p><b>5. Electric power</b></p> <ul style="list-style-type: none"> <li>• Hydro electric power</li> <li>• Gas powered electric generation</li> </ul>

<ul style="list-style-type: none"> <li>• Inland water transport</li> <li>• Air transport service</li> </ul> <p>4.</p>	<ul style="list-style-type: none"> <li>• Solar energy</li> <li>• Wind energy</li> <li>• Biomass energy</li> <li>• Diesel generator</li> </ul> <p>6.</p>
<p><b>7. Communication</b></p> <ul style="list-style-type: none"> <li>• Mobile telecommunication</li> <li>• Radio communication</li> <li>• ICT network</li> </ul> <p>8.</p>	<p><b>9. Environment and natural resources management</b></p> <ul style="list-style-type: none"> <li>• Disaster risk reduction</li> <li>• Biodiversity</li> <li>• Community forestry</li> <li>• Forestry conservation and regeneration</li> <li>• Soil conservation</li> <li>• Nursery</li> </ul> <p><b>10. Waste management</b></p>
<p><b>11. Public and community administration</b></p> <ul style="list-style-type: none"> <li>• Community group</li> <li>• Community social capital formation</li> <li>• Local level planning and budgeting</li> <li>• Public service</li> <li>• Community building</li> </ul>	<p><b>12. Security and public safety</b></p> <ul style="list-style-type: none"> <li>• Law and order</li> <li>• Police service</li> <li>• Fire fighting service</li> </ul>

(b) **Economic classification** includes:

- Capital investment
- Capacity building
- Multi-economic (combination of capital investment and capacity building components)
- Humanitarian support

**Priority** assigned to each project is indicated in the table below. The village community members identify the priorities at village mass meeting using *preference ranking tool*.

The **budget** specified in the table is only indicative of the cost assessed at the time of planning. Actual budget will be developed when details of a project are substantiated including identification of inputs and related cost of each input. This may require a village community to obtain technical assistance from township line departments and authorities and other service providers in the area.

The indicative budget does not include non-monetary contributions of the village community, which are provided by them in the form of local materials such as sand and gravel, labour, tools and small equipment, and management time. Nonetheless, a village community is encouraged to provide information on the non-monetary or non-cash dimension of the budget as set out in the section 9: Budget and financing option.

## 6.2 Example of summary presentation of projects identified in a typical village development plan

The following table provides a summary enumeration of priority programmes and projects identified and assessed by village community for their village development plan.

#	Projects	Functional classific: Sector/ Theme	Economic classification				Priority	Budget (MMK) (Indicative)	Implement schedule (Indicative)	Description
			A <sup>1</sup>	B <sup>2</sup>	C <sup>3</sup>	D <sup>4</sup>				
<b>1. Economic development</b>										
1	Development of agricultural land settlements	Land development	√							<i>Objective:</i> To develop agricultural land <i>Beneficiary coverage:</i> poor households <i>Outcome:</i> Improved income through crops growing on developed land
2	Community based waste management and compost production	Fertiliser and pesticide (organic fertiliser)	√							<i>Objective:</i> To improve waste management and compost production <i>Beneficiary</i>

1. A1 Capital investment
2. B2 Capacity building
3. C3 Multi-economic classification
4. D4 Humanitarian support



#	Projects	Functional classific: Sector/ Theme	Economic classification				Priority	Budget (MMK)	Implement schedule	Description
									<i>coverage:</i> poor households <i>Outcome:</i> Improved income through increased yield of crops by using compost	
3	Seasonal job creation (road construction)	Employment and job creation			√				<i>Objective:</i> To create income opportunity for villagers through seasonal jobs <i>Beneficiary coverage:</i> Odd-job workers in <i>Outcome:</i> Reduction in out migration	
4	Improving livelihood skills <sup>5</sup>	Labour skill development and formation		√					<i>Objective:</i> To improve livelihood skills <i>Beneficiary coverage:</i> Trainees of the training are primary beneficiaries <i>Outcome:</i> Improved income earned from improved skills	
5	Provision of agriculture inputs:	Agriculture (crops, vegetable production,	√						<i>Objective:</i> Enable poor farmers to	

<sup>5</sup> Livelihood skills training: e.g. basic literacy and numeracy training, training on operation and maintenance agricultural farming machinery, tools and implement, and food processing technique, training on manufacture of boats with engine maintenance and etc.

#	Projects	Functional classific: Sector/ Theme	Economic classification				Priority	Budget (MMK)	Implement schedule	Description
	seeds, fertilizers	agriculture inputs)							have access to affordable agricultural inputs <i>Beneficiary coverage:</i> # of poor farmers <i>Outcome:</i> Improved income and purchasing power of the poor farmers	
6	Construction/renovation of irrigation system (dam, weir, tube well for ground water); pump irrigation	Agriculture (crops, vegetable production, agriculture inputs)	√						<i>Objective:</i> To enable farmers have access to irrigation facility <i>Beneficiary coverage:</i> # of acreage accessible to irrigation in the village <i>Outcome:</i> Improved income of the farmers through improved yield of crops	
7	Assisting farmers in fishing and aquaculture techniques	Fisheries		√					<i>Objective:</i> To improve fishing and aquaculture techniques among fishing households <i>Beneficiary coverage:</i> # of poor fishery households	

#	Projects	Functional classific: Sector/ Theme	Economic classification				Priority	Budget (MMK)	Implement schedule	Description
										<i>Outcome:</i> Improved technical capacity of fishery households for fishing and aquaculture
8	Development of small industries for milling and processing	Manufacturing and processing	√							<i>Objective:</i> To create income opportunities through small industries <i>Beneficiary coverage:</i> some groups of poor households <i>Outcome:</i> Expansion of small enterprises (milling and processing) and increased income
9	Extension of market building for better commerce	Trade and commerce	√							<i>Objective:</i> To create enabling environment for better commerce <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Better commerce with enough space in market building and improved income

#	Projects	Functional classific: Sector/ Theme	Economic classification			Priority	Budget (MMK)	Implement schedule	Description
10	Microcredit	Banking, finance and insurance (microfinance)	√						<i>Objective:</i> To expand opportunity to access microfinance in the village <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved knowledge and access to banking and insurance for the villagers
11	Self help group based community banking	Banking, finance and insurance (group-based savings & loan)	√						<i>Objective:</i> To improve access to credit <i>Beneficiary coverage:</i> group members <i>Outcome:</i> Improved access to credit through self help groups and well functioning groups
<b>2. Human and social development</b>									
12	Construction and maintenance of village school	Education and literacy	√						<i>Objective:</i> To increase access to good school <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved

#	Projects	Functional classific: Sector/ Theme	Economic classification				Priority	Budget (MMK)	Implement schedule	Description
									retention rate and completion of primary education	
13	Education on hygiene and communicable disease	Health and nutrition	√						<i>Objective:</i> To improve health knowledge <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved health knowledge and reduction in incidence rate of infectious and common diseases	
14	Pond renovation and construction	Water, sanitation and hygiene	√						<i>Objective:</i> To increase access to safe drinking water <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved access to safe drinking water and reduction in water borne diseases	
15	Fly proof latrine	Water, sanitation and hygiene	√						<i>Objective:</i> To enable poor households with access to fly proof latrines <i>Beneficiary coverage:</i> Poor	

#	Projects	Functional classific: Sector/ Theme	Economic classification				Priority	Budget (MMK)	Implement schedule	Description
									households <i>Outcome:</i> Improved health status and reduction in water borne diseases	
16	Social Assistance scheme (e.g. social services, cash or in-kind transfer, lower food price, etc.)	Social Protection				√			<i>Objective:</i> To expand access to social assistance scheme <i>Beneficiary coverage:</i> Poor households <i>Outcome:</i> Improved social capital and access to social assistance scheme for the poor	
17	Informal nursery school education	Child development		√					<i>Objective:</i> To provide access to nursery school education <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved child care and child development	
18	Development of public sport activities	Culture and sports	√						<i>Objective:</i> To develop public sports <i>Beneficiary coverage:</i> all	

#	Projects	Functional classific: Sector/ Theme	Economic classification				Priority	Budget (MMK)	Implement schedule	Description
									households <i>Outcome:</i> Improved youth development	
19	Gender mainstreaming in projects	Gender development			√				<i>Objective:</i> To improve gender development <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved practices on gender equity and reduction of gender-based violence	
<b>3. Transport infrastructure and service</b>										
20	Construction, renovation and maintenance of village roads	Rural road; Transport infrastructure	√						<i>Objective:</i> To improve road transportation <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved access to transportation and flow of commodities	
21	Transport services (water way, road transport)	Road transport service Inland water transport service	√						<i>Objective:</i> To improve transport service <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved	

#	Projects	Functional classific: Sector/ Theme	Economic classification				Priority	Budget (MMK)	Implement schedule	Description
									transport service including water way and road	
<b>4. Electric power</b>										
22	Solar power system	Solar energy	√							<i>Objective:</i> To provide access to electricity <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved lifestyle and education
23	Mini hydro-power system	Hydro electric power	√							<i>Objective:</i> To provide access to electricity <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved lifestyle, small electrical business and education
<b>5. Communication</b>										
24	Establishment of ICT network	ICT network	√							<i>Objective:</i> To provide access to ICT network <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved



#	Projects	Functional classific: Sector/ Theme	Economic classification				Priority	Budget (MMK)	Implement schedule	Description
									knowledge through information and communication technology and economic development	
25	Local based radio broadcasts for variety of educational purposes	Radio communication		√					<i>Objective:</i> To increase access to educational and recreation scheme <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved knowledge, happiness through radio education and recreation	
<b>6. Environment and natural resource management</b>										
26	Disaster preparedness for effective response at all levels (alarm system, emergency fund, multipurpose shelters, etc.)	Disaster risk reduction			√				<i>Objective:</i> To improve awareness and preparedness for Disaster Risk Reduction <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Reduction of the disaster risks in the village and well prepared community	

#	Projects	Functional classific: Sector/ Theme	Economic classification			Priority	Budget (MMK)	Implement schedule	Description
27	Creating community owned forestrt	Community forestry	√						<i>Objective:</i> To improve income through community forestry <i>Beneficiary coverage:</i> poor households <i>Outcome:</i> Improved income through products of community forest and environmental management skills
28	Protection of agricultural diversity/bio diversity	Biodiversity	√						<i>Objective:</i> To improve agricultural and biodiversity in the village <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Improved ecosystem through protected agricultural and biodiversity
<b>7. Public and community administration</b>									
29	Multipurpose training centre	Public administration Public safety Governance Community building	√						<i>Objective:</i> To establish multi- purpose training centre <i>Beneficiary coverage:</i> all

#	Projects	Functional classific: Sector/ Theme	Economic classification				Priority	Budget (MMK)	Implement schedule	Description
									households <i>Outcome:</i> Improved knowledge of the community through receiving different types of training and convenience for social events	
<b>8. Security and public safety</b>										
30	Assisting with early warning kits for the communities	Public administration Public safety Governance				√				<i>Objective:</i> To alert community to take preparedness measures before the disaster outbreak <i>Beneficiary coverage:</i> all households <i>Outcome:</i> Mitigation of the disaster risks

### 7. Budget and financing option

Project budget will be structured in terms of their functional and economic classification.

**Functional classification** relates to:

- Section and thematic area; and sub-sector and sub-theme; as well as
- Ministry and Department responsible for mobilising resources, managing, supervising and ensuring accountability of finance and budget for a project

**Economic classification** of budget includes:

- Current budget – which includes expenditure items that are of used up (or consumed) in a year; they area also those that are needed on a regular, recurrent basis each year for operation, repair and maintenance of a project or development scheme.



## 8. Plan monitoring and assessment

Generally, Village Development Committee (VDC) of a village will organise systematic monitoring and assessment of progress of implementation of their village development plan, using initially simple tools and processes so that we are able to accomplish the key objective of monitoring and assessment, that is to:

- track progress of programme activities and projects,
- acquire understanding by the villagers of the overall achievement of their village development plan so they can have a clear idea of the village level development outcome of their plan implementation,
- identify and assess emerging challenges and priorities,
- adopt measures by way of adjusting intervention strategies through programmes and projects
- Identify specific support measures needed from the government and other partners.

In keeping with the inclusiveness and participatory approach to development planning and programming, a village community must institute organisational systems and processes to encourage active participation of all groups and households for the monitoring and assessment exercise.

### 8.1 Monitoring

Specifically, a village community will systematically monitor physical and financial progress of their plan on a quarterly basis. The VDC will organise quarterly monitoring by delegating responsibility to various groups and committees that are responsible for specific projects and schemes.

Each group and committee will ensure that the projects they are managing have baseline information so that indicators for physical progress can be established. At the end of each quarter, each group and committee will present their monitoring report to the villagers through village mass meeting and consultation process to be organised by the VDC. The **quarterly monitoring report** will focus on:

#### (a) Physical progress

- Physical or substantive progress of project activities and the extent to which progress has been accomplished
- Implementation issues and constraints with proposal for corrective measures
- Any adjustment to intervention strategy of the project that may be required

#### (b) Financial progress

- Financial progress specifying funds and non-cash resources mobilised (against planned budget)
- Fund and resource balance at the end of each quarter
- Problems and issues in respect of fund and non-case resource mobilisation

- Proposal for adopting measures for increased resource mobilisation, if needed and improved budgeting and financial management

The VDC will prepare a **summary report of the quarterly monitoring** and assessment of the plan and submit the report with a forwarding one-two page note highlighting key issues and challenges, corrective measures to be adopted by the villagers, and specific support needed from the office of the Village Tract Administrator and the township departments.

## 8.2 Annual review and assessment

At the end of each implementation year, progress of plan implementation will be comprehensively reviewed and assessed. The purpose of the annual review and assessment exercise is to organise an event that would provide opportunity for the villagers to invite officials of the Village Tract Administration office and the township authorities as well as other stakeholders including funding partners, private sector, implementation agencies and the media to be informed of the development progress made by the village under guidance of the village development plan. The event will also offer an opportunity to the development partners and stakeholders to provide their feedback and comments that would be incorporated in future plan implementation strategy (or strategy adjustment).

The annual review of the VDP will deliberate on the following points:

- Substantive progress made under the plan: major output and outcome of projects
- Assessment of development contributions being made by the downstream programme activities or projects
- Key issues and challenges in plan implementation
- Macro policy and programmatic implications of village development issues and the support measures needed
- Key lessons of village development that can be shared with other villages in the area and also in other areas
- Financial and non-cash resource mobilisation and their adequacy
- Recommendation and feedback

A **report on the annual review** of the plan will be prepared by the VDC and submitted to the Village Tract Administrator for sharing with stakeholders and partners. The report will have a one to two page summary of most critical issues and challenges faced by the villagers in implementing their development plan and recommendations for corrective measures including specific support that would be needed from the government.

## 8.3 Technical assistance

At the early stage of development planning and management, the village communities are likely to need technical assistance from the township authority (and township planning teams) to help them in the periodic monitoring and assessment exercise.

## **9. Implementation modality and arrangements**

Village development schemes (projects and programme activities) will be lead and managed by the village community. As such, the village community will be responsible for effective outcome of village development schemes.

### **9.1 Role of Village Development Committee**

Most villages will have a village development committee (VDC) to coordinate development activities in the village. A VDC is an elected body and its structure is usually formed with a Chairperson, Secretary, Treasurer, (Auditor) and a number of members. The number of the members in the VDC is likely to differ among villages; furthermore, membership size will depend on the number of households in the village. An existing VDC may need to enhance its capacity in terms of inclusiveness of group members (for instance, ensuring that at least 30% of the members are women although the target is to have equal participation of female and male members). Other dimensions of VDC capacity that may need to be address are financial management capacity, organisational management and coordination capacity, technical competence in monitoring and supervision of development programme and plan, etc.

Village Development Committee (VDC) will assume coordination and management responsibility for allocation of responsibility to the various committees and groups that will be responsible for organising implementation of project schemes. Thus, for instance, the PTA in primary school is to be responsible for organising quality improvement at the village primary school. The village Farmer's Group is likely to assume responsibility for managing implementation of construction of an access road to farmland.

#### **9.1.1 Implementation partner**

While the village committees and groups will assume leadership and managing responsibility for implementation of the project schemes, the village community may need cooperation of other partners in such areas where they will not have the capacity and ability. Thus, for instance, the PTA will seek cooperation of the Department of Education (located at the township centre) for developing detailed strategy and measures needed for improving educational quality of a village primary school. The Farmer's Group is likely to need technical support of the township Department of Construction for engineering design of the access road to farmland, to ensure that the design and engineering specification of the road construction meets the national construction code.

#### **9.1.2 Contractor and service provider**

Detailed specification of a project scheme will have information on procurement activity, which will entail engagement of:

- a contractor for construction or supervision or other similar activities; and/or
- a service provider to provide technical and management service such as training in agriculture and livestock. Such services may be provided by a local or international organisation NGO, private sector or civil society organisation.

Supervision of contractor and service provider will be carried out as per specification of a project. Supervision may be responsibility of the village community as per allocation of responsibility assigned by VDC to the different village committees and

groups. In some cases, supervision will be the responsibility of the township department. In this case, VDC through relevant village committees and groups will work closely with the township department.

Below are some examples of implementation arrangements for various programme activities and project schemes.

#	Programme activity and scheme	Implementation modality and arrangement
1 1.1 1.2 1.3 1.4	<b>Economic scheme</b> Paddy bank Village Market Seed and fertilizer bank Group managed saving and loan/credit source	Community led initiatives and implementation; village community assumes responsibility for operation and maintenance of the community schemes. The Village Development Committee (VDC) is an elected body of community formed at village mass meeting. It has; <ul style="list-style-type: none"> <li>• Executive committee</li> <li>• Accountability to the village people</li> <li>• Accountability to the funding organization</li> <li>• Accountability to the township development/ authority</li> <li>• Accountability to the micro-finance institutions (eg. PACT)</li> <li>• Occupation and livelihoods interest groups are formed.</li> <li>• (eg. Farmers/villagers operating paddy bank)</li> <li>• Interested household representatives are members of Village Saving and Loan Groups</li> <li>• Schemes self managed by the interest groups and they determine in terms of policy and procedure, pricing and interest rate of loans, repayment terms of conditions, mobilizing finance for repair and maintenance, etc.</li> </ul> For Design and the construction of the physical structures, the VDC may seek the technical assistance from the township department, local engineering or consulting firms, or other development service providers (eg. NGOs, Donors, UN)
	Micro finance (MADB) Co-operatives	In some areas, the Cooperative department has already formed the village level cooperatives. The VDC shall encourage the village level cooperatives for their strengthening and better linkage. And it shall collaborate while the Cooperative Department arranges to establish the village level cooperatives in their village.



#	Programme activity and scheme	Implementation modality and arrangement
2 2.1 2.2 2.3 2.4 2.5 2.6 2.7 2.8 2.9	<b>Social Infrastructure</b> Village footpath Jetty Village pond Bridge Community building, learning and social centre Water and sanitation School Rural Health Centre Religious centre	Community led initiatives and implementation which operation in the community schemes are done by the village community. The Village Health Committee (VHC) or PTA is an elected body of community formed at village mass meeting. <ul style="list-style-type: none"> <li>- Executive committee</li> <li>- Accountability to the village people</li> <li>- Accountability to the funding organization</li> <li>- Accountability to the township respective departments/authority</li> <li>- They determine in terms of policy and procedure, mobilizing finance for maintenance and repair, campaigning, etc.</li> </ul> For Design and the construction of the physical structures, the VHC/PTA may seek the technical assistance from the township department, local engineering or consulting firms, or other development service providers (eg. NGOs, Donors, UN)
3 3.1 3.2 3.3 3.4	<b>Environment</b> Sedimentation bund Drainage Embankment Tree plantation	The VDC may take the responsibility for environment scheme. And they determine in terms of policy and procedure, mobilizing finance for repair and maintenance, etc.  For Design and the construction of the physical structures, the VDC may seek the technical assistance from the township department, local engineering or consulting firms, or other development service providers (eg. NGOs, Donors, UN)
4 4.1 4.2 4.3	<b>Disaster Risk Reduction</b> Cyclone, tsunami, flood preparation Earth quake rehabilitation Fire protection	The DRR committee may take the responsibility for DRR scheme collaborating with village administrative authority. The DRR activities may differ from area by area. And they determine in terms of policy and procedure, early warning system and communication, mobilizing finance for repair and maintenance, etc.  For Design and the construction of the physical structures, the DRR committee may seek the technical assistance from the township department, local engineering or consulting firms, or other development service providers (eg. NGOs, Donors, UN)
5	<b>Humanitarian aid</b>	The humanitarian-aid works can happen after any form of disaster in the village or in the area. The DRR committee together with Village authority

#	Programme activity and scheme	Implementation modality and arrangement
		and VDC shall take responsibility for arrangement the humanitarian aid works for their village in order to build up their capacity and to reduce the possible budget leakage.

## 10. Organisational arrangements and financing mechanisms for operation and maintenance of development schemes

There are various kinds of village development schemes under respective sectors and thematic areas. Normally, the following development schemes are common in rural Myanmar.

Sector/Thematic category	Scheme
Economic Scheme	Saving and loan scheme (revolving fund); irrigation scheme; village market paddy bank
Social infrastructure	School building construction; health centre; water and sanitation; community centre; religious centre
Access infrastructure	Jetty, footpath, bridge
Environmental conservation scheme	Electric power generation; embankment; drainage; community forestry

It is important to ensure that proper organisational arrangements and financing mechanism for operation, repair and maintenance of established schemes. This will provide for the conditions needed for sustainability and benefits of the schemes.

Following are options for the formation of organisations or groups, arrangements and financing mechanisms based on experience in rural Myanmar.

### Option 1. User group based on Village Development Committee

User groups are most common in the development intervention schemes since the benefits accrue directly to the users of the project outcomes. For example, in the irrigation scheme, farmers may form water user group. There will be one leader, tax or user fee collector, cashier, book writer and one or two members. They represent the water users of the village. The operation costs are the labour charges for the opening and closing of the water gate, repair and maintenance cost for the canal including procurement of materials, travel and transportation costs.

User fees will be used for such costs. Occasionally, there may be some disputes among the users and VDC will have to settle the case. With regard to transparency, the user group has to report on the operation of the scheme including financial matters to the VDC. Surplus fund will be kept in the bank or at village (if not much) under the management of the VDC. VDC in consultation with the village people and the village authorities may authorise allocation of a small proportion of the surplus fund to a common fund of the village for village-wide development affairs.

In the case of paddy bank, experience shows that a five-member committee can provide for an effective management of the scheme. The committee may appoint one as leader, one book writer, one key holder and the rest two as members who will be elected by the users or participants of the paddy bank scheme.

There will be rules and regulations for the beneficiaries. Terms of repayment will be agreed upon through consensus of the users or members. Usually in kind repayment proves to be stable, as price fluctuation cannot affect it. The interest rate should be modest to meet needs and capacity of the poor families. The operation cost includes repair and renovation of granary, transportation charges, bags and measuring baskets. The Committee may propose and reach consensus of members to use net profit of the scheme for more beneficiaries and for allocating to a village common fund village development activities such as donation to most vulnerable family and old-aged people. User group will report to the VDC on operational activities and financial status of the scheme. The surplus fund will have to be deposited in VDC account.

Another user group is the community forestry group. The group functions according to the schedule and work plan. The benefit is shared among the users.

### **Option 2. User group based on faith based organisation**

Myanmar has the tradition of religious based organisations' involvement in promotion and management of development activities. Such organisations take initiative in organising community groups for planning and implementing development schemes particularly in the rural area. They undertake supervision and management responsibility for operation, repair and maintenance of water and sanitation scheme, village saving and loan scheme, paddy bank, community forestry, village electrification and etc.

Executive committee (EC) of the organization is core unit for managing operation and maintenance of such schemes. The EC manages and supervises paddy bank user group, water supply system user group and community forestry user group exercising similar functions as those performed by VDC administered and supervised groups (see above).

Regarding organisational and financing arrangement of such group - for instance, operation and maintenance of community forestry – the EC leads formation of user group, processing for getting land user right, mobilisation of technical and financial support from external organisations, and organising cash or labour or in kind contribution of user members. Under supervision of EC, management committee constituting user members operates practical implementation of care and management of the schemes such as watering, weeding, fertilization, fencing and others with participation of user members.

### **Option 3. Self-help group**

#### **Saving and loan scheme**

Saving and loan scheme requires group formation. Groups are usually formed among those having similar socio-economic status and mutual understanding. Usually, smallest unit is composed of 5 to 10 members and they have to build confidence among them; they guarantee one another through trust and bonding relationship. Group members must clearly understand the benefit of unity, harmony, transparency, honesty and accountability. To be a functional group, there must be a qualified and dedicated leader, an

organizer, one book writer, one cashier, one key holder and one auditor. For long run development of the group, the groups need social and administrative support from VDC and village elders and authority.

An article of association is to be developed with the agreement of all members. Periodic savings, regular attendance at meeting, regular repayment of loan principal and interest earned are important parameters for a well-functioning saving and loan group. In addition to that, knowledge and skills are important. Proper recording and basic accounting skills contribute to quality saving and loan group.

Interest derived from loans utilised by members is the major income of the group but the interest rate must be affordable particularly for the poorer members of the group. The process of assessing loan proposal is based on the logicality and reliability of the loan purpose and capacity to pay back. Apart from meeting minute book, there are four major books to be maintained by the group; these are: saving register, loan and repayment register, individual pass book and general ledger.

#### **Option 4. Management committee**

A village community may also set up management committee for specific functional activity, which may function as a management system of an organisation (such as of a faith based organisation) or it may be set up for operation of a development initiative such as village market.

#### **Village market**

The focal group will be the management committee. The committee members may include 2-3 representatives of vendors who have their business in the village market, an official of the office of the Village Tract Administration, one or two village elders, one or two representatives of external business persons who have operational presence in the area, one VDC representatives of villages which have a stake in the village market,

The MC of the village market will set policies and organisational requirements for effective functioning on the village market on a sustainable basis. For instance, allocation of shops to vendors; determination of frequency and amount of tax to be collected from vendors and business people active in the village market; appointment of staff with assigned responsibility such as tax collector, cleaner, or a service provider for garbage management in the village market, etc.

#### **Village infrastructure scheme**

Respective management committees (MC) based on either VDC or village administration, undertake operation and maintenance of village access infrastructures such as jetty, footpath and bridge, village electric power, health centre and some community buildings. MC organises contribution and donation from government, village community and private individual and organizations with coordination of VDC and village administrative bodies and other groups in the village.

### **Saving and loan scheme**

This type of scheme is operated by a management committee based on faith-based organization mostly in Christian community in Myanmar. The scheme is operated as micro credit union model. Under guidance of executive committee of the church, a management committee is constituted.

#### **Option 5. Mandated group such as Parents Teachers Association (PTA)**

A PTA is a mandated committee set out by the Ministry of Education. A PTA comprises school head, parents, village elders and village authorities. It is responsible for school management affairs, improvement of school infrastructure, taking measures for improving quality of education in primary school, mobilising financial resources for special programmes including fund for the poorer families so they are able to meet some of the school educational expenses for their children.

A PTA mobilises other social groups such as youth group, women's group, elders group, etc. to participate in participate and contribute to school infrastructure construction, renovation and repair and maintenance. VDC and village authorities provided the requested assistance.

#### **Option 6. Social welfare group**

Many villages in Myanmar have well organised social welfare groups. Such groups constitute the traditional social capital of the village community. Generally, all village households are required to be members of the social groups and each group organises and manages activities that are mandate of the group.

Each group mobilises fund based on a specific social occasion. For example, if someone dies, almost all of the households have to contribute cash and or kind to that household through this group. If there is some communal arbitrary taxes such as contribution to township for certain important occasion, households in the village have to contribute as set by the village based on wealth status. Very poor households are often exempted from making such contributions.

ANNEXES

List of tables and charts

References

## PROJECT PROFILE FORMAT

<b>Village:</b> Village tract: Township: Region/State: Date of preparation: Date of submission:	(Office note)
<b>Project title:</b>	
<b>Functional &amp; economic classification of project:</b>	
1. Functional classification: Sector/thematic, Subsector/sub-thematic 2. Economic classification: Capital investment, capacity building, multi-economic, humanitarian	
<b>Objective of the project:</b>	
<b>Scope (description) of the project:</b>	

Budget and Financing (see attachment for details of cash and non-cash budget)	
Estimated budget (in MMK '000)	Financing strategy

Population & Target beneficiaries	Population			Wealth Ranking				
	F	M	Total	A	B	C	D	Total
Village level								
Target beneficiaries								
<b>Expected Outcome:</b>								

<b>Project Output and Activity:</b>	
<b>Output</b>	<b>Activity</b>

**Implementation modality and arrangements:**

Planned starting date	
Expected completion date	
Responsible team	
Villagers' contribution plan	
Sustainability arrangement	
Liquidation and reporting completion of the project	

**Submitted by:**

<b>Information</b>	<b>Person one</b>	<b>Person two</b>	<b>Person three</b>
Signature			
Name			
Designation			
Committee			

**Endorsed and remarked by:**

<b>Information</b>	<b>Person one</b>	<b>Person two</b>
Comment		
Signature		
Name		
Designation		
Committee	Village Tract Development Support Committee	



## Project Budget details

## A. Cash Budget

#	Budget item	Unit	Quantity	Price, Fee	Cost, budget (MMK “000)	Village contribution	External support
<b>Equipment and machinery</b>							
<b>Sub-total:</b>							
<b>Construction material</b>							
<b>Sub-total:</b>							
<b>Other fixed capital items</b>							
<b>Sub-total</b>							
<b>Labour</b>							
<b>Sub-total</b>							
<b>Technical expert (advisory expert, consultant, engineering and design service, technical supervision, etc.)</b>							
<b>Sub-total</b>							
<b>Other current expense items (premises rental, transport, communication, stationery, etc.)</b>							
<b>Sub-total</b>							
<b>Grand Total</b>							

**B. Non-cash budget**

#	Budget item	Description	Village contrib.	External support

