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PPT Scope of Work: Rollout of Participative Community Action Planning (PCAP) at Municipal Scale

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(Refer also to attached Gantt Schedule)

1. Overall Objectives

- 1.1. Identify and meaningfully address the most critical poverty challenges within informal settlement communities.
- 1.2. Strengthen local assets, resources and activities.
- 1.3. Focus and optimize City's interventions and investments in communities (multi-sectoral).
- 1.4. Improve communication & co-operation between communities and City around a development agenda.
- 1.5. Build expanded and enhanced facilitation capacity.

2. Overall Scope of Work (Summary)

2.1. Programme Setup

- 2.1.1. Establish understanding and buyin within the City in respect of PCAP and livelihoods approach via internal workshops.
- 2.1.2. Establish programme steering committee (SC) with representatives of key relevant Departments.
- 2.1.3. Appoint programme manager / co-ordinator (PM).
- 2.1.4. Agree / confirm purpose and scope of PCAP.
- 2.1.5. Agree internal communication protocols (e.g. between SC and key Departments).
- 2.1.6. Procurement: a) agree / confirm scope of work and skills required for PCAP; b) procure necessary outsourced facilitation capacity (e.g. framework contract).
- 2.1.7. Induction / orientation of procured service providers.
- 2.1.8. Desktop assessment of all areas where informal settlement is located and definition of functional sub-zones / planning precincts (should preferably be as for participative LED planning).

2.2. Expanded Pilot Phase

- 2.2.1. Identify settlements for pilot phase (at least ten in number in a large Metro).
- 2.2.2. Issue task orders for service providers to undertake precinct profiles and PCAP for identified settlements.
- 2.2.3. Implementation of PCAP in targeted informal settlements (refer to section 3 for scope of work).
- 2.2.4. Feedback of PCAP results to SC, especially in respect of action implications for City.
- 2.2.5. Communication / feedback to key responsible Departments.
- 2.2.6. Monitoring of follow through by Departments by SC via PM.
- 2.2.7. Review of impact / effectiveness and recommendations on refinements to process by PM.
- 2.2.8. Decision by SC on process refinements.

2.2.9. Feedback workshops within City as to outcomes, learning and programme implications of PCAP for future 'delivery'.

2.3. Expanded Rollout

2.3.1. Develop time-table for up-scaled rollout taking into consideration housing, interim services infrastructure and other City programmes by PM. This needs to prioritise settlements for successive phases of implementation of PCAP (e.g. 40 settlements per phase in a large Metro).

2.3.2. Implement rollout plan.

2.3.3. Continue feedback and learning via SC and City learning workshops.

3. **Scope of Work for PCAP at Informal Settlement Level**

(Responsibility of appointed service providers)

3.1. Inputs / scope of work:

3.1.1. SETUP: Establish communications with local community leadership. By means of an initial community meeting / workshop: a) sensitize the community as to the objectives and nature of the livelihoods approach, the participative action plans, and the intended delivery of interim services b) obtain community buy-in; c) identify key issues in terms of needs, vulnerabilities, local assets (especially human capital), and existing activities.

3.1.2. PARTICIPATIVE WORKSHOP TO IDENTIFY KEY SECTORS: By means of an initial participative workshop, assist local residents to identify key 'sectors' / areas of need such as: basic infrastructure, fire protection, special needs (e.g. home based care), creches informal enterprise, urban agriculture, solid waste disposal etc. Typically there will be local groupings with particular interests in these 'sectors'.

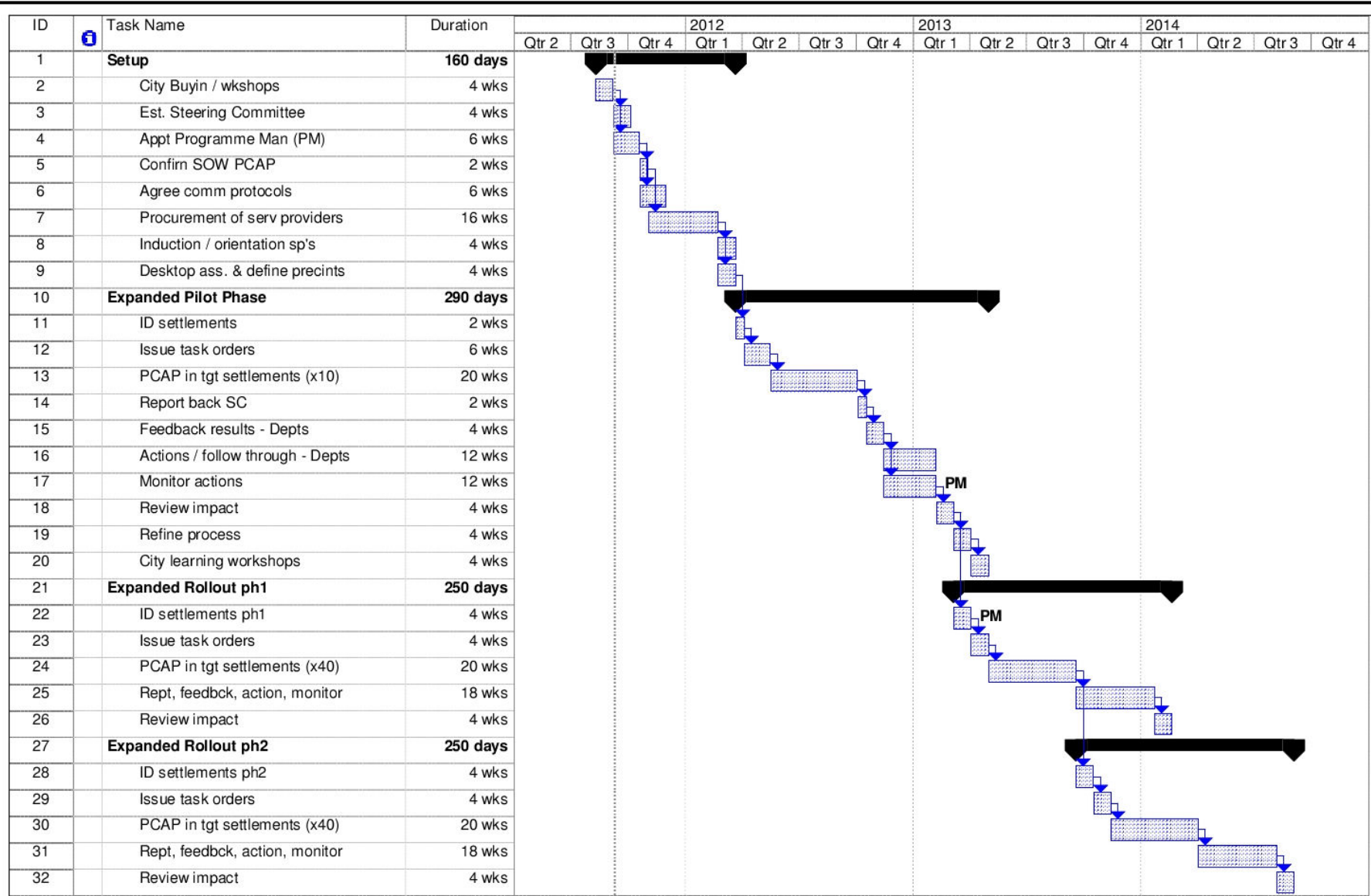
3.1.3. PARTICIPATIVE ACTION PLANNING WORKSHOPS: By means of a series of follow up participative workshops / mini-workshops in the prioritized 'sectors' (typically one mini-workshop per 'sector'), assist participants to define a simple plan of action which clearly defines: a) key community roles and responsibilities (i.e. what local people can do to support / enable / maximize these investments¹ as well as what additional community actions independent from government investment can be taken); b) key external actions or support by government or other actions which could assist (e.g. investment, training, information and knowledge resources, extension officers, infrastructure etc). One of these sector plans needs to identify (potential) priority basic infrastructure interventions for further assessment and consideration. It is desirable that personnel from the Municipality's infrastructure department participate in the participative sector workshop on infrastructure.

3.1.4. FOLLOW UP SUPPORT ON ACTION PLANS: Where necessary facilitate meetings / interactions with key Municipal or other Government Departments / officials in respect of the plans and where necessary / appropriate amend / update the plans. Undertake follow up interactions / mini workshops to support local people in following through on plans, identifying and resolving obstacles, and implementing them.

3.2. Outputs: Short process report on the above stages. Practical action plans for identified sectors, including one focusing on (potential) basic infrastructure. Attendance registers.

3.3. Human resource requirements: Experienced facilitator with livelihoods experience.

3.4. Budgetary requirements: R40,000 to R50,000 per settlement (between 10 and 20 days of the facilitator's time - presumed daily rate ranging from R2,400 to R4,000).



Gantt Schedule: Participative Community Action Planning Rollout at City Scale