

**GOVERNMENT OF
THE REPUBLIC OF THE PHILIPPINES**

**THE STUDY FOR SOCIO-ECONOMIC
RECONSTRUCTION AND DEVELOPMENT OF
CONFLICT-AFFECTED AREAS
IN MINDANAO IN THE
REPUBLIC OF THE PHILIPPINES**

FINAL REPORT

VOLUME 2

APPENDICIES

NOVEMBER 2009

JAPAN INTERNATIONAL COOPERATION AGENCY

**KATAHIRA & ENGINEERS INTERNATIONAL
IC NET LIMITED**

PART III

APPENDICIES

**SOCIO-ECONOMIC RECONSTRUCTION AND DEVELOPMENT FOR
CONFLICT-AFFECTED AREAS IN MINDANAO (SERD-CAAM)**

Volume 2

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APPENDICES

APPENDIX **A**

IBNA & BARANGAY PROFILING

APPENDIX A1-1: GUIDELINE FOR PARTICIPATING ENTITIES PREPARING PROPOSAL

INTRODUCTION

This Guideline for Participating Entities Preparing Proposal (the Guideline) consists of the following documents:

- Section 1 Letter of Invitation
- Section 2 Terms of Reference
- Section 3 Instructions to Participating Entities
- Section 4 Proposal Forms
- Section 5 Basic Contract
- Section 6 Conditions of Contract
- Section 7 Payment Schedule
- Section 8 Safety Operations Manual

EXAMINATION OF PROPOSAL

Participating entities are requested to thoroughly examine and be familiar with the requirements of the Guideline. The submission of a proposal will constitute an acknowledgement that the participating entity had thoroughly examined and is familiar with the Guideline. The failure or neglect of a participating entity to receive or examine any of the Guideline will in no way relieve the entity of any obligation with respect to its proposal or to the Contract. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any portion of the Guideline.

All information given on the Guideline is furnished only for convenience of participating entities. If any variance may exist between the information offered and the actual conditions encountered during the work, participating entities will not use any of the information made available to them as a basis or ground for claim or demand of any nature against the JICA Team.

INTERPRETATION OF CONTRACT DOCUMENTS

Except the time of Q& A session, no oral interpretation will be made to any participating entity as to the meaning of the Guideline. Request for interpretation, or correction of any ambiguity, inconsistency, discrepancy, omission, or error therein which may be discovered by participating entities will be made in writing and delivered to the JICA Team at least two (2) days before the closing time for receipt of proposals. Any interpretation or correction will be issued in an Addendum by the JICA Team. All such addenda will be part of the Contract. Only written interpretations or corrections will be binding. No participating entity will rely on any interpretation or correction given by other method.

ADDENDA

The JICA Team may modify the Guideline by the issuance of an Addendum to all participating entities who obtained the Guideline not later than one (1) day prior to the closing time for receipt of proposals.

Participating entities must acknowledge receipt of any addendum and indicate it also in their proposal.

Letter of Invitation

Cotabato

May 31st, 2007

To whom it may concern.

The team assigned by Japan International Cooperation Agency (the JICA Team) here gives notice that proposals are invited from short-listed organizations/institutions for consulting work concerning the Barangay Database and In-depth Barangay Needs Analysis (IBNA) under the supervision of the JICA Team.

1. Background

Under the long lasting conflict, basic social services have seriously been fallen short, and the various kinds of infrastructure have been decrepit in Mindanao. On the assumption of the peace agreement being reached in near future, the Government of the Republic of the Philippines requested the Government of Japan to conduct the “Study for Socio-Economic Reconstruction and Development of Conflict-Affected Areas in Mindanao (SERD-CAAM)” with the objective to facilitate the socio-economic development for the reconstruction and development of conflicted affected areas. In response to the request, JICA has just begun undertaking SERD-CAAM in Mindanao, in partnership with Bangsamoro Development Agency (BDA) and in cooperation with other authorities concerned.

Under the SERD-CAAM, two kinds of field survey will be conducted; one for developing a Barangay Database covering all conflict-affected areas and the other for identifying the development needs of 150 barangays selected in the conflict-affected areas. The latter is named In-depth Barangay Needs Analysis or IBNA. The Barangay Database and the result of IBNA will be shared with BDA and other organizations as sources of information for the planning and implementation of development activities in the future.

2. Description of Work

The work to be performed by contractors will be basically the provision of consultant services for the implementation of the Barangay Database and IBNA, but including furnishing of all materials, equipment, transportation and any other means necessary to complete required consultant services.

3. TOR

A copy of TOR and other relevant documents will be provided to participating entities who have received this Letter of Invitation at the project office of SERD-CAAM in Cotabato City

from 2:00 pm to 4:00 pm on June 4th, 2007. The following is the details of the project office.

Attention : Muslima L. Benito, Administrator
Address : 29 San Ishidro St. Kimpo, Cotabato City
Telephone : 064-421-5905
Mobile: 0916-929-1135
email: ml_benito@yahoo.com

4. Q and A Session

Q and A Session will be held at the project office **from 3:00 pm on June 4th, 2007** to clarify TOR and other conditions and answer to questions from participating entities. However, since this Q and A session is only intended to help the understanding of participating entities, the attendance to it is not a requirement for the submission of proposal.

5. Submission of Proposals

Participating entities must submit their respective technical proposal and price proposal which are enveloped separately from technical proposal **before 12:00 of June 8th, 2007**. These proposals will be examined in a following few days and negotiation with potential contractors is expected to be held within 10 days after the submission of proposals.

6. Acknowledgement of Receipt of this Letter

All participating entities received this Letter of Invitation are requested to send acknowledgement to the project office soon after the receipt.

Attention : Hiroaki Yonesaka, Sub Team Leader
Project : Barangay Database and IBNA in SERD-CAAM

Please send to
Address : 29 San Isidro, Kimpo Subdivision, Cotabato City
E-mail : ml_benito@yahoo.com

Hiroaki Yonesaka
Sub Team Leader
SERD-CAAM

SECTION 2

TERMS OF REFERENCE

Terms of Reference
Barangay Database and In-depth Barangay Needs Analysis
For
The Study for Socio-Economic Reconstruction and Development
of Conflict-Affected Areas in Mindanao (SERD-CAAM)

1. Background of SERD-CAAM

Under the long lasting conflict, basic social services have seriously been fallen short, and the various kinds of infrastructure have been decrepit in Mindanao. On the assumption of a peace agreement being reached in near future, the Government of the Republic of the Philippines requested the Government of Japan to conduct the “Study for Socio-Economic Reconstruction and Development of Conflict-Affected Areas in Mindanao (SERD-CAAM)” with the objective to facilitate the socio-economic development for the reconstruction and development of conflicted affected areas. In response to the request, JICA has just begun undertaking SERD-CAAM in Mindanao, in partnership with Bangsamoro Development Agency (BDA) and cooperation with other authorities concerned.

2. Outline of Field Survey

Under the SERD-CAAM, two kinds of field survey will be conducted; one for developing a Barangay Database covering all barangays in the conflict-affected areas and the other for identifying the development needs of 150 barangays selected among them. The latter is named In-depth Barangay Needs Analysis or IBNA. The Barangay Database and the result of IBNA will be shared with BDA and other organizations as information sources essential for the planning and implementation of development activities for years to come.

2-1. Barangay Database

This is intended to provide the basic information about each and every of 3833 barangays existing in 167 municipalities/cities of conflict-affected areas identified by the Office of the Presidential Adviser on the Peace Process (OPAPP). Toward the end of October 2007, out of 3833 barangays, 1620 barangays will be covered. Field survey is scheduled to resume in February 2008 to take care of the remaining barangays. The work is expected to be completed before September 2008. However, there is a possibility that some of these barangays left for 2008 would be picked up in the rest of 2007. A separate contract would be negotiated with contractors for the additional activities if such a decision is actually made.

Field Teams assigned by contractors will follow the process outlined below in creating a Barangay Database. The more detailed explanation of work process is given later.

- 1) Field teams will secure necessary authorization and arrangements, including information to respective mayors prior to fieldwork.

- 2) Field Teams will collect and record data at municipality/city administration offices.
- 3) Field Teams will hold a briefing session for barangay captains and secretaries at municipality office. The briefing session is aimed to inform them the purpose of the study and to instruct how to fill the 'Survey Sheet for Barangay Database' which is attached to this TOR.
- 4) Field Teams will have interview sessions with barangay captains and secretaries of every 1620 barangays to collect properly filled questionnaire and get additional information vital for the development of each barangay.
- 5) Field Teams may visit some barangays for reasons described later.
- 6) Team Leader of Field Teams will report to the JICA Team and hand over data and information gathered in the field.
- 7) The JICA Team will examine the reports of Field Teams and, if necessary, instruct Field Teams to take additional actions.
- 8) The Database Team assigned by a contractor will record data and information into a database.

2-2. In-depth Barangay Needs Analysis (IBNA)

The objective of IBNA is to assess development needs at barangay level, which is important for designing development assistance expected to be available in the near future. However, since in-depth study of 3833 barangays is impractical, if not impossible, 150 barangays will be selected for IBNA by Technical Working Group (TWG) of SERD-CAAM. Criteria for selection are;

- Degree of poverty
- Actual effect of conflicts
- Avoidance of duplications with other major development assistance
- Fair geographical distribution
- No serious local dispute
- Security condition

For this year, out of 150 barangays set out for IBNA, 78 barangays will be covered, and the remaining 72 barangays will be dealt with in 2008. Again, there is a possibility to conduct IBNA for some of the remaining barangays after October 2007. Decision will be made on this matter at latest before the end of September.

IBNA will be carried out in the following sequence: the more detailed explanation is given later.

- 1) TWG will select target barangays.
- 2) The JICA Team will demonstrate IBNA to Field Teams in a few barangays so that Field Teams will better understand the approach and methodology of IBNA.
- 3) Field Teams will make observation on the current condition of target barangays
- 4) Field Teams will facilitate Focus Group Discussions (FGD) in target barangays.
- 5) Field Teams will report to the JICA Team, using the 'Results of IBNA,' a sample of which is attached to this TOR.

- 6) The JICA Team will examine the reports of Field Teams and, if necessary, will instruct Field Teams to take additional actions
- 7) The Database Team assigned by a contractor will record data and information into a database.

3. Summary of Field Survey

	Schedule of Field Survey	Field Team	Database Team
Jun - Oct 2007	About 78 Municipality around Cotabato City * ¹	3 persons (Team Leader and 2 Members* ²) x 8 teams	2 persons* ² x 1 team

*1: North Cotabato, Sharif Kabunsuan, Maguindanao, Sultan Kudarat, and some parts of Lanao del Sur

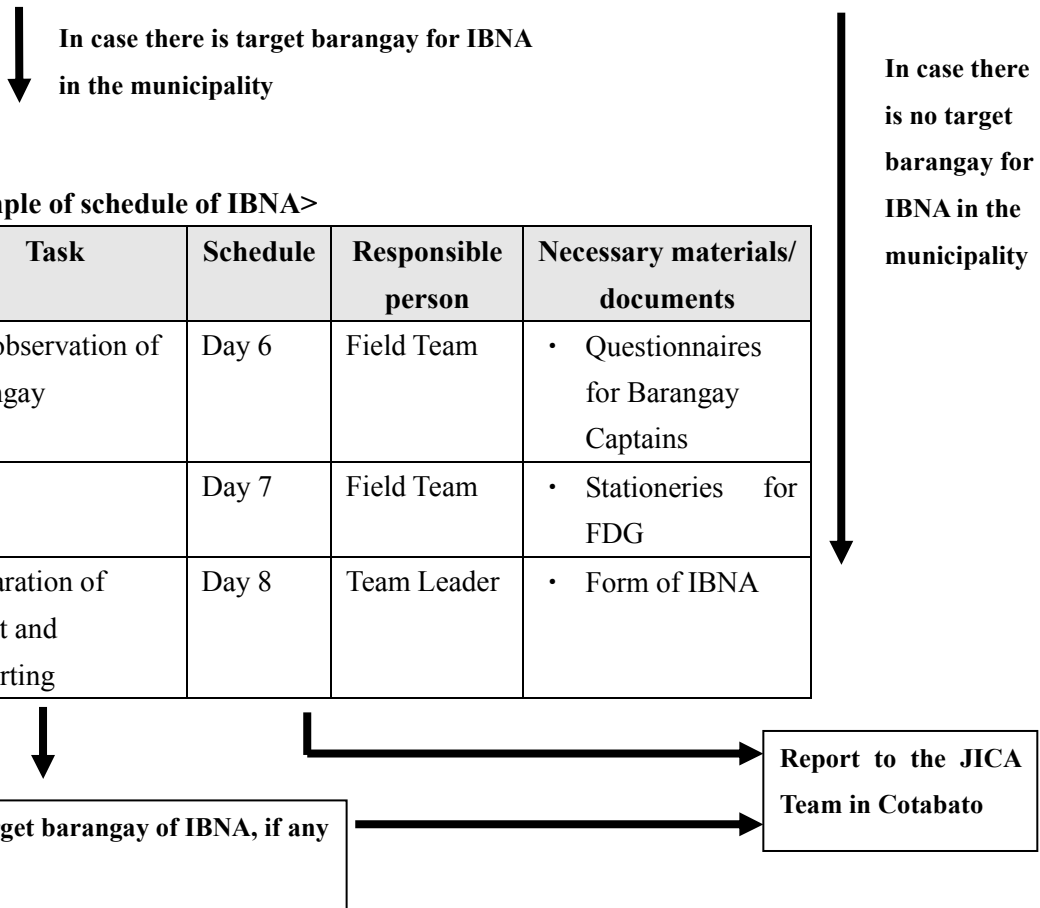
*2: A member of these Teams will be assigned by BDA. Please refer to page 8 for more information.

4. Detailed Process of Field Survey

Process of Field Survey at each target municipality is detailed below. Field Coordinator indicated in the table below means a local staff assigned to the JICA Team. He is a part of the JICA Team, not of Field Teams.

<An example of schedule of data gathering for Barangay Database>

	Task	Schedule	Responsible person in Field Survey Team	Necessary materials/ documents
1	Coordination with municipality/barangay	At least one week before the field survey	Field Team	<ul style="list-style-type: none"> • Official letter to mayor • Questionnaires for Barangay Captains to distribute in advance • Schedule for interview with Barangay Captain and IBNA • Name of Barangay for IBNA
2	Data collection at municipality	Day 1	Field Team	<ul style="list-style-type: none"> • Data Sheet at Municipality
3	Interview with Barangay Captains/ Secretaries	Day 2, Day 3, (Day 4)	Field Team	<ul style="list-style-type: none"> • Questionnaires for Barangay Captain
4	Site visit for some barangays	(Day 4), (Day 5)	Field Team	<ul style="list-style-type: none"> • Questionnaires for Barangay Captain
5	Preparation of report and Reporting	(Day 4), (Day 5)	Team Leader	See page 7



Field Teams will have to prepare survey schedule in advance and secure authorization by submitting it to the CCCH through Project Coordinator of the JICA Team. Team Leaders of Field Teams must pay adequate attention to local security conditions and make necessary precautionary arrangements for insuring the safety of team members.

4-2. Coordination with target municipality/ barangay

At least a member of Field Teams will visit the target municipality/barangay at least one week prior to fieldwork with following purposes;

- Submission of official letter to the mayor to request for his cooperation
- Explanation to the concerned people about the fieldwork
- Coordination with municipality staff to hold a briefing session and interview sessions
- Coordination with municipality staff to review relevant documents, typically Barangay Development Plan
- Coordination with leaders of IBNA target barangays to arrange FGD
- Arrangement for venue, snack, etc, with municipality staff and barangay leaders

4-3. Data collection at municipality

Field Teams will examine related documents, including Barangay Development Plan, to extract data and information, and codify them on the ‘Data Sheet at Municipality,’ which is attached to this TOR.

4-4. Interview with Barangay Captains/Secretaries for Barangay Database

At first, Field Teams will brief about Barangay Database to barangay captains and secretaries gathered at the municipality office upon request from mayors. In following days, Field Teams will interview the barangay captain and secretary of individual barangays for approximately 40 to 50 minutes each in order to collect properly filled questionnaire and gather additional information concerning the development of each barangay. Barangay captains/secretaries of every 1533 barangays will be interviewed.

All three members of Field Team will engage in one-to-two interview with barangay captains/secretaries, using the 'Survey Sheet for Barangay Database.' Interview can possibly be conducted with 10 to 15 barangay captains/secretaries per day depending on location of barangays and other factors. This assumption is based on the following formula which deduces that the maximum number of 15 barangays can be finished in a day: 1 barangay/ hour x 5 hours/day x 3 team members = 15 barangays.

During the interview, Field Teams will crosscheck information from barangay captains/secretaries by asking questions based on commonsense secondary data and information obtained from municipality office.

4-5. Visit to Barangays

Some barangay captains/secretaries may not avail themselves to the interview for whatever reasons. If this happens, Field Teams itself may have to visit barangays to collect information, provided that is considered practical and safe. Field Teams may also visit barangays when they consider it informative to observe the conditions of barangays and to talk directly with barangay people.

4-6. Observation of Barangay Conditions for IBNA

Field Teams must always observe the present condition of social services and facilities/infrastructure in the target barangay; examples are farm-to-market road, irrigation system, water supply, school, health post. The observation will be done before FGD so as to facilitate FGD which discussed below. In doing so, Field Teams will also verify the information provided by barangay captains/secretaries.

4-7. FGD

Field Teams will simultaneously organize three Focus Group Discussions (FGD) of community leaders, women, and youths. Participants of FGD must be selected on the basis of the conditions listed below. Field Teams must check whether these conditions are actually complied before and during FGD.

<General condition for FGD>

- Participants must be the residence of target barangay.
- Number of participants of each FGD is ideally 10-15, not exceeding 20. Other villagers may observe FGD but not to disturb FGD.

- The religious and ethnical composition of participants should reflect the actual population composition in the barangay.

<Participants for FGD of leaders >

- Participants should include at least one person from each Sitio/Purok and Barangay Council members.
- Women community leader can join either FGD of leaders or FDG of women on their own preference.

<Participants for FGD of women >

- Participants should include at least one leader from each Sitio/Purok and Barangay Council members.

<Participants for FGD of youths >

- ‘Youth’ is defined as people aged 15-30 for this study.
- Participants should include at least one person from each Sitio/Purok and Barangay Council members.
- It is recommended that both male and female youths are included.

After FGD, each of which may take about two hours, Field Teams will also facilitate Round-up Discussion with representatives of each FDG. Round-up Discussion can also be done for about two hours in average. These Discussions are aimed at identifying and prioritizing development needs of target barangay. The process of FGD will be actually demonstrated by the JICA Team once contracts are signed and Field Teams are lined up.

4-8. Site Observation

In addition to observation before FGD, Field Teams must also make careful observation on conditions and facilities of target barangays to verify the development needs identified through FDG and get more information. This activity is very important not only to cross-examine development needs spoken by people but also to figure out how to realize the needs effectively in the near future.

4-9. Reporting

Team Leaders will be responsible for examining the collected data before submission to the JICA Team and for reporting the result of fieldwork in a comprehensive manner every week. His report must include discussion about the possibility and hindrance of launching assistance projects. Besides oral report to the JICA Team, his reporting will include the submission of following documents;

- ‘Data Sheet at Municipality for Barangay Database’ (by hard copy, hand-writing)
- ‘Survey Sheet for Barangay Database’ (by hard copy, hand-writing)
- ‘Results of IBNA’ (by hard copy, typed)

These formats are now under review, and an improved version with minor changes will soon be provided.

In the end of assignment period, each Field Team will be required to write completion report which summarizes activities and findings in less than ten pages. Acceptance of the completion report by the JICA Team is a necessary condition for termination of their work.

5. Responsibilities of the Database Team

The Database Team assigned by a contractor will be responsible for the following activities undertaken at the project office;

- Design and construction of the Database using MS-ACCESS
- Cross-examination and clarification of the contents of report/sheet submitted by Field Teams
- Entry of data to Database format
- Effective presentation of Barangay Database, including GIS element
- Recording the outcome of IBNA
- Effective presentation of the outcome of IBNA

Data Sheet at Municipality for Barangay Database

Date of survey: _____

Name of survey team leader: _____

Name Municipality _____ Province _____

Name of Barangay	Area (km ²)	Population (year)	No. of HH (year)	No. of Sitio	Ethnicity	Religion	No. of primary school	No. of secondary school	No. of HC	% of HH below poverty line	HH with Electricity	Financial Resources (tax, IRA, others)	Development of BDP (year)

Draft (Jun 1)

Data Sheet for Barangay Database

This data sheet was developed to make a Barangay Database under the ‘Study for Socio-Economic Reconstruction and Development of Conflict-Affected Areas in Mindanao’ which is jointly conducted by the Office of the Presidential Advisor on the Peace Process (OPAPP), Bangsamoro Development Agency (BDA), and Japan International Cooperation Agency (JICA). We highly appreciate your answers to the questions listed below. Thank you very much in advance for your cooperation to this study.

0. GENERAL INFORMATION

(1) Name of respondents:	1. Barangay Captain:	
	2. Barangay Secretary:	
	3. Other ()::	
(2) Name of Barangay:		
(3) Name of City/Municipality and Province:		

1. ACCESS AND ROAD CONDITION

Q 1. How many kilometers from the Barangay office to the national road? ____km (integer number)
Q 2. How long does it take from the Barangay office to the national road by the fastest transportation method? ____minutes by 1.Car, 2.Motor cycle, 3.Walk, 4.Boat, 5.Tricycle, 6.Others (_____)
Q 3. What is the major type of road from Barangay office to the national road? 1. Paved, 2. Graveled, 3. Soil, 4 Others (_____)
Q.4 How much does it cost to transport 1 cavan of products to the seller? During the dry season _____pesos, During the rainy season _____pesos

2. POPULATION

Q 5. Please provide the ethnic composition in the Barangay?

1. Hiligaynon/Ilonggo	%
2. Cebuano	%
3. Maguindanao	%
4. Ilocano	%
5. Iranon	%
6. Maranao	%
7. Bisya/Binasaya	%
8. Subanen	%
9. Tawsog	%
10. Yakan	%
11. Tagalog	%
12. Bicolano	%
13. Waray	%
14. Others	%
Total	100 %

Q 6. Please provide the religious composition in the Barangay?

1. Christian	%
2. Muslim	%
3. Others	%
Total	100 %

3. INFRASTRUCTURE

Q 7. How many schools are there in the Barangay?

High School (___), Elementary School (___), Daycare Center (___), Other (please specify: _____)
(___)

Q 8. How many health facilities in the Barangay ?

Hospital (___), RHU (Rural Health Unit) (___), BHS (Barangay Health Unit) (___),
Health Center (___), Other (please specify: _____) (___)

Q.9 How many percentages of farm land is irrigated?

1. Irrigated _____%, 2. Not irrigated _____%

4. SOCIO-ECONOMIC CONDITION

Q 10. What are the major sources of income in the Barangay?

Major source of income	%	Cavans per hectare
1. Rice	%	
2. Corn	%	
3. Coconut	%	
4.	%	
5.	%	
Total	100%	

Q 11. What are the major sicknesses in Barangay (select 3 major sicknesses) ?

1. Fever/Flue/Colds, 2. Acute Respiratory Infection, 3. Malaria, 4. Pneumonia,
 5. Hypertension
 6. Tuberculosis, 7. Diabetes, 8. Bronchitis/Bronchiolitis, 9. Diarrhea, 10. Skin Diseases
 11. Others (please specify _____)

Q 12. What is the source of drinking water for Barangay residents?

1. National Water System (NWS)	%
2. Hand pump	%
3. Open well	%
4. Others	%
Total	100%

Q 13. What is the type of toilet used by Barangay residents?

1. Own Toilet	%
2. Common Toilet	%
3. No Toilet	%
Total	100 %

Q.14. How many percentages of households have electricity ____%

5. INCIDENCE OF CONFLICT

Q 15. How many incidences of conflict have occurred after the year of 2000? ____ times

Q 16. Are there any infrastructures which were destroyed or damaged during the conflict?

1. yes, 2. no

Q.16-a, if yes, please specify.

Type of infrastructure	Degree of damage*1	Damaged year	Current condition*2
1. School			
2. Health facility			
3. Bridge			
4. Road			
5. House (number: _____)			
6.			
7.			

*1: A. completely destroyed, B. partly destroyed, C. heavily damaged, D. slightly damaged
 *2: A. not used, B. being used with limitation, C. being used normally

6. INTERNALLY DISPLACED PERSONS

Q 17 How many IDP evacuated from your Barangay in the peak time ?

Number of IDP: About _____ at the year of _____

Q. 18 How many IDP arrived from other Barangays to your Barangay in the peak time?

Number of IDP: About _____ at the year of _____

Q.19 How many evacuation centers are there in the Barangay? ____Evacuation centers

Q.20 How many IDP remained in the evacuation centers in the Barangay and where did they come from?

Name of Barangay which IDP came from	Number of IDP
1.	
2.	
3.	
	TOTAL

7. BARANGAY DEVELOPMENT PLAN

Q 21. Is there Barangay Development Plan?

1. yes, 2. no

Q22. If yes, when was it developed? In the year of _____

8. DEVELOPMENT PROJECT

Q 23. Are there on-going development projects in the Barangay?

Name of development projects	Field of activities* ¹	Funding agency
1.		
2.		
3.		
4.		
5.		

*1: A. road, B. drinking water, C. electricity, D. irrigation,
 E. construction of facility (specify _____), F. education, G. health H. agriculture
 I. livestock, J. fishery, K. others (specify _____)

9. COMMUNITY ORGANIZATION

Q 24. Please list major community organizations, such as farmers' group, women's group, and youth group in the Barangay.

Name of group	Established year	Main activities	Performance * ¹
1.		1. 2. 3.	
2.		1. 2. 3.	
3.		1. 2. 3.	
4.		1. 2. 3.	
5		1. 2. 3.	

*1: Performance is defined as below
 a) Very active
 - The group has been active for more than 2 years

- The group conducts regular meetings
- There are more than 10 group members
- Group members receive tangible benefit from group activities

b) Active

- The group has been active for more than 6 months
- The group conducts regular meetings
- There are more than 10 group members

c) Not Active

- Groups which are not 'Very Active' nor 'Active'

Remarks

Thank you very much for your cooperation.

Example**Result of the In-Depth Barangay Needs Analysis**

Barangay Name: Ansaw (Barangay Manggahan)
Municipality: Malabang
Province: Lanao del Sur
Date of survey: 25 March, 2007
Name of field staff: Study Team: Iwaki, Motomura, Malla, Benito
 BDA: Donia, Gayagay, Samama

Background of the Barangay:

(summarized from Barangay DB, Barangay Development Plan, and interview with the village leaders during the IDNA)

Result of the Needs Analysis:**1) Development needs prioritized by Leaders' group**

	Development needs	Current situation (through the discussion and direct observation)	Detail of the needs	Possible contribution by the community
1	New madrasah building	<ul style="list-style-type: none"> - No Madrasah in the barangay - Villagers goes to a Madrasah of another barangay (5 km away) 	<ul style="list-style-type: none"> - Construction of one madrasah with; <ul style="list-style-type: none"> * six rooms * table, chair, blackboard * water facility 	<ul style="list-style-type: none"> - Donation of the land - Allowance for Ustadz (donation from the parents)
2	Multi-purpose building	<ul style="list-style-type: none"> - No place for social gathering 	<ul style="list-style-type: none"> - Construction of building with, <ul style="list-style-type: none"> * open building * concrete flooring * table, chair, blackboard * toilet 	<ul style="list-style-type: none"> - Donation of the land - Support for the transportation of construction material
3	Health Center	<ul style="list-style-type: none"> - No HC in the barangay - Villagers goes to HC at another barangay - Home visit fir vaccination 	<ul style="list-style-type: none"> - Construction of HC with, <ul style="list-style-type: none"> * standard construction for HC * provision of medicine * basic facilities such as table, chair, shelves 	<ul style="list-style-type: none"> - Provision of barangay health workers (2) - Volunteers from MILF - Donation of the land

2) Development needs prioritized by Women's group

	Development needs	Current situation	Detail of the needs	Possible contribution by the community
1	New madrasah building	- No building in the barangay	- 2 buildings with 3 rooms, toilet, and water facility - 1 for primary students, 1 for intermediate students	- Maintenance - Allowance for the teachers - Labor by men - Food by women
2	Livelihood	- Few business (income) - Only few earn by driving bicycle or tricycle - Few farmers - 40 % of household doesn't have husband (widow)	- Grocery shop by cooperative - Day care center - Restaurant	- Place from barangay leaders
3	- Toilet construction (individual)	- Many are not sanitary - Majority don't have a toilet.	- 1 st priority: individuals 2 nd priority: common Note: Problem will occur from land owner for common toilet	- Labor by each household - Barangay committee will be in charge of securing materials

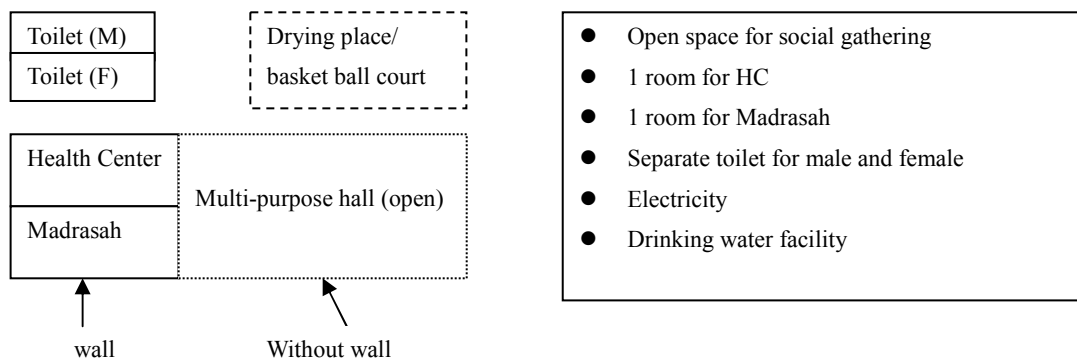
3) Development needs prioritized by Youth group

	Development needs	Current situation	Detail of the needs	Possible contribution by the community
1	Multi-purpose building	-No place for social gathering	- 1 building with; * 2 rooms * 1 stage * 1 dryer place/ basket court	- Labor for construction - People's organization for management
2	Health Center	- No HC in the barangay - No basic health services	- 1 building HC; * 2 rooms * 2 beds * medicines * basic amenities	- Labor for construction - People's organization for management
3	Scholarship for collage degree and technical B.SC		- Deserving type scholarship (not conditional type)	

4) Development needs prioritized by the Representative of village leaders, women, and youth

	Development needs	Detail of the needs	Possible contribution by the community
1	New madrasah building		- Donation of the land - Allowance for Ustadz (donation from the parents)
2	Multi-purpose building		- Donation of the land
3	Health Center		- Donation of the land - Management of HC, including coordination with LGU for the regular visit of doctor, arrangement for BHW, and management of medicine, and overall management of HC

Participants agreed to combine the 3 needs mentioned above as a Multi-purpose center drawn below;



SECTION 3

INSTRUCTIONS TO PARTICIPATING ENTITIES

1. Composition of Teams

The table below shows seven geographical clusters to be covered by October this year. From Team 1 to 7 are Field Teams which are responsible for the implementation of fieldwork in each geographical cluster. The eighth Team is the Database Team that will always work in the project office in Cotabato.

Summary of Clustered Teams for 2007

Team #	Clusters	Number of Municipalities	Number of Barangays	Distance from Cotabato City
1	Lanao Sur 1	8	219	2 - 3 Hours Drive
2	Lanao Sur 2	7	195	2 - 3 Hours Drive
3	Maguindanao	22	259	1 - 2 Hour Drive
4	Sharif Kabunsuan	11	199	1 - 2 Hour Drive
5	North Cotabato	12	385	1 - 3 Hours Drive
6	Sultan Kudarat	11	228	2 - 3 Hours Drive
7	South Cotabato (2 Mun. 38 Brgys)	7	135	2 - 3 Hours Drive
	Saranggani (5 Mun., 97 Brgys)			2 - 4 Hours Drive
8	Database Team			
	Total	78	1620	

Referring to this table, participating entities must propose at least two Field Teams, or one Field Team and the Database Team, identifying geographical clusters they are in charge. The geography is, of course, not relevant for the Database Team. It is up to decision of participating entities how many Teams they would propose to field. They can propose even all seven Field Teams and the Database Team. However, the maximum number of Teams that the JICA Team would possibly accept from a single contractor is six.

Each Field Team consists of a Team Leader and two members. Contractors will be responsible for assigning Team Leaders and one of team members, while BDA will provide another team member. As for the Database Team, a contractor will provide the Team Leader, and BDA provide the only member of the Team through contractor.

2. The Participation of BDA Personnel

The participation of BDA personnel to Field Teams and Database Team is an arrangement intended to support capability development of BDA in the long run as well as to insure close communication between Field Teams and BDA for security and other reasons. Nevertheless, it must be clearly understood that the BDA personnel will have to work under the command of respective Team Leaders

and that contractors will retain rights to demand BDA to replace the assigned personnel in case he/she does not perform up to the satisfaction of Team Leader.

BDA is preparing a list of personnel to be assigned to the eight Teams and their names will be given before the deadline of proposal submission. It is therefore not necessary for participating entities to discuss the matter with BDA to prepare their proposals. In proposal, their identification can remain blank.

For the assignment of a BDA personnel, 4000 peso will be paid per a week-long assignment. Out of 4000 peso, contractors must pay 3500 peso to BDA, retaining 500 for their overhead costs.

3. Proposal

The participating entities must submit two sets each of their technical proposal and price proposal, including the specified forms attached in the Section 4 of the Guideline. Two sets of price proposal should be sealed in one envelop separately from two sets of technical proposal, which must be properly filed but not enveloped.

Participating entities are warned against making ensures or alterations of any kind, and proposals which contain omissions, erasures or irregularities of any kind may be rejected. Provided, however, that if an unavoidable corrections/erasure was made, each correction/erasure must be properly initiated by the person signing the proposal.

Based on the field activity simulation provided to participating entities together with the Guideline, the JICA Team presumes that the entire work will be done by the end of October 2007. As for Database Team, the assignment must be assumed to continue until mid-December 2007. However, participating entities themselves must assess required man-weeks to complete the assigned work in each geographical cluster where they would like to choose, and this should be properly reflected in price proposal with a breakdown of reasonable levels.

Price proposal will include all costs necessary for the completion of the work and fulfillment of the contract including, but not limited to, furnishing all personnel, materials, equipment, and management, superintendence, labor and supporting services, and contractor's profit and overhead cost. Participating entities are also required to indicate unit price and the quantities of items of work in order to come up with the total price. Man-week (not man-day or man-month) must be used as the basic unit for estimating consultant services, in principle, with five working days in a week.

As of June 3, 2007, the numbers of barangays where the individual Field Teams will undertake IBNA are still unknown. Therefore, for the pricing purpose, participating entities must assume that each Field Team would carry out IBNA in 12 barangays regardless their choice of geographical cluster.

In the comparison of proposals, the proposal as read should be corrected if there are mathematical errors considering the following:

Keeping in mind that there would be many factors that cause delay in the fieldwork despite reasonable efforts of Field Teams, up to 20 % of contingency is allowed to be included in price proposal.

In the event of a difference between a proposal price quoted in words and a proposal price quoted in figures for the same quotation, the proposal price in words will prevail;

In the event of a discrepancy between the estimated proposal quantity by the participating entity and the quoted proposal quantity by the JICA Team, the estimated proposal quantity will prevail;

If the sum of items does not equal the amounts quoted, the total will be deemed to be the amount of proposal;

The participating entities will remain valid and irrevocable for a period of 30 days on and after the day of the opening of proposals.

4. Disqualification

Participating entities may not be qualified as a contractor unless it has an operational base in Cotabato-City, with at least one regularly working staff and an e-mail access as well as a telephone line. They will also be disqualified if they can propose only one Team; minimum two Teams must be proposed. The omission of Power of Attorney showing the authority of the officer signing the proposal may lead to disqualification as well.

Unauthorized conditions, limitations, or provisions attached to a proposal will render it non-responsive and may cause its rejection. Oral, telegraphic, or telephonic proposals or modifications will not be considered. Alternative proposals will not be considered. More than one proposal from an individual participating entity will not be allowed. If there is reason for believing that collusion exists among the participating entities, the JICA Team reserves the right to declare a failure of proposal there being no competition and none of the participants in such collusion will be considered in future proposals.

5. Evaluation of Proposal and Contract Negotiation

Proposals will be evaluated with following relative weights;

The institutional capability and track record of participating entity: 10%

The personal capacity and track record of Team Leader: 50%

The personal capacity and track record of a team member from participating entities: 20%

The price: 20%

The price proposals will be evaluated in the following way;

1. Proposed total price is more than 20% lower than the JICA Team estimation: + 20 point;
2. Proposed total price is 20-10% lower than the JICA Team estimation: + 10 point;
3. Proposed total price is within plus/minus 10% of the JICA Team estimation: 0 point;
4. Proposed total price is 20-10% higher than the JICA Team estimation: - 10 point;
5. Proposed total price is more than 20% higher than the JICA Team estimation: - 20 point;

Proposals will be examined on a cluster by cluster basis. Any participating entity evaluated highest for a certain cluster will be first invited for contract negotiation. However, if a certain participating entity is scored highest only in a cluster or in the Database Team, it may not immediately be invited for negotiation, rather it might be suggested to form a consortia with another entity.

The participating entity who submits the most highly evaluated technical proposal and price proposal with other required documents will be designated as the prioritized negotiator for the contract. In the event that the prioritized negotiator is rejected as the result of the negotiation with the JICA Team, the JICA Team will invite the participating entity with a proposal given the second highest score to enter into negotiation. This procedure will be followed until the JICA Team reaches agreement with a participating entity. A participating entity being given the first negotiation does not mean what it has indicated in the proposal is readily accepted by the JICA Team. This entity will simply be given an opportunity to negotiate earlier than others.

Information relating to the examination, clarification, and evaluation of proposals, and recommendations for the award of the contract will not be disclosed to participating entities or any other persons who are not officially concerned with such process until the award is notified to the successful participating entity.

6. Budgetary Limit

There is a budgetary limit predetermined for the fieldwork. Although proposals exceeding the budgetary limit will not be disqualified just for this reason, neither will they be acceptable no matter how good its quality is. If price proposal exceeds the budgetary limit, the JICA Team will likely request a quotation of reduced price during contract negotiation. The budgetary limit cannot be revealed due to JICA regulation.

7. Final Approval by JICA

The result of contract negotiation will be conveyed to the JICA headquarters in Tokyo for their final approval. Whatever reasons may be, the disapproval or absence of consent of JICA can technically nullify provisional agreement reached during contract negotiation. In case this happens, the JICA

Teams will likely request a fresh contract negotiation to reflect the thought of JICA.

8. Payment and Tax

Payment to contractors will be made in installments upon the submission of invoices from contractors according to the Payment Schedule attached in the Guideline. The contractors are obliged to pay due tax imposed for the work under the present regulation in effect in the Philippines.

9. Security Management

Field Teams will prepare survey schedule in advance and secure authorization by submitting it to the CCCH through Project Coordinator of the JICA Team. Contractors will comply with Safety Operations Manual (as attached in Section 8) prepared by the JICA Team to conduct their work with safety. Nonetheless, beyond the compliance of the Manual, contractors are responsible for taking all possible measures to safeguard their own security. Particularly, Team Leaders of Field Teams must pay adequate attention to security conditions in area to study and make necessary precautionary arrangements for securing the safety of team members.

10. Postponement of Submission

The JICA Team reserves the right to postpone the date and time for submission and/or opening of proposals at any time prior to the date and time announced in the Letter of Invitation and will give written notice of any such postponement to participating entities who submit an acknowledgement of receipt of the Letter of Invitation.

The participating entity to whom award is made will execute a written contract with the JICA Team on the form provided in the Guideline. Failure or refusal to enter into a contract as provided herein or to conform to any of the stipulated requirements will be just cause of annulment of the award.

11. Disclaimer

The JICA Team assumes no obligation whatsoever to compensate or indemnify the participating entities for any expenses or loss that they may incur on the preparation of their proposals nor does the JICA Team guarantee that an award will be necessarily made based on proposals submitted at this time.

SECTION 4

PROPOSAL FORMS

CONTENTS

Form-1 :	Power of Attorney	1
Form-2 :	Form of Price Proposal	2

Note: Participating entities are allowed to make Technical proposal and Price proposal in their own style as long as they are adequately referred to this Guideline. However, minimal forms specified in this Section have to be included in Technical proposal and Price proposal.

Form -1 is to prove the authorization from participating entity for appointed personnel to sign Technical proposal and Price proposal, and all other related documents on behalf of the participating entity.

Form -2 is required to be used as the first page of Price proposal in order to show the TOTAL amount of quoted price to execute the fieldwork. In addition to the Form-2, cost breakdown is also required in participating entity's own format.

POWER OF ATTORNEY

(date) _____

Consulting work: Consulting work concerning Barangay Database and IBNA under SERD-CAAM

Gentlemen,

I, the undersigned, hereby constitute and appoint (Name and Title), whose specimen signature appears at the lower left corner of this document, to sign Technical proposal, Price proposal, and all other related documents thereof which are subject of the Guideline for Participating Entities Preparing Proposal for consulting work concerning Barangay Database and In-depth Needs Analysis (IBNA) under SERD-CAAM, on behalf of the undersigned.

This Power of Attorney will remain in force until the completion of afore-mentioned purposes.

(Signature)

(Printed Name of Signer)

(Title of Signer)

(Name of Participating Entity)

Designated Person

(Signature)

(Printed Name of Signer)

(Title of Signer)

FORM OF PRICE PROPOSAL

(date) _____

Consulting work: Consulting work concerning Barangay Database and IBNA under SERD-CAAM

Gentlemen,

Having carefully examined and being familiar with the Guideline for Participating Entities Preparing Proposal, we, the undersigned, hereby offer to execute and complete the works for the above described work in strict accordance with the Guideline for Participating Entities Preparing Proposal, for the following a total amount of:

Philippine Pesos _____ only (PHP _____).

This offer is valid for the period of thirty (30) calendar days from the date of submission of this proposal, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

(Signature)

(Printed Name of Signer)

(Title of Signer)

(Name of Participating Entity)

SECTION 5
BASIC CONTRACT

CONTRACT

ON

Consulting service

concerning the Barangay Database and In-depth Barangay Needs Analysis

The JICA Team for the Study for Socio-Economic Rehabilitation and Development of Conflict-Affected Areas in Mindanao (hereinafter referred to as “the JICA Team”), with its project office located at 29 San Isidro, Kimpo subdivision, Cotabato city, Republic of Philippines, and(hereinafter referred to as the “Contractor”), located at hereby agree as follows:

- 1. Contract Term.** The “Term” of this Contract shall be effective from(date)..... to(date)..... The Term can be shortened if the JICA Team concludes at its sole discretion that the Contractor’s performance is unsatisfactory. The starting and/or completion dates may be changed if the JICA Team deems necessary to ensure full compliance with the Terms of Reference (TOR) included in the Guideline for Participating Entities Preparing Proposal.

- 2. Project and Services.** The Contractor has agreed to assist the JICA Team by providing the consulting service concerning Barangay Database and In-depth Barangay Needs Analysis (“IBNA”) in the Republic of Philippines. The Contractor’s obligations for the Services are described in the TOR of the Guideline.

- 3. Warranties on the Services.**
The Contractor warrants that:
 - (a) the Contractor has the skills, knowledge and expertise to properly and effectively perform the Services required under the Contract;
 - (b) the Contractor has will at all times to provide the Services in a timely manner;
 - (c) the Contractor is institutionally capable of meeting the requirements of the Services;
 - (d) the Services will be provided with due care, skill and diligence, to a high professional standard and to the best of the Contractor’s knowledge and expertise;
 - (e) the Services will conform strictly with the terms of the Contract including, but not limited to, any dates specified in the Contract, and any reasonable requirements notified to the Contractor by the JICA Team;
 - (f) the Contractor will comply with all applicable laws, regulations and policies relating to the provision of the Services or as otherwise notified to the Consultant by the JICA Team; and
 - (g) the Contractor has read, fully understood and agreed to abide by the TOR of the Guideline and the General Conditions as attached hereto.

- 4. Designated Representatives, Notices and Requests.** All notices and/or requests from/to the Contractor or the JICA Team shall be given in writing to their respective designated representatives. Mr. Hiroaki YONESAKA, Sub Team Leader on behalf of Mr. Tsuneo BEKKI, Team Leader act as designated representatives of the JICA Team. Designation of such representative(s) of the Contractor shall be made upon execution of this Contract. Each party shall notify the other without delay when it changes its designated representative(s). All notices or request to the Contractor from the JICA Team to be made under this Contract shall be deemed to have been duly given or made when delivered by hand, post, cable, fax, e-mail or left at the Contractor's principal place of business or such other address as the Contractor notified the JICA Team for that purpose.
- 5. Administrative Control: Modifications, Extras and Change of Orders.** Only the designated representatives of both parties shall be authorized to approve any modifications, extras and change of orders to this Contract. All such modifications, extras and change of order shall be made in writing and signed by the designated representatives of the JICA Team and the Contractor. In the event that the Contractor makes any changes without written amendment, such changes shall be deemed to have been made without approval of the JICA Team and no adjustment shall be made to cover any increase of costs incurred as a result thereof.
- 6. Contract Price.** The JICA Team shall pay the Contractor the fee in the total amount of PHP (.....amount quoted in figure.....) (.....amount quoted in word..... Philippine Pesos only) for the Services. This amount includes staff/consultant fee and other reasonable costs incurred in the performance of them. Services such as travel cost, daily allowances of the consultants/researchers, overheads cost, and any other miscellaneous expenses necessary to perform the task specified in the TOR. The JICA Team shall pay the Contractor each of the portions of the amount in accordance with the Payment Schedule, as attached, provided that the JICA Team approves the quality and quantity of the Services and outputs of the Contractor.
- 7. Reporting and Deliverables.**
- (a) In relation to their Services under the Contract, the Contractor shall:
- (i) report to the designated representative(s) of the JICA Team as otherwise notified to the Contractor from time to time when required by the JICA Team; and
 - (ii) produce and provide such written reports and deliverables when required by the JICA Team.
- (b) The Contractor shall notify the JICA Team immediately if for any reason the Contractor:
- (i) cannot or will not be able to perform the Services or any part thereof; or
 - (ii) cannot or will not be able to perform the Services or any part thereof by the date(s) specified in the Contract or TOR.

8. Relationship. Notwithstanding any other provisions of this Contract and TOR, the parties expressly intend and agree that the Contractor is acting as an independent contractor and not as an employee of the JICA Team. The Contractor retains sole and absolute discretion, control and judgment in the manner and means of performing the Services, except as set forth in this Contract and TOR.

9. Governing Law. This Contract shall be governed by and interpreted in accordance with the laws of Japan, notwithstanding its conflict of law provisions. Any and all disputes regarding the implementation of this Contract shall be handled and settled in accordance with the laws of Japan.

10. Representation and Warranties.

The Contractor hereby represents and warrants to the JICA Team as follows:

- (1) The Contractor is a corporation duly organized, validly existing and in good standing under the laws of the Republic of Philippines, and has full corporate power to conduct the business presently being conducted by it and is duly qualified to transact business with the JICA Team.
- (2) The execution, delivery and performance of this Contract by the Contractor have been duly authorized and approved by requisite corporate action of the Contractor.
- (3) The person signing this Contract is fully authorized to represent the Contractor. This Contract, when signed, shall be binding on the Contractor.

IN WITNESS WHEREOF, the parties hereto have executed this Contract, in duplicate, each of which shall be and constitute an original hereof, and they hereby acknowledge that the provisions of this Contract shall be binding upon their respective successors and permitted assignees.

For the JICA Team

_____ on _____
 Mr. Hiroaki YONESAKA, Sub Team Leader Day/Month/Year
 on behalf of Mr. Tsuneo BEKKI, Team Leader

For the Contractor

_____ on _____
(Name, title, organization)..... Day/Month/Year

SECTION 6

GENERAL CONDITIONS OF CONTRACT

GENERAL CONDITIONS

The following General Conditions shall apply to the Contract between **the JICA Team for the Study for Socio-Economic Rehabilitation and Development of Conflict-Affected Areas in Mindanao**(hereinafter referred to as “the JICA Team”) and (hereinafter referred to as “the Contractor”). In case of any inconsistency between the specific Terms of Reference (TOR) and these General Conditions, the TOR included in the Guideline for Participating Entities Preparing Proposal shall prevail.

1. Definitions

Unless otherwise specifically defined in the Contract, the following words and expressions shall have the following meanings:

- a) **“Contract”** means the series of documents consisting of the Contract, the TOR, the Payment Schedule, and these General Conditions.
- b) **“Contractor”** means an independent contractor with whom the JICA Team has entered into the Contract.
- c) **“Contractor’s Designated Representative”** means the person designated and authorized by the Contractor to act on its behalf on any matter related to the Contract.
- d) **“Terms of Reference (TOR)”** means the document entitled Terms of Reference, as incorporated in the Contract by reference, which specify the Services to be provided by the Contractor pursuant to the Contract.
- e) **“Payment Schedule”** means the document titled Payment Schedule which specifies the conditions, installments and schedule of payment to be provided to the Contractor for the Services.
- f) **“Schedules”** means the document entitled Schedules, completed by the Contractor, as included in the Contract.
- g) **“Term”** means the term of the Contract during which the Contractor has agreed to perform and complete the Services.
- h) **“Commencement Date”** means the date stated in the Contract to start the Services specified in the TOR.
- i) **“Deadline for Completion”** means the specific time by when the Services shall be completed.
- j) **“Services”** means **the professional services which the Contractor has agreed to perform in accordance with the Contract and TOR.**
- k) **“Deliverables”** means any product/output which the Contractor has agreed to submit by certain dates as set forth in the Contract and/or TOR.
- l) **“Contract Price”** means the total fees stated in the Contract payable to the Contractor for the Services described in the TOR.
- m) **“Party”** means the JICA Team or the Contractor, as the context requires.
- n) **“Day”** means a calendar day.

o) **“Amendments”** means any change (s) to the Contract made in writing.

2. Instruction, Acceptance, Consultation and Inspection

The Contractor shall neither seek nor accept instructions from anyone other than the JICA Team in connection with the performance of this Contract. The Contractor shall refrain from engaging in any action which may adversely affect the JICA Team and shall fulfill the Contractor’s commitments with the fullest extent for the best interests of the JICA Team.

3. Confidential Nature of Documents and Information

All photographs, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract (“Confidential Information”) shall be the sole property of the JICA Team, shall be treated as strictly confidential and shall be delivered only to the designated representative(s) of the JICA Team upon completion of the Services or any part thereof. The Contractor shall not disclose any Confidential Information, or financial or other terms of this Contract to a third party without the prior written consent of the JICA Team.

4. Performance of the Services and Deliverables

The Services shall be performed in accordance with the Contract. The schedule for submitting Deliverables shall be as stated in the TOR. Deliverables must be completed within the time stated in the TOR. Otherwise, the JICA Team reserves the right to terminate or cancel this Contract without any liability and also the right to seek damages against the Contractor for any losses incurred as a result of the Contractor’s failure to submit Deliverables within the time specified.

5. Performance Standard

The Contractor has agreed to provide the Services required hereunder in accordance with the Contract. Further, the Contractor has agreed to perform the Services with the highest standards of professional and ethical competence and integrity, having due regard for the nature and purposes of the Study for Socio-Economic Rehabilitation and Development of Conflict –Affected Areas in Mindanao. The JICA Team shall pay the Contractor the Contract Price in accordance with the Payment Schedule only when and if the JICA Team approves the quality and quantity of the Services and Deliverables of the Contractor.

6. Goodwill

The Contractor acknowledges that no goodwill, or the reputation and patronage of the JICA Team, is generated for the Contractor by the performance of the Services or by entering into the Contract.

7. Force Majeure

- a) Force Majeure means any cause or causes, which are beyond the reasonable control of the party affected, of any delay or failure in the performance of the obligations under the Contract. Force Majeure includes, but is not limited to, the following: act of God; acts of government or government authorities; compliance with law, regulation or orders; fire, storm, flood or earthquake; war (declared or not), rebellion, revolution, or riots; epidemics, strikes or lockouts.
- b) If the Contractor is prevented from performing any of its obligations under the Contract by Force Majeure, then it shall give notice to the JICA Team of the event or circumstances constituting Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within fourteen (14) days after the Contractor becomes aware (or should have become aware), of the relevant event or circumstance constituting Force Majeure. The Contractor, having given notice, is excused performance of such obligations to the extent and for the period such Force Majeure prevents it from performing them.
- c) When the JICA Team determines that such Force Majeure has come to an end, the Contractor shall resume performance of his/her/its Services immediately, provided that the Services are still required. If the JICA Team determines at its sole discretion that the Services are no longer required due to the Force Majeure, the JICA Team shall notify the Contractor of such determination before the Force Majeure ends.
- d) If Force Majeure requires any modifications, extras or change of orders to the Contract, the JICA Team shall notify the Contractor of such need, and the designated representatives of both the JICA Team and the Contractor shall agree to the Amendment(s).

8. Indemnification/Liability

The Contractor shall indemnify and hold the JICA Team, its officers, employees and agents harmless from and against any and all liabilities, damages, injuries (including death), losses including, without limitation, reasonable attorneys' fees resulting from or arising out of the provision of its Services.

9. Disputes

The JICA Team and the Contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under and in connection with this Contract.

10. Termination

If the Contractor fails to perform any or all Services within the time period(s) specified in the Contract, and/or if the Contractor's work does not conform, in all material respects, to the requirements specified in the Contract, the JICA Team shall give the Contractor a written notice describing the reasons for default and an opportunity to cure with Deadline for Completion.

Even if the Contractor is required, due to this default, to re-procure all or part of the Contractor's work, the JICA Team shall not be liable to the Contractor for any additional costs in excess of the Contract Price. If the Contractor does not cure the default to the JICA Team's satisfaction within Deadline for Completion, the JICA Team may immediately terminate the Contract without notice and any liability to the Contractor whatsoever and shall have the right to seek any and all damages arising from or related to the default against the Contractor.

11. Copyright, Patents and Other Proprietary Rights

The JICA Team shall retain all intellectual property rights and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, documents and/or other materials which are produced, prepared or collected by the Contractor in the course of the provision of the Services.

12. Assignment of Contract

The Contractor shall not, without a prior written approval of the JICA Team, assign, transfer, pledge or make other disposition of the Contract or any part thereof including, but not limited to, any rights, claims or obligations of the Contractor under the Contract.

13. Invoices

As precondition to receiving payment from the JICA Team in accordance with the Contract and the Payment Schedule, the Contractor must submit respective invoices to the JICA Team. All invoices shall contain the following information: Project Name, remittance information (bank name, branch name, account name, account number, and swift code), description of Services performed and expenses incurred. Any expense that exceeds Contract Price shall be subject to the JICA Team's prior written approval.

14. Relationship

Notwithstanding anything contrary to this provision, the Contractor expressly intends and agrees that the Contractor is acting as an independent contractor and not as an employee of the JICA Team. The Contractor retains sole and absolute discretion, control and judgment in the manner and means of performing the Services, except as set forth in this Contract and TOR.

Payment Schedule

The following is the detailed payment schedule to contractors providing consulting services concerning Barangay Database and In-depth Need Analysis under SERD-CAAM for their services provided as indicated in the Guideline for Participating Entities Preparing Proposal.

A. Contract Price for Consulting Service

Contract Price for the Services including direct and indirect costs and contingency not to exceed **PHP** _____

B. Payment Schedule

1. 10 % upon contract with the JICA Team. **PHP** _____
2. 20 % upon successful submission of all the products/outputs including 25% of allocated Barangay Database, and upon the acceptance of those outputs by the JICA Team. **PHP** _____
3. 20 % upon successful submission of all the products/outputs including 50% of allocated Barangay Database, and upon the acceptance of those outputs by the JICA Team. **PHP** _____
4. 20 % upon successful submission of all the products/outputs including 75% of allocated Barangay Database, and upon the acceptance of those outputs by the JICA Team. **PHP** _____
5. 20 % upon successful submission of all the products/outputs including 100% of allocated Barangay Database, and upon the acceptance of those outputs by the JICA Team. **PHP** _____
6. 10 % upon successful submission of completion report and upon its acceptance by the JICA Team. **PHP** _____

As precondition to receiving payment from the JICA Team in accordance with the Contract and this Payment Schedule, the contractor must submit respective invoices to the JICA Team, 29 San Isidro, Kimpo, Subdivision, Cotabato city, the Republic of Philippines. All invoices shall contain the following information: SERD-CAAM, remittance information (bank name, branch name, account name, account number, and swift code), and the description of the Services performed.

In accordance with this Payment Schedule, the JICA Team shall pay the contractor each of the specified portions of the Contract Price, provided that the JICA Team approves the quality and quantity of the services performed and products/outputs submitted by the contractor.

SECTION 7

SAFETY OPERATIONS MANUAL

Draft

**Socio-Economic Reconstruction and Development for
Conflict-Affected Areas in Mindanao
(SERD-CAAM)**

SAFETY OPERATIONS MANUAL



Katahira & Engineers

IC Net *Limited*

**Socio-Economic Reconstruction and Development for
Conflict-Affected Areas in Mindanao
(SERD-CAAM)**

SAFETY OPERATIONS MANUAL

1 GENERAL

1.1 Purpose

This safety manual is prepared as a guide for the members of the Study Team, local counterparts, sub-consultants, staffs and other personnel related to this project to safely conduct their assigned tasks and activities in the field.

1.2 Responsibility

- “Safety shall be everyone’s responsibility.” Everyone is expected to perform his/her task with safety as the primary concern.
- The Manila Office Safety Management Unit (MO-SMU) shall be responsible for the overall safety and security coordination and monitoring during the entire study period. MO-SMU will be headed by the Team Leader Mr. Tsuneo Bekki.
- Other SMUs shall be established in satellite office of Cotabato to monitor and coordinate the safety and security of their particular areas.
- Study Tasks/Activity Leaders shall be responsible for the safety and security measures of their group and shall coordinate with the corresponding SMU regarding their activities and safety concern.

Safety Management Unit (SMU)			
Unit Area	In-Charge / Administrator	Address	Contact
Manila Office (MO-SMU)	Mayette Agcaoili	4 th Flr. JMT Corp. Cond. ADB Avenue, Ortigas Complex Pasig City MM	
Cotabato Office (CO-SMU)	Muslima L. Benito	29 San Ishidro St. Kimpo, Cotabato City	

1.3 Safety Policy

- It is expected that all members of the study shall perform their assigned tasks following the safety procedures outlined in this manual.
- The Study Team MO-SMU shall continuously monitor safety and security concerns in the project site areas and refer to advisories by security concerned agencies including Japan Embassy, Office of the Presidential Adviser on Peace Process (OPAPP), Bangsamoro Development Agency (BDA), Moro-Islamic Liberation Front Coordinating Committee on the Cessation of Hostilities (GRP & MILF-CCCH), Japan International Cooperation Agency (JICA), US and UN security adviser, Control Risk Philippines Co., Ltd, etc.

- The Study Team shall consider only project sites/areas deemed safe for travel.
- Study Staff/Personnel shall be mobilized to site only upon clearance from the Philippine Government and the OPAPP, GRP-CCCH, MILF-CCCH, BDA, JICA, International Monitoring Team (IMT) and the Japan Embassy.
- Approval of any mobilization to site shall only be made by the Study Team Leader or Authorized Person after completing the Safety Action Plan (SAP) for mobilization.
- Study members and staff dispatched to site shall carry with them a cellular phone (one for each member with numbers properly recorded by the MO-SMU and the Site SMU). Also three satellite phones are available for the teams.
- An Emergency Response System (ERS) with Emergency Information Network (EIN) is established to identify proper action and information flow in cases of emergencies or unexpected incidents.
- The Study shall refer to the safety security level defined by the Ministry of Foreign Affairs (MOFA), Japan as follows:
 - Area A : Recommends evacuation from the area. Travel to area shall be postponed.
 - Area B : Travel to the area is recommended to be postponed.
 - Area C : Necessity of travel to the area should be carefully studied.
 - Area D : Travel with most care.

1.4 Coordinating Agencies

- Contact details of the Coordinating Agencies are as follows:

Agency	Office Address	Contact Person	Contact No.
1. Office of the Presidential Adviser on Peace Process (OPAPP)	4/F Agustin I Bldg., Emerald Ave., Ortigas Center, Pasig City MM	Mr. Silvestre C. Afable Chairperson	
2. GRP Coordinating Committee on the Cessation of Hostilities (GRP-CCCH)	SOUTHCOM Bldg. Pedro Colina Hill Cotabato City	BGen Edgardo M. Gurrea, AFP Chairperson	
3. MILF Coordinating Committee on the Cessation of Hostilities (MILF-CCCH)	Crossing Simuay Sultan Kudarat, Maguindanao	Mr. Von Al Haq Chairperson	

Agency	Office Address	Contact Person	Contact No.
4. Bangsamoro Development Agency (BDA)	#31 Jasmin St. Cotabato City	Dr. Abas A. Candao Chairperson	
5. Japan Embassy	2627 Roxas Boulevard, Pasay City, Metro Manila 1300	Mr. Shinpei Ishido	
6. Japan International Cooperation Agency (JICA)	40 th Floor, Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue Makati City	Ms. Aya Kano Project Formulation Adviser	
7. International Monitoring Team (IMT)	Cor. G. Javier and Ilang-ilang Sts. Rosary Heights 7 Cotabato City 9600	Mr. Masafumi Nagaishi Senior Advisor	

2 SAFETY ACTION PLAN (SAP)

2.1 SAP Preparation

- As much as possible, dispatch or travel to site shall be made only when it is indispensable for project implementation.
- Prior to proceeding to site, a SAP shall be prepared by the Task/Activity Leader or assigned personnel in coordination with the MO-SMU and Site SMU and to be approved by the Study Team Leader/Deputy Team Leader or Authorized Person.
- Risk assessment shall be done by SMU (Manila Office and Site Office) prior to any contemplated trips. Security information shall be obtained by the SMUs to plan for the scheduled activities on site/project area.
- A detailed schedule of tasks/activities shall be prepared, indicating the purpose of visit, party members, places to be visited or itinerary, duration of stay, place of stay and contact numbers. See attached sample 1 and 2.
- The required/anticipated resources and logistics shall be indicated in the SAP with strategies on how to bring them to site.

2.2 Details of SAP

The Safety Action Plan (SAP) shall contain the following information:

- Purpose : State the purpose of visit/trip
- Members of the Party : Name, Position, Contact Number, Name and Number of Person to be contacted in case of emergency
- Place to Visit : Municipality/Barangay List
- Time Schedule : Schedule of Activities (daily basis, if possible indicate activities and time and person to meet)
- Lodging : Indicate the place of stay during the night – verify acceptability of place with BDA/CCCH/JICA.
- Emergency Plan : A plan for emergency action shall be prepared in the occurrence of untoward event/incident
- Other Concerns : Indicate any other concerns that may influence the outcome of the project

2.3 Guidelines for Safety and Security at Site/Project Area

- Members of Party : Minimum number of persons to travel shall be two (2); Study Team members shall always be accompanied by local counterparts familiar with the site.
- Duration of Stay : Dispatch of staff shall be on short-term trips as recommended by JICA/Japan Embassy. Day trip should be from 07:00 – 16:00.
- Road Trips : Prior to any road trip, confirm the security status of the zone and the route from SMUs. Police or army security escorts shall be requested and coordinated with CCCH when taking road trips.
- Activity Restriction : Vehicles shall be used for any movement, as much as possible, with local counterparts or arranged security. Staff curfew shall be from 19:00 to 6:00 in Cotabato City and 22:00 to 6:00 in other cities.
- Communication : Members of the team shall each carry mobile phones and a back-up satellite mobile phone if it is available for the team/group.
- Accommodation : Members of the team shall stay at the lodging facility of the Cotabato SMU or following accommodations recommended by JICA:

Location	Hotel Name	Address	Contact No.
Cotabato	Estos an Hotel	Gov. Gutierrez Blvd., Cotabato City	(064) 421-6777
	Pacific Heights Hotel	#66 Don T.V. Juliano Ave., Cotabato City	(064) 421-2249, 421-5252
Gen. Santos	East Asia Royal Hotel	National Highway, Gen. Santos City	(083) 553-4119
Cagayan de Oro	Mallberry Hotel	Florentino St. Cagayan de Oro City	
Zamboanga	Grand Asia Hotel	Major Jalbon St., Zamboanga City	(063) 629-912510

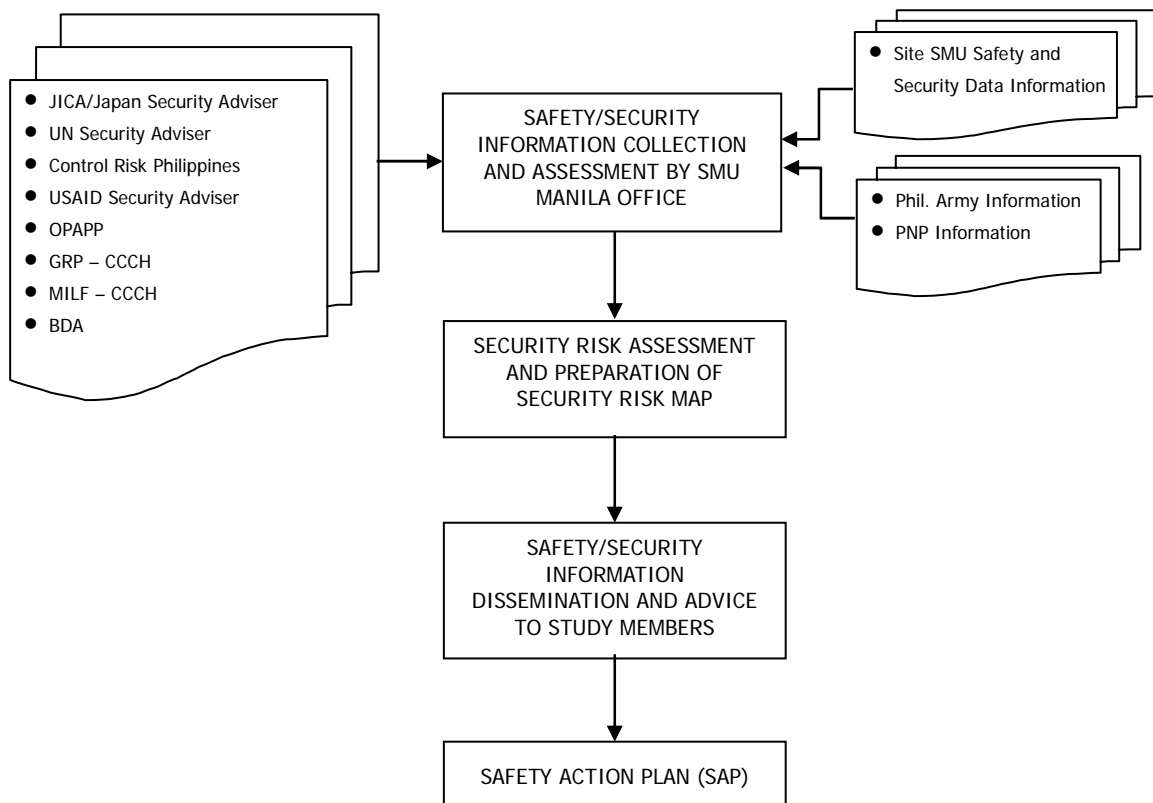
2.4 Submission of SAP

- As required by GRP (and MILF)-CCCH, all dispatch/trips shall be coordinated with the concerned agency at least one (1) week prior to the scheduled date. A letter of intention/information (including details of SAP as discussed in Section 2.2) shall be sent to the concerned agency/ies and copies furnished to coordinating agency offices.

3 SAFETY OPERATIONAL PROCEDURE

3.1 Safety Information Collection and Risk Assessment

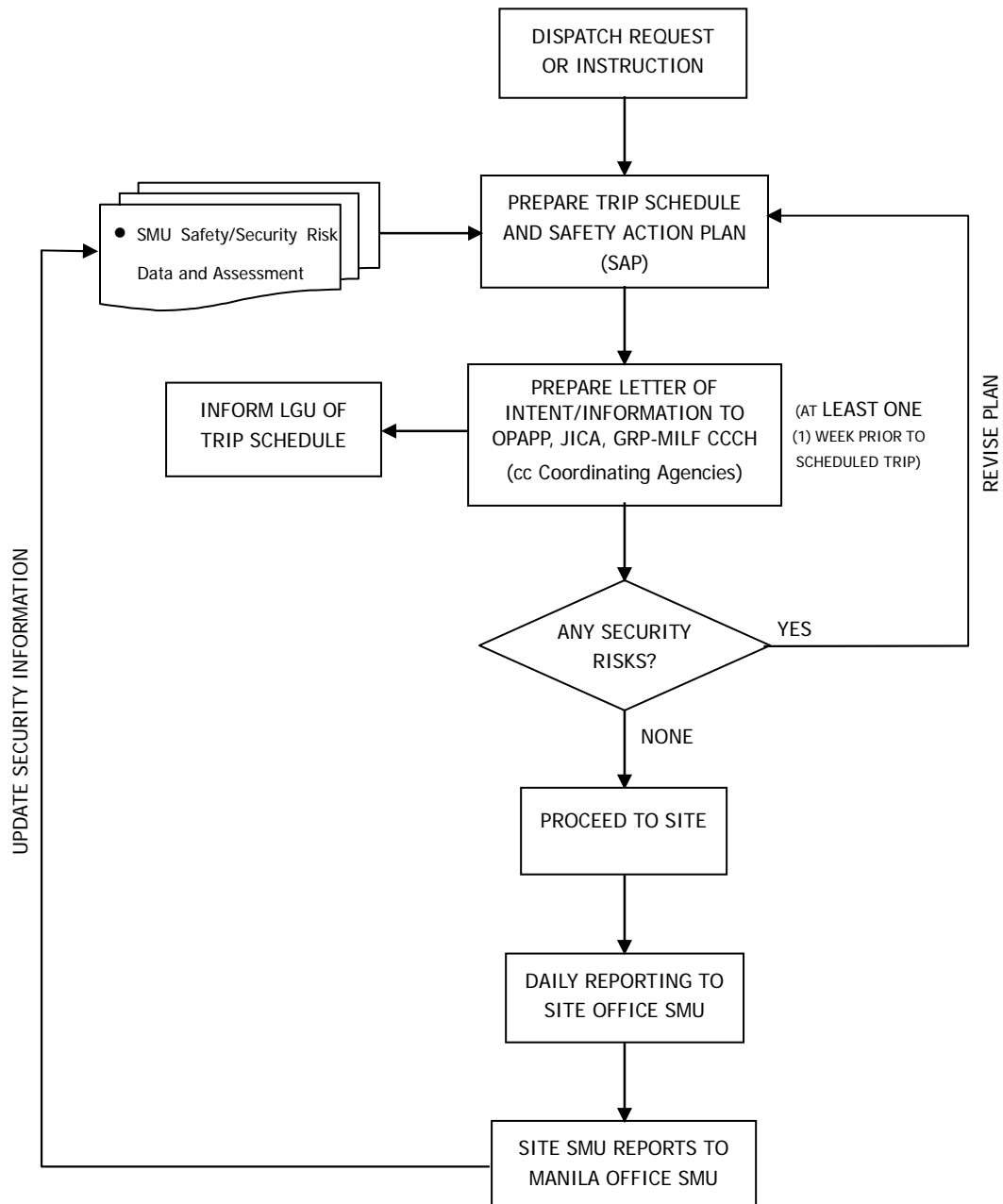
- Safety and security information shall be continuously monitored and assessed by the SMUs and all information compiled by MO-SMU. A map showing security levels and sites of incidents shall be periodically prepared.
- Information shall be disseminated to all members of the study team including sub-consultants detailed in the field. Necessary advises and precautionary measures shall be instructed to the staff at the project site/s.
- The flow of information collection and risk assessment shall be shown:



Security and Safety Risk Assessment

3.2 Dispatch of Staff to Sites

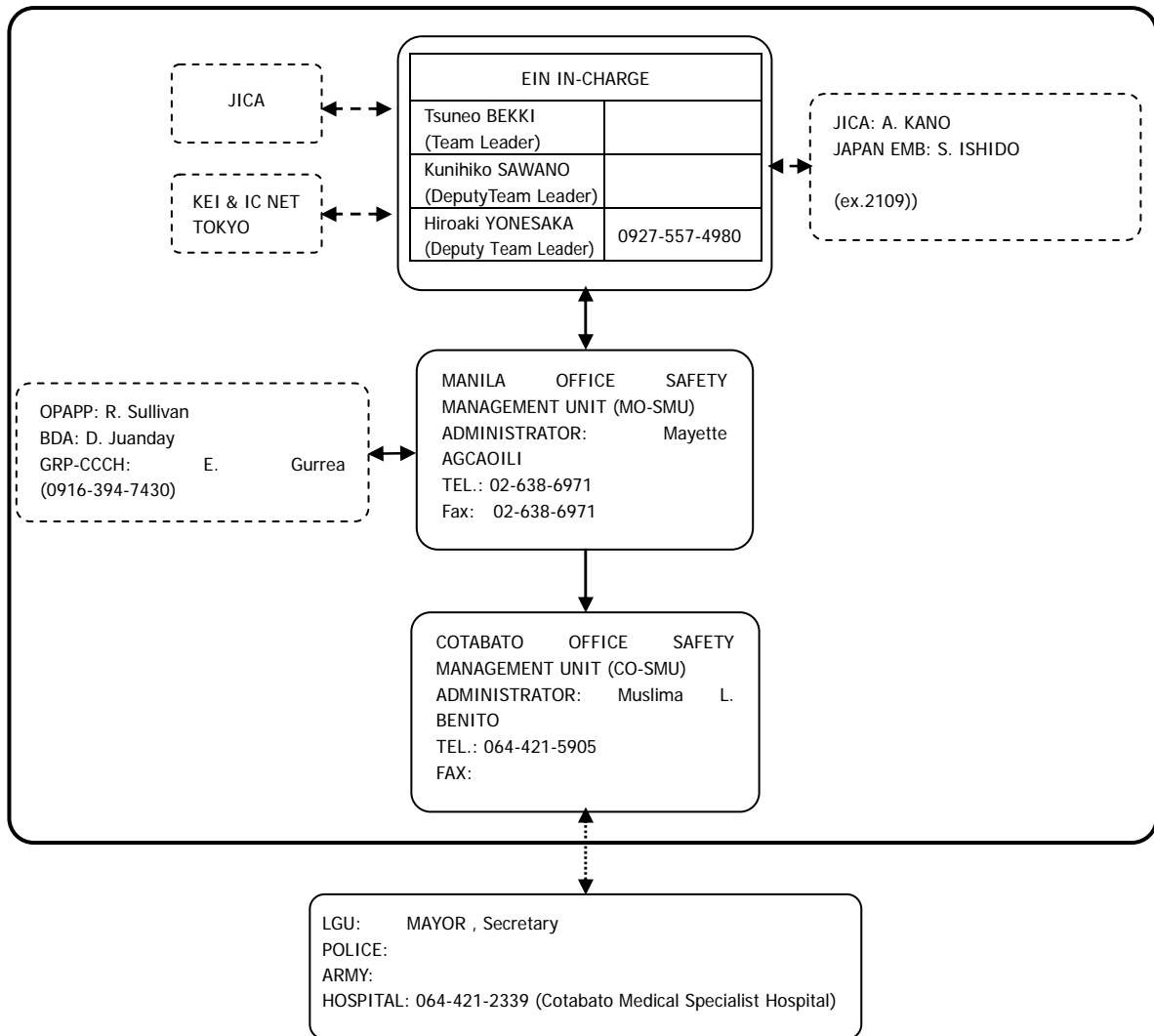
- Information on scheduled site visit and dispatch of staff shall be forwarded to the concerned coordinating agencies and the local government unit/s (for information) at least one (1) week prior to the scheduled date of mobilization.
- Staff dispatched to site shall report daily their condition and the site security and safety condition to the Site Office SMU by phone or otherwise. The Site Office SMU shall report to MO-SMU to give the status of staffs on site and update site safety/security information.
- The following outlines the procedure when dispatching staff to sites:



Dispatch of Staff to Site

3.3 Emergency Information Network (EIN)

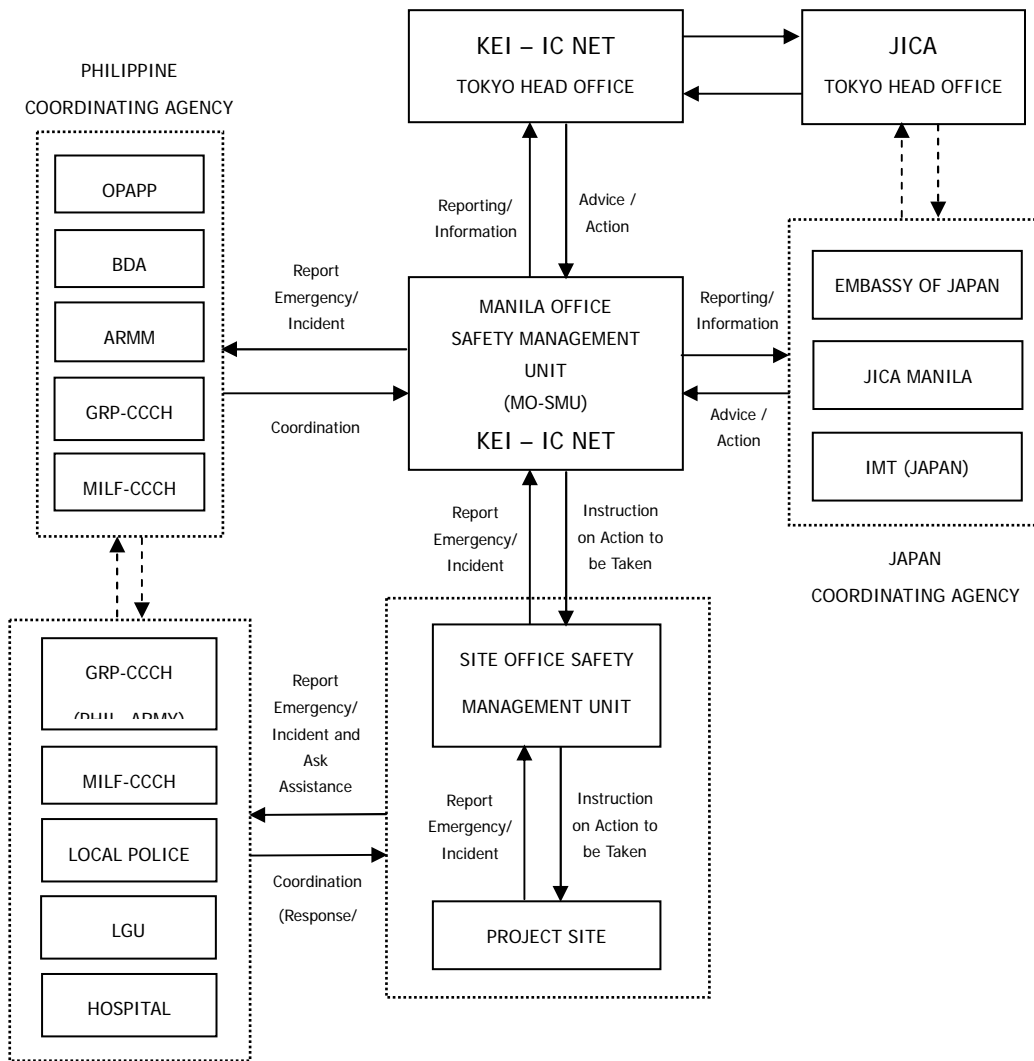
- The EIN shall be headed by the Study Team Leader who will oversee the safety and security of the study members. In the absence of the Team Leader, the Assistant Team Leader or the designated Authorized Person will have the responsibility for the EIN.
- The Person-In-Charge or the Administrator shall be responsible for his/her corresponding Safety Management Unit. (Refer to Section 1.2)



EMERGENCY INFORMATION NETWORK (EIN)

3.4 Emergency Response System (ERS)

- The study ERS shall deal with any emergencies or untoward incidents occurring during any staff's stay on site. This may include natural calamities, accidents, kidnapping, blackmailing, acts of terrorism, banditry and other situation that may endanger the safety and health of the study members and staff.
- In the event of an emergency or any untoward event/incident, emergency information/condition shall be reported/relayed immediately using cell phone or satellite phone by the field staff to the Site Office SMU who will seek assistance of the GRP & MILF CCCH, Police/Military/LGU or hospital (when necessary) and report the matter to the Manila Office SMU. A written report shall be submitted by Site SMU within 24 hours.



EMERGENCY RESPONSE SYSTEM (ERS)

- The MO-SMU, upon receiving report of emergency or incident shall relay the matter to the Philippine and Japan Side Coordinating Agencies and likewise inform the Tokyo Head Office of KEI and IC Net.
- Site SMU (with instructions from MO-SMU) shall take immediate action in coordination with the local authorities/agencies. The safety of the study members and staff shall be the primary concern in dealing with the situation.
- MO-SMU shall maintain official communications with the Philippine and Japan Coordinating Agencies through telephone and emails and will continuously monitor the incident, situation and security information in the study area.
- If necessary, when conditions worsen and after consultations with the Philippine and Japan Coordinating Agencies, the activities on site shall be suspended and the study members and staff will be recalled to Manila Office immediately.

SAMPLE 1

SITE VISIT / SITE INSPECTION PLAN AND SCHEDULE

(1) OBJECTIVES	1. To introduce study to SPDA, MEDCO, PhilDHRRRA and NEDA Reg. XI 2. To collect data and information.
----------------	--

	Barangay	City/Municipality	Province	Date of Visit
(2) LOCATION	1. -	Davao City	Davao	March 29, 2007
	2. -	Davao City	Davao	March 30, 2007
	3. -	Davao City	Davao	March 31, 2007

	Name	Place of Stay/ Hotel	Contact No.
(3) MEMBERS OF PARTY	1. Mr. Tsuneo Bekki	Marco Polo	0917-527-3427
	2. Mr. Kunihiko Sawano	Marco Polo	0906-245-0353
	3. Mr. Hussein Lidasan	Waterfront Insular	0920-905-2611
	4. Mr. Jovito Santos	Waterfront Insular	0906-241-4984

(4) OTHERS / REMARKS	
----------------------	--

(5) SCHEDULE												
5.1 Daily Activities												
Activities	29-Mar		30-Mar		31-Mar						Remarks	
	AM	PM	AM	PM	AM	PM						
1. Travel: Manila → Davao		◆										
2. Meeting with SPDA			■									
3. Meeting with MEDCO				■								
4. Meeting with NEDA Reg. XI					■							
5. Meeting with PhilDHRRRA						■						
6. Travel: Davao → Manila				◆ ⁽¹⁾			◆ ⁽²⁾					

Notes: (1) Mr. Sawano leave for Manila
(2) Other members' return to Manila

5.2 Flight Schedule											
Date	Flight	Member									
March 29, 2007 (16:00)	Manila - Davao	PR813	T. Bekki, K. Sawano								
March 29, 2007 (18:30)	Manila - Davao	PR815	H. Lidasan, J. Santos								
March 30, 2007 (18:10)	Davao - Manila	PR928	K. Sawano								
March 31, 2007 (18:10)	Davao - Manila	PR928	T. Bekki, H. Lidasan, J. Santos								

SAMPLE 2

Fortnight's schedule of the Study for Socio-Economic Reconstruction and Development of CAA in Mindanao Cotabato Satellite Office

	Actual						Plan 1						Plan 2						Remarks			
	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3		4	5	6
General																					Holiday	4/10: Str.Com. Manila 4/11: IC/R W/S Cotabato 4/13: IC/R W/S Davao
Schedule of BDA					World Bank seminar																	
Schedule of Japanese Staff		↑ Iwaki	↓ Iwaki ↑ Motomura			↓ Usami, Motomura, Nash						↑ (Davao) Usami, Nash, Motomura (or Iwaki)			↓ Motomura (or Iwaki)				↑ Iwaki			Iwaki will come back in June
Schedule of Project Activities																						
Mtg etc.						▲ Wk. Mtg					▲ TWG Mtg			▲ Wk. Mtg							▲ Wk. Mtg	
Field Visit						▲ F.Visit	▲ F.Visit	▲ F.Visit	▲ F.Visit					▲ Mtg with MEDCo, etc (Davao)								
Selection of office staff																						
Preparation of study tool																						
Data & Information collection																						
Field visit																						
Name of Municipality						Sultan Kudara	Pigcawayan	Malabang	Datu Odin Sinsuat													
Name of Barangay						Sitio Katur, Darapanan	Banucagon	Ansaw	Bugawas													
Participants						Usami, Nash, Iwaki, Motomura, local staff of the study, BDA volunteer, Nagaishi, CCCH staff	Usami, Nash, Llanera, Iwaki, Motomura, local staff of the study, BDA volunteers, Nagaishi, CCCH staff	Usami, Nash, Llanera, Iwaki, Motomura, local staff of the study, BDA volunteers, CCCH staff	Usami, Nash, Llanera, Iwaki, Motomura, local staff of the study, BDA volunteers, CCCH staff													
Activities						Need Assessment of Q.I.P and IBNA	Need Assessment of Q.I.P and IBNA	Need Assessment of Q.I.P and IBNA	Need Assessment of Q.I.P and IBNA													
Lodging sites (if any)						None	None	None	None													

APPENDIX A1-2: DATA INPUT MANUAL FOR BARANGAY DATABASE

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0. Things to do before opening the Barangay Database (the Database) file for the first time

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0.2 Taking proper anti-virus measures

0.3 Security Warning

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2-3. A temporary file

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3-2. Switchboard Menu

3-3. Widget

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3-3-2. Check Box

3-3-3. Radio Button

3-3-4. Text Box

3-4. Start inputting the data

4. Error Messages

- A word from the Database programmer -

Access Database is a well-structured software that enables you many things. At the same time, it is extremely fragile and breakable. You can never be too careful when dealing with Access database. Please handle it with utmost care so that your work won't end up in vain by messing with the data or even losing it. Should you have questions regarding how to input the data into the Database, please seek your supervisor's advice. Thank you in advance.

0. Things to do before opening the Barangay Database (the Database) file for the first time

0-1. Making a backup file

Make a backup of the Database, preferably in a portable device.

0-2. Taking proper anti-virus measures:

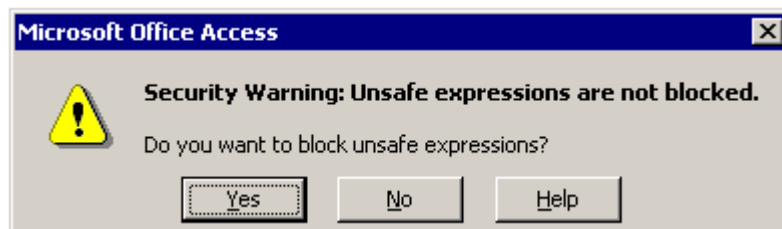
a) If your computer does not have any anti-virus program installed, make sure to install one provided by the JICA Study Team, i.e., *AGV Free*, to protect your computer as well as the Database.

or

b) If your computer has an anti-virus program that has not been updated – uninstall the current program, then install *AGV Free*. *AGV Free* is a completely free program, including the updating.

0-3. Security Warning (Access 2003 only)

A security warning is most likely to appear on the screen the first time you try to open the Database file. The warning looks something like this;



You can avoid this by the following steps. You only have to do this once to avoid the warning message to appear.

Click on **Start > All Programs > Microsoft Office > click on Microsoft Office Access 2003** to start Access 2003 software.

After opening the Access 2003, click on **Tools > Macro > Security.....** on the menu.

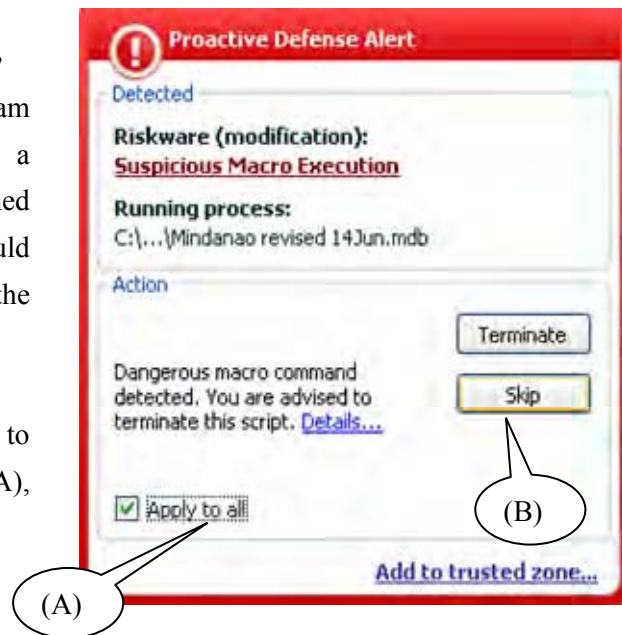
At **Security Level** tab, select “**Low**” and click on **OK** to finish.

1. After Opening the file

1-1. Warning Message from *Kaspersky*

If you are using an anti-virus program called *Kaspersky*, you might get a warning message when you opened the Database file. The message would look something like the picture on the right.

In order to avoid the message to appear again, tick **Apply to all** (A), then click on **Skip** (B).



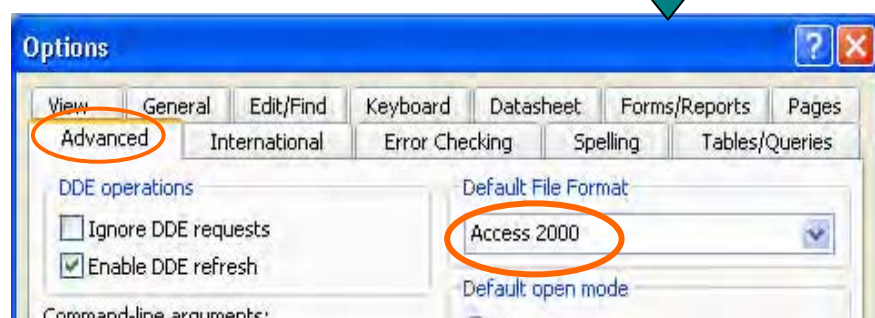
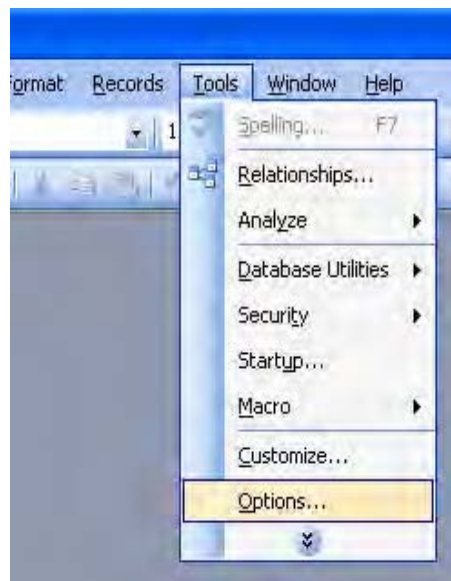
1-2. Default File Format

Once you opened the Database, check to see if your Default File Format is *Access 2000*.

Click on **Tool > Options > Advanced > Default File Format**.

Check to see if *Access 2000* appears in Default File Format.

If not, select *Access 2000*, then click on OK.



2. Tips

2-1. File Backup

When inputting data into the Database, make sure to create from time to time a backup of the Database file you are using. Store it in a separate device such as USB memory stick or CD-RW, not in your computer hard disk where you keep your original Database file. This is to prevent the loss of the file in case your computer crashed.

Name the file with the date (and time) of back-up so that you can tell when you saved the file. Do not replace the old file with new one - keep the old ones for some time just in case they are needed.

2-2. Managing the Data Sheets

Separately keep the Data Sheets that you've already put the data into the Database and the ones that you haven't, so that you won't confuse as to which Barangays you haven't finished.

2-3. A temporary file

If you need to re-open the Database file soon after you closed it, wait for a few seconds for the temporary file to disappear. A temporary file would have a lock-shaped icon on it. It would only take a few seconds for a temporary file to disappear.

3. Inputting the data

3-1. Checking the Data Sheet

Before you actually start inputting the data from the Data Sheet to the Barangay Database, please make sure to go through the Data Sheet once to see if all the answers have been filled. Please also check if there are answers that are obviously incorrect or unrealistic. Please do not input data of questionable nature into the Database. Consult your Supervisor to clear them up before you proceed any further.

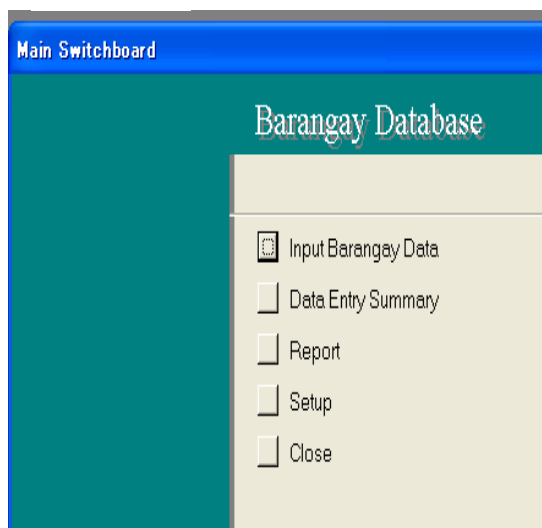
3-2. Switchboard Menu

Main Switchboard (3-A) is the window that appears the first time you open the file. You will only need to use **Input Barangay Data** and **Close**. Click on the little box next to **Close** to close the whole Database file. **Input Barangay Data** leads you to a new window, which is 3-B.

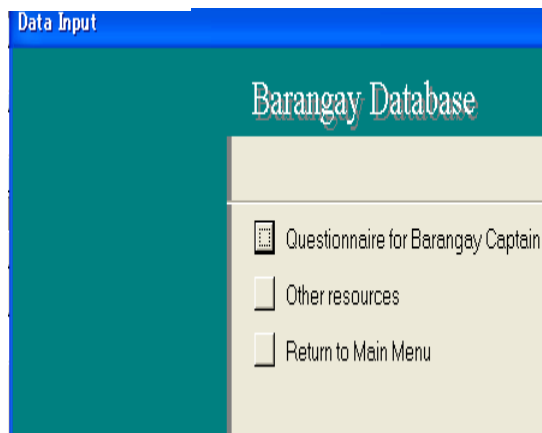
To input the data from *Data Sheet for Barangay Database* click on **Questionnaire for Barangay Captain**. It would lead you to 3-C.

To input the data from other resources – click on **Other resources**.

3-A



3-B



3-C This is one of the windows for

Delete Record: click on this ONLY when you need to delete the data. Please be careful as Delete Record deletes ALL the data from ALL

Select from the lists, Province, Municipal and Barangay.

Close Form:
click to finish inputting the data

Select Page by clicking on the tab. When inputting data, start from the first page, Page 1, and move on to finish at the last page, which is Page 10.



*Close Form: click  to save the data and close.

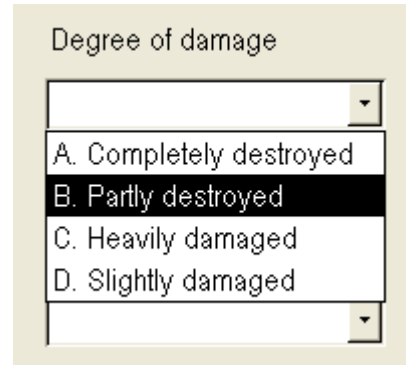


*Delete Record  : deletes ALL the data in ALL pages from the Barangay you selected.

3-3. Widget

3-3-1. Combo Box

When you click on the up-side-down-triangle at the right corner of a combo box, a drop-down list will appear for you to make a selection. Click on one of the options to select the answer.



Degree of damage

A. Completely destroyed

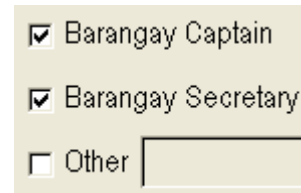
B. Partly destroyed

C. Heavily damaged

D. Slightly damaged

3-3-2. Check Box

With check boxes, you can make multiple choices from a number of options. Click on the white box to make a selection. A tick mark will appear if the selection is successfully made.



Barangay Captain

Barangay Secretary

Other

3-3-3. Radio button

You can make only one selection from a set of radio buttons. Click in the little circle and a dot will appear to show the selection was made.



Car Motorcycle Walk

Boat Tricycle Other

3-3-4. Text Box

Type in text or letters in a text box, using a keyboard.



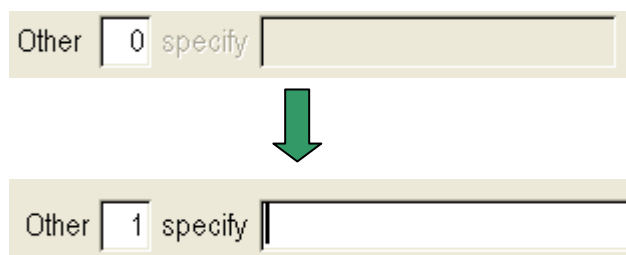
Q23. On-going development projects

Name of development project

1 Road Construction Project

2

Some text boxes would turn white to accept the entering of text only after the relevant choice was made.



Other 0 specify

↓

Other 1 specify

After entering the number in the “Other” option, the text box turns white to enable the entering of words that specify “Other.”

3-4. Start inputting the data

- When inputting the data, use as much as possible ENTER key to move from one box to another, especially when you enter numbers. Otherwise, an error message might not properly appear when you really need it. You may also want to use TAB or ARROW along with ENTER.
- Click on the Page tab to move to the page of your choice. However, when you input the data, please start from Page 1 and proceed in the numerical order to finish at the last page, which is Page 10.

Data input: please start from Page 1.

Page 1.

- 1) First of all, select the name of Province, Municipal and Barangay from each box. Just click on the up-side-down-triangle at the right corner of each box, and the drop-down list of names appears for you. Choose the name by clicking on it. You won't be able to proceed any further without providing this information.
 - 2) Data Input: select your name from the combo box.
 - 3) Date of Survey: type in the date in the order of MM/DD/YYYY. "07" would also do instead of "2007."
 - 4) Name of surveyor: type in the name of surveyor.
 - 5) Title/Name of respondent: tick an appropriate box beside the title of respondent, then type in his/her name. You will be able to enter the name only when you ticked the title first. If the respondent falls into "Other" category, tick Other then the box comes up for his/her title to be specified. Type in the title. You won't be able to fill in the name of "Other" respondent without specifying their title first.
-
- Q1. Enter the number (no decimal).
 - Q2. Enter the number then select the means of transportation by clicking in the little circle.
 - Q3. Tick one answer. For "Other," click on "Other" and specify the type of the road by typing in the next box. You cannot type anything in the box unless you tick "Other" first.
 - Q4. Type numbers in.

Click on the page tab to move to Page 2.

Page2.

- Q5. Q6. Type in numbers. Make sure the total makes 100. If the total is over/less than 100, an error message appears. To move from one box to another, use Enter key. For Q6., if “Others” has the entry, specify the exact religion by typing in the text box.

Page3.

- Q7.8.9. Type in numbers. Specify “Other” by typing in the box. Make sure the total makes 100.
- Q10. Type numbers in. If there are other sources of income than those on the list, specify them by typing in the text box 7 and 8. Make sure the total makes 100. As for Fishery, Manufacturing/Processing and Service, entry is not need for “cavans by hectare.”

Page4.

- Q11. Type numbers in. Make sure the total makes 100.
- Q12. Select the answer from the combo box. If you choose “Other,” please specify by typing in the next text box.

Page5.

- Q13.14. Type in numbers. Make sure the total makes 100.
- Q15. Type the number in.

Page6.

- Q15. Type the number in.
- Q17. If “yes,” tick the box by clicking on the check box. Select the degree of damage from the drop-down list of the combo box. Then, type in the year of damage. Select the current status from the combo box. As for 5.Houses, type the number in.

Page7.

- Q18. 19. Type numbers and year in.
- Q20. Type numbers in.
- Q21. Choose the name of the Barangay from the drop-down list. The list is in the ascending order of Barangay ID. Therefore, it would save you much trouble if you type in the first few letters of Barangay name. That way, the name would appear which starts with the letters you typed in. If the name of your choice comes up, hit Enter to confirm the entry. As for the number of IDP, enter numbers. The total does not have to be 100 here.

Q22. Tick “yes” if there is/was Barangay development plan. When you tick “yes,” the next question (also Q22) brightens to enable the entry of the year the plan was developed.

Page8.

Q23. Type in the name of the project(s), if applicable. Select the type of the activities from the combo box, then type in the name of donor. If either “Construction” or “Other” is selected in Field of activities, please specify by typing in the next text box.

Page9.

Q24. Type in the name of the organization, established year and main activities. Select the level of the performance from the combo box. The text boxes for describing the main activities only accept 50 or fewer letters.

Page 10.

Remarks: type in the remarks on the Data Sheet, if any.

Before you move on to the next Barangay, please go through all pages of the Database once more to make sure your entries were accurate. Please also confirm that the Barangay names from the Data Sheet and from the Database page you just finished inputting the data are the same. Tick the check box after confirmation.

4. Error Messages

- * The value you entered isn't valid for this field: you must have entered the data that cannot be accepted by the field, e.g., text in a numerical field or a number that is larger than the field setting.
- * Year must be between 1960 and 2010: enter the year designated by the message.
- * The total exceeds 100 %: the total has to be 100. Check and correct the numbers you typed.
- * The total is less than 100 %: the total has to be 100. Check and correct the numbers you typed.

APPENDIX A1-3: ADDITIONAL SURVEY SHEET FOR BARANGAY DATABASE

0. BARANGAY DEVELOPMENT PLAN

Q 22. Is there Barangay Development Plan?

1. yes, 2. no

Q22-a. If yes, when was it developed? In the year of _____

Q22-b. If yes, the plan was developed with the support of _____

- 1. LGSPA/ CIDA, 2. ACT for Peace/UNDP, 3. NGOs supported by Asia Foundation
- 4. Other NGOs, 5. MPDC (Municipal Planning and Development Coordinator)
- 6. Others (please specify: _____)

Q.22-c. What are the priorities among the development needs? (Three in maximum)

	Priority among development needs (details)	Category*1
1st		
2nd		
3rd		

- *1: A. bridge
 B. dike
 C. electrification
 D. farm Equipment
 E. farm to Market Road
 F. fish Equipment
 G. fish Landing/Port
 H. health center
 I. hospital
 J. housing
 K. irrigation
 L. livelihood
 M. madrasa
 N. multi-purpose Center
 O. pharmacy
 P. sanitation (toilet)
 Q. school building
 R. solar dryer (with Warehouse)
 S. sports facility
 T. water System
 U. others (please specify: _____)

1. DEVELOPMENT PROJECT

Q 23. Are there on-going development projects (hard) in the Barangay?

Name of development projects	Field of activities*1	Funding agency
1.		
2.		
3.		
4.		
5.		

*1: A. road, B. drinking water, C. electricity, D. irrigation, E. construction of facility (please specify), F. education, G. health H. agriculture I. livestock, J. fishery, K. others (please specify)

Q 23-a. Are there any development projects (hard) in the past in the Barangay?

Name of development projects	Field of activities*1	Funding agency	Status*2
1.			
2.			
3.			
4.			
5.			

*2: A. completed and being utilized, B. completed and being utilized but needs to be improved, C. completed but not being utilized, D. uncompleted

Q 23-b. Are there on-going capacity building projects (soft) in the Barangay?

Name of capacity building projects	Field of activities*3	Funding agency
1.		
2.		
3.		
4.		
5.		

*3: A. agriculture, B. livestock, C. fishery, D. education, E. institutional/organizational development, E. livelihood/business, F. health, G. peace advocacy, H. others (please specify)

Q 23-c. Are there capacity building projects (soft) in the past in the Barangay?

Name of development projects	Field of activities*3	Funding agency	Status*4
1.			
2.			
3.			
4.			
5.			

*4: A. being practiced by community , B. being practiced by most participants, C. being practiced by some participants, D. not being practiced

**Users' Manual for
Conflicted Affected Area
Barangay Database**

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- System requirement:

The barangay database requires the following system.

Operating system: Microsoft Windows XP or later.

Application software: Microsoft Access 2002(XP) or later.

- Setup the “Access Runtime”:

If Microsoft Access is not installed on your computer, the Access Runtime can run the barangay database as a substitute of Microsoft Access. The Access runtime is included in the barangay database CD.

1. To install the Access runtime, double click the “AccessRuntime.exe” file in the CD.
2. Follow the install wizard until the completion of the installment.

NOTICE: If Microsoft Access 2002(XP) or later is installed on your computer, please DO NOT install the Access Runtime.

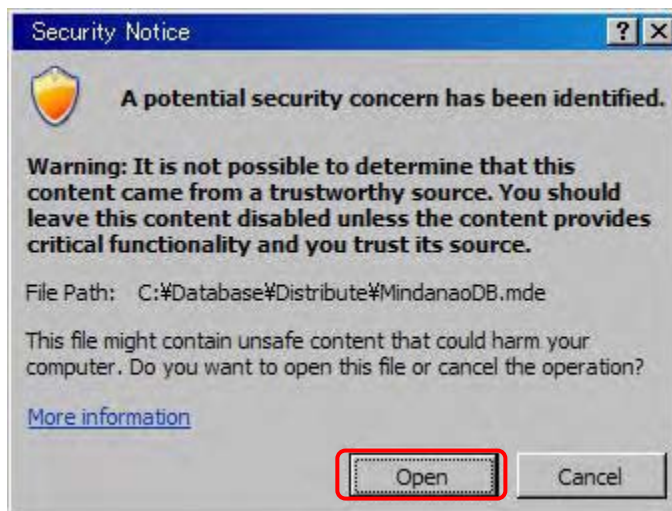
- Setup the barangay database:

1. Create a new subfolder on your computer, the name of which must avoid (.) and space.
2. Copy the “MindanaoDB.mde” file from the CD to the subfolder.

NOTICE: MindanaoDB.mde cannot be started from the CD directly.

- Start the barangay database:

1. To start the barangay database, double click “MindanaoDB.mde” file. If you install Access Runtime on your computer, a “Security Notice” dialogue shown below opens.
2. If a dialogue appears, click “Open” button to start the barangay database.



- Operate the barangay database:

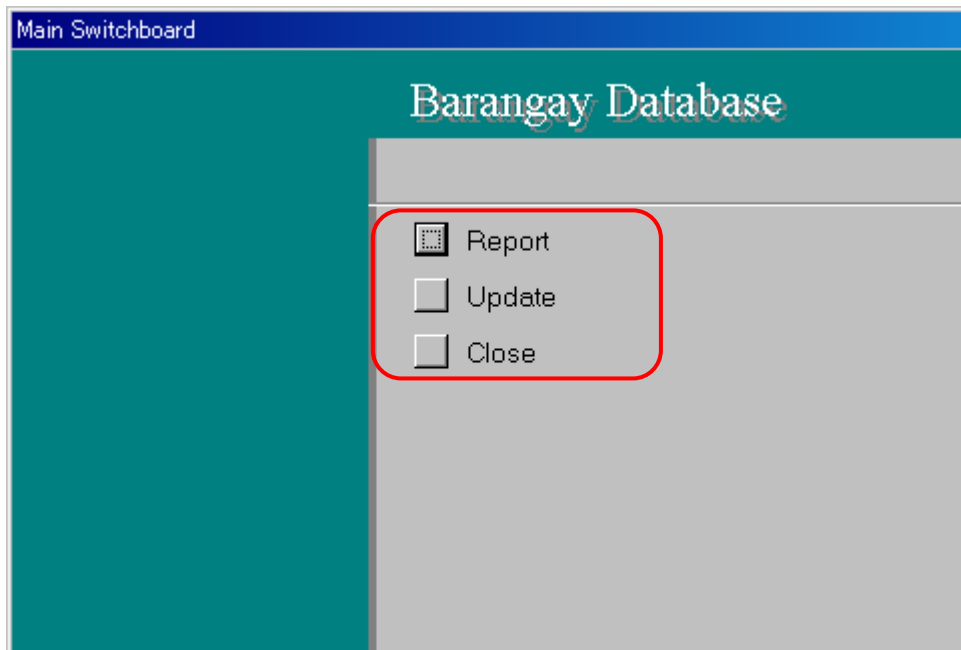
Main switchboard:

There are three buttons in the main switchboard. The each button leads to the function as follows;

Report: Make a summary report by the functions such as “Summarize”, “Chart” and “Filter”.

Update: Update the database.

Close: Close the database.



- Report 1 – “Summarize”:

“*Summarize*” function gives the subtotal of the selected area data summarized by the database. In the report, each data shows its total or average depends on the characteristic. For example, a population of specific municipality shows the total of population of all barangays in the municipality and a distance from national road of specific municipality shows the average distance from national road of all the barangays.

ID	Name
Region 15	ARMM
Province	This report includes 4 Province(s) belongs to Region above.
Municipality	This report includes 15 Municipality(s) belongs to Province above.
Barangay	This report includes 1879 Barangay(s) belongs to Municipality above.

Population			
Male	Female	Total	Household
2,077,200	2,077,200	2,077,200	242,000

National Road		Avg	Min	Max
Distance from National Road (km)	0	500	0	
Distance to National Road (Miles)	302	500	0	
Transportation of goods (k/Day)				
Evacuation	314	500	0	
Evacuation	346	500	0	

Transportation		Road type	
Car	502	Gravel	502
Motorcycle	411	Concrete	502
Walk	309	Dirt	610
Boat	402	Other	142
Tricycle	42		
Other	402		

Ethnic Composition			
Arabic	18,636	2.4%	
Cebuano	1,42,791	2.2%	
Maguindanao	1,03,742	31.4%	
Malay	21,107	1.1%	
Maranao	2,48,024	7.5%	
Muslim	1,97,229	31.0%	
Pinoy	18,636	3.1%	
Subanon	1,436	3.1%	
Talayan	18,636	2.0%	
Tausug	1,07,338	4.5%	
Yakani	1,036	0.3%	

Religion Composition		School (county)		Health Facility (county)	
Christian	236,621	0.2%	Microschool	270	
Muslim	1,346,724	81.8%	Elementary School	339	
Other	4,954	1.0%	Elementary School	1,470	
			High School	1154	
			Other	20	
			Health Facility	24	
			Health Facility	42	
			Health Facility	413	
			Other	10	

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ID	Name
Region 15	ARMM
Province	This report includes 4 Province(s) belongs to Region above.
Municipality	This report includes 15 Municipality(s) belongs to Province above.
Barangay	This report includes 1879 Barangay(s) belongs to Municipality above.

Sickness						
	< 15 years of old			> 15 years of old		
	I	S	D	I	S	D
S. Tuberculosis	1,401	107	57	721	100	100
C. Acute Respiratory Infection	9	107	20	30	0	30
S. Malaria	36	90	201	61	78	40
S. Pneumonia	45	79	110	22	24	24
S. Hookworm	3	12	10	130	200	205
S. Diarrhoea	1	10	17	200	204	274
S. Dysentery	2	10	10	105	200	274
S. Dengue/Chikungunya	194	113	121	30	127	153
S. Diphtheria	140	70	100	0	212	174
S. Malaria	42	201	150	40	126	210
In Other - see file	42	20	62	61	0	123

Source of drinking water		Toilet			
Bore	71,074	2.5%	Compost	1,76,630	33.9%
UPWS	207,313	6.9%	Common toilet	1,36,738	11.7%
Hand carried	636,868	22.0%	No toilet	1,00,511	4.7%
Comm well	1,01,073	27.9%	Other	1,00,071	30.9%
Spring	1,07,338	10.9%			
Other	207,288	7.4%			

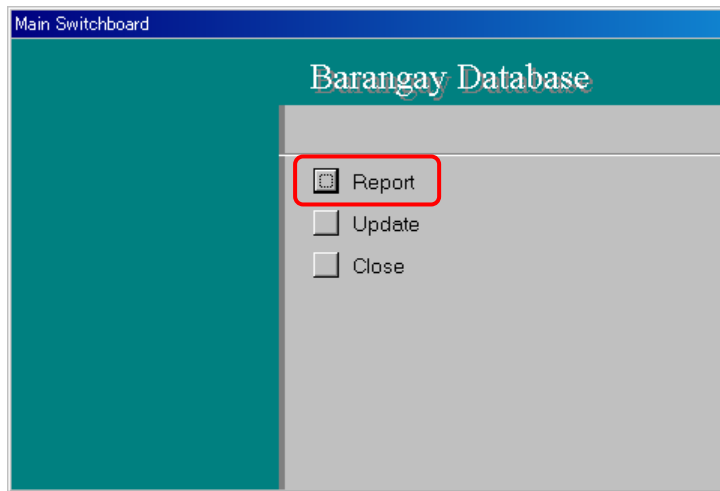
Conflict								
	Degree of damage				Current condition			
	A	B	C	D	A	B	C	D
School	96	61	11	52	96	32	10	24
Health facility	2	4	2	4	2	0	2	1
Sanction	15	5	3	6	15	0	4	5
Road	5	20	9	11	7	26	11	8
House	100	30	24	14	104	34	20	0

IDP		Development plan	
IDP in other barangay	302,110	Decrease drink to correct situation	200
IDP from other barangay	198,397	Decrease drink to correct plan%	4.7%
Evacuation IDP	38,130		

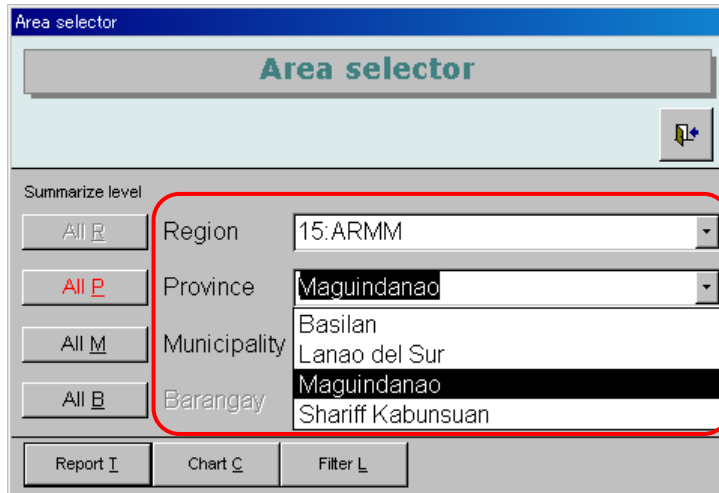
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How to make the summarize report:

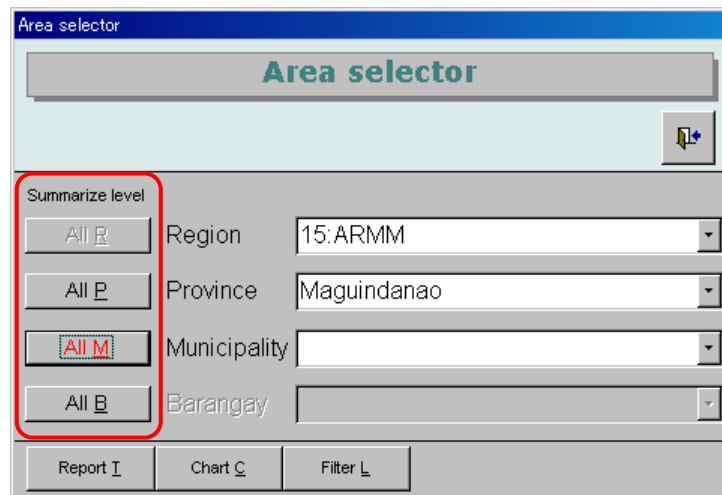
Step-1: Click "Report" button in the Main Switchboard.



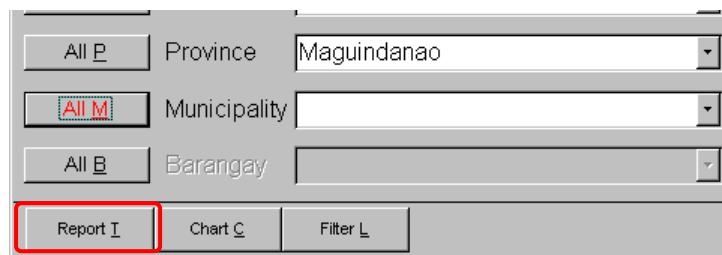
Step-2: Select a Region name, Province name, Municipality name and Barangay name in the "Area selector". The level of the area report can be selected. For example, a user select just until "Province", the report provides the dataset of the selected province. Region, Municipality and Barangay report can be created likewise.



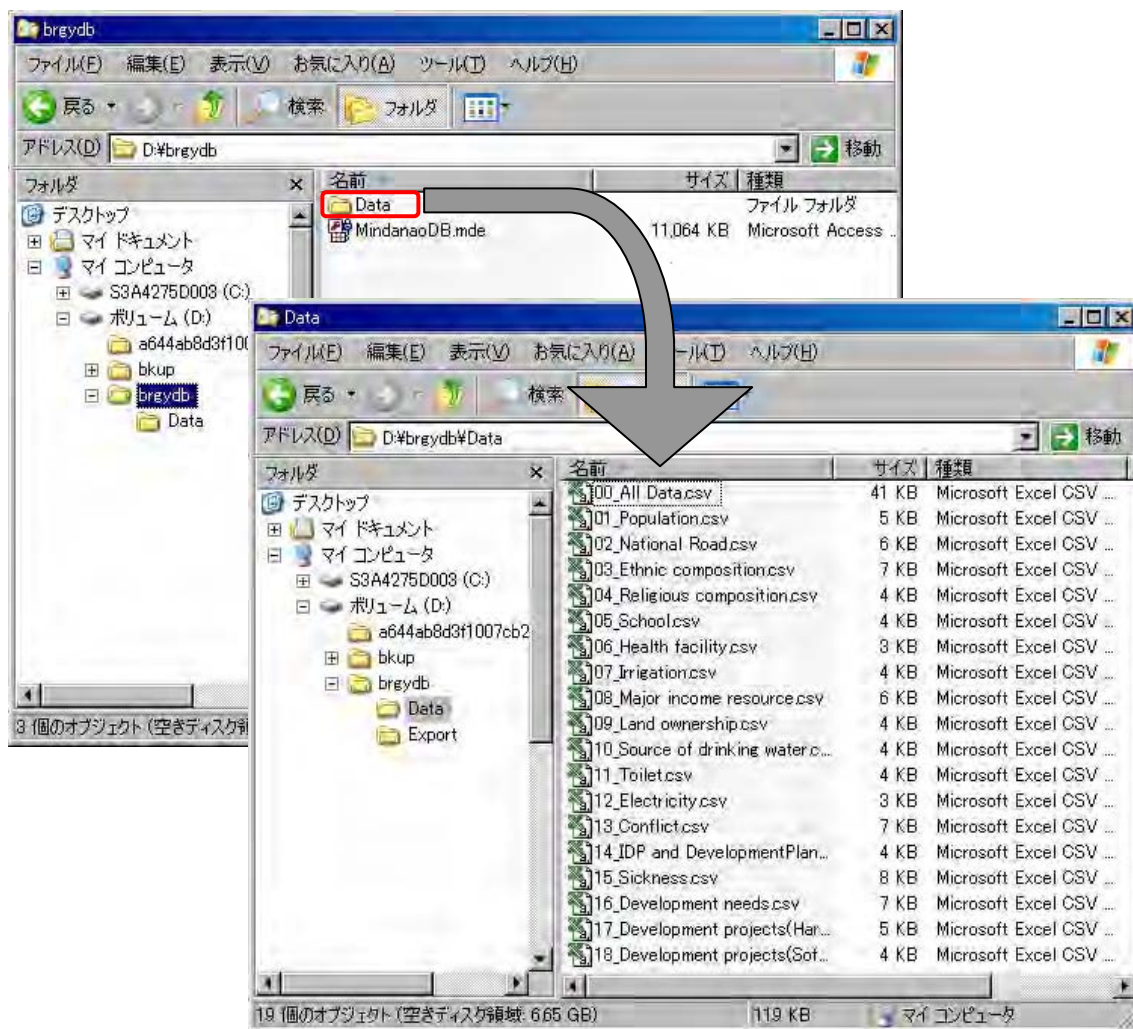
Step-3: Select “*Summarize level*” in the “Area selector”. A selected level will be indicated in red.



Step-4: Click “*Report*” button in the “Area selector”, then the report will be generated.

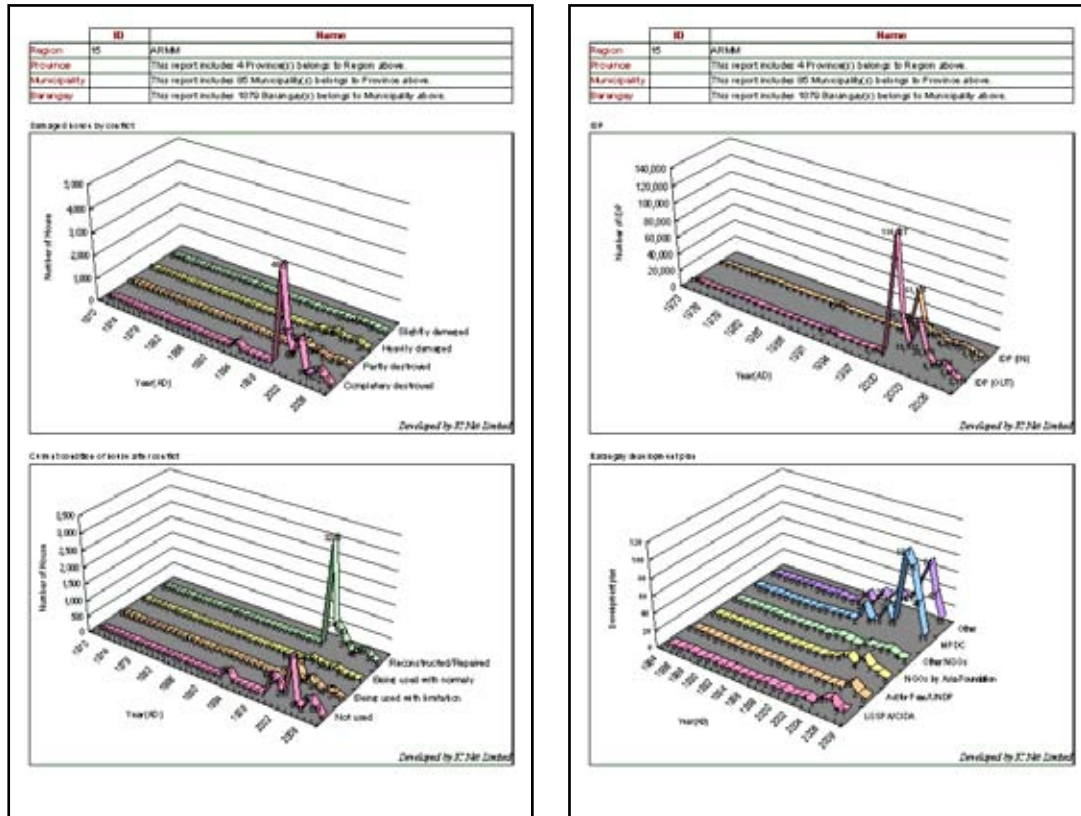


Step-5: A set of data with CSV format file is created simultaneously, when the summarize report is generated. The CSV file is to be created in the subfolder “Data” under the same subfolder as the “Mindanao DB.mde”. As the CSV file can be processed by Microsoft Excel, it is fit for the raw data analysis of the barangay profiling.



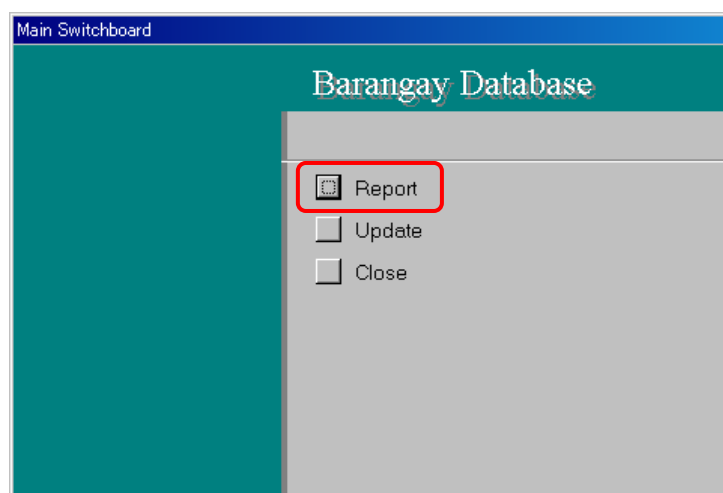
- Report 2 – “Chart”:

Chart provides graphical view of data with time series. The barangay database can provide charts such as Conflicts, IDP, Barangay development plan, People’s organizations and Community organizations.

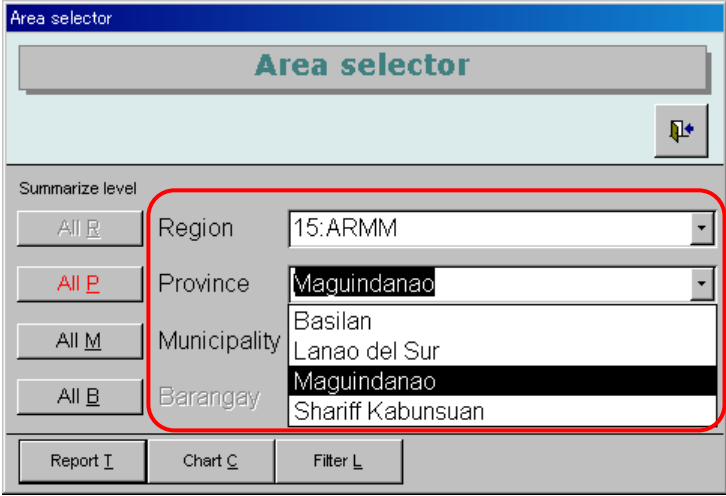


How to make the charts:

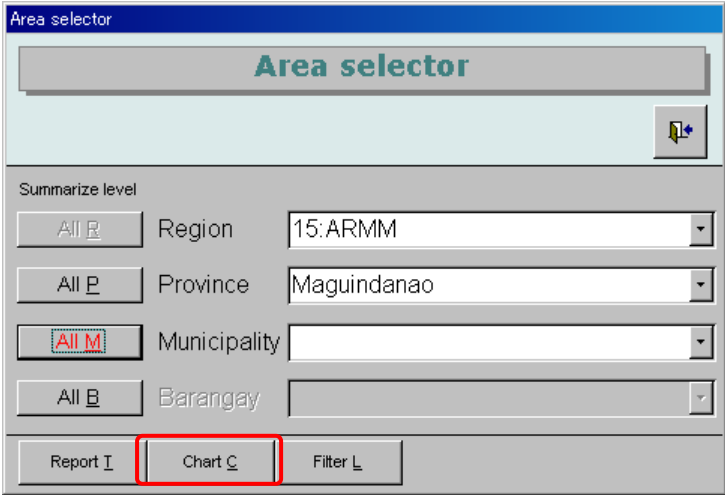
Step-1: Click “Report” button in the Main Switchboard.



Step-2: Select an area level in the same way as the “Summarize” function. However, Barangay level cannot be selected as the chart requires more than two barangays to make a time series.



Step-3: Click “Chart” button in the “Area selector”, then the chart will be shown on screen.



- Report 3 – “Filtering”:

“Filtering” function can narrow down areas in accordance with the condition chosen. Numerical data Selectable items can be set a value as the condition. If several items have condition, those conditions are connected by “And”.

Report of Barangay as condition

Region/Province	Municipality	Barangay	Description
ISBARBAR	KIKAR	CADAPTAH	Distance from national road : 9Km
		LEBONG	Distance from national road : 9Km
		LOKES BARU-BARU	Distance from national road : 2Km
		MAGAKI	Distance from national road : 9Km
		MALAYO	Distance from national road : 2Km
		PAJATEHGAH	Distance from national road : 5Km
		SEM UT	Distance from national road : 9Km
		UPPER BARU-BARU	Distance from national road : 5Km
		UPPER SINGGAPPAH	Distance from national road : 3Km
AL-BARRA	KPI-APP		Distance from national road : 9Km
	BKOBBO		Distance from national road : 9Km
HADJI MOHAMMAD KULU	BARAKA		Distance from national road : 9Km
	LAVI		Distance from national road : 9Km
HADJI MUHAMMAD	DAKALAN		Distance from national road : 9Km
	LUBUKKIN		Distance from national road : 9Km
	LUUKBUNGSOD		Distance from national road : 9Km
	MANANGGAL		Distance from national road : 3Km
	PALAHANGAM		Distance from national road : 9Km
	PANDUCAN		Distance from national road : 9Km
	SANGRAY BIC		Distance from national road : 9Km
	SANGRAY SMALL		Distance from national road : 9Km
LAMITAN	KIKO		Distance from national road : 9Km
	BARAR		Distance from national road : 2Km
	BARBONG		Distance from national road : 2Km
	BARIBACH		Distance from national road : 9Km
	BARIR		Distance from national road : 9Km
	BARIDO		Distance from national road : 9Km
	BARO		Distance from national road : 9Km
	BOLEYALAN		Distance from national road : 2Km
	BOLELAN		Distance from national road : 9Km
	BOLEDA		Distance from national road : 5Km
	BOLEPAPA		Distance from national road : 5Km
	CADODO		Distance from national road : 2Km
	Campo UAO		Distance from national road : 9Km
	COKIB		Distance from national road : 9Km
	CALIGTAH		Distance from national road : 2Km

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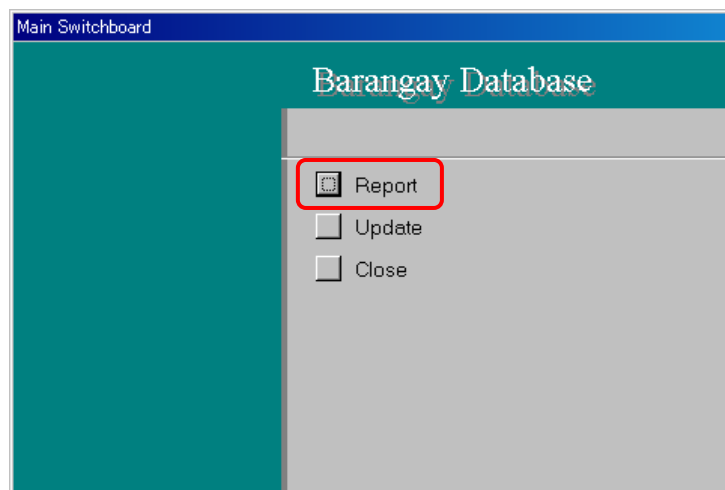
Report of Barangay as condition

Region/Province	Municipality	Barangay	Description
ISBARBAR	LAMITAN	MAGAKI	Hupala: 1 Bachok: 70%
LAWAN DE ISBAR	BALINDONG (CAPTAH)	BALINDONG	Hupala: 1 Bachok: 30%
	BINDAYAN	Pagalambata (POB)	Hupala: 1 Bachok: 30%
		POBOKO	Hupala: 1 Bachok: 30%
MALABANG	MADAK		Hupala: 1 Bachok: 30%
		TSCHD	Hupala: 1 Bachok: 30%
MARAWICITY (CAPTAH)	BARAGA		Hupala: 1 Bachok: 30%
		BAGGOK POBOKO	Hupala: 1 Bachok: 30%
		BARON	Hupala: 1 Bachok: 30%
		DAR SA DAVARA	Hupala: 1 Bachok: 30%
		LINDSBOC	Hupala: 1 Bachok: 30%
		MAGAKI (GAM BARO)	Hupala: 1 Bachok: 30%
		SATIC PEPEP	Hupala: 1 Bachok: 30%
		SOKA MALAYA PEPEP	Hupala: 1 Bachok: 30%
		NOKAYA VIBBE	Hupala: 1 Bachok: 30%
	TAMPARAN	POBOKO II	Hupala: 1 Bachok: 35%
MAGINDANAO	BULUAN	POBOKO	Hupala: 1 Bachok: 30%
	DATU PIANG	PEKAYA	Hupala: 1 Bachok: 75%
		POBOKO (DAMBANA)	Hupala: 2 Bachok: 30%
	MARASARANO	Mansarapano	Hupala: 1 Bachok: 30%
		POBOKO I	Hupala: 1 Bachok: 30%
		POBOKO II	Hupala: 1 Bachok: 30%
	SOUTH UPI	Romangero (POB)	Hupala: 1 Bachok: 30%
SARAWAK	DATU ODIN SINSUAT (DINAKO) (CAPTAH)	KAWAG	Hupala: 1 Bachok: 75%
		DAMBANA POBOKO	Hupala: 1 Bachok: 30%

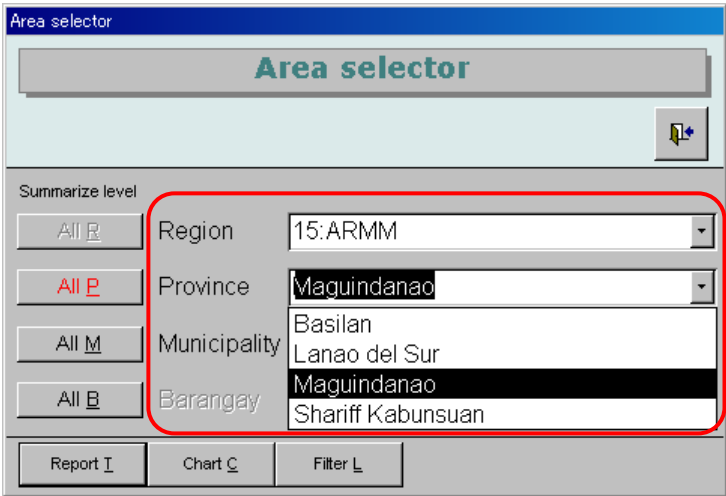
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How to make the filtering report:

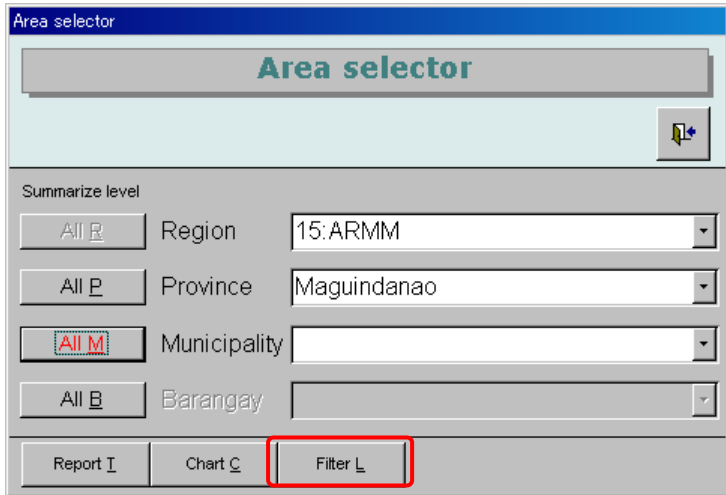
Step-1: Click “Report” button in the Main Switchboard.



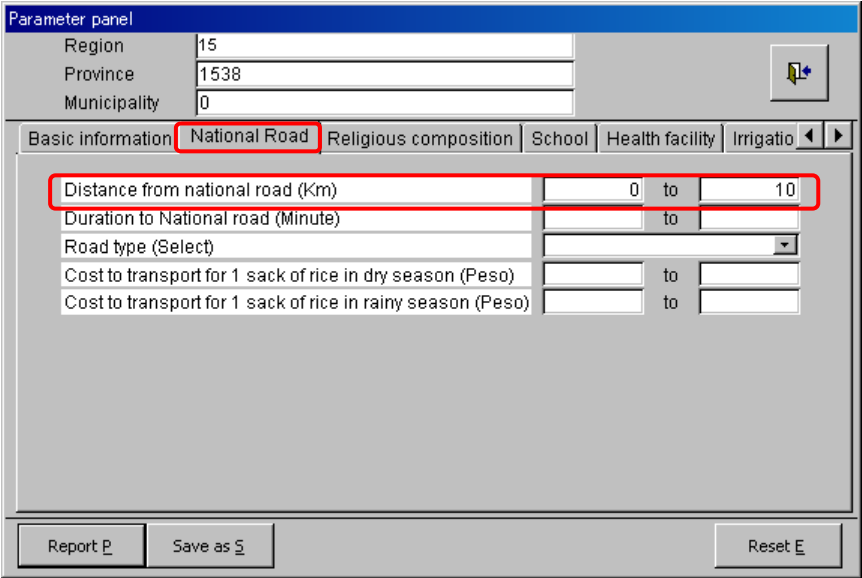
Step-2: Select an area level in the same way as the “Summarize” function. However, Barangay level cannot be selected as filtering needs more than two barangays.



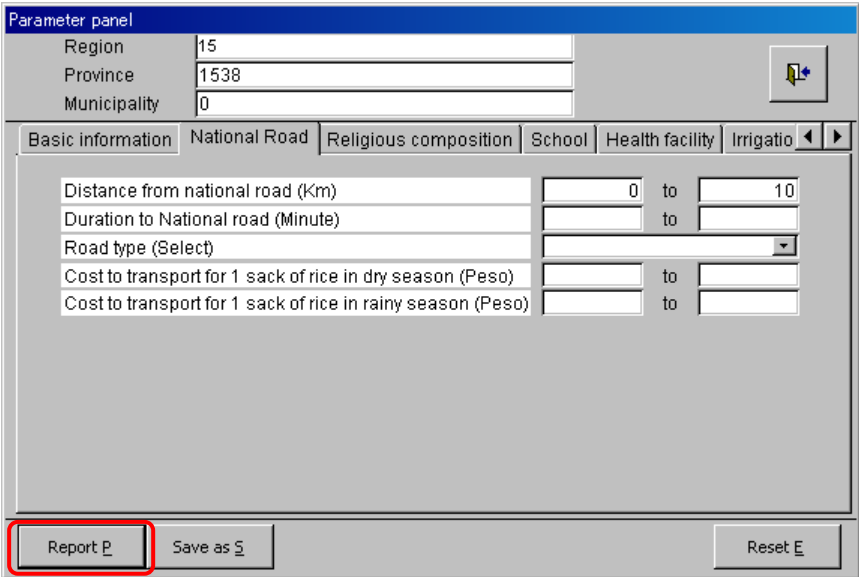
Step-3: Click “Filter” button in the “Area selector”, then the chart will be shown on screen.



Step-4: Set conditions using “Parameter panel”. Numeric data have two boxes for data entry, the left one is for the minimum range and the other is for the maximum range of the required condition. For example, barangays located within 10km from national road will be listed up by the condition shown in the figure bellow. Each tab shown in the upper part of the panel includes categorized items. If the minimum range is omitted, it is set as 0. Likewise, no maximum range means “No upper limit”.



Step5: Click “Report” button, then a barangay list which satisfied the conditions will be generated (see next page).



Report of barangays which located within 10km from national road:

Report of Barangay as condition

Region	Province	Municipality	Barangay	Description
15	Basilan	AKBAR	Caddaya	Distance from national road : 0Km
			Lhoiga	Distance from national road : 0 Km
			Lower Babo-bato	Distance from national road : 5Km
			Maigalit	Distance from national road : 1Km
			Maigiso	Distance from national road : 2Km
			Pagteiga	Distance from national road : 5Km
			Semitt	Distance from national road : 0 Km
			Upper Babo-bato	Distance from national road : 5Km
			Upper Sivaigkapa	Distance from national road : 3Km
		AL-BARKA	Aplipit	Distance from national road : 0Km
			Bicaabo	Distance from national road : 0Km
		HADJI MOHAMMAD AJUL	Baraka	Distance from national road : 0Km
			Largil	Distance from national road : 0Km
		HADJI MUHTAMAD	DASALAN	Distance from national road : 0Km
			LUBUKAN	Distance from national road : 0Km
			LUUK-BUNG SOD	Distance from national road : 0Km
			MANANGGAL	Distance from national road : 3Km
			PALAHANGAN	Distance from national road : 0Km
			PANDUCAN	Distance from national road : 0Km
			SANGBAY BIG	Distance from national road : 0Km
			SANGBAY SMALL	Distance from national road : 0Km
		LAMITAN	Aico	Distance from national road : 0 Km
			Ba-as	Distance from national road : 2Km
			Balm Dig	Distance from national road : 2Km
			Balagtasa	Distance from national road : 0Km
			Batas	Distance from national road : 1Km
			Babobo	Distance from national road : 1Km
			Bato	Distance from national road : 1Km
			Boleyaka	Distance from national road : 2Km
			Batala	Distance from national road : 1Km
			Bolebit	Distance from national road : 6Km
			Bolesapa	Distance from national road : 5Km
			Cabobo	Distance from national road : 2Km
			Campo Uro	Distance from national road : 1Km
			Coloba	Distance from national road : 0Km
			Caligtasa	Distance from national road : 2Km

Step6: Multiple items can be selected as the conditions of the report. For example, the figure below shows setting conditions “more than one hospital” and “more than 50% electrifications”.

The first screenshot shows the 'Parameter panel' with the following settings: Region: 15, Province: 1538, Municipality: 0. The 'Health facility' tab is selected. The 'Hospital (Number)' field is set to 1. The 'Electricity (%)' field is set to 50. The 'Report P' button is highlighted with a red box.

The second screenshot shows the same 'Parameter panel' with the following settings: Region: 15, Province: 1538, Municipality: 0. The 'Toilet/Electricity' tab is selected. The 'Electricity (%)' field is set to 50. The 'Report P' button is highlighted with a red box.

Step7: Click “Report” button then a barangay list which satisfied the conditions will be generated (see next page). Tips: “Reset” button in the “Parameter panel” wipes all conditions set already.

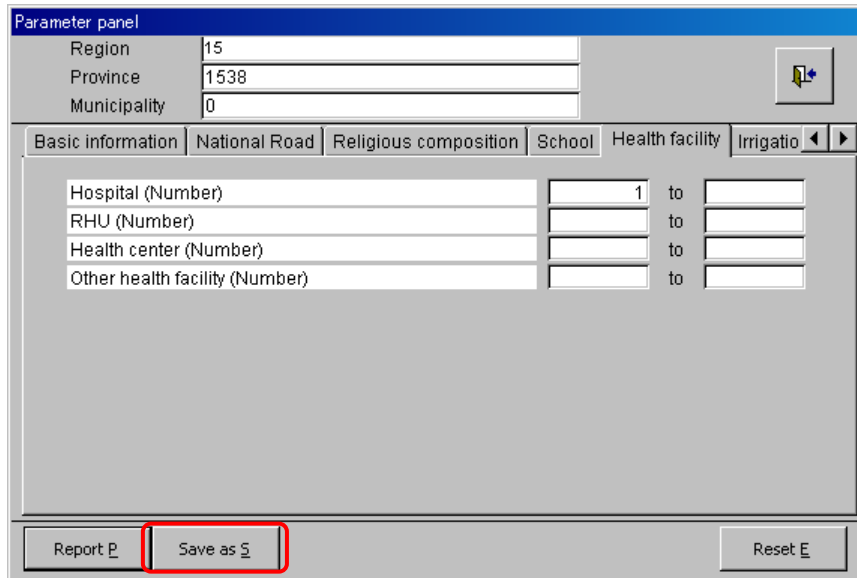
A close-up view of the bottom of the 'Parameter panel' showing three buttons: 'Report P', 'Save as S', and 'Reset E'. The 'Report P' and 'Reset E' buttons are highlighted with red boxes.

Report of barangays which have “more than one hospital” and “more than 50% electrification”:

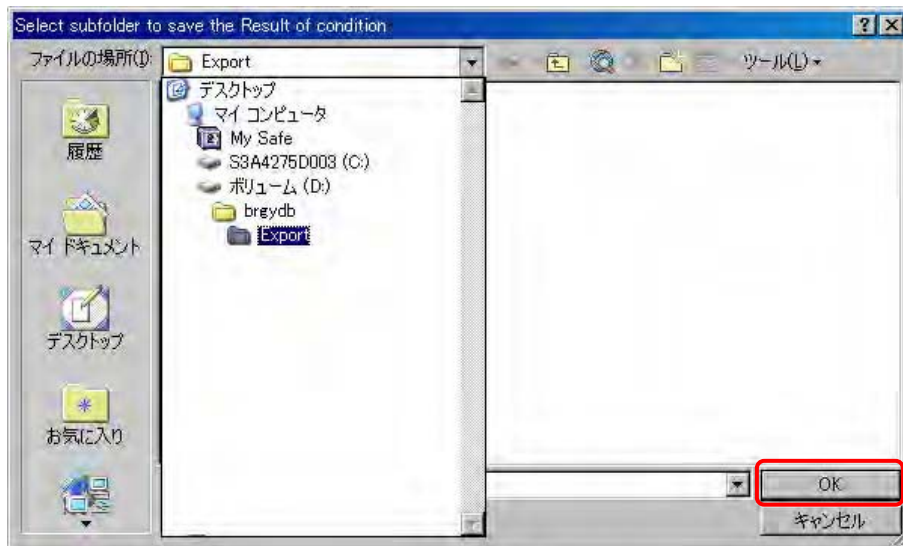
Report of Barangay as condition

Region	Province	Municipality	Barangay	Description	
15	Basilan	LAMITAN	Magaida	Hospital: 1 Electricity: 70%	
			Larao de Istr	BALINDONG (WATU)	Salpoiga
			BINIDAYAN	Pagalimata (Pob)	Hospital: 1 Electricity: 100%
			Pobalco	Hospital: 1 Electricity: 100%	
		MALABANG	Mabk	Hospital: 1 Electricity: 100%	
			Tactb	Hospital: 1 Electricity: 50%	
		MARAWI CITY (Capita)	Baiga	Hospital: 1 Electricity: 100%	
			Baiggob Pobalco	Hospital: 1 Electricity: 100%	
			Baigo	Hospital: 1 Electricity: 100%	
			Dati Sa Dausala	Hospital: 1 Electricity: 100%	
			Lilod Sadic	Hospital: 1 Electricity: 100%	
			Nauano (Dati Sabey)	Hospital: 1 Electricity: 100%	
			Sadic Proper	Hospital: 1 Electricity: 100%	
			Sotti Madaya Proper	Hospital: 1 Electricity: 100%	
			Norkaya Village	Hospital: 1 Electricity: 100%	
		TAMPARAN	Pobalco II	Hospital: 1 Electricity: 65%	
	Maghidao	BULUAN	Pobalco	Hospital: 1 Electricity: 100%	
		DATU PIANG	Bataya	Hospital: 1 Electricity: 75%	
			Pobalco (DIBWA)	Hospital: 2 Electricity: 60%	
		MAMASAPANO	Mamasapano	Hospital: 1 Electricity: 90%	
		SHARIFF AGUAK (MAGANDY) (Capita)	Pobalco I	Hospital: 1 Electricity: 100%	
			Pobalco II	Hospital: 1 Electricity: 99%	
		SOUTH UPI	Romagaob (Pob)	Hospital: 1 Electricity: 50%	
	Shariff Kabunisan	DATU ODIN SINSUAT (DINAG) (Capita)	Awang	Hospital: 1 Electricity: 75%	
			Dalka Pobalco	Hospital: 1 Electricity: 90%	

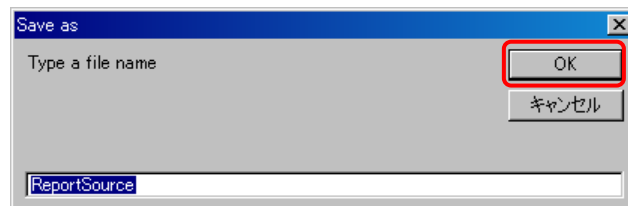
Step-8: “Save as” button in the “Parameter panel” exports the report in Excel file format.



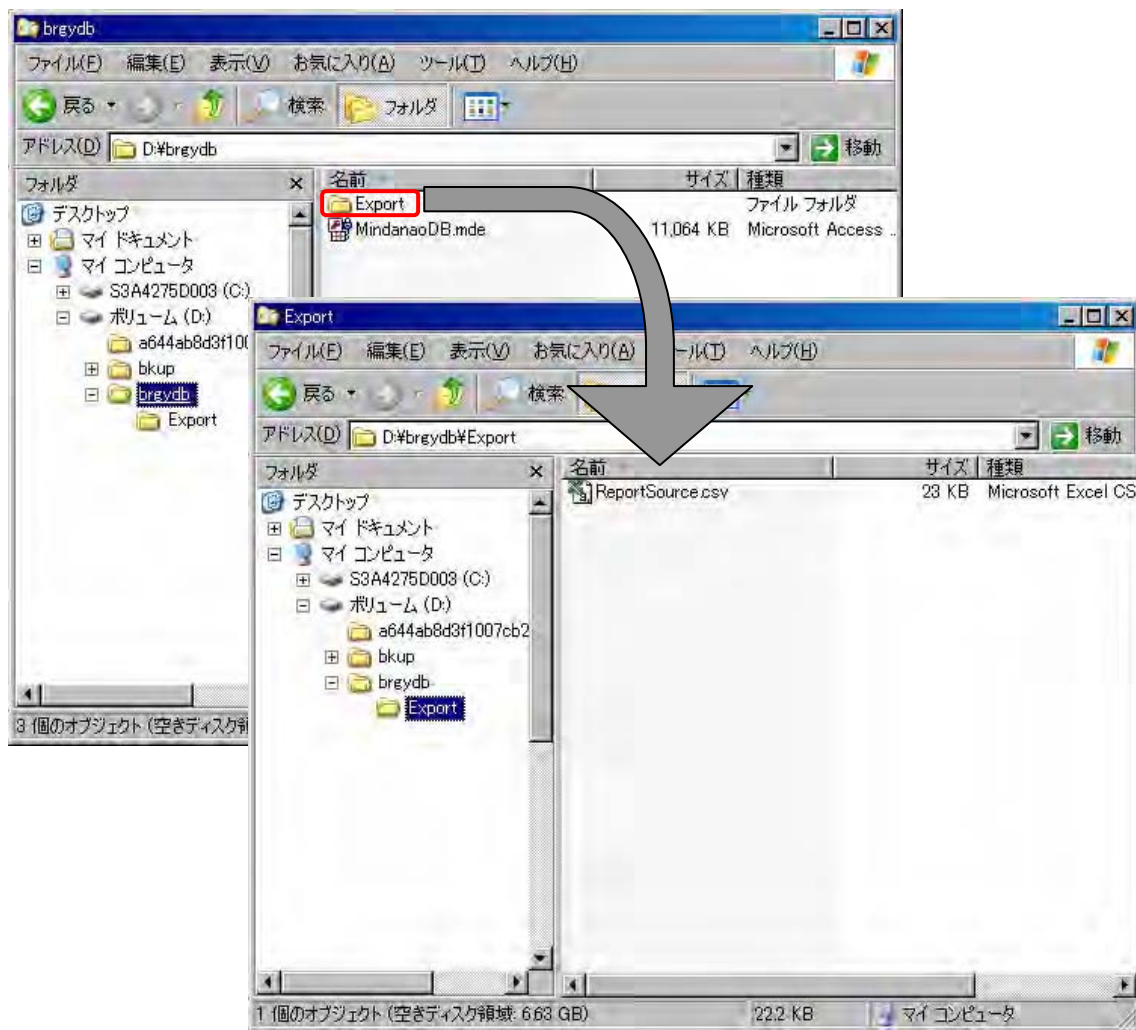
The default setting of the save place of the export file is in the subfolder “Export” under the same subfolder as the “Mindanao DB.mde”. User can change the place such as “desk top” and “USB flash memory”.



Input the name of the export file then clock “OK” button. Default setting of file name is “ReportSource”. User can change the name as one likes.

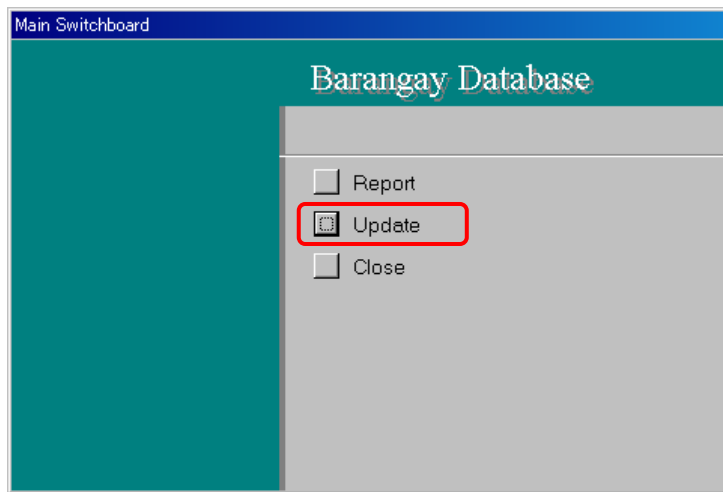


The exported file can be found in the selected location.

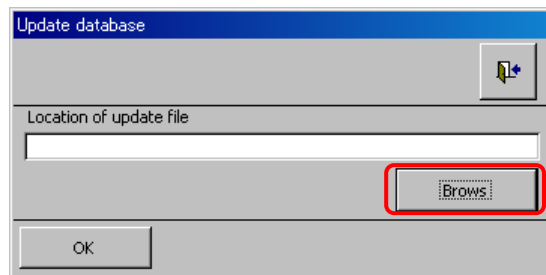


● Update:

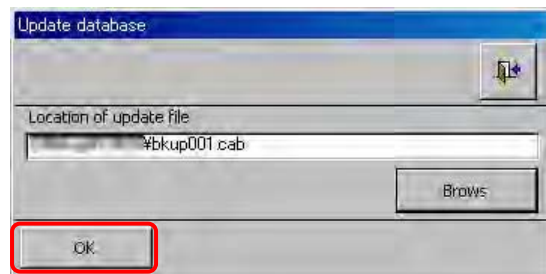
Step-1: Click “Update” button in the “Main Switchboard”.



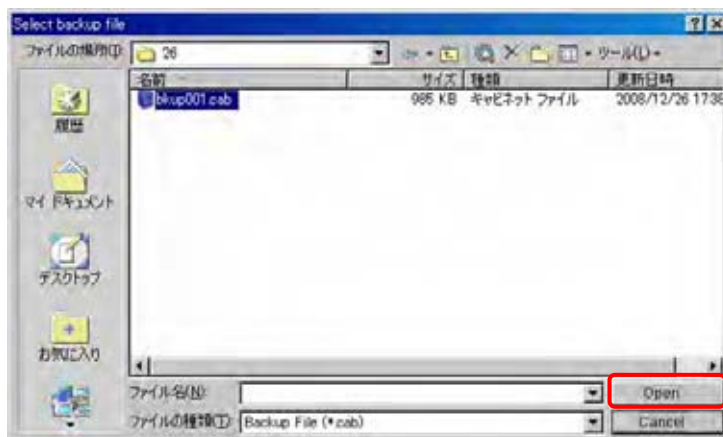
Step-2: Click “Browse” button in “Update database” box.



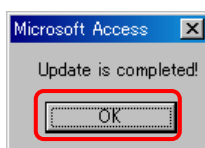
Step-3: Find the update file distributed by the authorized organization, then click “Open” button.



Step-4: Click “OK” button in “Update database” dialogue.



Step-5: Click “OK” button after complete to update the database.



- Data items in the barangay database

Basic information

Name of item	Data type	Unit
Area	Numeric	Square kilometers
Geographic type	Text	
Number of Sitio / Purok	Numeric	
Population	Numeric	Number of person
Households	Numeric	Number of households
Poverty Index	Numeric	Percent
Financial resources	Numeric	Peso
IBNA	Yes/No	

National road

Name of item	Data type	Unit
Distance from national road	Numeric	Kilometers
Duration to national road	Numeric	Minute
Road type	Text	
Cost to transport for 1 sack of rice in dry season	Numeric	Peso
Cost to transport for 1 sack of rice in rainy season	Numeric	Peso

Religious composition

Name of item	Data type	Unit
Christian	Numeric	Percent
Muslim	Numeric	Percent

School

Name of item	Data type	Unit
High school	Numeric	Count
Elementary school	Numeric	Count
Primary school	Numeric	Count
Daycare	Numeric	Count
Madrasah	Numeric	Count
Other educational facility	Numeric	Count

Health facility

Name of item	Data type	Unit
Hospital	Numeric	Count
RHU	Numeric	Count
Health center	Numeric	Count
Other health facility	Numeric	Count

Irrigation

Name of item	Data type	Unit
Irrigated area	Numeric	Percent
Communal irrigation	Numeric	Percent
Not irrigated	Numeric	Percent

Income

Name of item	Data type	Unit
Rice	Numeric	Percent
Corn	Numeric	Percent
Coconut	Numeric	Percent
Fishery	Numeric	Percent
Manufacture	Numeric	Percent
Service	Numeric	Percent

Land ownership

Name of item	Data type	Unit
Ancestor	Numeric	Percent
Company	Numeric	Percent
Family	Numeric	Percent
Reform	Numeric	Percent
Untitled	Numeric	Percent

Sickness

Name of item	Data type	Unit
Sickness of children	Text	
Sickness of adults	Text	

Drinking water

Name of item	Data type	Unit
NWS	Numeric	Percent
LWUS	Numeric	Percent
Hand pump	Numeric	Percent
Open well	Numeric	Percent
Spring	Numeric	Percent
Flowing	Numeric	Percent
Rain	Numeric	Percent
Lake	Numeric	Percent
Riversides	Numeric	Percent
Other source of drinking water	Numeric	Percent

Toilet / Electricity

Name of item	Data type	Unit
Own toilet	Numeric	Percent
Common toilet	Numeric	Percent
No toilet	Numeric	Percent
Electricity	Numeric	Percent

Conflict / IDP

Name of item	Data type	Unit
Conflict frequency	Numeric	Conflicts
Damage	Yes/No	
IDP to other barangay	Numeric	Persons
IDP from other barangay	Numeric	Persons
Evacuation center	Numeric	Count
IDP remain	Numeric	Persons

Development plan / needs

Name of item	Data type	Unit
Barangay development plan	Yes/No	
Development donor	Text	
Development needs	Text	
Priority of selected development needs	Text	
Development project-hard/on going	Text	
Development project-hard/past	Text	
Development project-soft/on going	Text	
Development project-soft/past	Text	

People's organization / Remarks

Name of item	Data type	Unit
People's community organization	Text	
Keyword into remarks	Text	

APPENDICES

APPENDIX **B**

QIP DOCUMENT

APPENDICES

APPENDIX **B**

- B-1 SAFETY OPERATION MANUAL

 - B-2 QIP REMOTE MANAGEMENT AND SUPERVISION MANUAL

 - B-3 DOCUMENTS OF SOCIAL PREPARATION

 - B-4 SAMPLE OF QIP BID AND CONTRACT DOCUMENTS

 - B-5 PHOTOS BEFORE, DURING, AND AFTER CONSTRUCTION

 - B-6 GUIDELINES FOR PHASE 2 IMPLEMENTATION
-

APPENDICES

APPENDIX **B-1**

SAFETY OPERATION MANUAL

**Socio-Economic Reconstruction
and Development
for
Conflict-Affected Areas in
Mindanao
(SERD-CAAM)**

2nd Fiscal Year, 2008

SAFETY OPERATIONS MANUAL

For Local Organization and Staff



Katahira & Engineers

IC Net *limited*

**Socio-Economic Reconstruction and Development for
Conflict-Affected Areas in Mindanao**

SERD-CAAM

SAFETY OPERATIONS MANUAL

1 GENERAL

Everyone is expected to perform his/her own task, considering safety as the primary concern.

1.1 Purpose

This safety manual is prepared as a guideline of local staff, service providers, sub-consultants and sub-contractors related to the Study, in order to safely conduct their assigned tasks and activities in the field of CAAM, based upon the idea that local people are more flexible and better against unexpected incidents, in terms of prevention and response, due to rather low language barrier, more information sources available and others.

1.2 Safety Operation Stations

- The Cotabato Office-1 will be responsible for the overall safety and security coordination and monitoring during the entire study period. The Cotabato Office-1 will be headed by the Team Leader Dr. Hani Halim, otherwise, during his absence, Mr. Shigeru Takara, or any member of the team designated by the Team Leader.
- Each survey team and contractor's workers at construction site will assign a security management staff to monitor and coordinate the safety and security of their territorial areas, and regularly communicate with the Cotabato Offices regularly.
- The Study Tasks/Activity Leaders will be responsible for the safety and security measures of their groups and will coordinate with the security officer, Ms. Horiuchi, direct or indirect regarding their activities and safety concern.

Safety Management Unit

Safety Management Unit (SMU)			
Unit Area	Administrator in Charge	Address	Contact
Cotabato-Office -1 (CO-SMU-1)	Shigeru Takara	#66 Don T.V. Juliano Avenue, Cotabato City	Cell: 092-9341-9412 Email:takara@katahira.com
Cotabato Office -2 (CO-SMU-2)	Kouichi Motonura/ Camar Saumay	29 San Ishidro St. Kimpo, Cotabato City	Office: 064-421-5975 Motomura Cell: 092-7651-7724 Email:motomura@icnet.co.jp Camar Cell: 090-6907-9887 Email:csaumaysr@yahoo.com.ph
Zamboanga Office (ZA-SMU)	Morihiro Tada/ Alimudin Mala	Grand Astoria Hotel #223, Mayor Jaldon Street, Zamboanga City	Office: (062) 991-2510 to 12; (062) 991- 2518,Connect to room # 223 Tada Cell: 0915-428-9024 Email: tada@icnet.co.jp Alimudin Cell: 0926-343-5948 Email: ali01_mala@yahoo.com
Manila Office (MO-SMU)	Malou Seco	4 th Flr. JMT Corp. Cond. ADB Avenue, Ortigas Complex Pasig City MM	Tel/Fax: 02-634-1623 Cel.:090-6209-6123 Email: kei-manila@kei.com.ph

1.3 Safety Policy

It is expected that all members of the study team will perform their assigned tasks following the safety procedures outlined in this manual.

The Study Team CO-SMU-1 will continuously monitor safety and security concerns in the project areas and refer to advisories by security concerned agencies including Japanese Embassy, Office of the Presidential Adviser on Peace Process (OPAPP), Bangsamoro Development Agency (BDA), Government of the Republic of the Philippines and Moro-Islamic Liberation Front Coordinating Committee on the Cessation of Hostilities (GRP & MILF-CCCH), Japan International Cooperation Agency (JICA).

(1) Requirement on Field Survey

- Each group of Service Providers such as Social Preparation Teams, Social Survey Teams, and QIPs Design and Construction Supervision Consultants and Construction contactors shall submit the schedule of his activities one week before the start of the works, for security clearance from JCCCH, JICA and others as required.
- The CO-SMUs should be able to monitor the activities of the Service Providers in accordance with the schedule submitted.

(2) Security Confirmation

- The CO-SMUs constantly try to collect security information from JICA and Japanese Embassy, LGUs, and PNP etc., in order to be kept informed about the security status in the barangays to be visited by the Service Providers and others.
- The Service Providers should get in touch with the CO-SMUs for the security information before the departure.

(3) Action Rule

- Whenever visiting a target barangay, the Service Provider should be accompanied by a person who is very familiar to the area, from one's own local staff, or a counter part or a contractor etc.
- In the remote area, curfew is imposed to all the members during the field visit as follows;
 - In Cotabato City, from 19:00 until AM6:00,
 - For the rest of the cities, from 22:00 until AM6:00.
 - Field survey shall be made within the distance of daytime trip, from 6:00 AM until 6:00 PM only.
- Public transportation should not be used as much as possible, and utilize a car from a rental car company, to avoid an incident of explosion. Walking also should be minimized to avoid being embroiled in such incident.

(4) Communication Rule

- During the travel on land, at least one cellular phone should be brought along for daily report and security information.

(5) Emergency Case

- In case of emergency, communication and response shall be taken in accordance with the flow chart mentioned in Paragraph 1.5.

(6) Others

- At the regular weekly meeting, the activities and schedule of the Social Survey, Social Preparation and QIP implementation should be reported, in order for the CO-SMUs to monitor the activities.

1.4 Coordinating Agencies

Contact details of the Coordinating Agencies are as follows:

Contacts of All Related Organizations

Agency	Office Address	Contact Person	Contact No.
1. JICA Office	40 th Floor, Yuchengco Tower, RCBC Plaza, 6819 Ayala Avenue Makati City	Ms. Takeshi Komori Aya Kano Project Formulation Adviser	Komori Cell: 0918-904-7932 E-Mail: Komori.takashi@jica.go.jp
2. Japanese Embassy	2627 Roxas Boulevard, Pasay City, Metro Manila 1300	Mr. Shinpei Ishido	Tel: (02)551-5710 (ex.2109)
3. BDA (Bangsamoro (Development Agency))	#31 Jasmin St. Cotabato City	Dr. Abas A. Candao Chairperson Ms. Julie	Tel: 064-390-2533 Tel/Fax: 064- 421-9529 Cel: 0906-305-9671 Cel.: 0917-859-2582
4. OPAPP (Office of the Presidential Adviser on Peace Process)	4/F Agustin I Bldg., Emerald Ave., Ortigas Center, Pasig City MM	Ryan Mark Sullivan Director	Phone : 02-636-0701 Tel/Fax.: 02-637-7812 Cel: 0918-910-9379
5. IMT (International Monitoring Team)	Cor. G. Javier and Ilang-ilang Sts. Rosary Heights 7 Cotabato City 9600	Mr. Masafumi Nagaishi Senior Advisor	Tel: 064-421-8966 Fax: 064-421-8425 Cel: 0918-909-7523 Email: imt_nagaishi@yahoo.co.jp
6. GRP-CCCH (GRP Coordinating Committee on the Cessation of Hostilities)	SOUTHCOM Bldg. Pedro Colina Hill Cotabato City	Colonel Carlos Sol Head of Secretariat	Tel/Fax: 064-421-5313 Cel: 0916-715-0173 Email: grp_ccch@yahoo.com
7. MILF-CCCH (MILF Coordinating Committee on the Cessation of Hostilities)	Crossing Simuay Sultan Kudarat, Maguindanao	Rasid Ladianan Head of Secretariat 0921-597-0220	Cel: 0926-487-5920 Email: milf_ccch@yahoo.com
8. Westmincom (Western Mindanao Command)	Camp Don Basilio Navarro, Calarian, Zamboanga City	Maj. Eugenio S. Batara Jr. Asst. Chief of Unified Command Staff for CMO, U7	Cel: 09189064137 Landline : 062-993-1217 Local : 6573, 6701 Email: inyong91@yahoo.com
9. PNP PRO 9 Zamboanga (Philippine National Police, Police Regional Office 9)	Camp Abendan, Mercedes, Zamboanga City	PCSupt. Jaime G. Caringal Regional Director	Cel: 09175600288 Landline : 062-991-3002 telefax Email: datuputi76@gmail.com
10. Local Task Force Zamboanga	Camp Arturo Enrile, Malagutay, Zamboanga City	Col. Darwin Guerra Task Force Zamboanga Commander	Cel: 09184499379
11. IMT Zamboanga (International Monitoring Team)	Camp Don Basilio Navarro, Calarian, Zamboanga City	Maj. Mohd Tarmidi Bin Hamzah Team Site 3 Member	Cel: 09164604434 Landline : 062-983-0487 Email: tarmidi_hamzah@yahoo.com
12. Zamboanga City Office of City Mayor	Office of the City Mayor, City Government of Zamboanga, Zamboanga City	Noel Tarrazona, MPA Exec. Asst. II	Landline : 062-991-4525 Email: noeljobstreet@yahoo.com

1.5 Emergency Information and Response System

An Emergency Response System with Emergency Information Network is established to identify proper action and information flow in case of emergency and unexpected incidents, as described below:

a) Emergency Information System

In case of emergency and unexpected incidents, which jeopardize the members of the survey team, such as natural calamities, accidents, kidnapping, banditry, terrorism, blackmailing etc., the below mentioned information flow should be employed by using a cellular phone.

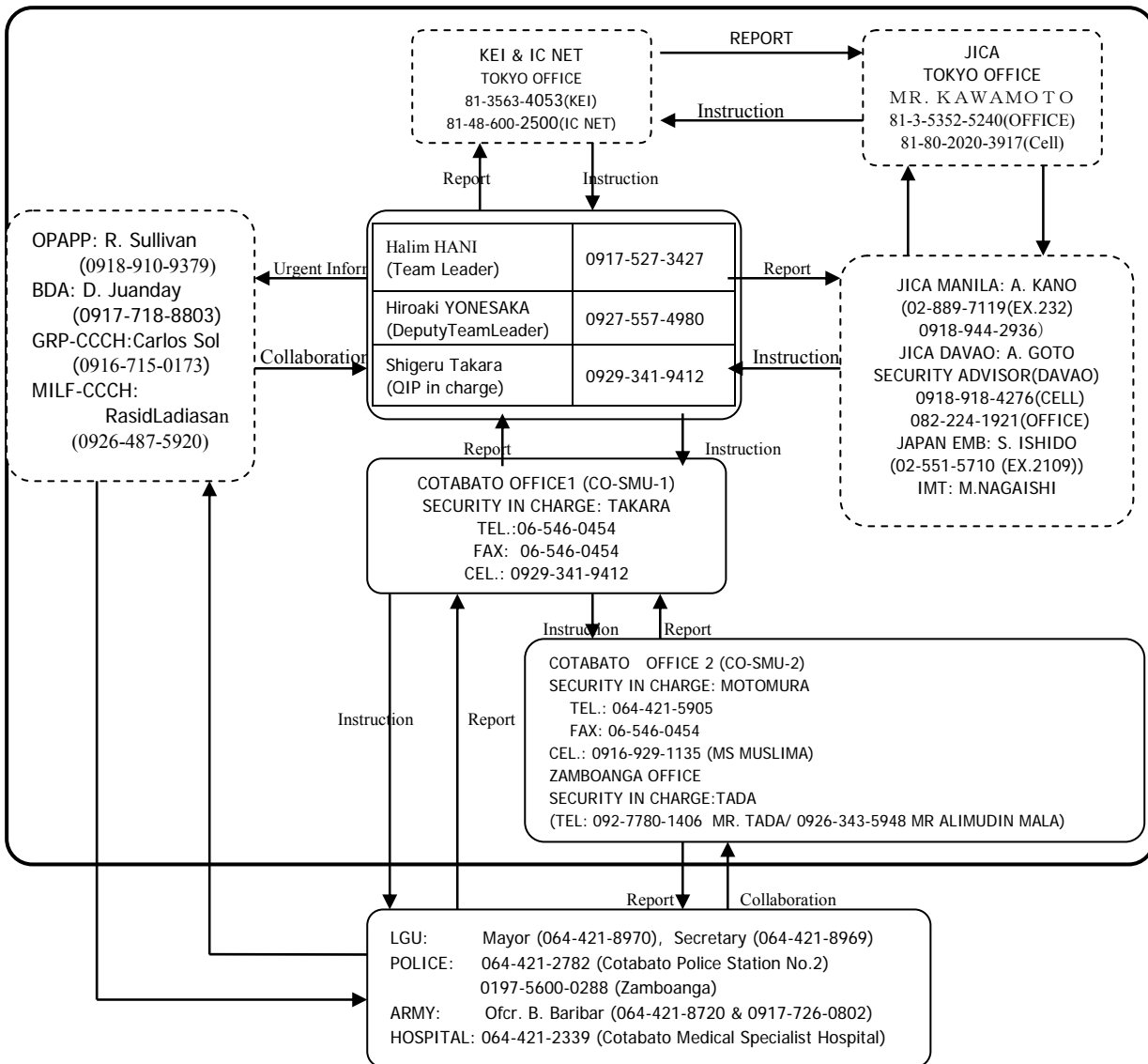
The emergency information should be sent to the CO-SMU-1 soonest and distributed to all the project members and the concerned offices and agencies. The information will also be sent to the organizations designated by the team leader.

b) Emergency Response System

In such a case of emergency, the action should be taken also based upon the following flow chart, and at the same time, the group should leave the site of danger and approach to the nearest security check point to seek for their help and escort, to attain the safety of the members.

Immediately after the awareness of an incident, in parallel to the above mentioned action, the group leader should get in touch with the CO-SMU-1, to inform of it and seek for the instruction.

The CO-SMU-1 should be responsible for the explanation and news release of the incident to the public, upon the proper information control and analysis.



EMERGENCY RESPONSE AND INFORMATION SYSTEM

2 FIELD TRIP APPLICATION

2.1 Application of Field Trip

An application of field trip will be prepared and submitted to the CO SMUs, indicating the purpose of visit, party members, places to visit or itinerary, duration of stay, means of transportation and contact personnel.

2.2 Guidelines for field work

- Members of Party : Try to make two (2) persons minimum for traveling.
- Duration of Stay : Trip should be limited as much as possible after sun rise and before sunset.
- Road Trips : Prior to any road trip, confirm the security status of the zone and the route from JCCCH and IMT etc.

- Activity Restriction : Try as much as possible not to engage into a quarrel with local residents.
- Communication : At least one mobile phone will be carried in a group/team.
- Accommodation : Members of each team will inform the SMU of the name of the accommodation and the telephone number.

2.3 Submission of Trip and Construction Schedule

All dispatch/trips and construction schedule will be submitted to and coordinated with the BDA and other offices of coordinating agencies prior to the scheduled date.

3 SAFETY OPERATIONAL PROCEDURE

3.1 Safety Information Collection and Risk Assessment

- Safety and security information will be continuously monitored and assessed by the CO SMUs and all information will be compiled by the CO-SMU-1/2.
- Information will be disseminated to all members of the study team including Service Providers and contractors. Necessary advices and precautionary measures will be instructed to the staff at the project site/s, without fail.

3.2 Dispatch of Staff to Sites

- At the start of construction and field survey works by the local contractor and/or Service Providers, all the necessary documents, such as work schedule and the list of all workers will be submitted to JCCCH for security purpose.
- Field trip schedule will be informed to the CO-SMUs, JCCCH and BDA for the security, prior to the departure.
- Staff dispatched to site will report daily their security status and safety condition to the CO SMUs by phone. Such information will be reported to the CO-SMU-1 to clarify the security status of the sites and update site safety/security information.
- The group leader (under the instructions from CO-SMU-1 and 2) will take immediate action in coordination with the local authorities/agencies, in case of an incident. The safety of the study members and staff will be the primary concern in dealing with the situation.
- The CO-SMU-1 will maintain official communications with the Philippine and Japanese Coordinating Agencies through telephone and emails and will continuously monitor the incident, situation and security information in the study area.

APPENDICES

APPENDIX **B-2**

QIP REMOTE MANAGEMENT AND
SUPERVISION MANUAL

Remote Management and Supervision Manual

Volume 1: For Building and Solar Dyer

Quick Impact Projects (QIPs) Implementation

JICA SERD-CAAM Study



January 2009

Remote Management and Supervision Manual

Quick Impact Projects (QIPs) Implementation JICA SERD-CAAM Study

1. Introduction

1.1 Scope and Policy

- 1.1.1 The scope of work for the Study for Socio-Economic Reconstruction and Development of Conflict Affected Areas in Mindanao (SERD-CAAM) includes the Construction of Quick Impact Projects (QIPs) in selected areas within CAAM.
- 1.1.2 This manual is a guide for implementing an effective Remote Management and Supervision for the works and measures to be taken by the SERD-CAAM Study personnel to control the quality of the works, especially in the areas where the Study Team expatriate engineers and sometimes local QIP engineers may not be able to visit the project sites during project construction due to unsafe security situation.
- 1.1.3 The Philippines DPWH Standard Specifications for Public Works Structures (Volume III, Blue Book) had been used as a basis in the preparation of this Manual.
- 1.1.4 The Management of SERD-CAAM Study Team urges all levels of management and supervision involved in the Project to actively participate in the implementation of the Remote Management and Supervision details of this Manual.

MAKOTO USAMI
International Registered
Professional Civil Engineer;
Overall Manager and Supervisor of
QIP for SERD-CAAM Study

NEMERLITO PEREZ
Registered Civil Engineer
by the Professional Regulations
Commission in the Philippines

1.2 Organization and Responsibilities

1.2.1 Key Roles and Responsibilities

The following description summarizes the quality-related duties of the SERD-CAAM Study Team involved in implementing the Remote Management and Supervision Program detailed in this manual. They have authority to take the required action in resolving quality problems/conflicts appropriate to their level of responsibility unless otherwise noted.

1.2.1.1 : Expatriate Engineer and QIP In-Charge of the SERD-CAAM Study Team : **Makoto Usami**

- Overall Manager and Supervisor of QIP Implementation;
- Sets the general guidelines on how this Remote Management and Supervision Manual shall be followed and implemented;
- Approves/Disapproves all requests from the contractors and/or project beneficiaries pertaining to change in the design, method of construction, suspension of time, and extension of implementation period, and others;
- Approves/Disapproves the billing requests of contractors after assessment and validation of progress accomplishments;
- Issues work suspension when finds necessary to ensure the quality of works;
- Issues Notice to Terminate the contract with the contractor based on valid grounds;
- Issues Certificate of Completion after assessment and validation of the completeness of the work of the contractor;
- Submits progress reports on QIPs implementation to JICA, BDA, and other concerned agencies and stakeholders;

- Gives instructions to local QIP engineers and consultant supervising engineers to ensure the quality work of the contractor in the construction of QIP subprojects.

1.2.1.2 Local QIP Engineers of SERD-CAAM Study Team :

Nemerlito Perez/Hamsur Yusoph

- Ensures that all instructions emanating from the QIP Overall Manager and Supervisor and QIP In-Charge are implemented at the construction sites through the local consultant supervising engineers;
- Conducts project sites inspection during QIPs construction when security situation allows;
- Prepares progress reports on the status of QIP subprojects construction for submission to all concerned agencies;
- Conveys instructions to local consultant supervising engineers and/or contractors to ensure quality of works;
- Assess and validates the accomplishments of the contractors as basis for progress payment;
- Assess the merits of any requests by the contractors and/or project beneficiaries for change in design, method of construction, suspension of time, extension of construction period, and others;
- Coordinates with BDA QIP coordinator on matters needing actions from BDA;
- Performs other tasks as directed by the QIP Overall Manager and Supervisor and QIP In-Charge for SERD-CAAM Study;
- Decides and takes actions on matters related to QIP implementation in times when the QIP Overall Manager and Supervisor is not available or when a decision and action is urgently needed.

1.2.1.3 BDA QIP Supervisor : Hayqal Kabalu

- Coordinates with Local QIP Engineers on matters where BDA inputs and/or assistance are necessary to ensure quality of construction works;
- Joins the Local QIP Engineers in the project sites inspection during QIPs construction;
- Provides inputs to the Local QIP Engineers in the assessment and validation of accomplishments of the contractors as basis for progress payment;
- Provides inputs to Local QIP Engineers in the assessment of the merits of any requests by the contractors and/or project beneficiaries for change in design, method of construction, suspension of time, extension of construction period, etc.;
- Takes charge the management of necessary equipment (digital camera, measuring rods, etc.) for remote management and supervision of QIP construction, in coordination with the Assistant Supervisors and Local Consultant Supervising Engineers;
- Performs other tasks as may be requested by BDA Executive Director or BDA SERD-CAAM Coordinator on matters related to QIP implementation.

1.2.1.4 Local Consultant Supervising Engineers engaged by the SERD-CAAM Study Team in the preparation of designs and undertakes construction supervision for QIP subprojects (Phase 2, Group 2): **M2F2 Engineering Consultancy Services**

- Supervises the daily activities of the construction of QIP subprojects;
- Maintains a daily record of activities, accomplishments, and other relevant information about the construction of QIP subprojects;
- Conveys to the contractor or his representative all instructions emanating from the QIP Overall Manager and

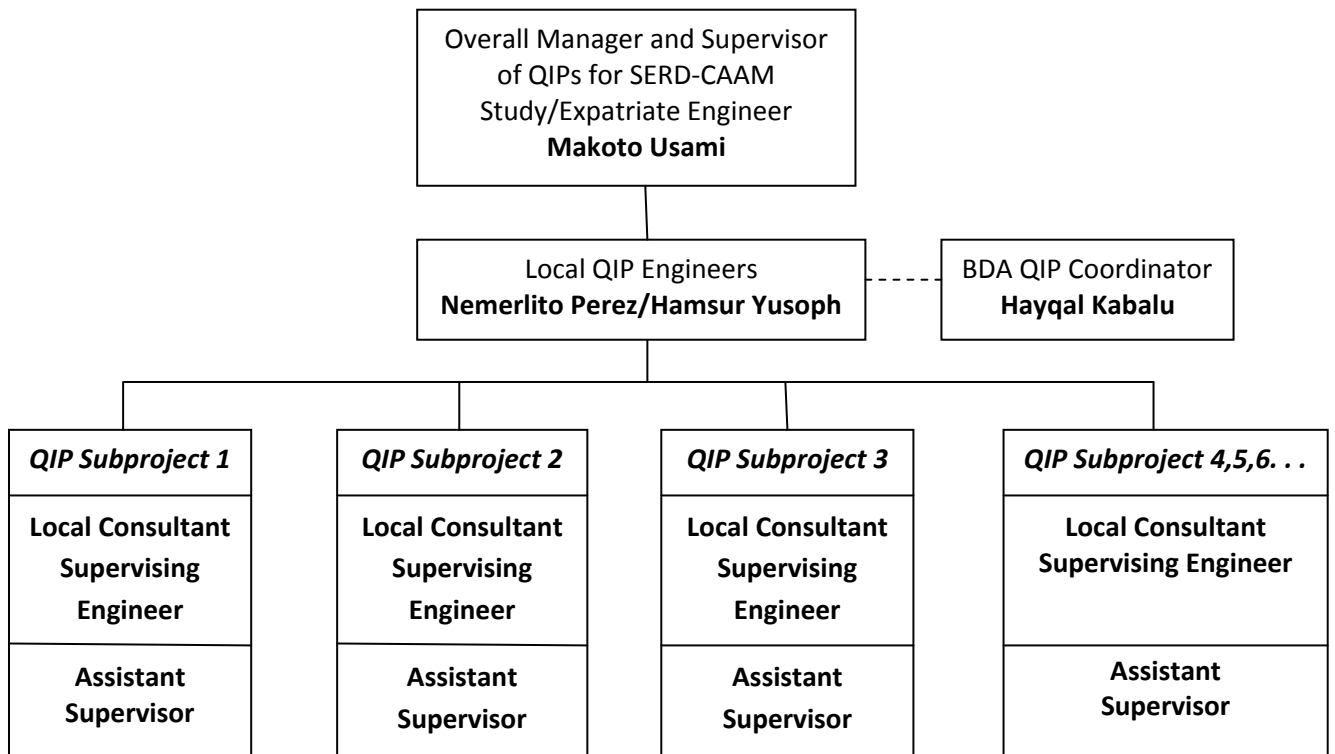
Supervisor and/or Local QIP Engineers; and ensures that these instructions are properly implemented;

- Performs the necessary checking of critical activities as listed in this manual and submit photographs of such checking to the QIP Overall Manager and Supervisor and/or Local QIP Engineers;
- With assistance from Assistant Supervisors, takes photographs (before, during and after) on every critical activities in the construction of QIP subprojects and submit these photos to the QIP Overall Manager and Supervisor and/or Local QIP Engineers;
- Prepares and submits weekly status reports to the QIP Overall Manager and Supervisor and/or Local QIP Engineers the QIP construction accomplishments, problems encountered, recommendations, etc.;
- Conveys to QIP Overall Manager and Supervisor and/or Local QIP Engineers all accomplished forms or communications by the contractor needing actions from the QIP Overall Manager and Supervisor and/or Local QIP Engineers;
- Evaluates the merits of any request by contractor and/or project beneficiaries to change the design/plan of any part of the project, through architectural and technical engineering analysis;
- Ensures that all necessary materials testing procedures are conducted by the contractor;
- Acts on all instructions of the QIP Overall Manager and Supervisor and Local QIP Engineers;
- Performs other tasks as directed by the QIP Overall Manager and Supervisor and/or Local QIP Engineers.

1.2.1.5 Assistant Supervisors: To assist in the construction supervision of QIP subprojects and enhance their technical capacities on actual construction of facilities.

- Assists the Local Consultant Supervising Engineer in the daily supervision of the construction of QIP subprojects;
- Assists the Local Consultant Supervising Engineer to maintain records and accounts of activities during the entire construction period;
- Assists the Local Consultant Supervising Engineer in the necessary checking of the critical activities as listed in this manual;
- Assists the Local Consultant Supervising Engineer in taking photographs (before, during, after) of every critical activity in the construction of QIP subprojects;
- Takes care in the use and handling of equipment (digital camera, measuring rods, etc.) for remote management and supervision of QIP construction;
- Assists the Local Consultant Supervising Engineer in the preparation and submission of weekly status reports of accomplishments, problems encountered, recommendations, etc.;
- Performs other tasks as requested by the QIP Overall Manager and Supervisor, Local QIP Engineers, BDA QIP Coordinator, and Local Consultant Supervising Engineer.

1.2.2 Organization Structure



**LIST OF CRITICAL ACTIVITIES AND THE NECESSARY
CHECKING TO BE UNDERTAKEN BY THE STUDY TEAM
QIP ENGINEERS AND CONSULTANT SUPERVISING
ENGINEERS**

Project Type : ***Building*** (Multi-Purpose Building; Community Training Center;
Health Center; School Building; Warehouse)

LIST OF CRITICAL ACTIVITIES AND THE NECESSARY CHECKING TO BE
UNDERTAKEN BY THE STUDY TEAM QIP ENGINEERS AND CONSULTANT
SUPERVISING ENGINEERS

Project Type : **Building** (Multi-Purpose Building; Community Training Center;
Health Center; School Building; Warehouse)

CRITICAL ACTIVITIES	NECESSARY CHECKING
1. Layout	<p>a. Check on the ground the specific lot area based on legal documents (lot title and deed of donation).</p> <p>b. Check if the proposed building as marked on the ground is within the lot area donated or allocated.</p> <p>c. Check the layout of structure and facilities against the plan.</p>
2. Foundation Excavation	Check the dimension of the column and wall footing based on the plan; ensure that no water is present; ensure that the base is thoroughly compacted; check the established finish floor line.
3.a Column Footing Reinforcement	Check the quality of the steel bar as to the gauge and size; secure manufacturer certificate or mill test certificate; check spacing between bars; check tightness of tie wire; check end hooks; ensure no bar splicing.
3.b Column Reinforcement	Check the quality of the steel bar as to the gauge and size; secure manufacturer certificate or mill test certificate; check steel bar arrangement; ensure no bar splicing; check tightness of tie wire; check ties spacing; check the provision and position of dowel bars for CHB horizontal reinforcement.
3.c Column Footing Formworks	Check the dimension of the form lumber for column footing; check the smoothness of their inner face; ensure no gap between joints to prevent escape of concrete mix; check forms support to prevent movement during pouring.
4. Column Footing Concrete Pouring	Check that class A concrete mix is used; ensure quality of cement, sand, gravel and water pass the specifications; concrete mixing should be done by mechanical concrete mixer; use concrete vibrator; ensure bottom of column reinforcements are tightly fastened to the footing reinforcement before pouring; ensure that base is compacted; check vertical alignment of column reinforcement.
5. Column Formworks	Check the dimension of the ply board used for formwork; ensure no gaps between joints; ensure forms are sufficiently supported to prevent misalignment and deformation; check the alignment of the form.

6. Column Concrete Pouring	Check that Class A concrete mix is used; check quality of cement, sand, gravel and water pass the specifications; concrete mixing should be done by a mechanical concrete mixer; use concrete vibrator; check steel reinforcement is placed properly inside the form; check space between the form and steel reinforcement.
7.a Wall Footing Reinforcement	Check the quality of the steel bar as to gauge and size; secure manufacturer certificate or mill test certificate; check spacing between bars; check tightness of tie wire; bar splicing must follow the minimum overlap requirement.
7.b Wall Footing Formwork	Check thickness and width of the form lumber; check smoothness of inner face; ensure no gaps between joints; check form support.
8. Wall Footing Concrete Pouring	Check compaction of the base with gravel-bed; ensure that vertical bar reinforcement for masonry concrete hollow blocks (CHB) are properly placed and tightly connected to the wall footing reinforcement before pouring concrete mix; check concrete mixture; use mechanical concrete mixer and concrete vibrator; check quality of cement, sand, gravel and water.
9.a Beam Reinforcement	Check quality of steel bar as to gauge and size; secure manufacturer certificate or mill test certificate; check steel bar arrangement; in case of bar splicing, check bar overlap; check tightness of tie wire; check spacing of stirrups; check provision of dowel bars; check connection with column reinforcement.
9.b Beam Formworks and scaffoldings	Check the dimension of the ply board used for formwork; ensure no gaps between joints; ensure that forms are sufficiently supported by vertical support to prevent sagging, deformation, or collapse during or after concrete pouring; check the base of vertical support and ensure firmness; check level of all beam forms.
10. Beam Concrete Pouring	Check that Class A concrete mix is used; check quality of cement, sand, gravel and water pass the specifications; concrete mixing should be done by a mechanical concrete mixer; use concrete vibrator; check steel reinforcement is placed properly inside the form; check space between the form and steel reinforcement; check provision and location of anchor bolts for steel plate where trusses will rest.
11. Installation of Steel Truss, Purlins, other accessories	Check gauge number and sizes of steel truss members; ensure welding joints are full welded; check gauge number and size of C-purlins; check joints between purlins and truss; check anchor bolts are tightly fastened; check placement and connection of sag rod; check spacing of purlins; ensure proper application of red oxide (primer) on all steel surfaces
12. Installation of roofing, ridge roll, Gutter, flashing	Check gauge number of roofing, ridge roll, gutter, and flashing; check roof connection between roof and purlins; ensure sufficient anchor support for the gutter; gutter joints should be checked against leaks; check spacing of tekscrew.

13. CHB Laying and Electrical installation	Check quality of CHB, it must be load-bearing; check quality of sand for mortar mixture; check alignment of CHB wall; check placement of steel reinforcement (vertical and horizontal bars); check placement of conduit pipes for electrical wires and fixtures; check materials used for electrical works against bill of materials and specifications.
14. Plain Cement Plaster (interior and exterior)	Check quality of sand; check ratio mix between cement and sand; check thickness of plastering; ensure smoothness of finished surface; application of smooth cement finish should be done at least six hours after application of rough cement finish.
15. Backfilling and compaction for floor slab subbase	Check the base elevation of the floor line, if still below the required, place additional suitable earth materials as backfill; ensure that the base is thoroughly compacted; check placement of gravel-bed and ensure compaction and surface level.
16. Lean Concrete Pouring before floor concreting	Check that the gravel-bed is thoroughly compacted before pouring the lean concrete; check the mixture of cement, gravel, sand and water; ensure the use of a concrete mixer; check surface level.
17. Floor Slab Reinforcement	Check quality of steel bar as to gauge and size; secure manufacturer certificate or mill test certificate; check steel bar spacing; in case of bar splicing, check bar overlap; check tightness of tie wire.
18. Floor Slab Concrete Pouring	Check that Class A concrete mix is used; check quality of cement, sand, gravel and water pass the specifications; concrete mixing should be done by a mechanical concrete mixer; use concrete vibrator; check steel reinforcement gap with lean concrete surface; check floor slab surface level; check surface finish according to plan and schedule of finishes.
19. Ceiling Joist and Ceiling and Electrical Installation	Check the required height between finished floor line and ceiling line; check spacing of ceiling joists; ensure smoothness of ceiling joist; check sufficient hangers; check the cut of ceiling boards and installation arrangement based on ceiling plan; check electrical installation in the ceiling, materials used and placement of lighting fixtures.
20. Plumbing Installation on Toilets and Septic Tank Construction	Check type and quality of plumbing fixtures according to bill of materials and specifications; check connection of water pipes and sanitary pipes for leakage in the toilets; check construction and dimension of septic tank; check level of pipes in septic tank; check flow of wastes from toilet to septic tank.
21. Water Supply System Installation	Check the quality of water from the developed shallow well; check the placement and height of the water reservoir; check the electrical system for the operation of the water system; check pipelines from water system to the building for any leaks.

22. Painting Works	Check the application of neutralizer for concrete surfaces before application of paint; check application of glazing putty on rough surfaces before painting; check the quality of paint materials; ensure that three coats of paint is applied on internal and external surfaces.
23. Miscellaneous Works (Tile work on Toilets; Billboards; Furniture, etc.)	Check the quality and sizes of tiles for toilets; ensure quality workmanship for tile installation; check proper installation of project billboards with appropriate materials; check the content of the billboards (words, color of letters, font type, etc.); check the quality and quantity of furniture and other facilities which are also part of the project to be supplied by the contractor.
24. Overall Checking	Check the overall accomplishments of the contractor; conduct final round of inspection on all parts of the project.

Project Type: Building (Multi-Purpose Building; Community Training Center; Health Center; School Building; Warehouse)

No.	CRITICAL ACTIVITIES	CONSTRUCTION DURATION											
		W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
1	CHECK (Layout)	█											
2	CHECK (Foundation Excavation)	█	█										
3	CHECK (Column Footing & Column Reinforcement; Form Works)		█	█									
4	CHECK (Column Footing Concrete Pouring)			█									
5	CHECK (Column Forms)			█	█								
6	CHECK (Column Concrete Pouring)				█								
7	CHECK (Wall Footing Reinforcement; Forms)				█	█							
8	CHECK (Wall Footing Concrete Pouring)					█							
9	CHECK (Beam Reinforcement; Forms & Scaffoldings)					█	█						
10	CHECK (Beam Concrete Pouring)						█						
11	CHECK (Steel Truss inclu. Purlins & Others)			█	█	█	█	█	█				
12	CHECK (Long Span Roof; Ridge Roll; Gutter; Flashing)									█	█		
13	CHECK (CHB Laying & Electrical Installation)						█	█	█				
14	CHECK (Plain Cement Plaster Interior & Exterior)							█	█	█			
15	CHECK (Back Filling & Compaction for Floor Slab Subbase)									█			
16	CHECK (Lean Concrete Pouring before Floor Concreting)									█			
17	CHECK (Floor Slab Reinforcement)										█		
18	CHECK (Floor Slab Concrete Pouring)											█	
19	CHECK (Ceiling Joists & Ceiling; Electrical Installation)											█	
20	CHECK (Plumbing Installation on Toilet & Septic Tank Construction)												█
21	CHECK (Water System Installations)									█			
22	CHECK (Painting Works)											█	█
23	CHECK (Miscellaneous Works)											█	█
24	CHECK (Overall)												█

Note:

The Red Color are the activities where JICA Study Team QIP Engineers are expected to conduct site inspection.

**LIST OF CRITICAL ACTIVITIES AND THE NECESSARY
CHECKING TO BE UNDERTAKEN BY THE STUDY TEAM
QIP ENGINEERS AND CONSULTANT SUPERVISING
ENGINEERS**

Project Type : *Solar Dryer*

LIST OF CRITICAL ACTIVITIES AND THE NECESSARY CHECKING TO BE
UNDERTAKEN BY THE STUDY TEAM QIP ENGINEERS AND CONSULTANT
SUPERVISING ENGINEERS

Project Type : **Solar Dryer**

CRITICAL ACTIVITIES	NECESSARY CHECKING
3. Layout	<p>a. Check on the ground the specific lot area based on legal documents (lot title and deed of donation).</p> <p>b. Check if the proposed solar dryer as marked on the ground is within the lot area donated or allocated.</p> <p>c. Check the layout of structure against the plan.</p>
4. Foundation Excavation	Check the dimension of the stiffener column and wall footing (foundation) based on plan; ensure that no water is present; ensure that the base is thoroughly compacted.
3.a Wall footing and stiffener column reinforcement	Check the quality of the steel bar as to the gauge and size; secure manufacturer certificate or mill test certificate; check spacing between bars; check tightness of tie wire; check end hooks; check spacing of ties(wall footing and ties for stiffener column; bar splicing must follow the minimum overlap requirement.
3.b Wall footing formworks	Check the dimension of the form lumber for wall footing; check the smoothness of their inner face; ensure no gap between joints to prevent escape of concrete mix; check forms support to prevent movement during pouring.
4. Wall Footing Concrete Pouring	Check that class A concrete mix is used; ensure quality of cement, sand, gravel and water pass the specifications; concrete mixing should be done by mechanical concrete mixer; use concrete vibrator; ensure bottom of stiffener column reinforcements are tightly fastened to the wall footing reinforcement before pouring; check vertical alignment of stiffener column reinforcement; ensure that vertical bars for masonry CHB reinforcement are properly placed and tightly connected to the wall footing bars before pouring.
5.a Stiffener column formworks	Ensure no gaps between joints of forms; ensure forms are sufficiently supported to prevent misalignment and deformation; check the vertical alignment of the form.
5.b Stiffener Column Concrete Pouring	Check that Class A concrete mix is used; check quality of cement, sand, gravel and water pass the specifications; concrete mixing should be done by a mechanical concrete mixer; use concrete vibrator; check steel reinforcement is placed properly inside the form; check provision of steel dowels to connect horizontal reinforcement for CHB masonry.

<p>6. CHB Laying and Installation of PVC Drainage Pipes</p>	<p>Check quality of CHB, it must be 150 mm thick and load-bearing; check quality of sand for mortar mixture; check alignment of CHB wall; check placement of steel reinforcement (vertical and horizontal bars); check placement of PVC drainage pipes.</p>
<p>7. Backfill and Compaction for Concrete Slab</p>	<p>Check the base elevation of the concrete slab, if still below the desired level, place additional suitable earth materials as backfill; ensure that the base is thoroughly compacted; check placement of gravel-bed and ensure compaction and surface level.</p>
<p>8. Concrete Slab Reinforcement</p>	<p>Check quality of steel bar as to gauge and size; secure manufacturer certificate or mill test certificate; check steel bar spacing; in case of bar splicing, check bar overlap; check tightness of tie wire.</p>
<p>9. Slab Concrete Pouring</p>	<p>Check that Class A concrete mix is used; check quality of cement, sand, gravel and water pass the specifications; concrete mixing should be done by a mechanical concrete mixer; use concrete vibrator; check concrete slab surface level; check surface finish according to plan; concrete pouring should be done continuously without break until fully completed to avoid construction joints.</p>
<p>10. Plain Cement Plaster Finish</p>	<p>Check quality of sand; check ratio mix between cement and sand; check thickness of plastering; ensure smoothness of finished surface; application of smooth cement finish should be done at least six hours after application of rough cement finish; plaster finish be applied only at the external surface of wall.</p>
<p>11. Overall Checking</p>	<p>Check the overall accomplishments of the contractor; conduct final round of inspection on all parts of the project.</p>

Project Type: SOLAR DRYER

No.	CRITICAL ACTIVITIES	CONSTRUCTION DURATION											
		W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12
1	CHECK (Layout)	-											
2	CHECK (Foundation Excavation)	-											
3	CHECK (Wall Footing & Stiffener Column Reinforcement;Wall Footing Form Works)		-										
4	CHECK (Wall Footing Concrete Pouring)			-									
5	CHECK (Stiffener Column Form Works & Concrete Pouring)			-									
6	CHECK (CHB Laying & Installation PVC Drainage Pipe)				-								
7	CHECK (Back Filling & Compaction for Concrete Slab)				-								
8	CHECK (Concrete Slab Reinforcement)					-							
9	CHECK (Concrete Slab Concrete Pouring)					-							
10	CHECK (Plain Cement Plaster Finish)						-						
11	CHECK (Overall)							-					

Note:

The Red Color are the activities where the JICA Study team QIP Engineer are expected to conduct site inspection simultaneously with the 1st & 2nd project inspection in the building (warehouse).

FORMS

**COMMON TO ALL TYPES OF
STRUCTURES**

Project title :
 Location :
 Contractor :

JICA STUDY TEAM SERD-CAAM	INSPECTION REQUEST FORM		INSPECTION REQUEST NO.
DATE SUBMITTED		TIME	
DATE OF INSPECTION		TIME	
WORK DESCRIPTION:			ACTION OF QIP ENGR/CONSULTANT ENGR AFTER INSPECTION <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED
Inspector Findings:		SKETCH:	
_____ CONTRACTOR		_____ QIP ENGR/CONSULTANT ENGR	
Note:			
*The Contractor shall submit this inspection request to QIP Engineer/Consultant Engineer upon immediate completion of the critical activity.			

INSPECTION SUMMARY





PROJECT TITLE						JICA STUDY TEAM SERD-CAAM	
LOCATION							
CONTRACTOR							
No.	CRITICAL ACTIVITIES	Date & Time	IR No.	INSPECTED BY			
				JICA QIP Engr	Consultant Engr	BDA Inspector	Contractor
1	CHECK (Layout)						
2	CHECK (Foundation Excavation)						
3	CHECK (Column Footing Reinforcement)						
4	CHECK (Column Reinforcement)						
5	CHECK (Column Footing Forms)						
6	CHECK (Column Footing Concrete Pouring)						
7	CHECK (Column Forms)						
8	CHECK (Column Concrete Pouring)						
9	CHECK (Wall Footing Reinforcement)						
10	CHECK (Wall Footing Forms)						
11	CHECK (Wall Footing Concrete Pouring)						
12	CHECK (Beam Reinforcement)						
13	CHECK (Beam Forms & Scaffoldings)						
14	CHECK (Beam Concrete Pouring)						
15	CHECK (Steel Truss inclu. Purlins & Others)						
16	CHECK (Long Span Roof; Ridge Roll; Gutter; Flashing)						
17	CHECK (CHB Laying & Electrical Installation)						
18	CHECK (Plain Cement Plaster Interior & Exterior)						
19	CHECK (Back Filling & Compaction for Floor Slab Subbase)						
20	CHECK (Lean Concrete Pouring before Floor Concreting)						
21	CHECK (Floor Slab Reinforcement)						
22	CHECK (Floor Slab Concrete Pouring)						
23	CHECK (Ceiling Joists & Ceiling; Electrical Installation)						
24	CHECK (Plumbing Installation on Toilet & Septic Tank Const.)						
25	CHECK (Water System Installations)						
26	CHECK (Painting Works)						
27	CHECK (Miscellaneous Works)						
28	CHECK (Overall)						

Project title :
 Location :
 Contractor :

PHOTO PROGRESS REPORT

SELECTED CRITICAL ACTIVITIES:	BEFORE	DURING	AFTER
Column Footing Works Note: Sample photos need to rectify			
	Date of photo taken:	Date of photo taken:	Date of photo taken:
	<div style="border: 1px solid black; width: 100px; height: 100px; margin: auto; display: flex; align-items: center; justify-content: center;"> PHOTO </div>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: auto; display: flex; align-items: center; justify-content: center;"> PHOTO </div>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: auto; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 60px; height: 20px; margin: auto;"></div> PHOTO </div>
	Date of photo taken:	Date of photo taken:	Date of photo taken:
	<div style="border: 1px solid black; width: 100px; height: 100px; margin: auto; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 60px; height: 20px; margin: auto;"></div> PHOTO </div>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: auto; display: flex; align-items: center; justify-content: center;"> PHOTO </div>	<div style="border: 1px solid black; width: 100px; height: 100px; margin: auto; display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; width: 60px; height: 20px; margin: auto;"></div> PHOTO </div>
	Date of photo taken:	Date of photo taken:	Date of photo taken:

Note: In taking photographs, show the date, place, and specific activity clearly printed on a piece of paper or cardboard placed beside the subject of the photograph.

Sample photos need to rectify	How to improve photos showing the quality of work
	<ol style="list-style-type: none"> 1. To check measurement use measuring device like meter stick to show engineers who are not at the project site during the measurement. 2. Form works is not seen during pouring of foundation, it must be shown in a photo that there are forms. 3. Column reinforcement support also missing. The photo should show that there are supports. 4. Back filing materials must include in the photo.
	<ol style="list-style-type: none"> 1. Photo is good to show that a mechanical mixing is used. Using mechanical mixer is contractor's obligation. 2. Manual mixing is strictly not allowed. 3. Measuring device of materials for concrete mixing must be shown in a photo, e.g. wooden box with appropriate dimensions to measure volume of materials.
	<ol style="list-style-type: none"> 1. Concrete vibrator is not shown during pouring. It is contractor's obligation to produce a concrete vibrator and must include in a photo during pouring. 2. Put measuring device or meter stick beside the column to show the height of pouring.
	<ol style="list-style-type: none"> 1. Form works also missing must include in a photo prior to pouring. 2. Put measuring device to show the depth of excavation. 3. Inspectors on site, check the quality of concrete hollow block (CHB) by showing in the photo the method of testing done.

PROJECT TITLE :
 LOCATION :
 CONTRACTOR :

ACTUAL DAILY ACCOMPLISHMENT ACTIVITY

No.	ACTIVITIES	MONTH OF																													
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
1	Layout																														
2	Foundation Excavation																														
3	Column Footing Forms																														
4	Column Footing Reinforcement																														
5	Column Reinforcement																														
6	Column Footing Concrete Pouring																														
7	Column Forms and support																														
8	Column Concrete Pouring																														
9	Wall footing excavation																														
10	Wall Footing forms																														
11	Wall Footing reinforcement																														
12	Wall Footing Concrete Pouring																														
13	Beam Forms & Scaffoldings																														
14	Beam Reinforcement																														
15	Beam Concrete Pouring																														
16	Steel Truss inclu. Purlins & Others																														
17	Long Span Roof; Ridge Roll; Gutter; Flashing																														
18	CHB Laying & Electrical, plumbing Installation																														
19	Plain Cement Plaster Interior & Exterior																														
20	Back Filling & Compaction for Floor Slab Subbase																														
21	Lean Concrete Pouring before Floor Concreting																														
22	Floor Slab Reinforcement																														
23	Floor Slab Concrete Pouring																														
24	Ceiling Joists & Ceiling; Electrical Installation																														
25	Plumbing Installation on Toilet & Septic Tank Const.																														
26	Water System Installations																														
27	Painting Works																														
28	Miscellaneous Works																														

Project title :

Location :

Contractor :

WEEKLY WORK REPORT

(Inclusive Date) : From _____ To _____

Sheet _____ of _____

No.	Work Description	Quantity	Unit	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Remarks
				1	2	3	4	5	6	7	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
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21											
22											
23											
24											
25											
26											

JICA STUDY TEAM SERD-CAAM	<h1>NOTIFICATION OF DELAY</h1>
--------------------------------------	--------------------------------

PROJECT TITLE	
LOCATION	
CONTRACTOR	

WORK DESCRIPTION: _____ DATE: _____

TO THE QIP ENGINEER:
We hereby notify you that the progress of the works referred to below is being or likely to be delayed, due to the following:

Cause of Delay:

Relevant Event:

SIGNATURE: _____
Contractor Representative

DESIGNATION: _____

**JICA STUDY TEAM
SERD-CAAM**

CONFIRMATION OF VERBAL INSTRUCTION

PROJECT TITLE

LOCATION

CONTRACTOR

DATE:

THE JICA STUDY TEAM QIP:

We confirm the following verbal instruction which was given by the JICA STUDY TEAM,
QIP ENGINEER/RAL SUPERVISING ENGINEER.

INSTRUCTION GIVEN:

TO:

BY:

ON:

AT:

am/pm

DESCRIPTION:

SIGNATURE:

DESIGNATION:

DATE:

TIME:

APPENDICES

APPENDIX **B-3**

DOCUMENTS OF SOCIAL PREPARATION

APPENDIX B3-1: QIP SOCIAL PREPARATION

BASIC CONTRACT

AGREEMENT

This Agreement made the _____ day of May 2008 between JICA Study Team(hereinafter called "the Consultant"), an engineering consultant for Japan International Cooperation Agency, having its office at #66 Don T.V. Juliano Avenue, Cotabato City, of the one part and _____ whose registered head office is _____ Cotabato City, Philippines (hereinafter called "the Service Provider") of the other part.

Whereas the Consultant is desirous that certain Works should be executed by the Service Provider, viz Social Preparation for _____, as one of Quick Impact Projects Phase-2 Group-1 in SERD-CAAM, and has accepted a Tender by the Service Provider for the execution of such Works.

Now this Agreement witnessed as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (1) Basic Contract;
 - (2) Conditions of Contract;
 - (3) Terms of References;
 - (4) Price Proposal
 - (5) Letter of Invitation;
 - (6) Instructions to Bidders; and
 - (7) Bidding Documents Submitted by the Service Provider
3. In consideration of the payments to be made by the Consultant to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the Consultant to execute and complete the Works in conformity in all respects with the provisions of the Contract.

4. The Consultant hereby covenants to pay the Service Provider in consideration of the execution and completion of the Works the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

5. The Contract Price is Philippines Peso
(in words) _____ in Philippines Pesos.

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year first before written.

in the presence of :

Dr. Hani Halim
Team Leader of Consultant
SERD-CAAM
Katahira and Engineers International

APPENDIX B3-2: QIP SOCIAL PREPARATION

**CONDITIONS OF CONTRACT
FOR
SOCIAL PREPARATION
UNDER
SERD-CAAM**

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Article 1. Definitions

In interpreting or construing this Contract, the following expressions shall have the meanings hereby assigned to them except where the context otherwise requires :

“The Study” means “The Study for Socio-Economic Reconstruction and Development of Conflict-Affected Areas in Mindanao”, which is composed of the implementation of Quick Impact Projects, assessment of the present conditions, In-depth analysis of selected barangays and formulation of Socio-Economic Development Plan for Conflict-Affected Areas.

“The Consultant” means the JICA Study Team for SERD-CAAM (JICA-ST), entrusted by JICA.

“The Service Provider” means (name of the Service Provider) and shall include any person or persons authorized by (name of the Service Provider).

“The Work” means the social preparation to be rendered by the Service Provider as described in “Terms of References”. The Work includes the labor, materials, equipment, transportation and all incidental costs necessary to complete the social preparation.

“The Contract Documents” means the documents consisting of the following and are incorporated in and made part of this Contract, as though fully written out and set forth herein:

- Basic Contract;
- Conditions of Contract;
- Term of References;
- Price List
- Letter of Invitation;
- Other Bidding Documents Submitted by the Service Provider

“Terms of Reference” means the Description of Works and the Specifications of the above contract components.

“The Site” means the barangay on, under, in or through which the work is to be executed or carried out as may be specifically designated in the Contract Documents.

“The Approval” means the concurrence in writing, including subsequent written confirmation of previous verbal approval.

“The Working Day” means working days in the government service. The term “Calendar Day” means the days in a week, including Saturdays and Sundays.

Words importing the singular only also include the plural and vice versa where the context requires. Words indicating one gender include all genders.

Article 2. Scope of Work

Refer to the attached Terms of References herein annexed.

Article 3. Period of Execution of Work

The Social preparation is expected to start two month before the implementation of the Quick Impact Project, and carried during the implementation and after the completion for the follow-up of the operation and maintenance. The implementation schedule is included in the Terms of References.

Article 4. Contract Price

The Consultant shall remunerate the Service Provider with a total amount of _____ Philippine Pesos (PHP _____) as the Contract Price for the Work, in accordance with the payment schedule stated in Article 5, 5.2 of this Contract.

Article 5. Payment

5.1 Terms of Payment

Due payment to the Service Provider under this Contract shall be made in Philippine Pesos to the account opened and designated in writing for this project by the Service Provider.

5.2 Payment schedule

(1) Advance Payment

_____ Philippine Pesos (PHP _____), which corresponds to forty percent (40%) of the Contract Price, shall be paid upon the custody of advance payment security provided from the Service Provider.

(2) Progress Payment

_____ Philippine Pesos (PHP _____), Which is corresponds to thirty percent (30%) of the contract amount, shall be paid upon the submission of Interim Report upon the completion of:

- community organization and training on Value Enhancement,
- organization and management training

(2) Final Payment

_____ Philippine Pesos (PHP _____), which corresponds to thirty percent (30%) of the Contract Price, shall be paid upon completion

of the Work. The request for the final payment shall be accompanied with the certificate of completion of the Work issued by the Consultant and approved by the Client.

Article 6. Responsibilities of BDA

- 6.1 The BDA, on behalf of the Consultant, shall carry out the following works in time for the commencement of the Work or according to the progress of the Work:
- (1) To arrange access to the barangay,
 - (2) To provide tutors for value enhancement, and
 - (3) To dispatch his staff to all barangay visits for the coordination with the barangay.

Article 7. Obligation of Consultant

- 7.1 The Consultant will decide on such questions which may arise as to the quality and acceptability of work performance, rate of the progress of work, and those relating to the acceptability in fulfillment of the Contract by the Service Provider, from the commencement of the Social Preparation till the submission of final report. The Consultant shall endorse and pay due amount agreed under the present contract.

Article 8. Obligations of Service Provider

- 8.1 The Service Provider shall perform the Work in accordance with the Terms of References which is a part of the Contract Documents.
- 8.2 The Service Provider shall prepare technical documents required by the Consultant for the submission before the start of social preparation. This should include :
- a. Organization chart for the implementation
 - b. List of the staff to be engaged in the social preparation
 - c. Work Schedule
- 8.3 The Service Provider shall be responsible for the implementation means, methods, techniques, sequences or procedures, and safety control in connection with the Work.
- 8.4 The Service Provider shall be responsible for the acts or omissions of any of Service Provider's agents or employees, or any other persons performing any part of the Work for the Service Provider.

Article 9. Advance Payment Security

- 9.1 The Service Provider shall provide an advance payment security issued by a reputable

Philippines's financial institution, which secures the repayment of any sum advanced by the Consultant upon the Service Provider's defaults from the date of the advance payment to the date of the issue of certificate of completion of the Work. The financial institute to issue the security shall be approved by the Consultant, prior to the application to the financial institution.

- 9.2 The amount of the advance payment security shall cover the amount to be paid as the advance payment for the Work.
- 9.3 Prior to requesting the advance payment, the Service Provider shall obtain the advance payment security and the Consultant shall have the custody of the advance payment security. Such security shall be returned to the Service Provider immediately after the issue of the certificate of completion of the Work.
- 9.4 The amount to be paid under the claim shall be the amount of the actual damage incurred, and in no case shall it exceed, the amount of the advance payment security.

Article 10. Insurance

- 10.1 The Service Provider shall at its own expense, carry and maintain necessary insurance in accordance with the conditions necessary for the performance of the Work and in accordance with provisions of the laws and/or regulations of the Government and with prevailing practice in CAAM, with insurance companies acceptable to the Consultant for the whole period of the performance of the Work, including but not limited to the following:
 - a) Personnel compensation insurance for employees of the Service Provider engaged in the Work;
 - b) Property damage insurance, other than caused by automobile, including public utilities, private structures or any other assets;
 - c) Comprehensive automobile liability insurance covering owned, non-owned and hired automotive equipment used by the Service Provider for damages against itself and injury, death or property damage caused against any third party. In spite of the aforesaid insurance, the service provider shall still be fully responsible for the performance if all obligations as specified herein and the service provider shall assume all risks.
- 10.2 The insurance required under this Section shall provide adequate protection for the Service Provider and its sub-contractor, respectively, against damage claims which may arise from operation under this Contract, whether such operations be, by the insured, or by anyone directly or indirectly employed by it.

Article 11. Laws and Regulations

The Service Provider shall observe and comply with all national, provincial and local laws, ordinances, codes, orders, and regulations which in any manner affect those engaged or employed on the work, the materials used in the work, or the conduct of the work. If any discrepancy or inconsistency should be discovered in this Contract in relation to any such law, ordinance, code, order, or regulation the Service Provider shall report the same in writing to the Consultant. Any particular law or regulation specified or referred to elsewhere in this specifications shall not in any way limit the obligation of the Service Provider to comply with all other provisions of the national, provincial and local laws and regulations.

Service Providers and sub-contractor shall comply with all applicable national and local laws and ordinances, regulations, customs and practices regarding safety and health.

Article 12. Permits and Licenses

All permits and licenses required for prosecution of the work shall be secured by the Service Provider. However, the Consultant and the BDA shall extend such assistance as may be necessary towards the timely issuance of the required permits

Article 13. Sales and Use Taxes

Unless otherwise provided for in the Contract, the Service Provider shall pay all sales and use taxes assessed by national, provincial or local authorities on materials furnished by the Service Provider in the performance of the work.

Article 14. Disputes and Arbitration

- 14.1 This Contract shall be executed by the parties hereto in good faith, and in case any doubtful point is raised or any dispute occurs concerning the interpretation or performance of this Contract, such matters shall be settled amicably through consultation of the parties.
- 14.2 In the event that an amicable settlement cannot be reached through consultation, the matter shall be referred to arbitration. The arbitration shall be conducted in English, submitting all issues in dispute, in accordance with the relevant Law applicable to the case.
- 14.3 The arbitral award shall be final and binding upon the parties hereto and the parties shall comply in good faith with the decision. Judgment upon the award may be entered in any court having jurisdiction or application may be made to such court for juridical acceptance of the award or order of enforcement as the case may be.

- 14.4 As for fees for all proceedings for arbitration, each party shall bear the costs of his own arbitrator's service and an equal share of the costs for the third arbitrator.

Article 15. Language and Measurement System

- 15.1 All correspondence between the two parties including notices, requests, consents, offers, and demands shall be made in English.

Article 16. Suspension of Work

The Consultant may be written notice to the Service Provider, suspend the Work, in whole or in part, for such period or periods as the Consultant may deem necessary, owing to such factor considered unfavorable for prosecuting the Work, or failure on the part of the Service Provider to carry out the provisions of the contract to provide workmanship meeting the requirement of the Specifications. Suspended work shall be resumed by the Service provider within 10 days of receipt from the Consultant of written notice to resume.

The Service Provider shall have no claim for damages alleged to have been suffered by reason of suspension if the same is caused by his own failure to carry out the provision of the contract or to provide workmanship meeting the requirement of the Specifications without termination of the contract, and the Service Provider shall receive no additional compensation because of any such suspension.

Article 17. Early Termination

- 17.1 Should either party default in the execution of his obligations under this Contract, the other party shall give the defaulting party notice in writing to remedy such default promptly.
- 17.2 Failure of the defaulting party, to take corrective measures as required by the other party within fifteen (15) days of the receipt of such notice, shall constitute a sufficient cause for the other party to terminate this Contract.
- 17.3 The early termination of this Contract under this Article shall be subject to the approval of the BDA and JICA.
- 17.4 In the event of early termination, the Service Provider shall, with the approval of the Client, be paid by the Consultant, a fair and reasonable proportion of the Contract Price that is calculated on the basis of the Contractor's works carried out up to the termination date, instead of the Payment Schedule stipulated in Article 5 hereof.

Article 18. Notice

All notices pertaining to this Contract between the Consultant and the Service Provider shall be sent in writing by registered airmail, E-mail, or shall be handed to the addresses so stated herein. Such notices shall take effect from the date of receipt by the other party. In case either party hereto changes the address, the party concerned shall give such notice to the other party beforehand.

The Consultant:

Name : JICA Study Team for SERD-CAAM
Address : #16 Don T.V. Juliano Avenue, Cotabato City
Telephone : 06-546-0454
Facsimile : Not functioning

The Service Provider

Name :
Address :
Telephone :
Facsimile :

APPENDIX B3-3: QIP SOCIAL PREPARATION

**Term of Reference
of
Social Preparation
for
Quick Impact Project
Phase 2 Group 1**

SERD-CAAM

May 6, 2008

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ABBREVIATIONS

ARMM	:	Autonomous Region in Muslim Mindanao
BDA	:	Bangsamoro Development Agency
CCCH	:	Coordinating Committee on the Cessation of Hostilities
CIDA	:	Canadian International Development Agency
CSO	:	Civil Society Organization
DA	:	Department of Agriculture
DAR	:	Department of Agrarian Reform
DENR	:	Department of Environment and Natural Resources
DILG	:	Department of Interior and Local Government
GIS	:	Geographic Information System
GOJ	:	Government of Japan
GRDP	:	Gross Regional Domestic Product
GRP	:	Government of the Republic of the Philippines
IBNA	:	In-depth Barangay Needs Analysis
IMT	:	International Monitoring Team
J-BIRD	:	Japan-Bangsamoro Initiatives for Reconstruction and Development
JBIC	:	Japan Bank for International Cooperation
JICA	:	Japan International Cooperation Agency
MEDCO	:	Mindanao Economic Development Council
MILF	:	Moro Islamic Liberation Front
MNLF	:	Moro National Liberation Front
NEDA	:	National Economic Development Authority
NGO	:	Non-Government Organization
OPAPP	:	Office of the Presidential Adviser on the Peace Process
PO	:	People's Organization
PSC	:	Project Steering Committee
RPDO	:	Regional Planning and Development Office
SEDP-CAAM	:	Socio-Economic Development Plan for Conflict Affected Areas in Mindanao
TWG	:	Technical Working Group
UN	:	United Nations
USAID	:	United States Agency for International Development
WB	:	World Bank
WHO	:	World Health Organization
VET	:	Values Enhancement Training

General Conditions

1. Objective

Main objective of Social Preparation is:

- 1) to provide barangay peoples with education on project background, objective, and needs of the project in order to run the project smooth,
- 2) to organize the community into formal body, as People's Organization(PO), registering to accrediting body such as DOLE, DSWD,CDA TESDA, DTI and SEC.
- 4) to open the bank account,
- 5) to register the P.O with Bureau of Internal Revenue (BIR),
- 6) to train the P.O officials on Organization and Management skills, to retain the sustainability,
- 7) to prepare the maintenance manual on operation and financial management,
- 8) to organize the seminar for operation and maintenance,
- 9) to prepare the operation and maintenance manual, and
- 10) to monitor and guide the P.O to sustain the project.

2. Activities

The following components and activities are to be undertaken, realizing the precedent objectives:

Components activities of social preparation

Steps and Components	Activities/Details
Step 1: Education of Barangay People on project needs	1) Presentation of project to baragay people for their understanding to the project and smooth project operation.
Sept 2: Community Organizing	1) Community Coordination – screening of target participants 2) Training on Value Enhancement – three day live in training 3) Establishment of People's Organization (PO)
Step 3: Registration of PO	1) Registration of PO with Accrediting Body 2) Opening of PO Bank Account 3) Registration with BIR
Step 4 :Training on Organization and Management Skills	1) Training on Organization and Management 2) Financial skill/Bookkeeping
Step 5 :Seminar for operation and maintenance, and monitor	1) Training on Organization and Management 2) Preparation of Operation and Maintenance Manual 3) Monitor of PO operation

3. Description of Steps and Activities

The BDA will dispatch a person or persons endorsed by BDA as a member (or members) of the Service Provider, for the coordination between the Barangay PO and the Service Provider during the whole service period.

Step 1: Education of Barangay People on Project Needs

Presentation is to be held at the target barangay for the introduction of the project, sufficiently before the implementation. This is to ensure the welcome of the project to the barangay people, in order to avoid misunderstanding the project.

The people should be informed of project background, needs, contents and schedule, before the start of the project commencement. This is scheduled two month before the start of the project implementation.

BDA will assign its coordinator for social preparation, then, the activity should be made together with the coordinator. The coordinator will arrange the site visit upon the request of the team of social preparation.

Step 2: Community Organizing

Objectives

The main purpose of this step is to formally organize the beneficiaries to manage the organization and the QIP project. Administrative plan and manual may be created at this stage.

Identification of candidate members of the PO :

After Step 1, it is expected that the candidate individual (entrusted to BDA) will undergo the Value Enhancement Training (VET). The VET has a minimum of three days live-in activity.

The VET shall emphasize the following traits, values and concepts:

1. Honesty at all times
2. Continuous Struggle for Excellence
3. Perfection in every undertaking
4. Transparency in transactions
5. Justice and Fairness for all
6. Sense of Accountability and Responsibility
7. Other important individual and organizational values and traits
8. Care for the environment

Establishment of People's Organization (PO):

After the training, the People's Organization, shall be established with a membership of fifteen (15) members from the male sectors and fifteen (15) members from the female

sectors. All tribes and sectors must be represented. There must be members belonging to the youth group. The board officers, executive officers and committee members shall be identified at this stage using democratic and consultative means.

Step 3: Registration of PO

The main purpose of this step is to enable the PO secure juridical entity with all the rights and privileges appertaining thereto and to establish a simplified accounting and auditing system.

Registration of PO with Accrediting Body – After the formal election, the PO has to be registered with any one of accrediting body of the government. These can be the Securities and Exchange Commission (SEC), Department of Social Welfare and Development (DSWD), Department of Labor and Employment (DOLE), Department of Trade and Industry (DTI), Technical Education and Skills Development Authority (TESDA), Cooperative Development Agency (CDA) or other agencies as may be needed. The main purpose of the registration is for acquisition of juridical entity of the organization.

Opening of PO Bank Account – the PO shall have an official depository bank of their choice. The account can be either checking or saving account, with preference to checking account. It is strongly discouraged to have an ATM Card related to this account number.

Registration with BIR – the PO shall have the minimum sets of accounting forms such as canvass forms, abstract of bids, purchase orders, disbursement vouchers, official receipt registered with the Bureau of Internal Revenue (BIR) and withdrawal slip forms/checks.

Step 4 :Training on Organization, Management and Financial Skills

Training on Organization and Management:

This entails training on organization and management. Among those to be included in the topics are:

- a. The Concept of an Organization,
- b. Positions and responsibilities in an organization,
- c. Importance of transparency and organizational credibility,

Financial skill/Bookkeeping:

- d. Accounting for non accountants
 - i. Concepts of assets and liabilities
 - ii. Making accounting entries
 - iii. Understanding the cash flow
 - iv. Understanding the income statement
 - v. Simple bookkeeping
 - vi. Basic bookkeeping

Step 5 :Seminar for Operation and Maintenance, and Monitoring

Operation and Maintenance:

This entails a seminar on the transfer of technical know-how to the PO for the operation and maintenance, with help of the Consultant and the Construction contractor:

- a. Coordination of the Seminar,
- b. Preparation of Operation and Maintenance Manual prior to the seminar,

Monitoring

At the end of the project implementation, the Service Provider is requested to monitor the PO capability and the follow-up, to evaluate the PO management and give a supplemental guidance to cover up the inadequacy.

Technical Training for Drier and Warehouse

The service provider shall ensure that the technical training shall include the following components and that each objective in each component shall be achieved.

The management of Drier and Warehouse shall follow the standard set by Department of Agriculture and the Philippine Agricultural Engineers Standard (PAES) while respecting the cultures and traditions of the beneficiaries.

- 1) Warehouse Management – This training component shall capacitate the PO in identifying and eventually learning best practices in warehouse management as well as avoidance of potentially disadvantageous policies
- 2) Grains Quality Assurance – this will equip the PO with essential skills on determining moisture contents, proper stocking, temperature control and best practices for maintaining quality of un-dried and dried rice and corn.
- 3) Managing Conflicts of Interests – this training component will enable the PO manage the possible conflict of interest and/or use schedule due to the expected simultaneous harvesting, hence, competition on the use of the drier and warehouse.
- 4) Running a drier and warehouse as a business – this training component will equip the PO with basic business skills such as determining charges, allocating cost for maintenance, monitoring income and expenses and maintain account integrity.

ANNEX-1

Schedule for Social Preparation

		2008									
		Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
		Ordinal Wet Season									
Construction Schedule											
1	Potable Water Supply										
2	Solar Drier										
3	Multi-Purpose Building										
4	Renovation of School Building										
5	Health Center										
6	Community Training Center										