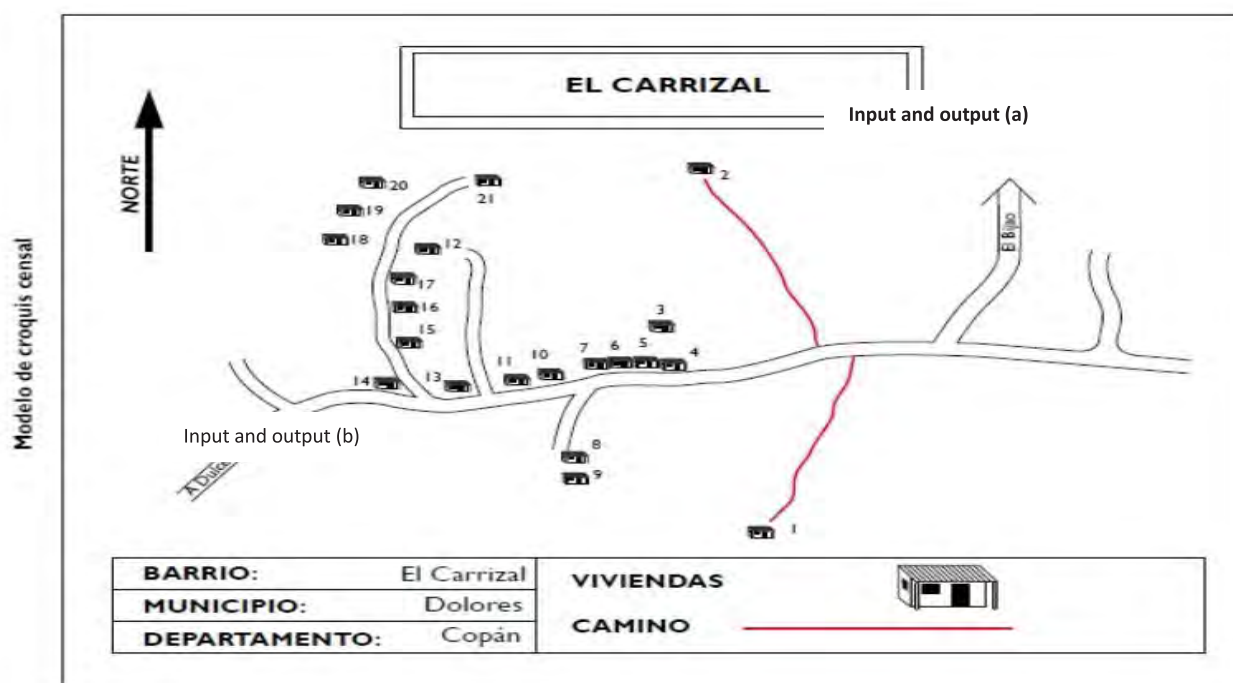


Section 3. Forms and Reference Information

3.1. Stage 1.

❖ The Census Map



- ❖ The survey ticket to acquire baseline data from the demographic and socioeconomic study

Municipalidad de _____ Encuesta para establecer Línea Base Demográfica y Socioeconómica									
<p>Estimado señor (a): El propósito de la presente encuesta es determinar la situación socioeconómica de su comunidad y el municipio, mediante la identificación de información específica que nos permita elaborar los indicadores principales para medir dichas condiciones, en diversas áreas que son básicas para conocer el nivel de desarrollo o pobreza de la comunidad, por tal razón le estamos solicitando nos regale unos minutos de su valioso tiempo para contestarnos unas breves preguntas.</p>									
DATOS GENERALES									
1. Nombre del encuestador: _____		2. No. de boleta (En orden correlativo): _____							
3. Colonia: _____		4. Barrio: _____							
5. Aldea: _____		6. Caserio: _____							
7. Nombre del entrevistado (Jefe de Familia): _____		Tel. Celular: _____							
8. No. ubicación de la vivienda (Según el Mapa o Croquis Censal): _____		9. Cantidad de personas que viven en la vivienda: _____							
10. ¿Cuántas Personas son de 5 a 23 años?: _____		11. ¿Cuántas Personas son de 10 años en adelante?: _____							
A. Demográfico									
<p>12. Información de la Familia: (Marcar con una X el sexo, edad, partida de nacimiento y escribir el parentesco (madre, padre, hijo (a), nieto (a), sobrino (a), abuelo (a), suegro (a), tío (a), primo (a), cuñado (a), yerno o nuera, otro); Etnia (maya chorti, lenca, miskito, nahua, pech, tolupán, tawaka, garífuna, negro de habla inglesa, mestizo/ladino, otro))</p>									
No.	Nombre de la Persona	Sexo		Edad	Parentesco	Etnia	Tiene partida de nacimiento		
		H	M				Si	No	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
16									
17									
<p>13. Clasificación de personas por rangos de edades y sexo: (Marcar cada casilla solo con números, con los datos preg. 12)</p>									
No.	Rangos de Edades	Número de personas	Sexo		Saben leer y escribir				
			H	M	H	M			
1	Menores de 1 año								
2	De 1 a 4 años								
3	De 5 a 6 años								
4	De 7 a 12 años								
5	De 13 a 15 años								
6	De 16 a 18 años								
7	De 19 a 23 años								
8	De 24 a 30 años								
9	De 31 a 40 años								
10	De 41 a 50 años								
11	De 51 a 64 años								
12	De 65 años y más								
<p>14. ¿Cuántas madres solteras hay en el hogar?: _____ (No tiene marido) 15. ¿Cuántos padres solteros hay en el hogar?: _____ (No tiene mujer) 16. ¿Cuántos niños (a) nacieron en la familia durante año pasado?: _____</p>									
Cantidad		Sexo		Edad de la madre					
		H	M						
B. Salud									
<p>17. ¿Existe alguna mujer embarazada en el hogar? (Si hay más de una mujer embarazada, escriba la edad de cada una de ellas) 1. [] Si ¿Cuántas?: _____ Edad (1): _____ Edad (2): _____ Edad (3): _____ 2. [] No</p>									
<p>18. ¿Dónde nació el último niño (a)? (Puede marcar solo uno y después cuántos) 1. [] Casa _____ 4. [] Hospital _____ 2. [] Centro de Salud _____ 5. [] Clínica privada _____ 3. [] Clínica materno infantil _____ 6. [] Otro establecimiento de salud _____</p>									
<p>19. ¿Hubo alguna muerte materna durante el parto o post parto en la familia el año pasado? (Marcar solo uno, si contestó "SI", anotar cuántos y en qué momento y la causa de la muerte) 1. [] Si ¿Cuántas?: _____ Durante el embarazo: _____ En el parto: _____ Después del parto: _____ Causa de la muerte: _____ 2. [] No</p>									
<p>20. ¿Planifica la familia con su pareja?: (Marcar solo uno) 1. [] Si 2. [] No (Si contestó No, pase a la pregunta 22)</p>									
<p>21. ¿Qué tipo de método usa?: (Marcar solo uno, si marco "Operación", marcar cualquiera de los sexos) 1. [] Ritmo 4. [] Preservativo (Condón) 2. [] DIU 5. [] Inyección 3. [] Pastilla 6. [] Operación Sexo: H _____ M _____ 7. [] Implante</p>									
<p>22. ¿Se murió en la familia un niño (a) menor de 5 años el año pasado? (Marcar solo uno, si contestó "SI", anotar cuántos)</p>									
		Sexo		Causa					
		H	M						

enfermedades, durante el año pasado? : (Marcar solo con números, los datos anotados en sexo y asistencia, deben de ser igual al número de manifestaciones)

No.	Tipo de enfermedad	Se manifestó		Sexo		Asistencia	
		Si	No	H	M	Pública	Privada
1	Infecciones respiratorias agudas						
2	Dengue clásico						
3	Paludismo						
4	Dengue hemorrágico						
5	Chagas						
6	ZIKA						
7	Chicungunya						
8	Hipertensión Arterial						
9	Diabetes						
10	Asma bronquial						
11	Epilepsia						
12	Neumonía						
13	Consumo de alcohol						
14	Consumo de drogas						
15	Tuberculosis						
16	Cáncer						
17	Diarreas						
18	De la piel						
19	Discapacidad						

Discapacidad: Discapacidad física (piernas, brazos, vista, etc.) Discapacidad mental (tristeza, insomnio, pérdida de apetito, cambios de comportamiento etc.)

24. Clasificación de personas por rangos de edades y sexo: (Marcar cada casilla solo con números con los datos de la pregunta 12 y preguntar cuántos tiene o no Vacunas Completas)

No.	Rangos de Edades	No. de personas	Sexo		Vacuna Completa	
			H	M	Si	No
1	Menores de 9 años					
2	De 10 a 19 años					
3	De 20 a 64 años					
4	De 65 años y más					

C. Seguridad

25. ¿Conoce usted casos de violencia intrafamiliar en su comunidad en el último año?

(Marcar solo una opción), si contestó "Si", anotar ¿cuántos casos?

1. ☐ Si Cuántos Casos _____ 2. ☐ No

26. ¿Le ha sucedido algún caso de violencia a usted o algún miembro de su familia en el último año?

(Marcar solo una opción), si contestó "Si", anotar ¿cuántos casos?

1. ☐ Si Cuántos Casos _____ 2. ☐ No

27. ¿Qué tan seguros considera usted que se encuentra que su familia en su barrio o comunidad?

1. ☐ Están seguros 2. ☐ No están seguros

¿Si considera que **NO están seguros**, cuál es la razón principal?

(Escriba en orden de importancia del 1 al 6 los que considera más importantes al menos importante):

1. ☐ Robo o hurto 2. ☐ Maras o pandillas 3. ☐ Venta de drogas

4. ☐ Cantinas 5. ☐ Riñas y discusiones 6. ☐ Violaciones

D. Participación y Expectativa

28. ¿Cuántos hombres de la familia participan en organizaciones en su comunidad?: (Solo mayores de 18 años de edad) _____/_____

29. ¿Cuántas mujeres de la familia participan en organizaciones en su comunidad?: (Solo mayores de 18 años de edad) _____/_____

30. En la casa que habita existen los siguientes servicios públicos:

No.	Servicios Públicos	Los reciben		Estado			Días a la semana reciben servicios
		Si	No	B	R	M	
1	Agua de pozo propio						
2	Agua domiciliar de pozo comunal						
3	Acarrea agua de río o quebrada						
4	Agua domiciliar por acueducto						
5	Agua llave pública / fuente						
6	Reservorio de agua lluvia						
7	Inodoro o servicio sanitario						
8	Letrina de fosa simple						
9	Letrina de fosa séptica						
10	Usa la letrina						
11	Recolección de basura						
12	Aseo de calles						
13	Energía eléctrica domiciliar						
14	Teléfono (HONDUTEL)						
15	Teléfono (Celular móvil o fija)						
16	Alumbrado público						
17	Mantenimiento de calles						

F. Seguridad Alimentaria

31. ¿Alguien en la familia trabaja la tierra por cuenta propia?

1. ☐ Si 2. ☐ No

Cuántos: _____ Sexo: H _____ M _____

32. Tipo de tenencia de la tierra: (marcar solo uno, si marcó la opción 1, tiene que marcar dominio)

1. ☐ Propia totalmente pagada Dominio Pleno: Útil: _____
2. ☐ Propia pagando 3. ☐ Alquilada 4. ☐ Prestada 5. ☐ En litigio
6. ☐ Comunal 7. ☐ No Tiene

33. ¿Se producen alimentos en la familia?

1. ☐ Si 2. ☐ No → pase a la pregunta 38

34. ¿Produce suficientes alimentos para autoconsumo?

1. ☐ Si 2. ☐ No

35. ¿Qué sembró y cuanto produjo durante el año pasado? (Escribir cantidad en quintales y tareas en más de una opción)

	Maíz	Frijol	Maicillo	Café	Caña	Otro:
Quintales						
Tareas						

36. Áreas en tareas con sistema de riego

	Goteo	Aspersión	Ninguno	Otro:
Tareas				

37. De los alimentos que producen ¿obtienen excedentes para la venta?

1. ☐ Si 2. ☐ No

38. ¿Tiene huerto familiar en su vivienda?

1. ☐ Si 2. ☐ No

39. ¿Tiene animales domésticos?

1. ☐ Si (Marque la cantidad en la casilla cuántos) 2. ☐ No

Tipo	Cuántos
Aves (gallinas, pavos o jolote, patos)	
Bovinos (bueyes, vacas)	
Caprino (ovejas, cabras)	
Equinos (caballos, mula, burro)	
Porcinos (cerdos)	
Piscicultura (tilapia, otros)	
Apicultura (colmenas)	
Domésticos (perro, gato, etc.)	

G. Educación

40. Situación educativa actual, e igualdad entre los sexos, de las personas en edad escolar (de 5 a 23 años: ____) (Llenar todas las casillas, de acuerdo al número de personas, no dejar ninguna casilla en blanco, en "Sexo", "Edad", "Grado" y "Estudia ahora")

No.	Nombre	Sexo		Edad	Grado que actualmente cursan o cursaron										Estudia ahora	
		H	M		PE	1	2	3	4	5	6	B	D	U	Si	No
1																
2																
3																
4																
5																
6																
7																
8																
9																
10																

H. Fuerza de trabajo e ingresos

41. Profesión u oficio e ingresos de los miembros de la familia en edad de trabajar (de 10 años en adelante: ____) (Llenar todas las casillas, de acuerdo al número de personas, no dejar ninguna casilla en blanco, "Nivel Educativo", "Sexo", "Estado Civil", "Edad", "Profesión", "Ocupación", "Trabaja", "Ingresos Mensuales")

No.	Nombre	Nivel Educativo (último año cursado)	Sexo		Estado Civil				Edad	Profesión u oficio	Ocupación actual	Trabaja		Ingresos mensuales (Lps.)
			H	M	S	C	D	UL				Si	No	
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														

42. ¿Su ocupación actual es cómo? (marcar solo una opción)

1. ☐ Empleado 2. ☐ Cuenta propia → *pase a la pregunta 44*
 43. Si contestó que su ocupación actual es como empleado, en que sector esta contratado (marcar solo una opción) *pase a la pregunta 49*

1. ☐ Comercial 2. ☐ Industrial 3. ☐ Servicio
 44. Si contestó que su ocupación actual es por cuenta propia, a que sector se dedica (marcar solo una opción)

1. ☐ Primario 2. ☐ Secundario 3. ☐ Terciario

45. Genera empleo en el sector que se dedica

1. ☐ Si 2. ☐ No → *pase a la pregunta 47*

46. ¿Cuánto empleo genera al sector que usted se dedica?

1 a 5	
6 a 10	
11 a 15	
16 a 20	
21 en adelante	

47. ¿En el sector al que usted se dedica, existe una organización en la cual usted sea miembro?

1. ☐ Si 2. ☐ No

Especifique:

(ejemplo: asociaciones de ganaderos, cafetaleros, cooperativas, etc.)

48. ¿Que instituciones han apoyado al sector productivo al cual usted pertenece? (o sea que Instituciones, programas, proyectos, etc.)

1. _____
2. _____
3. _____

49. ¿Alguien de la familia ha obtenido algún tipo de préstamo?

Si	No	Sexo	
		H	M

50. ¿Recibe remesas? ☐ Si 2. ☐ No; Si contesto "Si" ¿Cuánto recibe?

No.	Rango (Lps.)	Marque Rango de Remesas
1	0.01 - 1000.00	
2	1000.01 - 2000.00	
3	2000.01 y más	

51. ¿Cuántos son los ingresos mensuales familiares? (sumar ingresos personales y remesas)

No.	Rangos (Lps.)	Marque el rango de ingresos
1	< de 1,000.00	
2	1,001 - 2,000	
3	2,001 - 4,000	
4	4,001 - 8,000	
5	8,001 - 12,000	
6	12,001 - 20,000	
7	20,001 - 30,000	
8	30,001 - 50,000	
9	50,001 - y más	

52. Desde su percepción ¿los ingresos familiares ajustan para alimentarse? (marcar solo una opción)

1. ☐ 3 tiempos
2. ☐ 2 tiempos
3. ☐ 1 tiempo

Agradecemos su cortesía y amabilidad por el tiempo que nos ha brindado. Muchas Gracias

Significado Siglas: ODS = Objetivos de Desarrollo Sostenible H = Hombre M = Mujer D = Diversificado (10, 11 o 12 Grado) U = Universitario
 PE= Pre escolar B = Básico (7,8 y 9 Grado)

1. Vivienda

53. Tipo de vivienda en uso: (marcar solo una opción)
1. ☐ Casa 2. ☐ Apartamento independiente
3. ☐ Local No habitacional 4. ☐ Cuarto mesón (cuarterías)
5. ☐ Casa Improvisada
54. Tenencia de la vivienda: (marcar solo uno, si marco la opción 1, tiene que marcar el tipo de dominio y el sexo de quien o quienes posee el dominio, hombre, mujer o ambos)
- Dominio: _____ Sexo: _____
Pleno: _____ Útil: _____ Ocupación: _____ Posesión: _____ H _____ M _____
1. ☐ Propia totalmente pagada 3. ☐ Alquilada 4. ☐ Prestada
2. ☐ Propia pagando
- Nota: Dominio Pleno (Documento Notariado, derecho de la tierra y mejoras); Dominio Útil (Documento Notariado solamente al derecho de mejoras; Ocupación: (Cuando no existe ningún tipo de documento, acotado, heredado o solicitado o Cedido), Posesión: (Cuando tiene documento Privado).**
55. Cuales son los problemas principales de la vivienda (*Apreciación de encuestador*) (marcar solo uno, si marco la opción 1, tiene que marcar, externo, interno o ambas)
1. ☐ No tiene repello Externo: _____ Interno: _____
2. ☐ Piso de tierra
3. ☐ Falta de cielo falso 4. ☐ Techo en mal estado
5. ☐ Problemas estructurales 6. ☐ Ninguno
56. Material de construcción de las Paredes (Predominante): (marcar solo una opción)
1. ☐ Adobe 4. ☐ Madera 7. ☐ Yagua (tablas de palmera)
2. ☐ Bloque 5. ☐ Desperdicios
3. ☐ Bahareque 6. ☐ Ladrillo
57. Material del techo de la vivienda (Predominante): (marcar solo una opción)
1. ☐ Material de desecho 4. ☐ Lámina metálica 7. ☐ Teja americana (shingle)
2. ☐ Paja o similar 5. ☐ Lámina de asbesto
3. ☐ Teja de barro 6. ☐ Concreto (losa o terraza)
58. Material del piso de la vivienda (Predominante): (marcar solo una opción)
1. ☐ Tierra 4. ☐ Ladrillo de barro 7. ☐ Mosaico
2. ☐ Plancha de cemento 5. ☐ Granito
3. ☐ Madera rústica 6. ☐ Cerámica
59. Condiciones de la vivienda (*Apreciación de encuestador*)
1. ☐ Buena
2. ☐ Regular
3. ☐ Mala
60. Tiene cocina en su Vivienda? (Si la respuesta es No, pase a la preg 62).
1. ☐ Si 2. ☐ No
61. Donde esta ubicada la Cocina?
1. ☐ Dentro de la Vivienda 2. ☐ Fuera de la Vivienda
3. ☐ Corredor
62. ¿Frecuentemente que utilizan para cocinar? (Puede marcar mas de uno)
1. ☐ Electricidad 2. ☐ Gas volátil (chimbo)
3. ☐ Gas (kerosén) 4. ☐ Leña
5. ☐ Eco fogón
63. Generalmente como consume actualmente el Agua? (Puede marcar más de uno)
1. ☐ No tratada 2. ☐ Botellón
3. ☐ Filtrada 4. ☐ Hervida
5. ☐ Clorada
64. ¿Cuántas piezas tiene esta vivienda? / ____ / ____ / ____
(cuente la cocina pero no el baño) (Marcar solo con números)
65. ¿Cuántos baños tiene? (Marcar solo con números) / ____ / ____ / ____
66. ¿Cuántas piezas se utilizan como dormitorio?
(Marcar solo con números) / ____ / ____ / ____
67. Cuántas personas duermen por dormitorio?
(Marcar solo con números) / ____ / ____ / ____
68. ¿Cuántas familias viven en esta casa?
(Marcar solo con números) / ____ / ____ / ____
69. ¿Ha emigrado algún miembro de su hogar?: (Marcar solo uno, si marco "SI" Cuantos)
1. ☐ Si Cuántos Sexo: M _____ F _____
Cuántos otro país: _____
Donde: Países de Centro América _____ Norte América _____
Sur América _____ Europa _____ Otro _____
Cuantos Dentro del país: _____
Razones por las que Emigraron: Económicos _____ Violencia Generalizada _____ Reunificación Familiar _____
2. ☐ No

Nota: Queremos agradecerle su cortesía y amabilidad por el tiempo que nos ha brindado, Muchas Gracias

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- ❖ simple frequency and indicators as a result of the demographic and socioeconomic study

Simple Frequency Report										
Department			Maya						Total Surveys	51
Municipality			Puerto Caribe							
Community			San Miguel							
Rank Ages	Quantit y People	%	Female		Male		Read Write Female		Read Write Male	
			Quantit y People	%	Quantit y People	%	Quantit y People	%	Quantit y People	%
Under 1 year	9	2.81	4	2.56	5	3.05	0	0.00	0	0.00
From 1 to 4	28	8.75	14	8.97	14	8.54	0	0.00	0	0.00
From 5 to 6	18	5.62	9	5.77	9	5.49	1	0.94	1	0.85
From 7 to 12	59	18.44	24	15.38	35	21.34	19	17.92	29	24.79
From 13 to 15	36	11.25	21	13.46	15	9.15	19	17.92	15	12.82
From 16 to 18	32	10.00	18	11.54	14	8.54	15	14.15	14	11.97
From 19 to 23	36	11.25	11	7.05	25	15.24	10	9.43	24	20.51
From 24 to 30	28	8.75	16	10.26	12	7.32	14	13.21	10	8.55
From 31 to 40	29	9.06	18	11.54	11	6.71	11	10.38	9	7.69
From 41 to 50	22	6.88	9	5.77	13	7.93	9	8.49	10	8.55
From 51 to 64	17	5.31	9	5.77	8	4.88	6	5.66	5	4.27
65 years and older	6	1.88	3	1.92	3	1.83	2	1.89	0	0.00
Total Persons	320		156		164		106		117	

❖ Community and municipality indicator table

Indicators Report							
Department : <i>Maya</i> Municipality : <i>Puerto Caribe</i> Community: <i>San Miguel</i>							
Sustainable Dev. Goals (SDGs)	Goals of SDGs	National Development Plan (indicator)	Indicators formed in the FOCAL process (baseline data for indicator) at the municipal and municipal level	Community		Municipality	
				2017	%/#	2017	%/#
Goal3 Good Health & Wellbeing	Target 3.2 By 2030 reduce mortality of children under 5 years old by 25 per 1,000 live births	mortality of children under 5 years of age	# of children less than or equal to 5 years				
			# of children born in 2017				
			# of dead children under 5 years old in 2017				
	Target 3.2 By 2030 reduce neonatal mortality by 12 per 1,000 rate live births	infant mortality (includes neonatal)	Infant mortality rate in children under 5 years of age				
			% deliveries attended by nurses				
			% deliveries attended by midwives				
			% deliveries attended by doctors				
			% of births attended by her alone				
	Target 3.1 By 2030 reduce maternal mortality by 70 per 100,000 live births	maternal mortality rate per 100,000 NV	Maternal mortality rate per thousand births attended				
			# of mothers died before, during or postpartum in 2017				
	Target 3.3 By 2030 put an end to the epidemics of AIDS, tuberculosis, malaria and tropical diseases	number of tuberculosis cases per 1,000 people	# of people became ill with tuberculosis in 2017				
		number of malaria cases per 1,000 people	# of people became ill with malaria during 2017				
			# of people sick with classic dengue in 2017				
			# of people became ill with hemorrhagic dengue in 2017				

			# of people got sick from IRAS during 2017				
			# of people became sick of Chagas during 2017				
			# of people got sick from other diseases				
			# of children with disabilities				
Goal2 Zero Hunger	Target 2.2 By 2030, end all form of malnutrition end all forms of malnutrition		Rate of malnutrition under 5 years (base census 2017)				

3.2. Stage 2.

❖ List of participants preparation day of the Community Development Plan

Format 01									
List of participants of preparatory session for the Community Development Plan									
Department				Municipality				Community	
No.	Name	Representing organization	ID number	Days of attendance					Signature
1									
2									
3									

- ❖ register of organizations and institutions that operate in the community

Format 02					
Registration of organizations and institutions that operate in the community					
Department		Municipality		Community	Date
No.	Organization and institutions	Type of activity /services	Name of Representative	Headquarters address	Telephone
	Organizations				
1					
2					
3					
...					
	Institutions				
1					
2					
3					
...					

❖ Proposal of thematic axes and analysis variables for the preparation of the PDC

Proposal of thematic axes and variables analysis for the preparation of the PDC	
Thematic Axes	Variable Analysis
1. Territorial Land Management	Territorial limits, water sources, streams and rivers, water producing areas, forest use, location of communication routes, vulnerable zones, land tenure, relevant areas of specific use, basic services, human settlements, existing biodiversity.
2. Health and Nutrition	Incidence of diseases, malnutrition, maternal mortality, infant mortality, delivery care.
3. Education	Children of school age, children currently in study by level, children who attend or attended a grade, children who do not study.
4. Natural Resources and Environment	Use of firewood for cooking, forest, fauna, existing contamination.
5. Vulnerable Groups	Children, Youth, Women, Senior Citizens.
6. Housing	Tenancy, conditions, overcrowding, bathrooms, latrines, families per dwelling, housing problems, construction materials, energy for cooking.
7. Water and Sanitation	Coverage and quality of water service, disposal of garbage, cleaning of streets, disposal of excreta.
8. Economy	Production, distribution, consumption, employment, income, access to financing, migration, remittances, production for sale, professions, trades, occupations.
9. Food Security	Income allocated to feed, food production, level of self-consumption.
10. Land	Access to land, land tenure of those who work it.
11. Participation	Women, men.
12. Citizen Security	Violence, robberies, homicides.
13. Social Infrastructure	Road, electricity, schools, health centers, community centers.
14. Tourism	Attractions, recreation, infrastructure.

- ❖ Productive activities: Agricultural, Livestock, Forestry and Agroindustry existing in the community

Format 03							
Productive activities: Agricultural, Livestock, Forestry, Fishing and Agroindustry existing in the community							
Department		Municipality		Community		Date	
No.	Items	Production level			Approximate number of involved families		
		Low	Medium	High			

- ❖ Non-agricultural companies existing in the community in the following areas: commercial, industrial and service

Format 04								
Non-agricultural companies existing within the community in the following areas: commercial, industrial and service								
Department		Municipality		Community		Date		
#	Type of Company	Amount of Families	Economic Rubric	Size of the Company			Type of company	
				Micro	Small	Media	Indiv. / Fam.	Society
1								
2								
3								
4								

❖ Elements of analysis for the use of land

Elements of analysis for the use of land	
Thematic analysis in the territory	Analysis characteristics
1. Territorial boundaries	- Existing delimitation, conflicts with other villages or other municipalities
2. Water sources	- Existing water source, intakes, conditions of usage
3. Ravines and rivers	- Permanent ravines, winter ravines
4. Water producing areas(Micro basin)	- Current use of existing ones, potential use
5. Forest use	- Existing forest (reserve), protected areas, sawmill
6. Communication channels	- Existing: primary, secondary, tertiary, horseshoe roads, future projection. (mapping)
7. Vulnerable areas	- Floods, landslides, fires, risk areas: buildings, toxic substances, garbage disposal, etc.
8. Land tenure	- National, communal, private / recovery and legalization of non-private.
9. Relevant areas of specific use	- Dams, mines, tourist areas, etc.
10. Basic services	- Education, health, water, sewage, electricity, telephone, transportation, social infrastructure, etc. (mapping)
11. Human settlements	- Urban area, hamlets, housing, infrastructure
12. Existing biodiversity	- Flora: timber, fruit, medicinal, ornamental / Fauna: rare animal etc
13. Productive activity	- Problems that affect the community

❖ Situational diagnosis of the territory and proposals for its ordering

Situational diagnosis of the territory and proposals for its ordering				Format 5
Department:	Municipality:	Community:	Date:	
Analysis of current use, potentials and conditioning factors in the territory (that exists)		Proposals for land use planning (what to do to improve what exists)		

❖ Analysis of indicators and determination of project ideas in the framework of the Baseline Indicators

							Format 06
Analysis of indicators and determination of project ideas within the framework of the Baseline Indicators							
Department		Municipality		Community		Date	
Thematic axis							
Indicators behavior in the community			Causes of problems	What should be done	Project ideas proposed to attack the causes	EMV *	
	Household %	Population %					

* EMV: Life Improvement Approach. Classify the project into 3 types of improvement, "1.without money", "2.with money" and "3.which generates money (decrease expenditure / save or earn money)".

❖ Analysis of other problems and determination of project ideas by thematic axis

Format 07					
Analysis of other problems and determination of project ideas by thematic axis					
Department		Municipality		Community	
Thematic axis					
No.	Analysis of other problems identified in the topic	Causes of the problems	What should be done	Ideas of projects proposed to attack the causes	EMV *

* EMV: Life Improvement Approach. Classify the project into 3 types of improvement, "1.without money", "2.with money" and "3.which generates money (decrease expenditure / save or earn money)".

❖ Analysis of other problems and identification of alternatives as project ideas

Format 08					
ANALYSIS OF OTHER PROBLEMS AND IDENTIFICATION OF ALTERNATIVES AS PROJECT IDEAS					
Department		Municipality		Community	
Thematic axis					
No.	Other community problems outside the SDGs and the NDP	Causes of the problems	What should be done	Project ideas proposed to attack the causes	EMV *

* EMV: Life Improvement Approach. Classify the project into 3 types of improvement, "1.without money", "2.with money" and "3.which generates money (decrease expenditure / save or earn money)".

❖ Productive potential existing in the community

Productive potentials existing in the community							Format 09
Department		Municipality		Community		Date	
Productive areas of potential development in the community		Productive level			Number of families which can be involved		
		Low	Medium	High			
1							
2							
3							
4							
.....							
Ideas for projects to support productive development							
1							
2							
3							

❖ Criteria Guide for Prioritization of Community Projects

Guide for Criteria for Prioritization of Community Projects							
BENEFICIARIES (30)		IMPACT (25)		ADMINISTRATION AND FINANCIAL SUSTAINABILITY (15)		IMPORTANCE (30)	
The project will have direct benefits in the following amounts of direct population of		The project generates benefits for the men and women of the community that will be maintained over the time period of ...		The probability that the community - municipality will have the necessary financial resources to provide continuity for the process started with the project (once the project ends) and will have the capacity to manage them.		Importance of the project for the population of the Municipality. How important is the project for the development of the population.	
	Qualification		Qualification		Qualification		Qualification
More than 600	30	Permanent	25	High	15	Vital	30
300-600	22.5	Medium (from 2 to 5 years old)	18.7	Media	11.3	Necessary	22.5
300-150	15	Temporary (between 1 and 2 years later of the project's completion)	12.5	Low	7.5	Useful	15
Less than 150	7.5	Punctual: less than 1 year or not beyond the project	6.3	Very Low	3.7	Acceptable	7.5

❖ Prioritization of Projects

Format 10							
PRIORITIZATION OF PROJECTS							
Department		Municipality		Community		Date:	
Thematic axis							
No.	NAME OF THE PROJECTS	Beneficiaries 30	Impact 25	Adm. And financial sustainability 15	Importance 30	SUMMARY	PRIORITY
		QUALIFICATION	QUALIFICATION	QUALIFICATION	QUALIFICATION		

❖ Programming of the Community Development Plan

Format 11															
Community Development Plan Programming															
Department				Municipality				Community				Date			
Thematic axis															
No	PROJECT'S NAME	Benefic Number	PRIORITY	EXECUTION YEAR						APPROXIMATE COST (ln)	COMMUNITY CONTRI BUTION				
				19	20	21	22	23	24						

❖ Consolidated Community Development Plan Costs

Format 12							
Consolidated Community Development Plan Costs							
Department		Municipality		Community		Date	
Development theme	Project ideas	Total cost	Execution years and annual cost (ln)				

❖ Consolidated Financing of the Community Development Plan

Format 13						
Consolidated Financing of the Community Development Plan						
Department		Municipality		Community		Date
Theme of development		# project ideas	Total Cost (In)	Financing		
				Community	Municipal	Others

❖ Community Development Plan (PDC)

Content of the PDC	Annexed
<p>Introduction</p> <p>I. Historical background</p> <p>II. Geographic location</p> <p>III. Population</p> <p>IV. Socioeconomic situation</p> <ul style="list-style-type: none"> - Health - Education - Basic services - Living place - Profession, trades and occupation - Income - Earth - Food safety - Participation - Others <p>V. Community Development Plan</p> <p>5.1 Purpose and objectives of the process</p> <p>5.2 Agenda of the community assemblies</p> <p>5.3 Thematic axes of analysis and proposal</p> <p>5.4 Costs and financing (F-12 / F-13 with brief analysis)</p> <p>5.5 Development Plan Programming (F11)</p> <p>Annexes:</p> <ul style="list-style-type: none"> - Prioritization of project ideas (F-10) - Production potentials existing in the community (F-9) - Analysis of problems outside the SDGs and NDP (F-8) - Determination of project ideas (F-6 / F-7) - Analysis situation of the territory and ordering proposals (F-5) - Identification of existing non-agricultural companies (F-4) - Existing productive activities in the community (F-3) - Location of the Community in the Municipal Zoning - Registration of organizations and institutions (F-2) - Work plan to prepare the PDC - List of participants (F-1) - Socioeconomic indicators of the community vs. municipality (table) 	

3.3. Stage 3.

❖ Guide to prioritize project ideas in the area

Guide to prioritize project ideas in the area	
Criteria of analysis for the prioritization of ideas of the PZT	Weighting
Scope of the project idea	
Solve the problem for one community	1
Solve the problem for several communities	2
Solve the problem for all the communities of the Territorial Zone	3
Gender / Vulnerable groups	
The proposed project idea does not alleviate the workload of women / children / ethnicities	1
The proposed project idea alleviates a little the workload of women / children / ethnicities	2
The project idea solves problem felt by women / children / ethnic groups	3
Importance of the project	
The project is acceptable (it does not harm the environment and favors the investment)	1
The project is necessary (contributes to social and economic development)	2
The project is vital (the life of the population depends on its benefits)	3
Number of beneficiaries	
The project serves less than 300 beneficiaries	1
The project serves between 300 and 1,000 beneficiaries	2
The project serves more than 1,000 beneficiaries	3
Maximum points to reach	12

❖ List of three prioritized projects of the Development Plans of each community, by area and by thematic axis

Format 14					
List of three prioritized projects of the Development Plans of each community, by area and by thematic axis					
Department		Municipality		Zone Number	Date
Thematic axis					
No.	Community name	Name of prioritized projects		Approximate cost (ln)	
		a			
		b			
		c			
		a			
		b			
		c			
		a			
		b			
		c			

❖ Matrix for prioritization of project ideas of the Territorial Development Zone Plan.

Format 15													
Matrix for prioritization of project ideas of the Zonal Plan for Territorial Development													
Department		Municipality		Zone Number		Date							
Thematic axis													
	Weigh ting	Community											
		a	b	c	a	b	c	a	b	c	a	b	c
Criterion 1. Scope of the project idea													
Solve the problem for one community	1												
Solve the problem for several communities	2												
Solve the problem for all the communities of the Territorial Zone	3												
Criterion 2. Gender / Vulnerable groups													
The proposed project idea does not alleviate the workload of women / children / ethnicities	1												
The proposed project idea alleviates a little the workload of women / children / ethnicities	2												
The project idea solves a felt need of women / children / ethnic groups	3												
Criterion 3. Importance of the project													
The project is acceptable (it does not harm the environment and favors the investment)	1												
The project is necessary (because it contributes to social and economic development)	2												
The project is vital (because the life of the population depends on its benefits)	3												
Criterion 4. Number of beneficiaries													
The project serves less than 300 beneficiaries	1												
The project serves between 300 and 1,000 beneficiaries	2												
The project serves more than 1,000 beneficiaries	3												
Total Points													

❖ Programming of the Territorial Development Zone Plan

Format 16													
Programming of the Zonal Plan for Territorial Development													
Department		Municipality		Zone Number		Date							
Thematic axis						Place of Assembly							
Priority	Name of the Project/ Development Sector	Community	beneficiaries	Execution Year								Approximate cost (In)	Community contribution
				1	2	3	4	5	6	7	8		

❖ SWOT analysis by thematic axis of territorial intervention

Format 17					
SWOT analysis by thematic axis of territorial intervention					
Department		Municipality		Date	
Thematic axis:		Place:			
Strengths			Weaknesses		
Opportunities			Threats		

❖ Guide for drawing up a project file

Format 18

Guide for preparing project profile sheet (1 page per sheet)

1. Institutional Object: It is the objective of the strategic line where the project idea is located.
2. Name of the project: Name of the project idea.
3. Total Cost: It is the total cost that will be incurred to carry out this project from the beginning to the end.
4. Duration: It is the time (months, years) that the execution of the project will last.
5. Start: Month and year in which it is tentatively intended to start the project.
6. Geographical Location: Name of the place or area of influence where the project will be executed.
7. Origin of the Project: From whom, where or which originated the project idea.
8. Object of the Project: Purpose of the project, that is, the final product or effect expected to be achieved by its execution. This must be precise, short and clear in its description.
9. Description of the Project: Describe the background and reasons that justify carrying out the project, problems to be addressed, direct and indirect beneficiaries, stages in which the project will be developed.
10. Approximate cost breakdown: Break down the costs with which it is possible to carry out the project in all its stages. This breakdown can include categories as follows: salaries and wages, promotion, infrastructure investments, training, communication and advertising, advice and monitoring, supervision, furniture and equipment, maintenance of equipment, materials and supplies, etc.
11. Financing: What will be the international, national and local potential organizations that will financially support the project so that it becomes a reality, with its contribution percentage.
12. Executing agency: Which institution or organization will be responsible for executing the project.
13. Execution Modality: These are the standards and policies to be agreed with the financial institution for the realization of the project.

❖ Guidelines for drafting the Municipal Development Strategic Plan

Guideline for Content of the Municipal Development Strategic Plan

Executive Summary:

It should not be more than 2 pages. In the first paragraph describe the background of the municipality and in the subsequent ones, make a brief summary about the diagnosis, the vision, and in the table include the strategic lines, the objectives and the amount of project ideas and total costs for each objective; and, finally, describe how the plan will be promoted.

Introduction:

In the first paragraph describe what the document is about; and in the subsequent ones, briefly describe each of the chapters of the content.

I. Reference framework

1.1. Background:

Narrate the historical background of the municipality, its internal geographic structure, population, economy, culture, biophysical conditions, social characteristics, trends in internal development, external relations and communication, etc.

1.2. Geographic location:

Describe the area of influence of the plan; limits, extension, population, in a table detail the neighborhoods, villages and hamlets; add a map locating the municipality in the national context and another one with the internal limits.

1.3. Justification:

Importance of why the formulation of this strategic plan. Describe the main problems that will be addressed (framing already defined problems based on the SWOT). What will be the main effects and impacts on the population in the topics that will be promoted (relying on the objectives)?

1.4. Beneficiaries:

Who will benefit from the execution of the projects of this plan; approximate number of beneficiaries; how they will benefit (describe according to the main prioritized projects). Level of participation of the beneficiaries in the process, including in decision making, execution, administration, control and monitoring, etc.

1.5 Methodology:

Describe the stages and process of how this plan was developed. The experience of what was done in the workshops. The products that were obtained to formulate the plan.

1.6. Period:

Time in which the plan is intended to be executed. Make a schedule with the estimated time for the execution of the plan. Establish the projects to be executed during the period according to their priorities.

II. Situational diagnosis of the territory

2.1 Recent development behavior

Briefly analyze the current situation of the area of influence of the plan in the variables: economic, political, social, etc. (Including the behavior of the identified thematic axes)

2.2 Analysis of strengths

Detail the main strengths (from 5 to 6)

2.3 Analysis of weaknesses

Detail the main weaknesses (from 5 to 6)

2.4 Analysis of opportunities

Detail the main opportunities (from 5 to 6)

2.5 Analysis of threats

Detail the main threats (from 5 to 6)

III. The strategic plan for territorial development

3.1 Shared vision

Describe the shared vision

3.2 Shared Values

Describe the main shared values that will guide the behavior and performance of the Municipality or the civilian promotional institution/organization.

3.3 Strategic lines

Detail the strategic lines

3.4 Line objectives

Detail the built goals

3.5 Project ideas and their prioritization.

Detail the identified ideas and their prioritization

IV. Organization and management for the implementation of the plan

4.1 Organizational structure:

Define how the municipal government and the municipality will be structured to promote the execution of the strategic plan, Ex. there will be a responsible municipal unit, a special instance will be set up for its promotion with an assembly, board of directors, commissions, etc. Describe the main attributions of the units of the structure.

4.2 Technical team:

It is the team that will support the management of the plan. Describe the main functions of the team in the management process.

4.3 The Plan Promotional Committees:

How many people will make up the Commissions that will drive the strategic lines of the plan, to whom they represent; describe the main responsibilities of the Promotional Commissions: For example: elaboration of project files and profiles, socialization, promotion and approach to cooperation, monitoring and evaluation, etc.

4.4 Institutional role (institutional capacity):

What institutions are available to support the Technical Team and the Commissions in the execution of the plan? What kind of support would or could these institutions provide?

4.5 Resource management:

Describe how the resource management is planned for the execution of the plan, both at the local, national level, and with international cooperation. Prepare a guide for potential donors with their name, telephone number, etc. Express whether proposals for ideas, project files or profiles have already been submitted or agreements, contracts or others have been concluded. As it is intended to manage the resources there will be a treasurer, finance committee, opening of checking account, general and specific accounting systems, preparation of reports (monthly, semi-annual), members' contributions, etc.

4.6 Communication plan:

In order to empower the plan at the local level, and make it known nationally and internationally how do you appeal its idea? Instruments to be used to sell the idea: posters, radio and television forums, trefoils, visits, press releases, open town hall, etc. Develop a minimum communication plan with its objectives, activities, costs and responsible parties.

4.7 Focus on sustainability:

How is intended sustainability for the execution of the plan? There are three elements.

Social: How to make it permanent and not disappear. Ex. assemblies, internal regulations, legal status of the Citizen's Instance, etc.

Financial: Obtain local funds that serve as counterpart for projects, contributions, etc.

Political: Generate its own policy or philosophy and seek to engage other actors in the execution of the plan.

V. Costs and financing:

Costs:

You have to calculate the approximate costs for each project idea. Ex. Investments: facility, furniture and equipment, civil works, studies. Operating expenses: salaries and wages, materials, communication training. Miscellaneous: Stationery, telephone, maintenance, etc.

Financing: How is it intended to finance the execution of the plan? Describe in a table for each project the funds that will be contributed as local resources and that will be offered by external resources.

VI. Feasibility of the plan (Different from sustainability)

Social: Commissions and plan how are they acceptable for society and the Municipal Council?

Financial: How possible is it that local resources can be obtained and how attractive is the idea for cooperators.

Technical: How much local technology can you utilize to make possible the success of the plan?

VII. Monitoring and evaluation:

Describe how often, how and what instruments we will use in the monitoring of inputs - products and the analysis of the effectiveness of the execution of the plan.

VIII. Limitations and risks:

Limitations: What are the current limitations that exist in the municipal government and the municipality for the execution of the plan? Ex. economic: resources do not exist, social: people do not get involved.

Risks: What are the main assumptions that would affect the execution of the plan?

Annexes:

- Map location area of influence
- The SWOT
- Organization chart
- Timeline of physical and financial execution
- Project sheets (of project profile)

❖ Programming of the Pluriannual Municipal Investment Plan (Strategic projects prioritized by the strategy line of the strategic plan)

Format 19												
PROGRAMMING OF THE MULTI-SECTOR Pluri-annual INVESTMENT PLAN (STRATEGIC PROJECTS PRIORITIZED BY THE STRATEGIC LINE OF THE STRATEGIC PLAN)												
Department				Municipality				Date:				
Strategic line												
Priority	Name of the project	Location	Total cost	Year of execution						Financing		
				1	2	3	4	5	6	Local	Municipal	External
1												
2												
3												
4												
5												
6												
Signature and stamp of the Mayor							Signature and stamp of the municipal secretary					
Ident		Name		Ident		Name						

❖ Programming of the Pluriannual Municipal Investment Plan (Social development projects prioritized by each zonal plan)

PROGRAMMING OF THE MULTI-SECTOR MULTISECTORAL INVESTMENT PLAN **Format 20**

(SOCIAL DEVELOPMENT PROJECTS PRIORITIZED BY EACH ZONAL PLAN)

Department:

Municipality : Date : _____

Main theme :

priority	Project's name	Location	Total cost	Year execution						financing		
				1	2	3	4	5	6	local	municipal	external
1												
2												
3												
4												
5												
6												
7												
8												

Signature and seal of the Mayor

Signature and stamp of the municipal secretary

First name Ident

First name Ident.

- ❖ Programming of the Pluriannual Municipal Investment Plan (productive development projects prioritized by each zonal plan)

Format 21

PROGRAMMING OF THE MULTI-SECTOR MULTISECTORAL INVESTMENT PLAN

(PRODUCTIVE DEVELOPMENT PROJECTS PRIORITIZED BY EACH ZONAL PLAN)

Department: Municipality: Date :

Main theme :

priority	Project's name	Location	Total cost	Year execution						financing		
				1	2	3	4	5	6	local	municipal	external
1												
2												
3												
4												
5												
6												
7												
8												

Signature and seal of the Mayor

Signature and stamp of the municipal secretary

First name Ident

First name Ident.

- ❖ Programming of the Pluriannual Municipal Investment Plan (Social infrastructure projects prioritized by each zonal plan).

Format 22

**MULTI-SECTOR MULTISECTORAL INVESTMENT PLAN
(SOCIAL INFRASTRUCTURE PROJECTS PRIORITIZED IN THE ZONAL PLANS)**

Department: **Municipality:** **Date :**

Main theme :

priority	Project name	area	Unit of measurement	quantity	Unitcost.	Total cost	Year of execution						financing		
							1	2	3	4	5	6	local	Mpal	Ext
1															
2															
3															
4															
5															
6															
7															
8															

Signature and seal of the Mayor

First name Ident

Signature and stamp of the municipal secretary

First name Ident.

- ❖ Programming of the Pluriannual Municipal Investment Plan (other priority sector projects).

Format 23

**MULTI-SECTOR MULTISECTORAL INVESTMENT PLAN
(OTHER PRIORITIZED SECTORAL PROJECTS)**

Department: **Municipality:** **Date :**

Main theme :

priority	Project name	area	Unit of measure	quantity	Unitcost.	Total cost	Year of execution						financing		
							1	2	3	4	5	6	local	Mpal	Ext
1															
2															
3															
4															
5															
6															
7															
8															

Signature and seal of the Mayor

First name Ident

Signature and stamp of the municipal secretary

First name Ident.

- ❖ Basic criteria to consider for the location of projects according to OT conditions

Format 24

Basic criteria in considering considering project location according to OT conditions

Department: **Municipality:** **Date :**

Main theme:

Priority	Project name	Location	OT Conditioner

- ❖ Annual Municipal Investment Plan of (20-) (strategic projects, infrastructure, social development, productive and other prioritized)

ANNUAL MUNICIPAL INVESTMENT PLAN FOR 20__													Format 25	
(STRATEGIC PROJECTS, INFRASTRUCTURE, SOCIAL, PRODUCTIVE AND OTHER PRIORITIZED DEVELOPMENTS)														
Department				Municipality				Date						
Priority	Project name	community	Unit of measure	Quantity	Cost Unit	Total cost	Execution quarter				Financing			
							1	2	3	4	Local	Municipal	External	
1														
2														
3														
1														
2														
3														
1														
2														
3														
1														
2														
3														
1														
2														
3														

- ❖ Summary Cost and Financing for the Execution of PDM

Municipal Development Plan of Summary Cost and Financing for the Execution of PDM (In)					Format 26
Description of the program	Number of projects	Total Cost	Financing		
			External	Local	

❖ Methodological guide for the drafting of Municipal Development Plans

Guideline for Content of the Municipal Development Plans

Executive Summary

It should not be more than 2 pages. It should contain a brief summary of the diagnosis, vision, lines and ideas of projects and the summary of the thematic axes with the number of projects of the multi-annual investment plan.

Introduction

The first paragraph should describe the central content of the document. In the subsequent ones, briefly describe each of the chapters of the content.

I. Reference Framework

1.1 Historical background

Relating the historical background of the municipality, its foundation, the first settlers, customs, traditions, the first formed communities, the economic activity that sustains the population, etc.

1.2 Geographical location

Describe the area of influence of the plan; boundaries, extension, population, villages, hamlets. Prepare a map.

1.3 Biophysical context

What are the physical, biological and social characteristics of the municipality: topography, climate, slopes, soils, life zones, predominant vegetation, fauna, social relations, forms of organization, predominant values, religion and forms of recreation, etc?

1.4 Justification

Importance of the formulation of this plan. Main socioeconomic indicators to improve. What will be the main effects and impacts on the population in the themes that will be promoted? (relying on the thematic axes)

1.5 Beneficiaries

Who will benefit from the plan; number of direct and indirect beneficiaries; how they will benefit. Level of participation of the beneficiaries in the process, including in decision making, execution, administration, control and monitoring.

1.6 Methodology

Describe the stages and the process of how the plan was developed. The experience and what was done in the workshops. The products that were obtained to settle on the plan.

1.7 Period

Period in which the plan is intended to be executed. Make a schedule, summarize for the

estimated time for the execution of the investment plan. Establish the projects to execute for the period.

II. Socioeconomic diagnosis of the municipality

For the preparation of the items in this chapter, rely on the results of the baseline studies of the municipality, preparing a summary of the corresponding analysis.

2.1 Main indicators

Population

Total population, average number of people per household, classification of people by age ranges and by sex, migratory behavior, etc.

Health

Access of the population to health services, opinion on the quality of services, reproductive health situation, existing single mothers, number of children born in 20__, who attend births, number of maternal deaths and children under five years, more frequent diseases, etc.

Basic services

Number of dwellings with water, whether domiciled with hose, aqueduct or public faucet, those who generally administer the water systems and efficiency, sewerage, latrines and their use, garbage collection and street cleaning by the municipality, existence of home electric energy, and number of days a week in which they receive water services, street cleaning and garbage collection, opinion about the quality of services, etc.

Living place

Behavior on housing tenure and analysis of this behavior, conditions of occupied dwellings, vacant houses and why it is vacant, most obvious deficiencies in housing.

Education

Dropout, repetition, illiteracy, didactic material, technology, infrastructure, human resources, furniture, parents' society. Analysis of the situation of young people and children of school age, distribution by school level, how many students study or not in the current year; predominant reasons for children who do not study.

Equality between the sexes at the educational level

The correlation between children who study and do not study according to sex. What is the criterion or custom that predominates in the municipality which explain that correlation?

Economy

Types of crops that predominate in agricultural production, main livestock species, principal artisanal products, agricultural products that are industrialized (agroindustry), technical assistance services that are provided to producers, training and credit, and by which institutions, type of infrastructure for production, existence of transportation and conditions, financial services and their behavior.

Also, what conditions exist for tourism in the municipality, main markets where they place the product, existing labor force that predominates, level of employment, underemployment and unemployment, average salary or income per family, family remittances, income allocated for the family feeding, average number of people per family that work the land, tenure trend of the land that the family works, produce enough food for family consumption, migratory behavior and their destination, quality of human resources, etc.

Participation

Instances and mechanisms of participation promoted in the public management of the municipality, trend of participation according to gender, participation opportunities provided by the local government, existing political will by the municipal council and the mayor.

2.2. Existing basic infrastructure

Describe the existing basic infrastructure in the following areas and its coverage in the municipality.

Road: Length of primary, secondary roads and access roads, communities which are not communicated.

Electricity: Length of existing primary and secondary transmission lines, distribution stations and served communities.

Telephony and mail: Availability of home telephone lines, community telephones, Governmental service agencies, or other existing ones.

Social: Existence of community centers, soccer fields, churches, multiple purpose courts, recreation centers, etc.

Educational: Existing educational centers: pre-school, school, basic, diversified, university, handcraft training centers, literacy centers, distance education centers, etc.

Productive: Existing irrigation systems(districts or individual), post-harvest collection centers, grain dryers, agro industries, etc.

2.3. Institutionality for development

Analyze the behavior of the main performance indicators of the municipality and its impact on the population and the territory. Describe the existence of institutions in the municipality according to their nature: public, private, programs or projects, the target population and the types of services they provide. Instances of coordination created in the municipality and its functionality. Quantity, type of existing organizations, their functionality and impact on development.

2.4. Main potentials and problems

Detail the main strengths, weaknesses, opportunities and threats that have been identified from the analysis by the PEDM workshops participants.

III. Municipality Development Plan

3.1 Shared vision

Describe the shared vision built by the leaders or reviewed by them in the corresponding workshop.

3.2 Strategic lines and objectives and thematic axes of territorial development

Detail the strategic lines derived from the vision and the objectives of the lines, as well as detail the thematic axes applied for the analysis and preparation of the Community Development Plans, the Zonal Plans and the multi-annual Investment Plan. The ideas of identified, prioritized and validated strategic projects will be included separately in the Multisectoral and Multiannual Investment Plan, as explained in item 3.4.

3.3 Territorial Zone Plans

Describe the process followed in the zonal assemblies and the prioritization criteria. Place the tables by area and thematic axis with the ideas of prioritized projects in these assemblies. These tables include all the first three projects of each community, for each thematic axis, according to the priority defined in the zonal assembly.

3.4 Multisectoral and Multiannual Investment Plan (PIMP)

Describe the criteria used in the preparation of the multi-annual investment plan (example: only the first 5 projects prioritized in the zonal plan are selected by thematic axis) and then detail the planning tables of the plan, divided by thematic axes and the type of project: social development, productive, infrastructure, etc. As to the strategic prioritized projects, in the same manner, detail the planning tables of the plan, divided by strategically prioritized themes. The list of the participants in the agreement and approval of the plan has to be included.

3.5 Annual Municipal Investment Plan (PIMA)

Place the tables of the annual investment plan for the following year, approved by the Municipal Council. There are projects included in the budget for that year and other projects that will be managed externally.

IV. Organization for the management of the plan

4.1 Community social organization

How will the communities be organized for the management of the plan and the driving of the projects? Will they review the organizational form of the board of community, which is to be representative of the existing organizations in the community, or will they organize specific committees for each thematic axis responsible for the management of the identified and prioritized projects?

4.2 Municipal organization

Define how the municipality will be structured to promote the execution of the plan, ex. work committees of the municipality by thematic axis, or the technical units will be responsible for the projects, etc. Describe the main responsibilities of the committees that are formed and the team that will support the management of the plan, ex. preparation of project files or profiles, socialization, approach to cooperators, monitoring and evaluation, etc.

4.3 Institutional role

What institutions are available to support the technical team and the committees in the execution of the plan. What kind of support would or could these institutions provide?

4.4 Resource management

Describe how the resource management for the execution of the plan is intended, between locally, nationally and with international cooperation. Prepare a guide for potential donors with your name, telephone number, etc. Express whether proposals for ideas, project files or profiles have already been submitted or agreements, contracts and others have been concluded.

How to manage the resources: will the municipality do it directly through its treasury or will it be transferred to the communities and their responsible organizations? (ex. PEC projects); will they organize finance committees, open checking accounts, carry accounting systems, prepare reports (monthly, semi-annual) ?, etc.

4.5 Communication plan

How will the progress and management of the projects be known at local and municipal level? Instruments to be used; posters, radio and television forums, trefoils, visits, press releases, open town hall, etc. Develop a schedule of activities with their costs and those responsible.

4.6 Feasibility

Social: How acceptable is the plan and project ideas for society?

Financial: How possible is it to obtain local resources and how attractive can be the idea for cooperators?

Technical: Available local technology which can make the plan successful.

4.7 Limitations and risks

Limitations: What are the current limitations which exist for the execution of the plan?

Economic: resources which do not exist.

Social: people who do not get involved.

Risks: the main assumptions which would affect the execution of the plan.

V. Costs and financing

Costs: To each project idea, you must calculate the approximate costs, for example;
Investments: facility, furniture and equipment, civil works, studies. Operating

expenses: salaries and wages, materials, communication training. Miscellaneous: stationery, telephone, maintenance, etc.

Financing: How to finance the execution of the plan. By each project describe in a table the funds which will be provided as local resources and which will be offered by external resources.

VI. Monitoring and evaluation

6.1 Monitoring

Describe how often, what instruments you use in monitoring the plan. For example: accounting instruments, surveys, audits, reports, etc.

6.2 Evaluation

How often will evaluation exercises be done, what instruments will be used and who will participate, what instances will keep informed and what mechanisms will be used to keep the communities and population of the municipality informed.

Annexes

1. Baseline indicators of the municipality and community
2. Summary SWOT of the municipality
3. Map location of influence area
4. List of participants in the assemblies
5. Certifications of minutes' summary
6. Municipal Map of Territorial Zoning and the PIMP

Also, as annexes you can add the prioritization of the Community Development Plans, the Zonal Territorial Plans for development, the Municipal Development Strategic Plan and the sectoral and special plans, to mention the summary of these contents in a document.

3.4. F A Q.

Number	Question	Answer (based on experience in Honduras)
General question		
	How much will be the cost to complete the entire FOCAL process?	In the case of small and medium-scale municipalities, it will cost 100,000Lps. (US \$ 4,250) without including UTM personal expenses of the municipality.
	How long will it take to complete each stage of the FOCAL process?	For the demographic and socioeconomic study between 3 to 6 months, for the elaboration of PDC between 3 to 4 months and for the elaboration of PDM 3 months, in total from 9 to 12 months. However, the necessary time will also depend on the commitment of the mayors.
	In what way can you acquire the commitment of the mayors?	They get commitment from the mayor on the letter of commitment in which sign the central government, mayor and other stakeholders.
	What is the advantage of part of the mayors to apply the participatory process?	The programs and projects for the development of the municipality will get support from the inhabitants, therefore, they can guarantee the impact and sustainability for the development. In addition to this, as the secondary effect, the municipality can expect the increase in property tax collection based on the information gathered in the FOCAL process and the mayors can increase political supporters.
	How can cooperating institutions be involved in the process?	The FOCAL process is attractive from the view point of cooperating institutions, including international donors. They can show these actors the advantages of the FOCAL process. It is very effective to share good practices with them.
	Is there any relationship between the FOCAL process and the coordination among international donors and the effectiveness of Official Development Assistance?	The FOCAL process requires the participation of organizations and institutions that have offices or activities within the community, including international donors and local NGOs. In the process of discussion, the implementation of programs and projects can be planned and coordinated to avoid duplication and lack of planning for the benefit of the inhabitants. All this will contribute to making Official Development Assistance for international communities more effective.
	What is the definition of urban and rural areas?	Generally the site where the mayor's office is located and the rest of the municipal territory. In case the municipal plan of territorial land management establishes the definition of each zone, its definition is applied.
Questions about the stage of the demographic and socioeconomic study		
	How much time does the training of community leaders need?	Average time is 1 day, including lecture and practice.
	How long does it take to train the community facilitators of the municipality?	Average time is 3 days, including lecture and practice.
	How much time do they need to carry out the survey for one family?	They need between 20 to 30 minutes for each family.
	How many families are there in a community?	Average number of the family is between 50 to 60.
	How many community leaders work in a	Average number of community leaders is 2 to 3.

	community?	
	How many families does one community leader take care of?	Between 20 to 30 families.
	How many communities is one community facilitator of the municipality in charge of?	20 average communities.
	How many communities exist in a municipality?	It depends on the scale of the municipality. For example in the case of Olanchito, municipality of population 100, 000, it has 300 communities divided into 43 zones.
	Can you use the maps prepared by the Ministry of Public Health, the National Electricity Company, the National Police, etc.?	Instead of drawing census maps prepared by community leaders, maps prepared by other institutions can be used. However, if there is a lack of information, it must be complemented. If cadastral maps exist, you can use them.
	Can they use ICT devices for the survey?	It is possible but you have to consider the cost to buy and maintain the appliances. As a matter of fact, the electrification is still not advanced in the rural area.
	Can you use the information not derived from the demographic and socioeconomic study of FOCAL?	They can use the reliable information of the official institutions as well as the National Institute of Statistics. However, at present, it is quite difficult to obtain detailed and precise community-level information from the central government institutions.
	I would like to propose the project idea to address the important issue for the community even though the related questions do not appear on the questionnaire. Is it possible to propose projects according to the data that is not collected through the questionnaire?	In addition to the questionnaire survey, according to the FOCAL process they can collect secondary information. They can propose project ideas according to this secondary data. If these issues require special knowledge, they will need support from outside actors in the community. In that sense, it is important to have links with various actors and cooperators.
	Can you add the questions that are not included in the questionnaire format?	They can not change the format because it is unique, common and official for all communities. However, they can add new questions. The number of questions to add has to be balanced with the work and time needed for the interviewers and respondents.
	On the official questionnaire there are no questions about community infrastructures such as road infrastructure. At what point can you get that information?	They can collect this information in the process of drawing census map and secondary information collection.
	How can they count the family number in case they live 3 generations together in one house?	In case the children are minors, they consider as 2 families.
Questions about the PDC development stage		
	The current PDC period, approximately how many years will it be?	Generally PDC is made with the validity of 5 years. As in Honduras the local government lasts 4 years, with 5 years they can guarantee the continuity of development policy between the previous and subsequent government. However, it is ideal to at least update the data of the indicators every year.
	One of the criteria for the prioritization of project ideas is "the importance" and one of the elements of importance is "being indispensable". What does it mean to be indispensable?	"Being indispensable" means "being necessary to satisfy BHN.

Questions about the PDM development stage		
	How much average time do they need to train Municipal Technical Unit?	Approximately 7 days for the development of PEDM and PDM. The training can be divided into two parts.
	The current PDM period, approximately how many years will it be?	Generally, PDMs are produced for a period of 5 to 10 years. PEDM, in turn, is made with a period of 10 years.
	How many people does the Technical Team consist of?	Depending on the size of the municipality and the issues that it deals with the number of people in the Technical Team varies. For example, in the case of vision formation or PEDM, 30 to 40 people participate. Since in this stage we must know and integrate the opinions of various entities and various sectors, the number of people in the Technical Team becomes large. That's why technical team work divided by thematic groups.
	How can you reflect on the policies of sectoral ministries in PDM?	Those representing the ministries or sectoral institutions should be invited to discuss the thematic groups.
	The project idea has not been included in PIMP. However, there is a high possibility of obtaining financial support from the external sources of the municipality. Can you execute that project even though this is not included in PIMP?	They can execute the project as long as their feasibility is confirmed in order not to lose the chance. In any case, they will need a prior assessment of its feasibility.
	Is the project that benefits only one community not included in PDM?	If that community runs projects on its own they are not included in PDM. However the projects that need investment from the municipality are included in PAC, which is a part of PIMA / PDM and needs to be approved by the Municipal Council.
Questions about the execution stage		
	How can be reflected in PIMA the projects priority decided at the stage of formulating PDM?	In the stage of developing PDM, considering the investment capacity of the municipality and the possibility of financing by the cooperating institutions, they define the total number of projects that can be distributed in each group of projects (block). The priority between projects has already been defined within each block. All projects have an execution plan (execution schedule) so they can include in PIMA all the prioritized projects that are scheduled for execution in the first year. However, in the process of preparing PIMA, you must first appreciate the feasibility of the project. As a consequence, projects on which they cannot confirm their technical and/or financial feasibility cannot be included in PIMA (those projects that are not included in PIMA of year X will remain archived as possible future projects).
	How can you confirm the actual execution of projects according to PDM?	Each year the Ministry in charge reviews the coherence between PIMA and PDM / PIMP of the municipalities. Accountability on that coherence is one of the conditions to receive subsidy from the central government to the municipalities.
Others		
	In our country there is no administrative and organizational regime for the government to start the FOCAL process. How can we apply the FOCAL	They can start looking for ways to make the most of the existing administrative and organizational regime in their country. It can be central government, local or public institution or even civil

	methodology?	society. In all countries there is a system to deal with the issue of local development.
	Can we apply only some part of the FOCAL methodology?	The ideal is to apply the methodology in an integral way since, by following the methodology step by step, the PDM will finally be finished. However, at the beginning, it can be effective to try to apply it only on the community level stage and after having a positive impact, such as empowerment of the inhabitants and the community, apply it on the next stage.
	At what point can we apply the Livelihood Improvement Approach (Seikatsu Kaizen)?	It is preferable to apply the Seikatsu Kaizen approach in the initial stages of the FOCAL process (community level). According to the FOCAL methodology, the Seikatsu Kaizen approach is already integrated as a tool to form ideas for community projects; analysis of problems, identification of their causes and proposal of project idea to solve problems or take advantage of local potential. During these processes the application of the Seikatsu Kaizen approach is facilitated.