

PROJECT I-PANTAWID

# eFDS Training Manual

VOLUME II

## HOW PANTAWID HELPS?

(eFDS Module 1)



Concerned Citizens of Alsea  
for Good Government, Inc.

in partnership with:

**RECITE**



PARTNERSHIP FOR  
TRANSPARENCY FUND



ANSA-EAP

affiliated network for Social Accountability  
in East Asia and the Pacific



THE WORLD BANK

Working for a World Free of Poverty





in partnership with:

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## Guarding the Integrity of Conditional Cash Transfer Program (Project i-Pantawid)

### eFDS Training Manual: Volume 2

### HOW PANTAWID HELPS?

(eFDS Module 1)

Prepared by the Project i-Pantawid consortium led by the Citizens of Abra for Good Government, Inc. (CCAGG) in association with Responsible Citizens and Empowered Communities in Solidarity for Social Change (RECITE), Affiliated Network for Social Accountability for East Asia and the Pacific (ANSA-EAP), and the Partnership for Transparency Fund (PTF) under Grant No. TF015863 with the World Bank/Global Partnership for Social Accountability. The contents and opinions expressed herein are solely the responsibility of the consortium and do not necessarily reflect the views of the WB/GPSA.

*with support from:*



## Acronyms and Abbreviations

ANSA-EAP	Affiliate Network for Social Accountability-East Asia and the Pacific
BB	Bulletin Board
BHS	Barangay Health Station
BL	Baseline
BM	Beneficiary Monitoring
Brgy	Barangay
CCAGG	Concerned Citizens of Abra for Good Government
CCT	Conditional Cash Transfer
CDD	Community Driven Development
CL	City Link (DSWD 4Ps staff based in city)
CSO	Civil Society Organization
DCF	Day Care Facility
DSWD	Department of Social Welfare and Development
ECCD	Early Childhood Care and Development
eFDS	Enhanced Family Development Session
FDS	Family Development Session
FM	Financial Management
Freq.	Frequency
FS	Financial Statement
GPSA	Global Partnership for Social Accountability
GHM	Grievance Handling Mechanism (used interchangeably with GRS)
GRS	Grievance Redress System
HH	Household
IBRD	International Bank for Reconstruction and Development (World Bank)
Info	Information
<i>i-Pantawid</i>	Guarding the Integrity of the Conditional Cash Transfer Program
IPM	Implementation Progress Monitoring
IRI	Intermediate Results Indicator
K&L	Knowledge and Learning
KPI	Key Performance Indicator (specified in project results framework)
LGU	Local Government Unit
M&E	Monitoring and Evaluation
ML	Municipal Link (DSWD 4Ps staff based in municipality)
MSWDO	Municipal Social Welfare Development Officer (LGU staff)
NHTS-PR	National Household Targeting System for Poverty Reduction
NLCGG	Northern Luzon Coalition for Good Governance
Pct	Percent
PDO	Project Development Objective
PL, PLs	Parent Leader, Parent Leaders
PIR	Performance Indicator Reference
PTF	Partnership for Transparency Fund
Q	Question
RECITE	Responsible Citizens and Empowered Communities in Solidarity for Social Change
RF	Results Framework
RHU	Rural Health Unit
SAc	Social Accountability
SSI	Selected Sub-Indicator
TPM	Third Party Monitoring
vs.	Versus
WB	World Bank
Yr	Year
4Ps	<i>Pantawid Pamilyang Pilipino Program</i>

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## Overview of this eFDS Training Manual

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### Purpose

This manual is intended to guide local implementing CSOs (LCSOs) on the i-Pantawid Project Model. With this manual, together with LCSO capacity building activities, LCSOs will be able to understand the i-Pantawid Project Model and conduct the enhanced Family Development Session (eFDS) for Parent Leaders, who will in turn cascade the eFDS topic to their beneficiary groups.

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### Overview of Training Manual

This manual is composed of 6 volumes, divided as follows –

Volume	Content
1	eFDS Overview and Engaging and Enabling Parent Leaders (Foundation Session)
2	Ang Tulong ng Pantawid (eFDS 1)
3	Empowerment and Social Accountability (eFDS 2 – 4)
4	Social Contracting and Barangay Budgeting (eFDS 5 – 7)
5	Community Scorecard for Health and Education (eFDS 8 – 11)
6	Project Management and Monitoring (eFDS 12 – 14)

This Volume 2 covers an eFDS module on the Pantawid Pamilyang Pilipino Program, for a clear and common understanding of what the Pantawid Program requires from and delivers to the beneficiaries. It may be helpful for this module to be updated and cascaded periodically among the Pantawid beneficiaries.

Prior to implementing Volume 2, Volume 1 should be provided to all organizations and individuals intending to implement the i-Pantawid Model.

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**Volume 2  
Content**

The half day PL training session for eFDS 1 is composed of a values formation and personal development session (labeled Tagapagpadaloy ng Pagbabago or TP) and an eFDS topic. The TP and eFDS topic is detailed in the following sections of this manual.

Each TP and eFDS topic have accompanying Powerpoint slides that are designed to be printed on letter size paper and used as visual aids during the training. The slides are available in softcopy and the discussion guide may be found in the Notes Pages View of the slides. Printed copies of the Notes Pages View with the discussion guide and Powerpoint slides are part of this manual, inserted after the respective topics for easy reference.

The contents may be viewed as a basic training kit. The LCSO is free to enrich the discussion and augment the slides as they see fit, particularly in situating the discussion within the local context.

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**Localized  
Language or  
Dialect**

The Powerpoint visual aids to be used for training are written in English and/or Filipino. The local implementing CSO may translate these into the local language or dialect, replacing the original text, as applicable.

Additionally, the discussion guide may be translated into the local language or dialect.

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**How to print  
the manual**

A printed manual may be produced for distribution from soft copy files. This manual may be printed back-to-back. The Powerpoint file may be printed in slide format on one side, and the Powerpoint file reprinted for the Notes Pages View at the back, so that while the facilitator is holding up the slide, the discussion guide is available at the back.

Letter size paper is used throughout. For back-to-back printing, use at least 80 gsm or substance 24 paper. A continuous ink printer would be most cost effective to produce colored training kits.

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# TP 1 – Tagapagpadaloy ng Usapan

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**Objective**

For the PL --

1. To improve on facilitation skills
  2. To have an opportunity to practice facilitation
  3. To become familiar with the eFDS Observer Report and the attributes that will be used to measure their capability as a facilitator
- 

**Materials needed**

1. eFDS Observer Report (one per PL)
  2. Workshop discussion topics (included in Powerpoint slides)
- 

**Preparation**

1. Recall the previous Foundation Session, ask the participants what they most liked or remembered about it
  2. Reiterate Project i-Pantawid, ask if they have any questions
  3. Reinforce that today is the first eFDS for the Parent Leaders and that they will cascade the later eFDS topic to their beneficiary groups
  4. This portion of the session will not be cascaded to their beneficiary groups as this is for their own personal development
- 

**Process 1 – Tagapapadaloy ng Usapan**

1. Review of facilitation skills, emphasizing the need to get everyone in the group to participate
  2. Distribute a copy of the eFDS Observer Report to the participants
  3. Introduce the report and that an FDS Observer will be marking their observations on this form when they conduct the eFDS for their beneficiary groups
  4. The purpose of the form is for them to become excellent facilitators
  5. Explain each portion of the eFDS Observer Report, process questions
  6. The eFDS Observer will discuss the report contents with them right after the eFDS cascade, highlighting areas for improvement
  7. Parent Leaders will note and sign the report
-



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**Process 2 –  
Practice  
Facilitation**

1. Divide the participants into 4 or 5 groups.
2. Each group to assign a facilitator and an observer.
3. Provide the observers with the eFDS Observer Report.
4. Distribute the quotations to be discussed to the facilitators with the instruction to discuss the topic within their group for 15 minutes, emphasizing participation and to arrive at an agreement on what the quotation says or means to them, while the observer will rate the facilitator. The facilitator and observer will not share his/her own opinion on the topic during the discussion.
5. At the end of the time period, the facilitator will share the quotation and what it means to their group, the observer will report on how the discussion proceeded. Process the experience of the facilitator, the participants and the observer of each group.

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**Workshop  
output**

Practice eFDS Observer Reports

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Powerpoint slides and discussion guide for module TP1  
inserted here

## eFDS 1 – Ang Tulong ng Pantawid

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### Objective

For the PL --

1. To review the benefits and conditionalities of the Pantawid Program
  2. To understand the Beneficiary Update System, the FDS Guidelines, the Compliance Verification System and the Grievance Redress System
- 

### Process 1 – Pantawid Benefits and FDS

1. Review the Pantawid benefits and conditionalities – may be done by quizzing the group and showing the slide afterwards
  2. Review/share the FDS Guidelines
- 

### Process 2 – BUS and CVS

1. Describe the Beneficiary Update System and Compliance Verification System, ensuring understanding
- 

### Process 3 – Self-Monitoring Forms

1. Summarize the conditionalities that the CVS tracks.
  2. Distribute Form BM3 - *Ang Inaasahang Tulong* (Self-Monitoring of Expected Payout). A copy is given as Appendix B.
  3. Describe the objective of tracking their own compliance over the next 2 months to arrive at the expected pay-out.
- 

### Process 4 – Grievance Redress System (GRS)

1. Describe the GRS System.
  2. Emphasize the opportunity to provide feedback to the Pantawid Program and how they may do this.
  3. Assist the PL/beneficiary if they wish to submit a GRS Form and submit this to the Provincial Link or Municipal Link.
  4. Keep track of all GRS Forms submitted and coordinate with Provincial Link or Municipal Link on the response.
-

Powerpoint slides and discussion guide for module eFDS1  
inserted here

# Appendix A

## Form BM 3. Ang Inaasahang Tulong (Self-Monitoring of Expected Cash Grant)

### MONTH 1

Barangay:	City/Municipality:
Pangalan ng 4P's Member:	Household No.:
Pangalan at lagda ng PL na nakatoka sa form na ito:	Buwan na Sakop: <b>August to September 2016</b>

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Please shade one: <input type="radio"/> Compliant <input checked="" type="radio"/> Non Compliant		
<b>Amount Expected:</b> <del>Php 500.00</del> <del>Php 0.00</del> <b>Php 0.00</b>		

Buong Halaga	A.Halaga sa unang buwan	B.Halaga sa ikadalawang buwan	Buong Halaga sa Loob ng Dalawang Buwan
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