

PROJECT I-PANTAWID

eFDS Training Manual

VOLUME IV

SOCIAL CONTRACTING AND BARANGAY BUDGETING (eFDS Modules 5-7)



Concerned Citizens of Alaba
for Good Government, Inc.

in partnership with:

RECITE



PARTNERSHIP FOR
TRANSPARENCY FUND



ANSA-EAP

Affiliated Institute for Social Accountability
in the Asia Region



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

eFDS Training Manual: Volume 4 SOCIAL CONTRACTING AND BARANGAY BUDGETING (eFDS Modules 5-7)

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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Social Contracting and Barangay Budgeting

Overview of this eFDS Training Manual

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.

Overview of Training Manual

The eFDS Training 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 4 covers Social Contracting and Barangay Budgeting.

Prior to implementing Volume 4, Volume 1 should be provided to all organizations and individuals intending to implement the i-Pantawid Model.

**Volume 4
Content**

The monthly half day PL training sessions for eFDS 5 and 7 are composed of a values formation and personal development session (labeled Tagapagpadaloy ng Pagbabago or TP) and an eFDS topic. eFDS 6, the Social Contract signing event, does not have a TP module. Each 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.

**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.

**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.

TP 5 – Ang Katiwala

Objective

For the PL --

1. To recognize that he/she has been gifted by God
 2. That these gifts have to be developed and used in God's plan
 3. To discuss ways to make good use of God given gifts and talents
-

Materials needed

1. Mathew 25:14-30 (see slides)
 2. Meta cards
 3. Colored markers
 4. Masking tape
-

Preparation

1. Request the Parent Leaders to share their experience with the past eFDS cascade – how did it go, how did they feel, what helped, what hindered, etc. – process the experience
 2. Discuss what they recall from the previous session
-

Process 1 – Ang Katiwala

1. Request 2 participants to read the Bible passage Mathew 25:14-30 out loud
 2. Every 2 – 4 verses, translate and facilitate an understanding of the Bible passage, like when telling a story
 3. Summarize the outcome
 4. Provide input on the role of a caretaker/katiwala (see slides)
 5. Distribute meta cards and markers
 6. Ask the Parent Leaders to write down on the meta cards one or two gifts they have received from God that has made them agents of change/Tagapagpadaloy ng Pagbabago, one gift per card, and to post these on the board or wall
 7. Process the contributions
 8. Summarize the activity (see slides – Dapat Tandaan)
-

Powerpoint slides and discussion guide for TP5 inserted here

eFDS 5 – Ang Kasunduang Panlipunan

Objective

1. Understand the parts and the basis of the Kasunduang Panlipunan
 2. Select representatives who will speak for the group
 3. Express the vision of the community to be shared with LGU officials
-

Materials needed

1. Manila paper and colored markers for group work – 6 sets
 2. Printed copy of draft Kasunduang Panlipunan, 1 per participant
-

Preparation

Discuss the Parent Leaders' experience facilitating the previous session.

Process 1 – Review of community visión and development priorities

1. Review the community vision (from eFDS2)
 2. Review the development priorities (from eFDS4)
-

Process 2 – Content of Kasunduang Panlipunan

1. Discuss constructive engagement as a premise to the Social Contract
 2. Share the content of the draft Social Contract, get agreement on content and signing activity
 3. Select representatives who will describe each vision statement
-

Process 3 – Describing the vision

1. Divide the participants into 6 groups, each group to select a facilitator and a recorder.
 2. Provide manila paper and markers.
 3. Each working group to create a paragraph expressing one vision statement that will be included in the Social Contract.
 4. The developed paragraphs to be shared in plenary. If there is more than one PL training group, the other PL training groups will start with the vision statements expressed by a prior group, refining the statement.
 5. LCSO to consolidate and refine the 6 vision statements that will be read out during the Social Contract signing event by the selected representatives.
 6. Copies of their assigned vision statement to be distributed to the selected 6 representatives before the signing event.
-

**Workshop
Outcome**

Descriptions of the vision statements in the PLs' own words.

**Note for eFDS
cascade**

1. The eFDS Observer to bring the devised vision descriptions to the eFDS cascade, to be shared by the PL with the members during the cascade.
 2. Remind the PLs assigned to speak at the Social Contract signing event to practice their assigned speaking parts.
-

**Post workshop
report
processing**

1. Consolidate and style the vision descriptions devised by the PL groups.
 2. Unless a letter had already been sent after eFDS4, prepare a letter of invitation for the Social Contract signing event addressed to the City/Municipal Mayor, Punong Barangays, City/Municipal Link(s), City/Municipal Social Welfare and Development Officer, with attached draft Social Contract, slides of the Pangarap ng Pamayanan (from eFDS2) and Ang Plano ng Aming Pamayanan (from eFDS4). A sample letter of invitation for City/Municipality and Barangay officials is in this training kit.
 3. Coordinate with mayor and other officials on venue and date of the Social Contract Signing event.
 4. Share the plans for the Social Contract signing event at the next meeting of the City/Municipal Action Committee.
 5. Ensure that a copy of letter of invitation and attachments have been emailed to i-Pantawid Project Management Office.
-

Powerpoint slides and discussion guide for eFDS5 inserted here

TP 6 – Paghahanda sa Paglagda ng Kasunduang Panlipunan

Objective To conduct a dry-run of the upcoming signing of the Social Contract with the Parent Leaders so that --

1. The Parent Leaders are prepared for and understand the significance of the signing ceremony that follows
2. For the representative PLs to be ready with their speaking parts
3. For the signing ceremony to go smoothly

Materials needed

1. 6 copies of the Social Contract in folders
2. Signing pens
3. Presentation materials
4. Camera
5. Printed Program of the activity

Preparation

1. Setting up and testing of sound system, LCD projector and computer equipment
2. Registration table with attendance forms

Process 1 – Dry run

1. Conduct the event as if the officials are present
2. Take note of any procedural gaps and assign persons responsible
3. Gather feedback from the audience, process the experience

Workshop Outcome

1. Attendance forms of Parent Leaders and beneficiaries present
2. Pictures to be taken

eFDS 6 – Ang Paglagda ng Kasunduang Panlipunan

Objective

1. Share 4Ps and i-Pantawid Project background
 2. Share the beneficiaries' vision of the community and development priorities with LGU officials
 3. Signed Social Contract
-

Materials needed

1. Training kit, presentation materials
 2. Printed copy of Social Contract for signature plus one copy per Parent Leader (for eFDS cascade)
 3. Printed program of event
 4. Camera and photographer
 5. Attendance sheet for officials and guests
 6. Letters for Punong Barangays requesting for a copy of the Barangay Financial Statement for the next eFDS
-

Preparation

1. Ensure the representative Parent Leaders who will speak have a copy of their speaking parts
 2. Instruct Parent Leaders to prepare documentation of the event (8W)
 3. Assign documenter(s) of the response from officials
-

Process - Program

- Opening Prayer
 - Acknowledgment of Participants
 - A brief introduction of the Pantawid Program, our civil society organization (**LCSO**) and the i-Pantawid Project
 - The Social Contract Proper
 - Social Contract content
 - Sharing the community vision
 - Sharing the community development priorities
 - Response from the Municipal Officials
 - Signing of the Social Contract
 - Closing Prayers/Blessing
 - Picture Taking
-

**Workshop
Outcome**

1. Signed Social Contract
 2. Attendance Forms of officials and guests
 3. Pictures of the event
-

**Note for eFDS
cascade**

1. Parent Leaders to share the event with their groups, asking some group members to read out the vision statements shared with the officials, discuss and solicit feedback.
 2. Parent Leaders to deliver letter requesting for a copy of the Barangay Financial Statements and to bring this to the next PL training. See sample letter in training kit.
-

**Post workshop
report
processing**

1. Document the Social Contract signing activity, with pictures, and email to i-Pantawid Project Management Office.
 2. Share the Social Contract signing event at the next meeting of the City/Municipal Action Committee.
 3. Ensure that letters to the Punong Barangays requesting a copy of the Barangay Financial Statements are delivered and the Barangay Financial Statements are acquired before the next PL training.
-

Powerpoint slides and discussion guide for eFDS6 inserted here

TP 7 – Ang Aking Katayuan Ngayon

- Objective**
1. To affirm what the Parent Leaders have learned to-date as FDS facilitators and as Tagapagpadaloy ng Pagbabago
 2. To inspire PLs to even better performance as facilitators
-

- Materials needed**
1. Manila paper
 2. Markers
-

- Preparation**
1. Summary of 4K Attributes from eFDS 3
 2. PL Report Cards - Summary of eFDS Observer Reports for the past 6 months (see sample slides for more details)
 - a. Individual report cards with monthly scores and average for the past 6 months
 - b. Summary of scores presented to the group
-

- Process 1 – PL as eFDS Facilitator**
1. Distribute the individual report cards on monthly scores and average for the past 6 months based on the eFDS Observer Reports
 2. Share the summary of scores (no individuals identified), average per month, average past 6 months
 3. You may list down the top 10 scorers, without the scores, like an honor roll
 4. List down the names of PLs who have perfect attendance – complete eFDS cascades over the past 6 months
 5. Inspire the PLs to improve their performance in the coming months
-

- Process 2 – 4K Ngayon**
1. Share the Summary of 4K Attributes that the PLs said were important for a “Tagapagpadaloy ng Pagbabago”, from TP3. If TP3 hasn’t been conducted, first request each group to write down the 4K needed by a Tagapagpadaloy ng Pagbabago, indicating with a check mark those attributes they already have.
 2. Divide the participants into 4 groups, each group to work on the 4K Ngayon (see slide), listing down what attributes they have gained (Mayroon Na), and what attributes they still have to work on (Kailangan Pa)
 3. Plenary presentation
 4. Process the outcome
-

Workshop Outcome Summarize the 4K output of the participants as TPM13.



**Post workshop
report
processing**

1. Summarize the attributes the PLs have acquired so far (Mayroon Na), and what they still have to work on (Kailangan Pa), grouped by type of attribute (see sample slides)
 2. Email the summary to the i-Pantawid Project Management Office
 3. Share the summary at the next PL training
-

Powerpoint slides and discussion guide for TP7 inserted here

eFDS 7 – Ang Kaban ng Bayan

Objective

1. Review of PFM
 2. Appreciate the extent of government funds
 3. Understanding of the barangay budget process and the budget document
 4. Provision of appropriate supporting laws and government issuances
-

Materials needed

1. Sample Barangay Financial Statements
 2. IRA for the province, municipality, barangays covered (download from DBM website www.dbm.gov.ph)
-

Preparation

1. Discuss the Parent Leaders' experience with the Social Contract signing, feedback from their beneficiary groups
 2. Ensure each group of Parent Leaders from the same barangay have a sample Barangay Financial Statement. If they were not able to get one from their own barangay, to use a sample from another barangay
-

Process 1 - Introduction

1. Discuss the foundation of Social Accountability, review community vision
 2. Share the National Budget, total amount, allocations
 3. Share the amount of IRA that flows into the province – total, provincial, city/municipal, barangay
-

**Process 2 –
Barangay
Budget**

1. Share the PFM cycle, focus on budgeting
 2. Review the template provided on sources of income
 3. Review the barangay financial statements specific to sources of income
 4. Parent Leaders to transfer the respective income amounts to the template provided
 5. Review the barangay financial statements specific to expenditure
 6. Parent Leaders to transfer the respective expenditure amounts to the template provided
 7. Review the barangay financial statements specific to special purpose allocations
 8. Parent Leaders to transfer the respective special allocations to the template provided, review if within the allowable amount
 9. Review the basis of some special allocations provided in the slides
 10. Note any observations
 11. Counsel the Parent Leaders on the need to be careful handling the information provided
-

**Workshop
Outcome**

Sample monitoring of the barangay budget

**Note for eFDS
cascade**

1. Parent Leaders to share the information with their groups, counseling their members on the need to be careful about the information provided
 2. Follow up those barangays that did not provide Financial Statements
-

End of document

Powerpoint slides and discussion guide for eFDS7 inserted here