

Rajasthan Urban Infrastructure Development Project

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Sub: Construction Management System: Circular – 54
Ref: Guidelines for conducting focus group discussion in project towns of RUSDIP through CAPP.

It has been observed that there is a need of extensive focus group discussions in the community with a objective to ensure maximum participation of poor and women headed households apart from participation of ward committees (if exists) and to make them aware about their involvement in the ongoing activities and the likely benefits to them from the investments under the project. A Gender Action Plan has also been agreed with the ADB (Clause 19 schedule 5 of Loan Agreement; Appendix 7 of PFR), which also envisages such discussions to identify community issues and concerns on infrastructure, social and economic concerns.

The following methodology for conducting these focus group discussions should be adopted:

1. EE, IPIU will ensure that 15 focus group discussions are conducted in different wards of the project towns in a month by the CAPP. Proper documentation (photographs / attendance sheet / discussions outcome note etc.) should be made by ACO, CAPP in guidance of Community Officers and EE IPIU. The Team Leader and COs of CAPP will closely monitor the activity on regular basis and prepare a subject matrix of the outcome. The CO's will attend at-least one focus group discussion in a month for each town.
2. EE, IPIU is authorized to sanction an expenditure up to Rs 7500/- per month for this CAPP activity at his level, which should be verified for reimbursement of payment under CAPP contract.
3. This activity should be initially conducted for three months on a pilot basis i.e. up to March 2011.
4. The progress and compliance on above activities should be compiled by PO (Co-ord) on monthly basis and progress should be deliberated in the monthly meeting of CAPP.
5. The following issues, but not limited to, should be deliberated and documented during focus group discussion:
 - a. Awareness on health, sanitation, gender, environment and extract recommendations to ensure friendly water and sanitation facility for Elderly, Women, Children and Disabled (EWCD) habitants.
 - b. Awareness on waste segregation, re-using and recycling products, proper waste disposal and health related issues on solid waste.
 - c. Explore creation of ward committee (if not existing) to manage better services of created assets including representatives from ULB's, CBO's, various stakeholders, women (on priority) as members.
 - d. Explore requirement of connections to water supply and sanitation services to poor and women headed households on priority.



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- e. Explore possibilities of employment to the poor and women in the ongoing works under the RUSDIP sub-projects, and other sectors like health, SWM activities of ULB etc.
 - f. Training to community members for maintenance and preservation of historical /heritage sites.

All the members of PMU, IPIU, IPMC and DSC should abide this circular.

sd) —
(Vaibhav Galriya)
Project Director

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Copy to the following for information and necessary action:

1. Addl. Project Director/ FA/ ACE/ SE (WW)/ (WS)/ (R&B)/ Dy. PD (Adm.) & Sr. AO /All POs / AI' APOs/ AO/ AAO/ PA to PD, PMU, RUIDP, Jaipur
2. Executive Engineer, IPIU, RUSDIP.....
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