

Sub: Construction Management System: Circular - 61

Ref: Guidelines for conducting the activity of Community Awareness Participation Program (CAPP) in RUSDIP project towns through CAPP.

It has been observed that proper documentation of the daily CAPP activities carried out on field by ACOs, different activities taken up by CAPP core unit is done at PIU / CAPP unit / PMU level. This needs to be done at three levels:

1. **PIU Level:** EE, IPIU should maintain monthly record of daily CAPP activities organized by ACO in concern town in soft as well as in hard copy. EE, IPIU should ensure that ACO upload all activities, organized during the month, on internal monitoring web site of RUIDP in every month within first quarter of the month.

All activities should be properly documented detailing following points.

- a. Background & Objective
- b. Reference sector of the activity
- c. Brief about public participant & there attendance sheet duly signed by the participants
- d. Brief description of activity executed
- e. Public opinion & out comes
- f. Conclusion of activity
 - How the activity increased Community Awareness about RUIDP interventions.
- g. Photographs of activity
- h. Reference of activity published in News paper with News cutting for all type of activities (expenditure based / non expenditure based) - XEN IPIU to ensure maximum publicity.
- i. Report to be signed by the ACO & c/s by representative of IPIU
- j. Expenditure occurred in activity

One copy should be kept for the record of IPIU, two copies should be sent to CAPP Core unit by ACO duly endorsed by XEn IPIU (one copy for their compilation and one copy to be sent to PMU with monthly report). This report should be submitted before 10th of every month.

2. Core Unit Capp:

- a) The Team Leader and COs of CAPP are required to closely monitor the activity of ACO on regular basis with an objective to ensure maximum public participation and the outcome of CAPP and prepare a subject matrix of the activities conducted in the month with comments on their outcome enclosing documents of the CAPP events. One copy of such report should be sent to SE (Co-ord) for the record of PMU.
- b) The monthly target of CAPP Activities to be organized by ACO should be given by CO /TL CAPP in consultation with PMU / concerned XEn, IPIU by 25th day of the previous month. TL, CAPP should strictly ensure about timely implementation of sanctioned activities under direction of EE, IPIU and the performance of ACOs by witnessing on field through himself / CO's.

- a) Monthly reports of CAPP activities organized by ACO as well as in CAPP core unit (CO/CEO) should be summarized in tabular form (as enclosed format A) and this copy should be enclosed with monthly report to be sent to PMU by 10th of every month.

3. PMU Level (Co-ordination Cell):

- a) The booklet of annual progress report of RUIDP works "Navakar" should be ensured to be published by SE (Co-ord) with the help of CAPP Core unit in English for the year to year basis progress before February month of the year and in Hindi on financial year basis before May month of the year.
- b) All monthly activity charts submitted by core unit should be compiled by the SE (Co-ord) and a proper record of all activities (reports, photos and paper cuttings etc.) should be kept in PMU.

4. General:

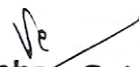
- a) The coordination & participation of local administration / line agencies representatives needs to be ensured during CAPP activities for better outcome of the efforts. This will help in taking over of assets by line agencies / sustainability of assets / realization of benefits to the citizens from the created assets.
- b) During execution of CAPP activities the opinions, out comes, remedial measure suggested by ACO to local public participants should be recorded by ACO and regularly discussed with EE, IPIU and TL, CAPP. It should be ensured that the conclusion of discussion shall be implemented for better management and good quality of work.
- c) TL CAPP should submit the performance grading of ACO according to activities execution in the prescribed format (Format "C" enclosed) on regular monthly basis to SE /PO (Co-ord). SE (Co-ord) will appraise the outcome in the monthly review meeting of PMU.
- d) The list of proposed CAPP activities, with time frame and likely date of completion shall be submitted by TL, CAPP on monthly basis in consultation with SE /PO (Co-ord) to PMU in accordance to their priority.

5. Gender Action Plan: It should be deliberated and documented during focus group discussion and public consultation while identify community issues and concerns on infrastructure, social, economic concerns, with 33% women participating to and submit gender action plan report bi-annually focusing on the following issues:

- a. Community awareness-raising campaigns on health, sanitation, gender, and environment and elicit recommendations to ensure friendly water and sanitation facilities for Elderly, Women, Children and Disabled (EWCD) habitants.
- b. Survey of poor/ or women headed households, extent of their access to water, sanitation, health services, municipal services, their sources of livelihood, women's roles and participation in community activities.
- c. Community awareness-raising campaigns on waste-segregation, re-using and recycling products, proper waste disposal and health related issues on solid waste management with equal participation of women and men.
- d. 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.

- e. Explore requirement of connections of water supply and sanitation services and providing subsidized water rates to poor and women headed households on priority.
- f. 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.
- g. Conduct Training for community members and ULB officials in the social- inclusive, gender-sensitive management of urban services such as save water, good sanitation system and solid waste management maintenance and preservation of historical /heritage sites ensuring proportionate participation of women.

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


(Vaibhav Galriya)
Project Director

Dated: 25.07.2011

F3 (106) (32)/RUSDIP/PMU/CMS/20077 10883-933
Copy to following for information and necessary action:

1. Addl. PD / CE (T)/ FA / Dy. PD (Adm.)/ Dy. PD (NLCP)/SE (Co-ord)/ SE (WW)/ (WS) /(Roads)/ (Bridges)/ PO (all)/ Sr. AO / All APOs / AAO/ PA to PD PMU, RUIDP, Jaipur.
2. Zone SE, RUSDIP, Jaipur/Jodhpur/Kota.
3. Executive Engineer, IPIU, RUSDIP, Alwar, Baran, Barmer, Bharatpur, Bundi, Chittorgarh, Churu, Dholpur, Jaisalmer, Jhalawar-Jhalarapatan, Karauli, Nagaur, Rajsamand, Sawai Madhopur, Sikar.
4. Team Leader IPMC, Jaipur/ DSC-I, Jaipur/ DSC-II, Jodhpur/ DSC-III, Kota, RUSDIP.
5. Dy. TL/ACM, DSC-I, Alwar/ Dholpur/ Karauli/ Sawai Madhopur, Dy. TL/ACM, DSC-II, Churu/ Jaisalmer/ Barmer/ Sikar and Dy. TL/ACM, DSC-III, Chittorgarh/ Rajsamand/ Bundi/ Baran, RUSDIP.
6. ACP, RUIDP, Jaipur to send by e-mail.


Chief Engineer (T)

Government of Rajasthan
 Office of IPIU.....

RAJASTHAN URBAN SECTOR DEVELOPMENT INVESTMENT PROJECT

Office Address:.....

Tel No.:, Fax No.:, email :, web site : www.....

Summary of Activities of Community Action Participation Program

Name of IPIU RUSDIP town:

Month:

S. No.	Duration & Date	Activities	Venue of Meeting/ Activity	Numbers of public participant present in Meeting/ Activity	Stake holders	Sector for which activity support	Purpose or likely benefits of Activity	Expenditure occurred in implementation of activity	Date of activity published in local News paper*	Remark
1	2	3	4	5	6	7	8	9	10	11

*ACO should ensure that all sanctioned package activity should be published in local News paper

Signature of ACO

Signature of IPIU representative

Signature of TL CAPP

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Activity wise Worksheet

Name of ACO:

Name of IPIU representative monitor CAPP:

Place:

Month:

S.No.	Date	Purpose of Meeting / Activities	Venue of Meeting/ Activities	Duration of Meeting	Numbers of public participant present in Meeting/ Activity	Remark consisting very brief outcome
1						
2						
3						

Enclosures:

- Report on activity with participatory attendance sheet
- Photographs & videography if any
- News paper cuttings.

Signature of ACO

Signature of IPIU representative



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Format -C

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Grading of ACOs according Monthly Target And Achievement of CAPP Activity

Month: 2011

Name of ACO

Name of Town

SN	Name of Activity	Mark for Each Activity	Target		Achievement		Mark obtain for Each Activity
			Total	During Month	During Month	Total	
1	2	3	4	5	6	7	8
1	Identification of affected person (APs)	5					
2	Card Preparation & Distribution Of affected person (APs)	5					
3	Bank Account Opening of affected person (APs)	5					
4	Disbursement of Claim to affected person(APs)	5					
5	Focus Group Discussion or Small Group Meetings (RWAs, Women's Group, Project Laborers, Slums, Rag Pickers)	10					
6	Consultations (ULB & Line Departments, NGOs/CBOs, Contractors, Ward Parshads, Project Laborers, Community & Slums	5					
7	Surveys (Willingness to pay, Ward Parshad Survey, ULB Man Power Survey, Rag Pickers Survey	10					
8	Hoardings/Flex Installation	5					
9	Work Site Visit	5					
10	Awareness Meeting Program for Stakeholders	4					
11	Orientation Program on SWM & Health etc for Rag Pickers Community	4					
12	Essay Competition for awareness & participation on water conservation in school	4					
13	College Debate Competition on Water Conservation & Water Metering	4					
14	Puppet Shows on Water, Solid Waste Management, Water Metering, Tariff reforms , Slum & poor community awareness	4					
15	Orientation Program for Registered Plumbers on Service Connection & Installation of Water Meters	4					
16	Public Consultation on Water Meter, Solid Waste, Water Management	4					
17	Training Program on Safety Measures for Project Laborers	4					
18	Drawing Competition for School Students on Solid Waste Management	4					
19	School Students Awareness Rally on Installation of Water Meter	4					
20	Community Awareness through NUKKAR NATAK	5					
21	Any other activity						
Total Marks Obtain By ACO		100					
Grading of ACO							

Signature of TL CAPP

Countersigned by SE / Po (Co-ord)