

ACTIVITY GROUP AND VSCF PLANNING GUIDE

NOVEMBER 2005

CONTENTS

1	Introduction	3
1.1	Activity Groups	3
1.2	Village Credit and Savings Facilities (VSCFs) Support	3
1.3	Activity Group/VSCF Plans	3
2	Preparation for Activity Group/VSCF Planning Meetings	5
2.1	Activity Groups	5
2.2	VSCF Planning Meetings	5
3	Activity Group and VSCF Planning Meetings	6
4	Activity Group/VSCF Plan	7
4.1	Background	7
4.2	Planned Activities	7
4.3	Justification	7
4.4	Objectives	7
4.5	Beneficiaries	7
4.6	Gender	8
4.7	Environmental Issues	8
4.8	Monitoring and Evaluation	8
4.9	Implementation Schedule	8
4.10	Budget	9
4.11	Service Providers	9
4.12	Signatures	9
4.13	Appendix 1: Activity Group/VSCF Members	9
4.14	Appendix 2: Detailed Cost Estimates	9
5	Finalising Activity Group/VSCF Plans	10
5.1	Technical Assistance/Training Cost Estimates	10
5.2	Commune People's Committee Administration Fees	10
5.3	Finalising Activity Group/VSCF Plan Budget	10
5.4	Competent Service Providers	11
5.5	Technical Assistance and Training	11
	Appendix 1: Activity Group Planning Meetings	12
	Introduction	12
	Planning Exercises	12
	Proposal Outline	14
	Appendix 2: VSCF Planning Meetings	16
	Introduction	16

Planning Exercises	16
Proposal Outline	18
Appendix 3: PRA Exercises for Activity Group Planning Meetings	20
Appendix 4: Activity Group/VSCF Plan Format	21
Appendix 5: Commune Development Fund Orientation Guide (RUDEP)	37

1 Introduction

1.1 Activity Groups

Activity Groups provide the foundation for the implementation of RUDEP activities in accordance with the following principles:

- Priority is given to poor households and women. Each Activity Group must have at least 50 percent poor households and 50 percent women.
- Activity Groups are formed to implement all activities in the Commune Plan funded by RUDEP. They are involved in all stages of implementation.
- Activity Group members are informed of the budget for each activity in the Annual Plan. Members of the Activity Groups are involved in planning, design, implementation, monitoring and evaluation.

The Commune Annual Plan highlights specific activities that RUDEP will fund under the Economics and Social component of the Program (Component 1). Each of these activities is implemented through an Activity Group. An Activity Group is established and conducts the following activities:

- Design and plan appropriate activities to implement that conform with the RUDEP Funding Orientation Guide.
- Determine budgets and cost estimates for each of the activities to be implemented.
- A Plan is developed and agreed by the Activity Group members.
- The Plan outlines an implementation schedule, budgets and monitoring and evaluation roles and responsibilities.
- The Activity Group Plan is finalized and submitted to the CPC for approval and implementation.

Each Economic activity under the Commune plan is allocated a budget of 15,000,000 VND. The budget for Social activities varies between Communes.

1.2 Village Credit and Savings Facilities (VSCFs) Support

Village Credit and Savings Facilities (VSCFs) provide a source of locally available, no-collateral credit for poor households. These VSCFs also allow members to deposit savings and withdraw these savings when money is required. VSCFs began being established by RUDEP in 2003. VSCFs that formed in the 2003/2004 and 2004/2005 Annual Plan years will be supported with funds (12,000,000 VND per VSCF). The purpose of these funds is to allow the VSCF members to develop a plan that will increase, improve and diversify income generating activities.

1.3 Activity Group/VSCF Plans

This Guideline outlines the steps involved in preparing Plans with Activity Groups and VSCFs. The content and information contained in the Plan Format is also outlined. The Activity Group and VSCF Plan contains the following:

- Background of Activity Group/VSCF
- Planned activities that the Activity Group/VSCF will undertake
- Justification for each of the activities in the Plan
- Objectives of each of the activities in the Plan
- Expected beneficiaries of the activities and the Plan
- Gender roles and how these have been incorporated in the Plan
- Environmental issues associated with activities in the Plan

- Monitoring and evaluation
- Implementation schedule of each activity in the Plan
- Budget Summary
- Service Providers to provide technical assistance or training

The Activity Groups and VSCFs apply the same Plan Format.

This Guideline was developed to assist Commune People's Committees, Facilitators and District Development Officers (DDOs) in conducting Activity Group and VSCF Planning Meetings. It provides guidance on

- Necessary preparations to be conducted before the Activity Group and VSCF Planning Meetings
- Steps involved in conducting Activity Group and VSCF Planning Meetings
- Contents of the Activity Group/VSCF Plans; and
- PRA exercises used to identify and develop activities to be implemented under the Activity Group/VSCF Plans.

2 Preparation for Activity Group/VSCF Planning Meetings

2.1 Activity Groups

Prior to holding any Activity Group meetings, preparations need to be made. These preparations will include:

- Hamlets where the activities will be conducted (if possible)
- Households to be invited to the Planning Meetings:
 - At least 50% poor households according to Wealth Ranking results
 - At least 50% women members
- Dates and locations of the Planning Meetings.

No Activity Group will form unless the Group consists of at 50 percent poor households and 50 percent women. The household Activity Group lists must be cross-checked against Wealth Ranking lists and DOLISA lists.

Invitations need to be sent to the households to attend the Planning Meetings. One person should be made responsible for inviting households to attend the Meetings. Invitations should be distributed at least one week in advance.

2.2 VSCF Planning Meetings

VSCFs are already formed. Planning Meetings should be incorporated into the VSCF Monthly Meeting in which all members attend. The dates of the Monthly Meetings should form the basis for a plan to be developed to conduct all VSCF Planning Meetings in each Commune.

3 Activity Group and VSCF Planning Meetings

These Meetings involve all Activity Group/VSCF members, the CCG and RUDEP District Development Officers. The Meeting involves the following steps:

- **Introduction and Purpose of the Activity Group/VSCF Planning Meeting:** An introduction to the Commune Plan and activities implemented in the Village and Commune is given. The Annual Plan Activity that the Activity Group will implement is explained to the households (e.g. pigs, cattle, etc.). The purpose of the VSCF Support Funds should be introduced to the Members in the case of VSCF Plans (i.e. to improve, increase and diversify income generating activities for members).
- **Roles and Responsibilities of Activity Groups/VSCFs:** The role and responsibility of Activity Groups/VSCFs is explained. These roles and responsibilities include designing, planning, implementation and monitoring and evaluation of each Activity.
- **Planning Exercises and PRA:** Planning exercises and PRA are conducted to identify current practices and problems. Planning and PRA tools vary and depend on the Annual Plan activity (e.g. cattle and forestry activities do not apply the same PRA tools). Activities are identified or proposed to overcome these problems.
- **RUDEP Funding Orientation Guide:** Within the range of activities proposed by Activity Group members, some may not comply with the RUDEP Funding Orientation Guide. This Funding Orientation Guide is explained to households and outlines activities that RUDEP can and cannot fund. Alternative solutions are discussed for activities or items that RUDEP cannot fund.
- **Identify Specific Activities:** A list of proposed activities is identified by the Activity Group/VSCF members using the Activity Identification Matrix. The Matrix highlights activities that will be conducted under the Plan.
- **Plan Outline Preparation:** A simple Activity Group/VSCF Plan Matrix is used for the preparation of the Activity Group/VSCF Plan. Activity Group/VSCF members discuss justification, objectives, beneficiaries, gender and environment issues, implementation schedule and monitoring and evaluation for each activity.
- **Budget Preparation:** Based on the activities proposed, Activity Group/VSCF members will propose and allocation of budget. Scale of implementation (e.g. number of trials, amount of equipment) is discussed further.
- **Agreement on Proposed Plan and Next Steps:** Activity Group/VSCF members discuss and agree on the main activities to be implemented. An overview of the next steps to be conducted in finalizing the Activity Group/VSCF Plan is given as further meetings may be necessary. The Activity Group/VSCF vote a Group Leader and representatives to assist in finalizing the Activity Group/VSCF Plan.

The Activity Group Planning Meeting content and outline is attached in Appendix 1. The content and outline of the VSCF Planning Meeting slightly differs and is attached in Appendix 2.

PRA exercises used in the Activity Group Planning Meetings will vary depending on the Annual Plan activity. The District Development Officers will support the support the CPC to apply appropriate PRA exercises for individual activities. A list of appropriate and recommended PRA tools for different Activity Group and VSCF meetings is attached in Appendices 3.

4 Activity Group/VSCF Plan

The Activity Groups and VSCFs will use the same Plan Format attached in Appendix 4. There are 11 sections in the main body of the Plan. The names of Activity Group and VSCF members and Detailed Cost Estimates are attached as Appendices to the Plan.

The Plan Format is designed to be simple enough for Activity Groups/VSCFs to understand and complete. The Plan also incorporates important aspects of gender and environment when designing and planning activities.

4.1 Background

The Background section outline basic information on the Activity Group/VSCF. This includes:

- The name of the Activity Group/ VSCF
- Commune and Village
- Number of members of the Activity Group/VSCF (including the number of male and female members)
- The number of poor households in the Activity Group/VSCF and percentage (according to Wealth Ranking figures)
- The date that the Activity Group/VSCF formed and the date the Plan was submitted.

Information on the number of poor households in the Activity Group/VSCF will need to be checked with Wealth Ranking lists. The CPC and the DDO will need to assist the Activity Group/VSCF with this information.

4.2 Planned Activities

The Planning Activities section outlines the activities that will be conducted under the Plan. Each activity has a corresponding number with a basic description of the activity provided (e.g. pig marketing study tour, pig feed trial, animal health training, etc.).

4.3 Justification

The Justification outlines reasons why the activities are needed. Information on the current situation and status may be provided. For example, animal health training for pigs may be identified as an Activity Group/VSCF Plan activity. This may be justified because many households currently raise pigs; however pig diseases commonly occur. Mortality in pigs due to diseases has a large impact on household income. Households currently don't have much knowledge on how to prevent such diseases. Therefore, animal health training on pigs is considered an important activity. Each activity included in the Plan must be justified.

4.4 Objectives

The Objectives of each activity is outlined. For each activity, there will be more than one objective. The Objectives of each activity should be clear and concise. Clear Objectives provide a foundation for each activity to be monitored and evaluated.

4.5 Beneficiaries

It is desired that a maximum number of people benefit from the activities of the Activity Group/VSCF Plan. The Beneficiaries section of the Plan Proposal outlines possible

beneficiaries with information outlined on how these people will benefit from the Plan activities. The expected ways in which benefits from the Plan activities will flow must be outlined for:

- Activity Group/VSCF members
- Women
- Men
- Households in the Village
- The local community in general

4.6 Gender

Any Activity Group/VSCF Plan must take into account gender roles and considerations. The Gender section of the Plan includes providing information on:

- The number of members of the Activity Group/VSCF (and the number of male and female members)
- The suitability of activities for women (and how the planned activities will be suitable for women)
- How women will participate in the planned activities (and which activities are specifically designed for women).

It is important to ensure that women have equal opportunities to participate in activities implemented under the Activity Group/VSCF Plan. Specific activities that women play a leading role in implementing should be reflected in each Activity Group/VSCF Plan.

4.7 Environmental Issues

Potential environmental issues or problems may be associated with some Activity Group/VSCF Plan activities. The Environmental Issues section of the Plan provides opportunities for potential issues to be identified and discussed. Measures to mitigate such environmental problems should be proposed and included in the Plan. Some activities, will not be associated with any potential environmental issues and need not be included in this section of the Plan. Only activities for which potential environmental risks are identified should be included in the Environmental Issues section of the Plan.

4.8 Monitoring and Evaluation

Monitoring the progress of all activities under the Activity Group/VSCF Plan is necessary. Monitoring includes two important aspects of the Activity Group/VSCF Plan:

- Monitoring of implementation progress of each activity
- Monitoring and tracking of expenditure and funds

Each activity under the Activity Group/VSCF Plan will be monitored. The Objectives of each activity (from section 5 of the Plan) is inserted. This provides a foundation for identifying how the activities will be evaluated and indicators used to measure. Indicators should be verifiable (measurable) and clear. One person needs to be responsible for monitoring each activity.

4.9 Implementation Schedule

An Implementation Schedule for each Plan activity needs to be prepared. All activities should aim to be completed by June 2006. The start date and duration of each activity should be highlighted. A monitoring schedule should also be included and the time for evaluating activities should also be outlined.

4.10 Budget

A summary of the Activity Group/VSCF Plan budget is outlined for each activity. CDF funds refers to the budget allocated by RUDEP through the CPC to the Activity Group/VSCF to support the Plan. Activity Group/VSCF contributions also need to be highlighted for each activity in this section. The total budget refers to both CDF and Activity/VSCF contributions to the Plan. Further information on the budgets is discussed further in the Detailed Cost Estimates section of the Plan (Appendix 2 of the Activity Group/VSCF Plan).

4.11 Service Providers

Some activities require the services of a Service Provider to support the Activity Group or VSCF to conduct the activities. This may include either technical assistance or training. The Service Provider required to support the implementation of each activity needs to be identified. The main duties that the Service Providers will perform also needs to be highlighted. Some activities in the Activity Group/VSCF Plan may not require a Service Provider; only activities that require a Service Provider should be included in this section of the Plan.

4.12 Signatures

The Activity Group/VSCF Plan is completed by the Activity Group/VSCF. The Activity Group/VSCF members all sign the Plan in Appendix 1. Once the Plan Proposal is completed, the Activity Group/VSCF leader signs the Plan. It is then submitted to the CPC for signature and approval. Once approved, a copy of the Plan is forwarded to RUDEP for information and recording.

4.13 Appendix 1: Activity Group/VSCF Members

Appendix 1 lists the names of the Activity Group/VSCF members. The sex of each member is included and whether the household is poor (according to Wealth Ranking and/or DOLISA) is highlighted. Each individual's role in implementation of the Activity Group/VSCF Plan should be outlined. Each member of the Activity Group/VSCF is requested to sign Appendix 1 in the row corresponding to their name.

4.14 Appendix 2: Detailed Cost Estimates

Detailed Cost Estimates for each activity implemented under the Activity Group/VSCF Plan need to be outlined. Each Detailed Cost Estimates Table included the following:

- Items (items should be clear and specific)
- Unit (of the item)
- The number of items required
- The unit price of each item
- Amount of CDF funds that will be spent on each particular item
- Amount of Activity Group/VSCF funds that will be spent on each particular item
- The total funds (both CDF and Activity Group/VSCF funds).

Some items required to implement some activities cannot be funded by CDF funds. Information on items that can and cannot be funded is highlighted in the Funding Orientation Guide (Appendix 5). However, Activity Group/VSCF members may purchase some items that CDF funds do not allow.

5 Finalising Activity Group/VSCF Plans

A number of recommendations are given to support Activity Groups/ VSCFs and Commune People's Committees to finalise Plans. These recommendations are based on previous experience of RUDEP when conducting planning meetings and finalising Activity Group/VSCF Plans.

5.1 Technical Assistance/Training Cost Estimates

The final Detailed Cost Estimates Table (in Appendix 2 of the Activity Group/VSCF Plan) should outline Technical Assistance/Training Cost Estimates. Allocating one specific table that outlines all technical assistance and training costs will support the CPC to prepare Service Provider contracts.

- This Table should include technical assistance or training requested for each activity.
- Units and unit costs are derived from RUDEP's Cost Norms for activities.
- The Technical Assistance/Training cost table needs to take into account 5% Administration Fees for Service providers.
- Administration Fees must be included in the Activity Group/VSCF Plan and included in the Technical Assistance/Training Cost Estimates Table and calculated for each Service Provider.

5.2 Commune People's Committee Administration Fees

RUDEP's Commune Development Funds allocated to Economic, Social and VSCF Support allow 2% of funds to be used by the CPC for administration expenses (e.g. stationery, photocopying, etc). This 2% administration fee is deducted from the Commune's Economic, Social and VSCF support funds. This consequently reduces the actual budget available for the Activity Group/VSCF.

- 15,000,000 VND is allocated to each Economic Activity under the Commune Plan. 2% administration expenses reduces this figure to 14,700,000 VND per Activity Group.
- 12,000,000 VND is allocated to each VSCF under the VSCF Support Component of the Commune Plan. 2% administration expenses reduces this figure to 11,760,000 VND per VSCF.

This funding breakdown should be explained to each Activity Group and VSCF at the Activity Group/VSCF Planning Meeting.

5.3 Finalising Activity Group/VSCF Plan Budget

Often, the most difficult element of finalising Activity Group/VSCF Plans is completing the budget and Detailed Cost Estimates for each activity. Finalising the Detailed Cost Estimates, and consequently the total budget, may be assisted by:

- A copy of the RUDEP Cost Norms should be explained and provided to each Activity Group/VSCF. A detailed explanation should be given on the units, unit costs and methods to calculate items that apply these cost norms.
- The Activity Group/VSCF should nominate one person that is responsible for collecting information on cost estimates for items required for each activity.
- Copies of previous RUDEP Service Provider Contracts will provide cost estimates for specific activities. This is particularly useful when finalising cost estimates for

training courses (e.g. animal health training) and training/technical assistance inputs. These can be provided to the CPC through the District Development Officers.

- District Extension Stations may be able to provide information on input requirements and unit costs of some items that may be difficult for Activity Group/VSCF members to collect (e.g. animal health medicines, plant protection items, etc.). This must be conducted with the participation of Activity Group/VSCF members.

Maximum effort should be given to ensure that the Activity Group/VSCF plays a key role in finalising the Plans. Finalising the Activity Group/VSCF Plan and budget without the Activity Group/VSCF members, and transferring this responsibility to the CPC or District Extension Station will limit the participatory approach being promoted and possibly reduce the inclusion of pro-poor approaches and technologies.

5.4 Competent Service Providers

Competent Service Providers can only provide technical assistance or training under Activity Group/VSCF Plans. RUDEP's Capacity Building Component (Component 3) is currently focusing on building the skills of various Service Providers to deliver appropriate participatory and pro-poor technical assistance and training.

- The use of locally contracted people (e.g. paravets, Agricultural Cooperatives) is discouraged. The actual level of competency of such people is unknown and will consequently impact on the quality of training and technical assistance inputs.
- District Extension Station capacity is currently being built through Component 3 of RUDEP. Priority should be given to contracting District Extension Stations to deliver pro-poor and participatory training and technical assistance. Where District Extension Station capacity to implement a particular activity is lacking, the Provincial Extension Centre may be preferred.
- Some Private Service Providers exist in Quang Ngai Province. Private Service Providers may be requested to implement particular activities where District Extension Station capacity is lacking (e.g. mushrooms, etc.). Private companies with extension and training capacity (e.g. Central Seed Company) may be appropriate for cropping activities.

Further information on appropriate and competent Service Providers is outlined in the RUDEP Service Provider Contracting Guide.

5.5 Technical Assistance and Training

- Technical assistance is calculated on a per day basis (85,000 VND per day). Technical assistance refers to technical support to Activity Group/VSCF members to support implementation of activities and facilitates learning-by-doing.
- Training is calculated on an hourly basis (30,000 VND per hour for District Extension Officers; 60,000 VND per hour for Provincial Extension Centre Officers). Training refers to actual 'training' to Activity Group/VSCF members on technical elements related to an activity.

Certain activities implemented under each Activity Group/VSCF Plan will only require technical assistance (e.g. trials). Other activities may require only training (e.g. animal health). Certain activities may require a combination of both technical assistance and training. The difference between these two forms of technical support should be discussed with the Activity Group/VSCF members. The most appropriate form of technical support (technical assistance or training) should be identified for each activity in the Plan.

Appendix 1: Activity Group Planning Meetings

Introduction

1. Welcome the men and women and thank them for attending.
2. Briefly introduce the Commune and Village Plans. Explain that activities implemented in the Village and the activity that this Activity Group can implement.
3. Introduce the concept of an Activity Group and its roles and responsibilities.
 - a. The Activity Group forms and plans, designs, implements and monitors the implementation of the Plan.
 - b. The Activity Group prepares a Plan that outlines all activities to be conducted.
 - c. The Activity Group is supported with 14,700,000 VND through RUDEP's Commune Development Funds.
4. Explain that in order to identify and plan activities, a number of exercises will be conducted at this meeting. These exercises are:
 - PRA exercises (different PRA exercises will be used for different activities)
 - Activity identification matrix; and
 - Draft Plan matrix.

Planning Exercises

5. Start by conducting PRA exercises.
 - a. Ensure that clear problems and solutions are identified
 - b. Use coloured cards to highlight problems and solutions
 - c. Ensure that everyone participates in the discussion and the results are agreed by all.
6. Once all solutions and suggested activities are proposed, proceed with conducting the Activity Identification Matrix:
 - a. Present the CDF Funding Orientation Guide to households to ensure that they understand activities that can and cannot be funded
 - b. Explain the different ways in which Commune Development Funds can be used (e.g. Study Tours, Training, Trials, Equipment or Materials, Technical Materials, Demonstrations).
 - c. Collect the solution cards and begin to facilitate discussion on different activities that could be incorporated under the Plan. Try to link similar activities.
 - d. Facilitate discussion using the Activity Identification Matrix attached in

Table 1.

- e. Be as specific as possible. The Matrix should be very clear and will appropriate activities. Discussion on pro-poor approaches should be facilitated in this session of the Meeting.

Table 1: Activity Identification Matrix for Activity Group Planning Meetings

Activity	Activity 1	Activity 2	Activity 3	Activity 4
Study Tour				
Training				
Demonstration				
AGIT				
Equipment and Materials				
Technical Materials				
Activity Group Contribution				

Proposal Outline

7. Provide an introduction to the Activity Group members on the Plan outline.
 - a. Explain each of the steps involved in preparing, submitting and approving the Activity Group Plan.
 - b. Facilitate discussion on the Activity Group Plan through conducting the Plan Matrix
 - c. Be as specific as possible. Recording a lot of detailed information on the Matrix makes it easier for the Activity Group Plan to be prepared.
 - d. Discuss with the Activity Group about possible Service Providers. Ensure that the Service Providers are competent.

Table 2: Activity Group Plan Matrix

Item	Activity 1	Activity 2	Activity 3	Activity 4
Justification				
Objectives				
Beneficiaries				
Gender				
Environment				
Monitoring and Evaluation				
Starting Date				
Budget				
Service Providers				

8. Upon the completion of the Activity Group Plan Matrix, inform the Activity Group about next steps involved in completing and submitting the Plan. This involves:
 - a. Nominating an Activity Group Leader who is responsible for finalising the proposal, completing the Detailed Cost Tables with Activity Group members and submitting the Plan to the CPC with all member signatures.

- b. The Plan is submitted to the CPC and is signed by the Leader of the Activity Group.
- c. Once approved, preparations for implementation will begin and money will be disbursed to the Activity Group to purchase inputs required for some activities.
- d. The CPC will work with relevant Service Providers to prepare Service Contracts to support the Activity Groups with technical assistance and training.

Appendix 2: VSCF Planning Meetings

Introduction

1. Welcome the men and women and thank them for attending.
2. Briefly introduce the Commune and Village Plans. Explain the funding support that RUDEP will provide each VSCF and its purpose and objectives.
 - a. The VSCF plans, designs, implements and monitors the implementation of the Plan.
 - b. The VSCF prepares a Plan that outlines all activities to be conducted.
 - c. The VSCF is supported with 11,760,000 VND through RUDEP's Commune Development Funds.
3. Explain that in order to identify and plan activities, a number of exercises will be conducted at this meeting. These exercises are:
 - o PRA exercises
 - o Activity identification matrix; and
 - o Draft Plan matrix.

Planning Exercises

4. Start by conducting PRA exercises (Linkage Diagrams and Matrix Scoring and Ranking).
 - a. Ensure that clear activities are identified
 - b. Use coloured cards to highlight problems and activities that respond to these problems or needs
 - c. Ensure that everyone participates in the discussion and the results are agreed by all.
5. Once all solutions and suggested activities are proposed, proceed with conducting the Activity Identification Matrix:
 - a. Present the CDF Funding Orientation Guide to households to ensure that they understand activities that can and cannot be funded
 - b. Explain the different ways in which Commune Development Funds can be used (e.g. Study Tours, Training, Trials, Equipment or Materials, Technical Materials, Demonstrations).
 - c. Collect the solution cards and begin to facilitate discussion on different activities that could be incorporated under the Plan. Try to link similar activities.
 - d. Facilitate discussion using the Activity Identification Matrix attached in

Table 3.

- e. Be as specific as possible. The Matrix should be very clear and will appropriate activities. Discussion on pro-poor approaches should be facilitated in this session of the Meeting.

Table 3: Activity Identification Matrix for VSCF Planning Meetings

Activity	Activity 1	Activity 2	Activity 3	Activity 4
Study Tour				
Training				
Demonstration				
AGIT				
Equipment and Materials				
Technical Materials				
Activity Group Contribution				

Proposal Outline

6. Provide an introduction to the VSCF members on the Plan outline.
 - a. Explain each of the steps involved in preparing, submitting and approving the VSCF Plan.
 - b. Facilitate discussion on the VSCF Plan through conducting the Plan Matrix outlined in Table 4.
 - c. Be as specific as possible. Recording a lot of detailed information on the Matrix makes it easier for the VSCF Plan to be prepared.
 - d. Discuss with the VSCF about possible Service Providers. Ensure that the Service Providers are competent.

Table 4: VSCF Plan Matrix

Item	Activity 1	Activity 2	Activity 3	Activity 4
Justification				
Objectives				
Beneficiaries				
Gender				
Environment				
Monitoring and Evaluation				
Starting Date				
Budget				
Service Providers				

7. Upon the completion of the VSCF Plan Matrix, inform the VSCF about next steps involved in completing and submitting the Plan. This involves:
 - a. Nominating a VSCF Leader who is responsible for finalising the proposal, completing the Detailed Cost Tables with VSCF members and submitting the Plan to the CPC with all member signatures.
 - b. The Plan is submitted to the CPC and is signed by the Leader of the VSCF.

- c. Once approved, preparations for implementation will begin and money will be disbursed to the VSCF to purchase inputs required for some activities.
- d. The CPC will work with relevant Service Providers to prepare Service Contracts to support the VSCF with technical assistance and training.

Appendix 3: PRA Exercises for Activity Group Planning Meetings

Table 5: Recommended PRA Tools for Activity Group Planning Meetings

Activity	PRA Exercises
Cattle/Buffaloes	a. Linkage Diagram b. Seasonal calendar
Pigs	a. Linkage Diagram b. Seasonal calendar
Chickens	a. Linkage Diagram b. Seasonal Calendar
Goats	a. Linkage Diagram b. Seasonal Calendar
Aquaculture	a. Linkage Diagram b. Seasonal Calendar
Rice	a. Seasonal Calendar b. Linkage Diagram c. Matrix Scoring and Ranking
Crops	a. Linkage Diagram b. Seasonal Calendar c. Matrix Scoring and Ranking
Forestry	a. Transect Walk b. Resource Mapping c. Matrix Scoring and Ranking
Home Gardens	a. Seasonal Calender b. Linkage Diagram c. Matrix Scoring and Ranking
Small Business	a. Matrix Scoring and Ranking

Table 6: Recommended PRA Tools for VSCF Planning Meetings

No.	PRA Exercises
Tool 1	a. Linkage Diagram
Tool 2	b. Matrix Scoring and Ranking

Appendix 4: Activity Group/VSCF Plan Format

Social Republic of Việt Nam
Independence - Freedom – Happiness

..... Plan

1. Background

Activity Group/VSCF:		
Commune:	Village:
No. of Members of AG/VSCF:	Male:
		Female:
Poor HHs:	Percentage:
Date Formed:/...../200...	Date of Plan Submission:/...../200...

2. Planned Activities

Number	Activity
1.	•
2.	•
3.	•
4.	•
5.	•
6.	•

3. Justification

Number	Activity	Justification
1.	● ● ● ●
2.	● ● ● ●
3.	● ● ● ●
4.	● ● ● ●
5.	● ● ● ●
6.	● ● ● ●

4. Objectives

Number	Activity	Objectives
1.	• • • •
2.	• • • •
3.	• • • •
4.	• • • •
5.	• • • •
6.	• • • •

5. Beneficiaries:

Beneficiaries	Expected Benefits from the Activities
Activity Group/VSCF Members	<ul style="list-style-type: none"> • • • •
Women	<ul style="list-style-type: none"> • • • •
Men	<ul style="list-style-type: none"> • • • •
Village	<ul style="list-style-type: none"> • • • •
Community	<ul style="list-style-type: none"> • • • •

6. Gender

No. of Members of AG/VSCF:	Male:	Female:
Suitability of Activities for Women:		<ul style="list-style-type: none"> • • • 			
How Women will Participate in the Activities:		<ul style="list-style-type: none"> • • • 			

7. Environmental Issues

Activity	Potential Environmental Issues	Measures to Mitigate
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •

8. Monitoring and Evaluation

Activity	Objectives	Evaluated Against (Indicators used to Measure)	Responsibility (Monitoring)
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •
.....	<ul style="list-style-type: none"> • • • • 	<ul style="list-style-type: none"> • • • •

A monitoring schedule is attached in Section 9 of this proposal (Implementation Schedule).

11. Service Providers

Activity	Service Providers	Duties (Activities Performed)
.....	• •	• • • •
.....	• •	• • • •
.....	• •	• • • •
.....	• •	• • • •
.....	• •	• • • •
.....	• •	• • • •

AG/VSCF REPRESENTATIVE	COMMUNE PEOPLE'S COMMITTEE REPRESENTATIVE
Name:.....	Name:.....
Position.....	Position.....

APPENDICES:

Appendix 1:	AG/VSCF Members
Appendix 2:	Detailed Cost Tables

APPENDIX 1: AG/VSCF MEMBERS

No.	Name	Sex	Poor	Role in Plan Activities	Signature
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

APPENDIX 2: DETAILED COST ESTIMATES

Table 7:

No.	Item	Unit	No. Required	Unit price (VND)	CDF Funds	AG/VSCF Funds	Total (VND)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
				Total			

Table 8:

No.	Item	Unit	No. Required	Unit price (VND)	CDF Funds	AG/VSCF Funds	Total (VND)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
Total							

Table 9:

No.	Item	Unit	No. Required	Unit price (VND)	CDF Funds	AG/VSCF Funds	Total (VND)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
Total							

Table 10:

No.	Item	Unit	No. Required	Unit price (VND)	CDF Funds	AG/VSCF Funds	Total (VND)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
Total							

Table 11:

No.	Item	Unit	No. Required	Unit price (VND)	CDF Funds	AG/VSCF Funds	Total (VND)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
Total							

Table 12:

No.	Item	Unit	No. Required	Unit price (VND)	CDF Funds	AG/VSCF Funds	Total (VND)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
				Total			

Appendix 5: Commune Development Fund Orientation Guide (RUDEP)

Table 13: Commune Development Fund Economic Orientation Funding Guide – 2005/2006 Annual Planning Year

Activity	Purpose	What can be Funded	What Cannot be Funded	Implementation Approach	Funding Breakdown	Service Providers
Cattle/Bufaloes	<ul style="list-style-type: none"> Improve HH knowledge and capacity to raise cattle effectively and increase income 	<ul style="list-style-type: none"> Animal health training Forage and fodder trials and training Study Tours Cattle finishing and feed trials Technical materials 	<ul style="list-style-type: none"> Purchase of cattle (for any activity) Cattle breeding Artificial insemination Building of sheds 	<ul style="list-style-type: none"> Pro-poor approach and technologies Implemented with Activity Groups (> 50% poor households and >50% women members) Practical training approaches 	<ul style="list-style-type: none"> 15,000,000 per Activity Funding breakdown depends on the activities implemented 	<ul style="list-style-type: none"> District Extension Stations Provincial Agricultural Extension Centre Sub-Department of Animal Health (Animal Health Training) Private sector service providers
Pigs	<ul style="list-style-type: none"> Improve HH knowledge and capacity to raise pigs effectively and increase income 	<ul style="list-style-type: none"> Animal health training Pig breeding trials Lean pig raising trials Forage and fodder trials Study tours Technical materials 	<ul style="list-style-type: none"> Purchase of pigs not used in a demonstration or trial High quality and expensive pre-mix feeds Building of pig stys not used in a demonstration or trial 	<ul style="list-style-type: none"> Pro-poor approach and technologies Implemented with Activity Groups (> 50% poor households and >50% women members) Practical training approaches 	<ul style="list-style-type: none"> 15,000,000 per Activity Funding breakdown depends on the activities implemented 	<ul style="list-style-type: none"> District Extension Stations Provincial Agricultural Extension Centre Sub-Department of Animal Health (Animal Health Training) Private sector service providers
Chickens	<ul style="list-style-type: none"> Improve HH knowledge and capacity to raise pigs effectively and increase 	<ul style="list-style-type: none"> Animal health training Chicken raising trials Chicken breeding trials 	<ul style="list-style-type: none"> Purchase of chickens not used in a demonstration or trial High quality and expensive pre-mix feeds Building chicken coops not used in a demonstration or trial 	<ul style="list-style-type: none"> Pro-poor approach and technologies Implemented with Activity Groups (> 50% poor households and >50% women members) 	<ul style="list-style-type: none"> 15,000,000 per Activity Funding breakdown depends on the activities 	<ul style="list-style-type: none"> District Extension Stations Provincial Agricultural Extension Centre Sub-Department of

Activity	Purpose	What can be Funded	What Cannot be Funded	Implementation Approach	Funding Breakdown	Service Providers
Goats	income	<ul style="list-style-type: none"> • Feed trials • Study tours • Minor equipment • Technical materials 		<ul style="list-style-type: none"> • Practical training approaches 	implemented	<ul style="list-style-type: none"> • Animal Health (Animal Health Training) • Private sector service providers
	<ul style="list-style-type: none"> • Improve HH knowledge and capacity to raise goats effectively and increase income 	<ul style="list-style-type: none"> • Animal health training • Forage and fodder trials and training • Study Tours • Goat raising and feed trials • Technical materials 	<ul style="list-style-type: none"> • Purchase of goats (for any activity) • Building of sheds 	<ul style="list-style-type: none"> • Pro-poor approach and technologies • Implemented with Activity Groups (> 50% poor households and >50% women members) • Practical training approaches 	<ul style="list-style-type: none"> • 15,000,000 per Activity • Funding breakdown depends on the activities implemented 	<ul style="list-style-type: none"> • District Extension Stations • Provincial Agricultural Extension Centre • Sub-Department of Animal Health (Animal Health Training) • Private sector service providers
Aquaculture	<ul style="list-style-type: none"> • Improve HH knowledge and capacity to raise fish effectively and increase income 	<ul style="list-style-type: none"> • Fish raising trials and demonstrations and training • Forage and fodder for feeding fish • Study Tours • Technical materials 	<ul style="list-style-type: none"> • Funds for building of ponds • Funds for buying fish not used in a trial or demonstration • High quality and expensive pre-mixed feeds 	<ul style="list-style-type: none"> • Pro-poor approach and technologies • Implemented with Activity Groups (> 50% poor households and >50% women members) • Practical training approaches 	<ul style="list-style-type: none"> • 15,000,000 per Activity • Funding breakdown depends on the activities implemented 	<ul style="list-style-type: none"> • Fisheries Extension Centre • District Extension Stations • Private sector service providers
Rice	<ul style="list-style-type: none"> • Improve HH knowledge and capacity to raise fish effectively and increase income 	<ul style="list-style-type: none"> • Rice seed variety trials • IPM (rice and rat) • Technical materials 	<ul style="list-style-type: none"> • Irrigation canals • Rice seed for HHs that is not used in trials • Purchase of pesticides and fertilizers for HHs that is not used in trials • Ploughing and harvesting 	<ul style="list-style-type: none"> • Pro-poor approach and technologies • Implemented with Activity Groups (> 50% poor households and >50% women members) • Practical training 	<ul style="list-style-type: none"> • 15,000,000 per Activity • Funding breakdown depends on the activities implemented 	<ul style="list-style-type: none"> • Provincial Plant Protection Department • District Extension Centres • Private sector service providers

Activity	Purpose	What can be Funded	What Cannot be Funded	Implementation Approach	Funding Breakdown	Service Providers
Forestry (e.g. Acacia, Cinnamon, etc)	<ul style="list-style-type: none"> Improve HH knowledge and capacity to cultivate various forest varieties effectively and increase income 	<ul style="list-style-type: none"> Forest cultivation training Nursery establishment and demonstrations Improved sloping agricultural land use trials 	<p>equipment</p> <ul style="list-style-type: none"> Funds for buying saplings not for demonstration or trial activities Machines or equipment for forestry 	<p>approaches</p> <ul style="list-style-type: none"> Pro-poor approach and technologies Implemented with Activity Groups (> 50% poor households and >50% women members) Practical training approaches 	<ul style="list-style-type: none"> 15,000,000 per Activity Funding breakdown depends on the activities implemented 	<ul style="list-style-type: none"> Provincial Agricultural Extension Centre District Extension Centres Private sector service providers
Cropping (e.g. maize, cassava, etc.)	<ul style="list-style-type: none"> Improve HH knowledge and capacity to cultivate various crop varieties effectively and increase income 	<ul style="list-style-type: none"> Cropping trials IPM activities and training Technical materials Agro-processing and post-harvest storage trials 	<ul style="list-style-type: none"> Funds for buying cropping seeds not for demonstration or trial activities Large processing or post-harvest storage equipment or machines Displacement of forest areas for cropping 	<ul style="list-style-type: none"> Pro-poor approach and technologies Implemented with Activity Groups (> 50% poor households and >50% women members) Practical training approaches 	<ul style="list-style-type: none"> 15,000,000 per Activity Funding breakdown depends on the activities implemented 	<ul style="list-style-type: none"> Provincial Agricultural Extension Centre Provincial Plant Protection Department District Extension Centres Private sector service providers

Table 14: Commune Development Fund Social Orientation Funding Guide – 2005/2006 Annual Planning Year

Component	Purpose	What can be Funded	What Cannot be Funded	Implementation Approach	Funding Breakdown	Service Providers
Health (child malnutrition, women's reproductive health, malaria prevention)	<ul style="list-style-type: none"> Health prevention activities that support households to generate income 	<ul style="list-style-type: none"> Health prevention training activities Supporting income generating activities (e.g. home gardens) Examinations and basic treatment for poor households Technical materials 	<ul style="list-style-type: none"> Health Centre upgrades Equipment for the Health Centre Free medicines for all households 	<ul style="list-style-type: none"> Pro-poor focus and training approaches Implemented with Activity Groups (> 70% poor households and >50% women members) Practical training approaches 	<ul style="list-style-type: none"> Funding breakdown depends on the available budget allocated in the Commune Plan Funding breakdown will depend upon the activities implemented 	<ul style="list-style-type: none"> District Health Stations Provincial Mother and Child Health Protection – Family Planning Centre Provincial Department of Health
Vocational Training	<ul style="list-style-type: none"> Vocational training for households that supports off-farm income generation 	<ul style="list-style-type: none"> Vocational training for women and youth Paravet training Study Tours Basic Business Skills training Marketing training 	<ul style="list-style-type: none"> Building of Commune training centres Purchase of large scale machinery Infrastructure 	<ul style="list-style-type: none"> Pro-poor technologies and training approaches Implemented with Activity Groups (> 70% poor households and >50% women members) Practical training approaches 	<ul style="list-style-type: none"> Funding breakdown depends on the available budget allocated in the Commune Plan Funding breakdown will depend upon the activities implemented 	<ul style="list-style-type: none"> Community Colleges Vocational Training Centres Private Companies Sub-Department of Animal Health
Disaster Mitigation	<ul style="list-style-type: none"> Reduce HH and community vulnerability to natural disasters 	<ul style="list-style-type: none"> Rescue boats, life jackets and rescue equipment Low cost erosion control measures First Aid and Rescue training Technical materials 	<ul style="list-style-type: none"> Infrastructure (e.g. irrigation canals) Houses 	<ul style="list-style-type: none"> Implemented with Activity Groups (> 70% poor households and >50% women members) Practical training approaches Operation and maintenance plans prepared and implemented 	<ul style="list-style-type: none"> Funding breakdown depends on the available budget allocated in the Commune Plan Funding breakdown will depend upon the activities implemented 	<ul style="list-style-type: none"> Binh Son Red Cross Women's Union

