

# QUANG NGAI RURAL DEVELOPMENT PROGRAM (RUDEP) - PHASE 2

## Report on Assessing GOV Staff Competency



**VIETNAM-AUSTRALIA**

*Prepared for*

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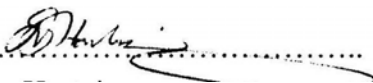
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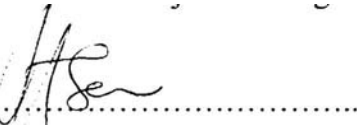
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## Acronyms

CCG	Commune Contact Group
CCQ	Community College of Quang Ngai
DCG	District Commune Group
GOV	Government of Viet Nam
DDO	District Development Officer
HHs	Households
PMU	Program Management Unit
PPP	Participatory Planning Processes
PRA	Participatory Rural Assessment
RUDEP	Quang Ngai Rural Development Program
VSCF	Village Saving And Credit Funds

# 1 Introduction

## 1.1 RUDEP

The Quang Ngai Rural Development Program (RUDEP) is being implemented within Quang Ngai (QN) Province in the central region of Vietnam and its goal is to contribute to rural development, governance and poverty reduction in selected communes in QN Province. At present there are nine communes belonging to seven Program districts. Son Hai, Son Ha District, Tinh Tho, Son Tinh District; Duc Phong, Mo Duc District; Nghia Tho, Tu Nghia District; Hanh Phuoc, Nghia Hanh District; Pho Chau, Duc Pho and Binh Son District. The Program purpose is to empower poor households (HHs) in selected communes in QN Province to improve livelihoods sustainability through increased incomes within the risk framework of poor people. The primary beneficiaries from the RUDEP will be the poor households and poor household groups in each selected commune. The Program is based on three key elements: Participation, Focused Capacity Building and Savings and Credit facilities.

The RUDEP has been planned in three phases:

Phase 1 - Program design and initial capacity building (1 year completed October 2002)

Phase 2 - Program implementation in target communes (5 years, starting in October 2002)

Phase 3 - Expansion of successful activities (4 years)

## 1.2 Purpose of this Report

The purpose is to establish a system to measure the competency of GOV staff, namely Commune Contact Groups (CCGs) and District Commune Groups (DCGs) and provincial contact people through a minimum set of indicators.

# 2 Content

## 2.1 PPP and Co-ordination with Commune and District Level

The Participatory Planning Processes (PPP) collects information, experience, and knowledge assemblage from stakeholders, and then gives a best reasonable plan for each commune within the framework of RUDEP. PPP is used to ensure the success of the development of the people. RUDEP is part of the “enabling environment” RUDEP co-ordinates with households and all four levels of local government to carry out the process, but in this report we talk about PPP and the co-ordination with commune and district level first. Namely, what competencies CCGs and DCGs need to conduct PPP and what minimum set of indicators are needed to assess CCGs and DCGs competencies in these areas.

## 2.2 What Competencies do the CCGs and DCGs Need to Conduct PPP

The key activities of PPP are:

- Participatory Rural Assessment (PRA)
- Village planning meetings
- Commune planning meeting
- Implementation planning

### 2.2.1 CCGs

In PPP, CCGs will arrange village meetings, set the time, venue, content and invite people to come. In addition, CCGs together with another member become facilitators to guide people in PRA (the PRA we talk about is used to collect relevant information prior to the PPP planning meetings), discuss, and analyse different options if necessary. Therefore, CCGs need the following knowledge and skills to complete PPP.

PRA knowledge and skills:

- CCGs must attend PRA training course, then they can guide people in villages and hamlets to conduct PRA.
- Facilitation skill and presentation skills.
- CCGs are facilitators in village meetings. Successful meetings depend very much on facilitators.
- Organization skills Including time management skills, personal skills and resources skills.

Problem solving skills:

In practice, there are many problems that conflict. These problems will be solved more easily if they have problem solving skills. They know how to analyse problems, find causes, give some options to resolve these problems then compare and choose the best way.

Supervision skills:

People need to know how to supervise program activities, then they can implement them better and better.

### 2.2.2 DCGs

In PPP, DCGs will attend some village meetings to understand better and get more information from these meetings. DCGs attend commune-planning meetings, give related information (any GOV budget or out of commune issues) and facilitate commune annual plan processes. DCGs may be able to help communes to prepare project proposals, then approve and supervise. Therefore, DCGs need following knowledge and skills to do PPP:

- Facilitation skills and presentation skills. – they are the same as for the CCGs.
- Problem solving skills - they need to know the problem and can solve it by themselves or decide when to ask for assistance PMU, PPC, other.

- Project proposals skills - to support CCG to prepare activity/project proposals based on existing guidelines, so it makes the time for approving shorter.

## 2.3 How to Measure the Competencies

### 2.3.1 Using Indicators to Measure

CCGs:

- How many people attend training courses with above different topics (PRA, facilitation skills, presentation skills, problem solving skills etc.) and how many people used these skills in PPP? We can total up following table for example:

Name of participants	PRA techniques (With different level and skills)		Facilitation (With different level and skills)	
	Training	Doing	Training	Doing
Mrs.A	1	1	1	1
Ms.B	1	0	1	0
Mrs.C	1	1	0	0
Mr.D	0	0	0	0

Notes:

Yes: 1

No: 0

- Based on above table, we can cross reference some problems about competency.
- The number of village feedback meetings (organized and completed by CPC staff only).
- The number of CPC staff from commune, village and hamlet level that attend village planning meetings.
- The number of CPC staff from commune, village and hamlet level that attend Commune Annual Planning meetings.
- Time for preparing activities/project proposals (how long).

DCGs:

- Similar with CCGs, we total up how many people attend training courses with above different topics (PRA, facilitation skills, presentation skills, problem solving skills etc.) and how many people used these skill in PPP with using above table.
- The number of meetings that DCGs hold to help the commune to resolve problems.
- Time for approving a project that the commune proposed.

### 2.3.2 How to know these Indicators

Based on the following reports:

- CCGs/DCGs' reports.
- CCGs/DCGs also need to prepare a periodic reports every month (At the moment, they have no periodic reports).
- Specialists' reports. These reports focus on specific component; also give a monthly report on progress and issues.
- Program Management Unit (PMU) reports.
- Design forms for monitoring in the following table.

Groups	Indicators	How to measure and collect	When
CCG	1. No. of training courses that he/she attended and are competent. 2. No. of trainees who applied what they learned in their work. 3. No of village feedback meetings 4. No of CPC staff from commune, village and hamlet level that attend village planning meetings 5. No of CPC staff from commune, village and hamlet level that attend Commune Annual planning meetings	-The reports of trainers and CBO - CBO interviews trainees that across reference with the report of DDOs about this - CCGs reports - CCGs and DDOs reports -CCGs and DDOs reports	- Finish the course - Every six months (or 2 times per year) - 1 time per year, after finish - 1 time per year, after finish - 1 time per year, after finish
DCG	1. No. of training courses that he/she attended and are competent. 2. No. of trainees who applied what they learned in their work. 3. Number of meetings (that DCGs hold to help the commune to resolve problems) 4. Time for approving a project that the commune proposed	- The reports of trainers and CBO - CBO interviews trainees that across reference with the report of DDOs about this - DCGs report - CCGs reports	- Finish the course - Every six months (or 2 times per year) - After finish meetings - Since project proposal to approved
Provincial contact people	1. No. of the demonstrations conducted 2. No of training courses were provided by Provincial contact people	- CCGs reports - Specialists' report	- Every six months (or 2 times per year) - Every six months (or 2 times per year)

We will use the results in these reports or collect information regarding these indicators from these reports.

### **Limitations**

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The methodology adopted and sources of information used by URS are outlined in this report. URS has made no independent verification of this information beyond the agreed scope of works and URS assumes no responsibility for any inaccuracies or omissions. No indications were found during our investigations that information contained in this report as provided to URS was false.

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