

PANDUAN KONSTRUKSI

Panduan Konstruksi Prasarana
2007



LIST OF CONTENTS OF ANSSP GUIDELINES VOLUME 3: TECHNICAL DETAIL PLANNING FOR HOUSING AND INFRASTRUCTURE

Chapter 1.	Introduction	1
	A. Definition.....	1
	B. Steps in Housing Project Detail Planning.....	1
	C. Steps in Infrastructure Project Detail Planning	2
Chapter 2.	Detail Planning for Housing Project.....	3
	A. Establishing the House Construction Group (KPR).....	3
	B. Selecting and Deciding the House Design	5
	C. KPR Training.....	6
	D. Formulating the Housing Proposal	8
	E. Procedure for Submitting Housing Proposal to UN-HABITAT	9
	F. Handling the Housing Proposals at UN-HABITAT	10
Chapter 3.	Infrastructure Project Detail Planning	12
	A. Selecting and Deciding the Type of Infrastructure	12
	B. Forming the Infrastructure Work Group	14
	C. Infrastructure Work Group Training.....	16
	D. Drafting the Infrastructure Design	17
	E. Preparing the Infrastructure Proposal & Submitting to UN-HABITAT.....	18
	F. Infrastructure Proposal Management at UN-HABITAT	21
Chapter 4.	Closing	24
 Attachments		
Attachment 1	Forms: Housing Proposal - Household Level	
Attachment 2	Forms: Housing Proposal - KPR Level	
Attachment 3	Forms: Housing Project Implementation Agreement	
Attachment 4	Forms: Housing Proposal – Village Level	
Attachment 5	Forms: Housing Funds Disbursement Request	
Attachment 6	UN-HABITAT’S Minimum Standard for House Design	
Attachment 7	Forms: Reviewing Community Infrastructure Needs	
Attachment 8	Forms: Infrastructure Proposal in Task Force (KPP) Level	
Attachment 9	Forms: Infrastructure Proposal in Village Level	
Attachment 10	Forms: Infrastructure Project Implementation Agreement	
Attachment 11	Forms: Infrastructure Funds Disbursement Request	
Attachment 12	Forms: Infrastructure Proposal Evaluation	

CHAPTER 1. INTRODUCTION

A. DEFINITION

The ANSSP Handbook Volume II has elucidated a series of planning activities at community level up to the ratification of the Community Action Plan and the New Village Site Plan – this is another term for the more popular term, Village Map. In the world of planning, the results produced by the Handbook volume 2 can be categorized as macro planning or strategic planning – although on an academic level this comparison is not too accurate.

Construction activities cannot be carried out immediately if based only on the macro plan. More detailed planning activities are needed – as facilitation - in this ANSSP Handbook Volume III this is called micro planning or technical detail planning. Technical detail planning includes (a) activities for preparing the housing construction proposal and the infrastructure construction proposal, (b) activities for preparing the actors at community level to enable them to carry out the community's mandate in preparing and implementing the construction of houses and infrastructure, and (c) activities that are UN-HABITAT responses towards the community development and progress in preparing for construction.

This ANSSP Handbook Volume III shall guide the ANSSP UN-HABITAT Team and the assisted communities in conducting the detail planning activities. The book will be divided into two parts, which are (a) the housing sector, and (b) infrastructure sector. A pile of formats is available in the attachment section, however, when and how they will be used can be found in the text section.

B. STEPS IN HOUSING PROJECT DETAIL PLANNING

A number of steps must be taken for the housing project detail planning which can be summarized as follows. (Detailed explanation is given in Chapter II Volume III of the ANSSP Guidelines).

- 1. Formation of the House Construction Group/KPR or 'Cluster Group'.** This step is aimed to involve the community in the house construction process so that the quality of the house can be maintained throughout the construction process. In addition it also increases the feeling of ownership of the house which is none other than a reflection of the wishes and needs of the people all this time.
- 2. Selecting and Deciding the House Design.** This step is intended to involve the citizens in choosing and deciding the house design, with consideration to the technical aspects (*environmental conditions, type of land, type of house, type of construction that will be used, building materials that will be used, and others*), and the non-technical aspects (*local customs and culture, weather and climate, health, aesthetics, availability of experts, amount of financial aid, and others*) for adjustment with the criteria and standards as determined by the fund provider.
- 3. Training for KPR.** This is intended to increase the capacity and skill of the citizens in making a housing proposal, preparing the people for fund management and implementation of housing construction. The media used is training, which is organized in accordance with needs in the field. In addition to classical training, there will be also a coaching clinic during the implementation process.
- 4. Formulating the Housing Proposal.** This step is intended to make the citizens, KPR management, Village Committee as well as village apparatus familiar with the discipline in following the rules of the game in certain activities and in preparing matters related to the operational activities, such as technical preparedness and supportive administration.

5. **Submitting the Housing Proposal to UN-HABITAT.** This is the last step in the preparation for building the citizens' homes. Submitting the housing proposal to UN-HABITAT indicates indirectly that the citizens and the established village institutions are ready to carry out the construction activities to build houses.
6. **Housing Proposal Management at UN-HABITAT.** This step is the response of UN-HABITAT to the proposal submitted by the community. There are certain steps that must be taken at the Sub-district Office, and other steps at the ANSSP UN-HABITAT Head Office. The nearest point of this phase is the transfer of the housing fund into the KPR account.

C. STEPS IN INFRASTRUCTURE PROJECT DETAIL PLANNING

There are several steps that must be taken in infrastructure project detail planning which can be summarized as follows. (Detailed explanation is given in Chapter III of the ANSSP Handbook Volume III)

1. **Selecting and Deciding the Infrastructure Type.** This step is aimed to re-determine the priority of the type of infrastructure to be constructed first, of course by taking into consideration the rational criteria, in accordance with the conditions of the village. Therefore this step is at the same time a review of the CAP stipulated in the MD-3. This step was decided in a forum attended by village apparatus, the *Imeum Meunasah* or Traditional Elder, village-level institutions, the Village Committee, the Environmental Mapping Team (survey team), and representatives of each KPR.
2. **Establishing the Infrastructure Work Group (KKP).** This step is intended to establish local institutions assigned with more technical work duties like preparing and implementing or managing the construction of certain infrastructure in certain areas. Whereas the strategic target is to act as the local facilitator bridging the people with UN-HABITAT in the framework of facilitating the construction process and community development.
3. **KKP Training.** This measure is aimed to increase the capacity and skill of the people in making infrastructure proposals, preparing the people for fund management and infrastructure construction. The media used is training, which is executed in accordance with the needs in the field. In addition to classical training, a *coaching clinic* was also held while the activities were being conducted.
4. **Infrastructure Design Drafting.** The purpose of this step is to draw up technical guidelines for the fieldwork (*design and detailed drawings*) which will be used for constructing buildings, taking into consideration the standards and technical references compiled by experienced experts from other parties. This is useful for reducing the risk of victims in the event a disaster occurs again.
5. **Preparing the Infrastructure Proposal and Presentation to UN-HABITAT.** This step is intended to systemize and illustrate the problems, needs, desires and expectations of the people in arranging their lives towards a better future in written form and pictures. In addition, it also describes the preparations already made and the planned execution of field work. Before presentation to UN-HABITAT, the entire proposal must be discussed and endorsed first by the community. This is necessary in connection with the character of the infrastructure which is public property as mentioned earlier.
6. **Infrastructure Proposal Management in UN-HABITAT.** This step is the response of UN-HABITAT on the proposal submitted by the community. There are certain steps that must be taken in the Sub-district Office, and other steps that must be taken in the ANSSP UN-HABITAT Head Office. The nearest point in this phase is the transfer of the infrastructure funds into the KPR account.

CHAPTER 2. DETAIL PLANNING FOR HOUSING PROJECT

The last phase in the series of planning activities or CAP is the official approval of the community action plan and village layout by all levels in the community. Socially, the community action plan and the new village map must first be approved and sanctioned by the participants of the Village Forum-3/MD-3, as well as through public testing so that all members of the community are aware of and feel a sense of ownership towards the action plan and the new village map, thus encouraging them to participate in its implementation. After having received agreement and approval from the entire community, the community action plan and village layout will be administratively ratified by the related parties, in particular the Regional Government.

While conducting the planning activities up to the ratification of CAP and the New Village Map, both socially as well as administratively, those citizens who are not directly involved in the ratification of CAP and the New Village Map can start on other activities in the reconstruction and rehabilitation process through ANSSP. The candidate beneficiaries can move on to the next phase of activities in preparing the construction of houses and infrastructure. The sequence of such activities will be explained here below.

A. ESTABLISHING THE HOUSE CONSTRUCTION GROUP (KPR)

This step is intended to involve the community directly in the house-building process, to guarantee the quality of the houses during the building process and also to enhance the citizens' sense of ownership of the said houses, which is none other than a reflection of the wishes and needs of the citizens up to now.

1. Definition of KPR

The House Construction Group (KPR) is an association of several households -between 7 up to 13 HH-- who have united as a group to share the process of rebuilding houses that were destroyed by the earthquake and tsunami, through the ANSSP programme.

2. Reason for Forming the Group

- ✚ In the rehabilitation and reconstruction *blue-print* of NAD and Nias, the Government has determined that the reconstruction of public housing must be community-based. This is meant to get rid of the impression that rehabilitation and reconstruction is only a physical matter of building houses and infrastructure, since it is also a social, cultural and economic matter, and therefore should be able to create or sustain the growth of a social bond.
- ✚ In accordance with the ANSSP principle, the community is the main source of information and determinant in the decision-making process. The role of an outside party is restricted to supporting the community in making decisions and in programme implementation. Therefore, through house-building, the members of the community are encouraged to organize themselves in groups and formulate work programmes.
- ✚ The tsunami disaster left behind a situation where many families were no longer whole. By having the people come together in groups to build houses, it is hoped that a mutual responsibility (helping each other) can grow between families and between citizens in one group, particularly the vulnerable families (where the family members consist only of women, or elderly people, or children).
- ✚ The group system is expected to be able to create mutual trust, mutual care, and togetherness within the scope of the group, and become the embryo of a social bond in a broader area.

3. Objective of Establishing KPR

In the short term, the KPR is formed to comply with the requirements of participating in the ANSSP programme in the reconstruction and rehabilitation of victims' houses damaged by the earthquake and tsunami in NAD and Nias. In the long term, it is hoped that the KPR will grow as a group with the ability to continue to develop various forms of cooperation between their members, for example for the development of businesses in particular and the economy of their members in general. In addition, it is also expected that the KPR will be able to take on the role of an embryo for recovery of a social bond and commitment within the community.

4. Principles of Establishment

The grouping of community members into KPR can be based on a variety of considerations. Following are some of those considerations:

- ✚ Proximity of residence: the KPR members are the nearest neighbours.
- ✚ Family relations: the KPR members come from one large family.
- ✚ Mutual trust: the KPR members consist of people who trust each other even though they are not neighbours and not family.
- ✚ Protection of the vulnerable groups: the KPR members consist of the three above possibilities or a combination thereof, however with the insertion of some members from the vulnerable and marginal groups (elderly people, children, and women).
- ✚ Mutual assistance between the citizens: the KPR members consist of the three possibilities as above or a combination thereof, but with the insertion of some members with technical craftsmanship skill, or bookkeeping skill, or a network to materials.

IMPORTANT NOTICE

Whatever the basis, the decision must remain in the hands of the community. Let them decide themselves which KPR group they will join. The task of the facilitator is to explain the definition, reason, objective, advantages and shortcomings of the respective choices, and their tasks, function, and responsibility.

5. Steps in Establishing KPR

Actually, the process of establishing the KPR should begin during the orientation period and initial socialization. That is by explaining the importance of forming groups in the framework of development and this should be repeated every time there is an opportunity to meet with members of the community, both on a formal as well as informal level.

The steps in establishing KPR according to this manuscript commence after the list of candidate beneficiaries is approved by the MD-2 forum. Following are the steps:

- ✚ Request the Village Committee to inform the Village Heads to invite the citizens who have been officially accepted as beneficiaries to hold a meeting.
- ✚ In said meeting, first explain the objective of the meeting. Then explain again the definition of KPR, reasons, objective, and principles of establishing the KPR, as well as the tasks, functions, and responsibilities of the KPR and the Management and KPR members.
- ✚ After the citizens have gained a good understanding, request them to hold discussions and form groups according to a basis which they agree upon themselves. Ask the citizens, whether the FHs for rehabilitation should be in a separate group from the FHs for reconstruction or whether these can be combined. Explain also the advantages if the beneficiaries of the rehabilitation fund form a separate KPR. If necessary, hold a further

brief discussion to ensure that the aspirations of the citizens are accommodated and to minimize any possible existing conflicts.

- ✚ After all the citizens are organized in KPRs, request these KPRs to hold discussions. The discussions of each KPR should make the following decisions regarding:
 - Name of the KPR.
 - Rules of the KPR. These rules should at least contain (a) details of the tasks, function, and responsibility of the KPR, including the KPR Management and members, (b) actions permitted and not permitted for the KPR Management and its members, (c) method of appointment and replacement of Management members, and (d) a punishment mechanism for KPR Management and its members who violate the regulations. (See attached **Group Rules**).
 - The criteria and conditions to be appointed as member of KPR Management (Chairman, Secretary, and Treasurer) are followed with the selection of the KPR Management.
 - KPR work plan and work schedule.
- ✚ After completing the discussions at the respective KPRs, hold a plenary meeting to formulate the citizens' RKTL for the next citizens' meeting.

B. SELECTING AND DECIDING THE HOUSE DESIGN

Actually, the selection of a house design can be combined with the forum held at hamlet level to establish KPRs as described above. However, if it is not possible to combine the two because of insufficient time, the Facilitator should encourage the Village Committee to hold a special forum. This special forum can be at hamlet level, or the Village Forum, or at each of the KPRs, for example during KPR training or during individual KPR meetings for drafting the KPR proposal.

Selecting and deciding on the house design is intended to involve the citizens in selecting and deciding the house design, by taking into consideration the technical factors (*environmental condition, type of land, size of land, type of house, type of construction that will be used, the building materials that will be used, and other matters*), and the non-technical factors (*local tradition and culture, climate and weather conditions, health, aesthetics, availability of experts, amount of aid, and others*). This is necessary so that adjustment to the criteria and standards as stipulated by the donor can be effected.

IMPORTANT NOTICE

To facilitate the Specialists in making a house design, and to enable the Facilitators to discuss the designs with the community, use the ANSSP House Design Minimum Standard. In addition, see also the ANSSP Handbook, Annex I: House Construction Guide.

Phases and explanation for selecting and deciding on the house design.

- ✚ The Facilitator compiles the aspirations and proposals from the community regarding the house designs desired by the community.
- ✚ The Facilitator communicates to the specialist the aspirations of the community, and the Specialist will further prepare a number of alternative house designs and then request approval from the Construction Management Division at the ANSSP UN-HABITAT Head Office in Banda Aceh. Any alternative design must have taken into consideration the technical factors, the limit of available funds, as well as the management factor. Take special notice of the ANSSP UN-HABITAT Minimum Standard for Building Quality.

- ✚ Invite the related parties, for example community representatives, representatives of each KPR, the Village Committee, village apparatus, to attend the meetings for selecting and deciding the house design. Their presence is expected to represent the aspirations of the village community.
- ✚ Affix a number of alternative designs on the board/wall, to help the facilitator in explaining about the design.
- ✚ It is advisable before the meeting takes place, to first of all distribute some copies of the alternative designs as material for discussion, giving the participants an opportunity to study and better understand the matters explained by the Facilitator. This is also important as material for the question-and-answer process regarding the advantages and disadvantages of each design offered.
- ✚ Explain the advantages and disadvantages of each of the designs from the viewpoint of construction technique, type of material used, work time, and limit of funds allocated for the housing units.
- ✚ Ask for opinions, suggestions, and considerations from the participants regarding the said design. Communities usually mention other considerations in accordance with their customs and tradition, culture, the natural conditions and environment as well as technical considerations.
- ✚ Ask the other participants so that the decision will not be dominated by one person or one group only (for example by a certain figure). The Facilitator should be quick to react in giving the opportunity to other participants
- ✚ Agree on the design together to prevent a prolonged selection process that could lead to a change in decision, and ensure that this decision is legitimised by all parties, in particular by the beneficiaries.
- ✚ Draw up a report of the agreement which is signed by a representative or all of the participants. This process is a realization of the community's aspiration and is legally binding, by signing a joint agreement that the design selected and decided on cannot be changed without the agreement of all related parties. It is advisable that each of the parties keep a copy of this agreement as legal proof, in the event that in the future there are parties who wish to change or who violate the content of the agreement.
- ✚ Record the results of the discussion, suggestions, considerations and the joint decision as documentation, which after duplication should be distributed to each party; this will be useful for the absent parties to study and understand the results of the agreement and the reasons for choosing the design.

C. TRAINING FOR KPR

The next phase in preparing the housing project is KPR training. Actually, KPR training should be repeated again and again using various materials. For the first phase, the aim of training is to provide KPR with better ability to prepare housing proposals in accordance with the ANSSP standard and procedures.

1. Background

- ✚ As a pre-requisite for development with direct community involvement, in other words, the community as the main actor in development.
- ✚ The need of the community for knowledge and the ability to perform a series of development processes that will be implemented.
- ✚ To provide understanding regarding what and how to draft proposals for housing and its management.

IMPORTANT NOTICE...!!!

Drawing up the house design and proposal will be linked to drafting the Budget .

- + When drafting the Budget, what reference will be used as the basis for drafting? Is it based on the Decree of the Governor on Material Price List and Construction Fee, or will it be based on market survey?*
- + If based on a market survey, make sure that the survey is done by the community and by the UN-HABITAT Team to prevent any possible deceit in determining the price.*
- + Include KPR Administration Cost and Construction Supervision Cost in the Draft Budget. The maximum sum is Rp 750,000.00 per house. This will be used for administration cost and incentives for the KPR Management and fee for the Construction Supervisor.*

JANGAN LUPA MENEKANKAN HAL BERIEPADA PESERTA PELATIHAN:

SETIAP PEMBANGKANGAN KPR ATAU TUKANG ATAU PEMASOK TERHADAP ATURAN UN-HABITAT DAPAT DIKENAI SANKSI BERUPA (A) PEMBONGKARAN BANGUNAN ATAS BEBAN BIAYA KKP, ATAU (B) PENGHENTIAN PEMBAYARAN TAHAP BERIKUTNYA, ATAU (C) PEMUTUSAN ATAU TERMINASI KONTRAK SECARA SEPIHAK OLEH UN-HABITAT.

2. Objective

- + Explain the total and type of ANSSP housing proposals, how to fill out and the application procedure.**
- + Explain the form and methods of financial administration and material administration.**
- + Explain the housing construction phases, the construction quality standards as demanded by ANSSP, and the construction supervision system.**
- + Increase the awareness, responsibility, and participating role of the community in the settlement reconstruction and rehabilitation process.**

3. Participants

- + KPR Management and its Members**
- + Village Committee**
- + Community Cadres**

4. Training Facilitator

- + Facilitator in accordance with his/her field of expertise (if necessary and if possible, borrow a facilitator from another village);**
- + District Specialist in accordance with his/her field of expertise (mandatory attendance in this training).**
- + Specialist from the Head Office (if possible, in particular for material on Introduction to Housing Construction Management).**

5. Training Material

- + Formulating and submitting the Housing Proposal**
 - Type and level of the ANSSP housing proposal.**
 - The total and types of forms that must be completed in the ANSSP housing proposal at each proposal phase.**
 - How to fill in ANSSP housing proposal forms.**
 - Procedure for ANSSP housing proposal application.**
- + Finance and Material Administration**

- Disbursement of ANSSP housing fund.
 - Mechanism and procedure for ANSSP housing fund application.
 - Forms required in applying for the ANSSP housing fund and how to fill out.
 - Forms required in administration and bookkeeping of the ANSSP fund and how to fill out.
- ✚ Introduction to Housing Construction Management
- The Six Management Patterns
 - ANSSP housing construction phase.
 - ANSSP housing construction technical quality standard.
 - ANSSP housing construction supervisory system and procedures.
 - Construction supervision forms and how to fill out.

D. FORMULATING THE HOUSING PROPOSAL

1. ANSSP Housing Proposal Level

- ✚ Housing Proposal at Household Level.
- ✚ Housing Proposal at KPR Level and supporting documents such as:
 - Contract between KPR and UN-HABITAT,
 - Request for Fund Disbursement
- ✚ Housing Proposal at Village level.

2. Person Responsible for Filling Out the ANSSP Housing Proposal

- ✚ Housing Proposal at household level: Family Head
- ✚ Housing Proposal at KPR level: KPR Management
- ✚ Housing Proposal at village level: Village Committee

3. Types of ANSSP Housing Proposal Forms

- ✚ Housing Proposal at household level

Matrix 3.2.1. Types of Forms for Housing Proposal at Household Level

No	Form Code	Form Title
1.	---	Proposal Cover
2.	R/KK-1	Application for BDR Assistance
3.	R/KK-1A	Photocopy ID Card of Beneficiary
4.	R/KK-1B	Photocopy FAMILY CARD of Beneficiary
5.	R/KK-2	Statement of Physical Control Over the Land
6.	R/KK-2A	Land Survey Results <u>or can be replaced by</u> Photocopy of Land Title of the Beneficiary
7.	R/KK-3	Statement of Willingness to Occupy the House
8.	R/KK-4	Statement of Suitability of the Applicant Beneficiary.
9.	R/KK-4A	Assessment of Suitability of the Applicant Beneficiary
10.	R/KK-5	Statement of House Damages
11.	R/KK-5A	Assessment of House Damages

Note: During the verification of the applicant beneficiary, all the above forms must have been filled out. Thus, the KPR members should have **no need to fill out any form at all** when making the housing proposal.

- ✚ Housing Proposal at KPR Level

Matrix 3.2.2. Types of Forms for Housing Proposal at KPR Level

No	Form Code	Form Title
1.	---	Proposal Cover
2.	R/KPR-1	List of Applicant Beneficiaries
3.	R/KPR-2	Letter of Authorization for Signing the Assistance Agreement
4.	R/KPR-3	Application for Proposal Approval
5.	R/KPR-4	Village Map and Project Location
6.	R/KPR-5	House Design
7.	R/KPR-6	Budget (RAB): New House Construction
8.	R/KPR-7	Budget (RAB): House Rehabilitation
9.	R/KPR-8	Budget (RAB): Recapitulation
10.	R/KPR-9	House Construction Schedule
11.	R/KPR-10	Transparency

✚ Housing Proposal at Village Level

Matrix 3.2.3. Types of Forms for Housing Proposal At Village Level

No	Form Code	Form Title
1.		Proposal Cover
2.	R/DESA-1	KPR Document Verification Sheet
3.	R/DESA-2	Summary and Checklist for Proposal Approval
4.	R/DESA-3	Money Transfer Order
5.	R/DESA-4	Village Site Plan
6.	R/DESA -5	Community Action Plan

Note: During the CAP process, the D-4 and D-5 forms should have been filled out. Thus the Village Committee has only to attach them and fill out the remaining forms.

E. PROCEDURE FOR SUBMITTING HOUSING PROPOSAL TO UN-HABITAT

1. After a Family Head has completed and signed the forms that are his/her responsibility, this collection of household forms constitutes the ANSSP Housing Proposal at Household Level.
2. The P2T-RT collection of each FH is put together and handed over to the related KPR Management.
3. After each of the KPRs has completed and signed the forms that are their responsibility, said collection of KPR forms constitutes the ANSSP Housing Proposal at KPR Level.
4. Attach the P2T-RT to the P2T-KPR. Then fill out, complete, and sign the document of contract between UN-HABITAT and KPR.

➔ Use: **Form Contract-1: Housing Project Agreement**

5. Ask the KPR to fill out the Request for Fund Disbursement. This document consists of the six following forms.

Matrix 3.2.4. Types of Fund Disbursement Request Forms for Housing

No	Form Code	Form Title	Filled Out by
1.		Document Cover	
2.	R/DANA-1	Fund Disbursement Document Verification Sheet	UN-HABITAT
3.	R/DANA-2	Request for Fund Disbursement	UN-HABITAT
4.	R/DANA-3	Form for Fund Disbursement	KPR
5.	R/DANA-4	Building Progress Monitoring Results	KPR
6.	R/DANA-5	Fund Utilization Monitoring Results	KPR
7.	R/DANA-6	Physical Progress Photographs	UN-HABITAT

Note:

- Take note that not all forms are completed by the KPR.
- Also take note that this document will be used again for the next fund disbursement.

6. After all the documents are complete, present them to the Village Committee. The Village Committee will fill out and sign those forms which are its responsibility and also sign the Household forms and KPR forms as well, and all these forms constitute the ANSSP Housing Proposal at Village Level (PRT-D/K).
7. Present all the documents to the Facilitator. Do not forget to make an official report on the Handover of the Housing Proposal Documents.

F. HANDLING THE HOUSING PROPOSALS AT UN-HABITAT

1. At the District Office

- ✚ The Facilitator will check the completeness and accurateness of data in the said proposals. If there is still some data missing or incomplete forms, the Facilitator will return to the field and request the citizens to complete the documents. When correct and complete, the Facilitator will sign the documents and forward these to the Specialist
- ✚ The Specialist will check the completeness and accurateness of the data in said proposals. In case of inaccurate information or incomplete forms, the Specialist will return the files to the Facilitator to make them complete. When the documents are correct and complete, the Specialist will sign the documents and forward them to the District Manager.
- ✚ The District Manager shall request the Administration Assistant to check the administrative **completeness** of the said proposals by filling out the **R/Dana-1 Form: Fund Disbursement Document Verification Sheet**. If still incomplete, it will be returned to the Specialist. If complete, prepare the **Form R/Dana-2: Request for Fund Disbursement**.
- ✚ The Administration Assistant shall surrender all documents to the District Manager for signing. After signing, the Administration Assistant shall photocopy all the documents. The original set will be dispatched to the ANSSP UN-HABITAT Head Office, one photocopy set will be delivered to Data Entry.
 - a. After entering the data into the computer, Data Entry shall forward all the documents to the related Facilitator.
 - b. The Administration Assistant shall make periodical checking with the Head Office on the fund transfer process from Head Office to the KPR account by making inquiries to the Field Coordinator staff or Finance staff.

2. At the Head Office

- ✚ The Secretary receives and records proposals received from the District Office.
- ✚ The Secretary hands the proposal documents to the Field Coordinator.
- ✚ The Field Coordinator instructs his staff to check the completeness and accurateness of the data. If incomplete, the Field Coordinator staff will contact the District Office with a request for the missing data. When complete:
 - Draw up a Disposition Sheet to be signed by the Field Coordinator.
 - Separate the documents in two batches: (a) documents that need to be signed by the Programme Manager are forwarded to the Programme Manager together with the Disposition Sheet signed by the Field Coordinator; (b) documents that need no signature of the Programme Manager are filed in the archives.
 - After signing the proposal documents concerned, the Programme Manager will sign the Disposition Sheet and return this to the Field Coordinator Staff.

- The Field Coordinator Staff will then forward the Disposition Sheet (signed by the Programme Manager) to the Project Management Officer (PMO) and return the proposal document into the relevant archive.
- ✚ PMO will instruct the financial staffs to transfer the funds from the UN-HABITAT account at BRI into the KPR account at the same bank.

CHAPTER 3. DETAIL PLANNING FOR INFRASTRUCTURE PROJECT

The preparation phase for an infrastructure project commences after the Community Action Plan or CAP and the new Village Site Plan (Village Map) have been approved by the entire community and ratified by the community and related parties, in particular the Regional Government. The sequence of activities in the *Infrastructure Project Preparation Phase* will be explained as follows.

VILLAGE FORUM 4 (MD-4)

1. MD-4 is held for discussing the community infrastructure project preparations. MD-4 can be held in between the community activities for preparing housing construction, or in between the housing construction activities, or when the housing construction is almost completed, or even after total completion.
2. MD-4 is held by the villagers and attended by as many community members as possible and hoped to be a **true representation of all the groups** existing in said village. Make sure that the marginalized community members such as women, elderly persons; the disabled, poorest group, etc. are represented in the MD-4.
3. MD-4 discusses the following agenda:
 - (a) Explanation regarding the objective of the forum and the results of MD-2 and MD-3,
 - (b) Explanation regarding the total (indicative) infrastructure fund made available by the ANSSP UN-HABITAT) and the principles and utilization methods.
 - (c) Review of CAP, in particular the Village Baseline Data and Infrastructure Needs Priority.
 - (d) Specifying the tasks, roles, and responsibilities of the development implementer;
 - (e) Forming and electing the Infrastructure Work Group members;
 - (f) Deciding the follow-up work plan (RKTL).

Note:

1. Do not forget the drafting of a Village Forum Report (use the **GENERAL FORM MD-4 REPORT**)
2. After completing the MD-4, do not forget to conduct a public testing by placing the results of the MD-4 at places usually visited by the community (use the **GENERAL FORM-5: PUBLIC TEST MD**).
3. Do not forget: the Attendance List and Photographs.

A. SELECTING AND DECIDING THE TYPE OF INFRASTRUCTURE

1. Time

The activities for selecting and deciding on the type of infrastructure very much depend on the situation in the assisted villages. If the situation and condition makes it possible, this activity should be executed after or even at the same time as the housing project preparations (see **ANSSP Guidelines Volume 3: Project Preparations, Chapter II. Housing Project Preparations**).

2. Objective

Basically, the main activities conducted during this phase are aimed to review the CAP, in particular the need for community basic infrastructure, and its priorities. In the previous phase, identifying and prioritising the community's problems, needs, and resource potential was based

on a number of criteria such as urgency, importance, spread of impact and the effect of infrastructure type, handling time scale, ability and availability of human resources as well as natural resources, handling ability, and most important is the financing resources. (See again sub-chapter **Identification of Problems, Needs, and Resource Potential** and sub-chapter **Prioritising Problems and Needs**; both in chapter III. **Social and Environmental Mapping**, found in the **ANSSP Guidelines Volume 2: Community Action Plan and Village Mapping**).

It is very possible that while awaiting the preparation activities and implementation of housing development, the conditions of the assisted village have changed. Some of the infrastructure needs may have been fulfilled by another donor agency. It is also possible that during this period, some donor agencies have given their commitment to construct certain infrastructure. In addition, the thoughts and views of the community regarding infrastructure need may also experience a change, giving rise to a new proposal that previously had not been identified. For this reason, a review should be made of the priorities in the need for infrastructure.

3. Steps In Selecting and Deciding the Type of Infrastructure

- (a) Ask the Village Committee and Community Cadre to hold a Village Forum 4 (MD-4) which must be attended by the village apparatus, representatives of institutions at village level, the *Imeum Meunasah*, hamlet heads and representatives from the hamlets, and former surveyors. Also ask the Village Committee to prepare the material, in particular the list of infrastructure need according to priority.
 - ➔ **Use: Form P-1: Review of Infrastructure Need Priority**. See also **Form P-2: Example of Infrastructure Need Priority Review**
- (b) Put up the **Form P-1: Review of Infrastructure Needs Priority and the New Village Site Plan** at the meeting place. If necessary make it sufficiently large so that it is visible to all people.
- (c) The Village Committee explains the purpose of the village forum and reads out the results of MD-3, followed by an explanation given by the ANSSP UN-HABITAT representative regarding the indicative sum of infrastructure fund for the said village.
- (d) The meeting takes note and examines the Form P-1., then holds a discussion for filling out the column “Constructed By” followed by re-prioritising the infrastructure not yet built in the column “Priority Sequence Review 1”. Preferably, the sequence of priority should not deviate from the previous sequence (ratified by MD-2 and enforced by MD-3) except for infrastructures build by another party.
- (e) The meeting further takes note and examines the changed Form P-1. after the columns “Constructed By” and the “Priority Sequence Review 1” are filled out, then the forum shall hold further discussions for filling out the column “Commitment From” continued by re-prioritising the infrastructure not yet built, in the “Priority Sequence Review 2”. The priority sequence should not differ from the previous sequence (ratified by MD-2 and enforced by MD-3) with the exception of infrastructure constructed by another party and when there is commitment by another party.
- (f) The meeting shall again take note and examine Form P-1. which has changed after the column “Commitment From” and the column “Priority Sequence Review 2” are filled out, then discussions are held to fill in the column “Compliance with ANSSP” followed by re-prioritising the infrastructure not yet built, in the column “Last Priority”. It is advised that the priority sequence should not differ from the previous sequence (ratified by MD-2 and enforced by MD-3) except for infrastructure built by another party and when there is commitment from another party, or when there is no compliance with the ANSSP. (Regarding “Compliance with ANSSP”, see BOX).

B. FORMING THE INFRASTRUCTURE WORK GROUP

1. Definition of KKP

Infrastructure Work Group or Kelompok Kerja Prasarana (KKP) is a group of citizens entrusted with a mandate by the other citizens to manage and carry out the construction of infrastructure in the ANSSP programme. The KKP can be dissolved after construction of the infrastructure has been completed or can be modified in anticipation of further activities.

2. Work Area

Depending on the need and by agreement of the citizens in the MD-4, each KKP may have one of the following possible work areas (a) a village area, (b) A hamlet area, or (c) Part of a hamlet area.

IMPORTANT NOTICE

What is meant by “**compliance with ANSSP**” is:

- (a) Compliance to the six priority infrastructure that will be funded by ANSSP, namely:
 - Clean Water Supply
 - Community Water Channel/Drainage (SPAL, Secondary/Tertiary)
 - Communal Septic Tank
 - Small bridge across the water channel (concrete sheet)
 - Central/environmental road (Telford, sand and stone, concrete)
 - Temporary Waste Disposal Site of the village/environment
- (b) In accordance with amount of infrastructure fund provided by ANSSP for each village, that is USD 490 per house reconstructed/rehabilitated with additional operational cost 2% of the total infrastructure fund for the village. This is equivalent to Rp 4.498.200,00. If ANSSP assists in reconstructing/rehabilitating 100 houses in one village, then ANSSP will provide Rp 449.820.000,00
- (c) Evaluation of the Infrastructure Proposals will be made by different teams depending on the value of the project. Infrastructure projects with value of less than USD 25,000 will be evaluated by the Special Team at District Level. Whereas infrastructure projects with a value between USD 25,000 up to USD 70,000 per project shall be evaluated by a Special Team at ANSSP Head Office level. Infrastructure projects valued at more than USD 70,000 shall be rejected unless the project is really special. In this case a Special Team from UN-HABITAT Asia Pacific Regional Office in Fukuoka will do the evaluation

3. Objective

In the short term, the objective of establishing the KKP is to accelerate and make effective the reconstruction of community infrastructure through the ANSSP programme by forming task forces supervised by the Village Committee which has been authorized and made responsible for preparing, planning, and reconstructing the community infrastructure. In the long term, the objective of the KKP is to create village manpower who have adequate skills and experience in preparing, planning, and constructing the infrastructure. It is hoped that such skilled manpower can extensively function in the continued village reconstruction in the future in cooperation with various institutions.

4. Establishment Principles

Unlike the KPR which manages a collective fund owned by the KPR members (which number between 7-13 persons) for the purpose of constructing a private property (that is a house), the KKP shall manage a collective fund owned by all the citizens of the hamlet and/or village

with the objective of constructing public property. Therefore, the requirements for becoming a KKP member and/or management should be stricter than the requirements for becoming a KPR member and management. Even though deciding on the criteria is the full right of the community, the following criteria should be considered for selecting a member or management of the KKP.

- a. The candidate is known by the community as a person with a record of honesty, responsible, full of initiative, and willing to work for the interests of many people without any attempt to be in the spotlight, even if not paid.
- b. Known by the community as a person with adequate experience and technical skills in building infrastructure.
- c. Known by the community as a person with adequate experience and technical skills in managing community-owned funds.
- d. Known by the people as a person with extensive relations up to outside the village, thus facilitating the mobilization of resources support (in particular craftsmen and material).
- e. As a task force of the Village Committee and village apparatus, the KKP members and management are expected to have the ability to work together with the Village Committee, village apparatus, and other prominent figures.

5. Establishment Phases

Establishment of the KKP and appointment of its members/management is a continuation of selecting and determining the priority of infrastructure to be built with funds from ANSSP. Therefore, the KKP should be established in the same forum for selecting and determining the priority of infrastructure needed that is the MD-4 forum. The number of KKPs that will be established depends on the total number of infrastructure sub-projects that were re-prioritised at the beginning of the MD-4 forum.

- (a) Discuss and agree on the tasks and responsibilities of each implementer of the infrastructure construction such as the Village Head, *Imam Meunasah*/religious leader, Village Committee Management and Members, KKP Management and Members.

→ Use:

- ✓ **Form P/KKP-2: List of Implementers for Infrastructure Construction**
- ✓ **Form P/KKP-3: Implementer Duties and Responsibilities in Infrastructure Construction**

- (b) Agree on the composition and structure of the KKP organization that will be used, at least: *chairman, secretary, treasurer, and if considered necessary, to be added with sector head.*
- (c) Agree on the criteria to be used as basis for selecting and establishing the KKP.
- (d) Decide the method of the election, preferably in accordance with the customs and traditions prevailing in the local village. The principles of democracy and deliberation to reach an agreement may also be used as a selection basis.
- (e) Appoint those persons who are willing to become KKP members. Afterwards, determine the positions of each of the selected KKP members.
- (f) Prepare follow-up plans, for example regarding the KKP training schedule, schedule for drafting a proposal, schedule for drafting infrastructure design, and MD-5 schedule (which will ratify the infrastructure proposal of each KKP).

C. INFRASTRUCTURE WORK GROUP TRAINING

This step is intended to increase the capacity and skill of the KKP in preparing, implementing, as well as managing the infrastructure project. The media is classical training and a *coaching clinic* during the construction process.

1. Background

- ✚ As a pre-requisite for development which has the direct involvement of the community, in other words, the community is the main actor in development.
- ✚ The community's need for knowledge and ability to carry out a series of infrastructure development
- ✚ To provide an understanding about what methods are used and how they are used in preparing the infrastructure proposal, and how it will be managed.

2. Objective

- (a) Explain the total and types of ANSSP infrastructure projects and the application procedures.
- (b) Explain the form and methods of financial and material administration.
- (c) Explain the infrastructure construction phases, construction quality standard required by ANSSP, and the construction supervision system.
- (d) Increase the awareness, responsibility, and role of the community in the process of reconstruction and rehabilitation of settlements
- (e) Increase the synergic cooperation between the development actors to speed up the settlement reconstruction process.

3. Participants

Training participants may consist of, but are not limited to, (a) KKP Management and Members, (b) Village Committee, (c) Committee Cadres.

4. Training Material

- (a) Preparing and submitting the Infrastructure Proposal
 - Type and level of ANSSP infrastructure proposal.
 - Amount and types of Forms to be completed.
 - Method of filling out ANSSP infrastructure proposal forms.
 - ANSSP infrastructure proposal application procedure.
- (b) Financial and Material Administration
 - ANSSP infrastructure fund disbursement phase.
 - ANSSP infrastructure fund application mechanism and procedures.
 - Forms required in application for ANSSP infrastructure fund and method of filling out the forms
 - Forms needed for administration and bookkeeping of the ANSSP infrastructure fund and method of filling out.

(c) Introduction to Infrastructure Construction Management

- Phases of ANSSP infrastructure construction.
- Quality standard in ANSSP infrastructure construction.
- Supervision system and procedures in ANSSP infrastructure construction.
- Construction supervision forms and filling out method.

D. DRAFTING THE INFRASTRUCTURE DESIGN

This step is taken with the objective of drawing up field technical guidelines (detailed *design & drawings*) that will be used for the construction activities, taking into consideration the technical standards and references compiled by experienced experts of other parties. This will be useful in reducing the risk of disaster victims, in the event a disaster occurs. The phases are the following:

IMPORTANT NOTICE...!!!

Preparing the infrastructure design and proposal is related to the drafting of the budget (RAB) that will be presented in the infrastructure construction proposal;

- ✚ *When the RAB is drafted, what reference is used as the basis for drafting the RAB? Is it based on the effective Decree of the Governor on Price List of Building Materials and Services, or based on the result of market survey?*
- ✚ *If based on the result of market survey, make sure that the survey is conducted by the community and the UN-HABITAT Team in order to prevent deceit in determining prices.*

1. Conducting a study and technical survey on the type of infrastructure work to be submitted, taking note of the:
 - ✚ Location and surroundings of the infrastructure work.
 - ✚ Height of water or elevation, in particular for the construction of roads and drainage canals.
 - ✚ Environmental conditions.
 - ✚ Area for stockpiling materials .
 - ✚ Access road for transportation of material
2. Technical Drawing, which includes:
 - ✚ Ground Plan.
 - ✚ Front View.
 - ✚ Cross-Section.
 - ✚ Detailed Drawing with attached information on dimensions and material.
3. Calculation of volume and budget plan, which is based on:
 - ✚ Survey of prices for material/tools/wages.
 - ✚ Survey on material source.
 - ✚ Survey of craftsmen/workers.
 - ✚ Technical drawings.

E. PREPARING THE INFRASTRUCTURE PROPOSAL AND SUBMITTING TO UN-HABITAT

The major difference between housing construction and infrastructure construction is the character of the structure that is built. Housing construction will produce private property, that is personally owned and used. Besides the owner, others can benefit from the structure with permission from the owner. Infrastructure construction will produce public property, that is collectively owned and used by the public, both those living in the village as well as outside the village without having to pay anything.

In view of such characteristics, the construction of infrastructure demands a very high level of transparency and accountability, beginning with the planning. This is somewhat different from the preparations for housing construction. First, before a proposal for infrastructure is submitted to UN-HABITAT, the proposal must be approved by the community through a Village Forum. Second, UN-HABITAT shall form a special team to approve or reject the said proposal submitted by the community. In these two aspects, preparing a housing proposal differs from the preparing of an infrastructure proposal.

1. Infrastructure Proposal at KKP Level

- (a) Infrastructure proposal at KKP level consist of 12 forms as shown in **Matrix 3.3.1**.

Matrix 3.3.1. Forms for Infrastructure Proposal at KKP Level

No	Form Code	Form Title
1	---	Cover
2	P/KKP-1	Checklist Sheet of Infrastructure Proposal Documents at KKP Level
3	P/KKP-2	List of Infrastructure Development Implementers
4	P/KKP-3	Implementer Duties and Responsibilities in Infrastructure Construction
5	P/KKP-4	Minutes of Village Forum 4 (MD-4) and Attendance List
6	P/KKP-5	Request for Proposal Approval
7	P/KKP-6	Infrastructure Development Budget.
8	P/KKP-7	Construction Schedule & Supervision
9	P/KKP-8	Price Comparison of Materials
10	P/KKP-9	Operational Plan and Maintenance
11	P/KKP-10	Village Map and Location of Infrastructure Project
12	P/KKP-11	Infrastructure Detailed Design
13	P/KKP-12	Minutes of Village Forum 5 (MD-5) and Attendance List

- (b) First, complete the forms which are the results of MD-4, they are **Form P/KKP-2: List of Infrastructure Development Implementers**, **Form P/KKP-3: Implementer Duties and Responsibilities in Infrastructure Construction**, **Form P/KKP-4: Minutes of Village Forum 4 (VF-4) and Attendance List**.
- (c) Check the location. If necessary repeat the surveying of the project location. Conduct also a price survey. Fill in the results into **Form P/KKP-6: Infrastructure Development Budget**, **Form P/KKP-8: Price Comparison of Materials**, and **Form P/KKP-10: Village Map and Location of Infrastructure Project**. Intensive discussion with the ANSSP UN-HABITAT Team is necessary for this phase.
- (d) Intensive discussion with the ANSSP UN-HABITAT Team is also necessary for completing the following forms: **Form P/KKP-7: Construction Schedule and Supervision**, **Form P/KKP-9: Operational Plan and Maintenance**, and **Form P/KKP-11: Infrastructure Detailed Design**.
- (e) Only after all said formats are completed, the KKP can fill out **Form P/KKP-2: Infrastructure Activity Document Verification Sheet at KKP Level**, and **Form P/KKP-5: Approval of Proposal**. The last form, **Form P/KKP-12: Minutes of Village Forum 5 (MD-5) and Attendance List**, is filled out after the MD-5.

- (f) In accordance with MD-5, KKP shall continue with the work by (a) revising the infrastructure proposal in accordance with the MD-5 results, and (b) entering the MD-5 results into **Form P/KKP-12: Minutes of Village Forum 5 (MD-5) and Attendance List**.
- (g) Each of the KKPs shall open a KKP account at the nearest BRI Unit. Each account must be signed by at least three persons of the KKP management and at least two witnesses who are KKP members.
- (h) KKP will then sign the contract between UN-HABITAT and KKP.
- ➔ **Use: Form CONTRACT-2: Infrastructure Project Implementation Agreement**
- (i) KKP fills out the forms for Application for Fund Disbursement using the forms as indicated in Matrix 3.3.2.

Matrix 3.3.2. Forms for Infrastructure Proposal at Village Level

No	Form Code	Form Title
1	---	Cover
2	P/DANA-1	Checklist Sheet of Infrastructure Fund Disbursement Request Documents
3	P/DANA-2	Application Letter for Fund Disbursement
4	P/DANA-3	Application Form for Fund Disbursement (each KKP)
5	P/DANA-4	Physical Progress Monitoring Form (each KKP)
6	P/DANA-5	Budget Monitoring Form (each KKP)
7	P/DANA-6	Work Progress photographs (each KKP)

Note:

- Take note that not all forms are filled out by the KPR.
 - Record also that this document will be used again with the next fund transfer.
- (j) After all the forms that are the responsibility of the KKP are completed, the KKP hands over the documents to the Village Committee. Do not forget a Minutes of submitting the Infrastructure Proposal.

VILLAGE FORUM- 5 (MD-5)

1. MD-5 is conducted to discuss preparations for the community infrastructure project. The forum can be conducted in between the community's preparation for housing construction, or in between the housing construction activities, or when the housing construction is almost completed, or even after total completion.
2. MD-5 is held by the villagers and attended by as many community members as possible and hoped to be a **true representation of all the groups** existing in said village. Make sure that the marginalized community members such as women, elderly people, the disabled, poorest group, etc. are represented in the MD-5.
3. MD-5 discusses the following agenda :
 - (a) presentation of draft infrastructure proposal by each KKP,
 - (b) discussion, approval (ratification), and signing (plus an order for revision if any) on the draft infrastructure proposal at KKP,
 - (c) formulating the project implementation plan,
 - (d) formulating a monitoring and transparency plan and electing members of the Monitoring Team,
 - (e) deciding the follow-up work plan (RKTL).

Note:

1. Do not forget to draw up Minutes of the Village Forum (use **FORM GENERAL-4: MINUTES OF MD**)
2. After the MD-5, do not forget to conduct public testing by putting up the results of MD-5 in public places (use **FORM GENERAL-5: PUBLIC TESTING MD**).
3. Do not forget: Attendance List and photographs of the activities.

JANGAN LUPA UNTUK MENEKANKAN HAL BERIKUT INI KEPADA PESERTA MD-5:

SETIAP PEMBANGKANGAN KKP ATAU TUKANATAU PEMASOK TERHADAP ATURAN UN-HABITAT DAPAT DIKENAI SANKSI BERUPA (A) PEMBONGKARAN BANGUNAN ATAS BEBAN BIAYA KKP, ATAU (B) PENGHENTIAN PEMBAYARAN TAHAP BERIKUTNYA, ATAU (C) PEMUTUSAN ATAU TERMINASI KONTRAK SECARA SEPIHAK OLEH UN-HABITAT.

2. Infrastructure Proposal At Village Level

- (a) After having received the proposals and supporting documents from all KKPs, the Village Committee shall further compile the said documents into an **Infrastructure Proposal at Village Level** by using the forms as indicated in **Matrix 3.3.3**.

Matrix 3.3.3. Forms for Infrastructure Proposal at Village Level

No	Form Code	Form Title	Notes
1	---	Cover	
2	P/DESA-1	Checklist Sheet of Infrastructure Proposal Documents at Village Level	
3	P/DESA-2	Village Baseline Data	MD-4 Results
4	P/DESA-3	Minutes of MD-4 and Attendance List	MD-4
5	P/DESA-4	Project Implementation Plan	MD-5 Results
6	P/DESA-5	Monitoring and Transparency Plan	MD-5 Results
7	P/DESA-6	New Village Site Plan/Village Map	Review results at MD-4
8	P/DESA-7	Community Action Plan	Review results at MD-4
9	P/DESA-8	Minutes of CAP Review and Attendance List	MD-4
10	P/DESA-9	Project Approval Report and Attendance List	MD-5

- (b) After all the documents are filled out, hand these over to the Facilitator. Do not forget the Infrastructure Proposal Document Receipt.

F. INFRASTRUCTURE PROPOSAL MANAGEMENT AT UN-HABITAT

1. At the District Office

- (a) The Facilitator will check the completeness and accurateness of data in the said proposals. If there is still some data missing or incomplete forms, the Facilitator shall return them to the field and request the community to complete the documents. When correct and complete, the Facilitator shall sign the documents and forward these to the Specialist
- (b) The Specialist will check the completeness and accurateness of the data in said proposals. In case of inaccurate information or incomplete filled out forms, the Specialist shall return the files to the Facilitator to make them complete. If the documents are correct and complete, the Specialist shall sign the documents and forward them to the District Manager.
- (c) The District Manager shall request the Administration Assistant to check the **administrative compliance** of the said proposals by filling out the **R/Dana-1 Form: Fund Transfer Document Verification Sheet**. If still incomplete, it will be returned to the Specialist.
- (d) If complete, re-check it and separate the proposal into two groups based on their value.
 - ✚ **GROUP A** for infrastructure proposals with a value less than USD 25,000
 - ✚ **GROUP B** for proposals with a value between USD 25,000 up to USD 70,000
- (e) For proposals in **GROUP A**, follow the following management procedures.
 - ✚ Establish a **Local Committee for Contracts Approval (LCCA)**. LCCA is a special team at district level which will evaluate and check the feasibility of the infrastructure proposal submitted by the community.
 - ✚ LCCA consists of the following 11 members:
 - District Manager
 - Three Senior Specialists from three sectors (CD, CA, CE)
 - Three Senior Facilitators from three sectors (CD, CA, CE) who are not on duty in the village from where the proposal came (village of origin)
 - UNDP representative (or another UN agency if the UNDP is not available).
 - Two representatives of the ANSSP UN-HABITAT Head Office.
 - VILLAGE COMMITTEE Coordinator who is not from the village of origin of the proposal.
 - ✚ Dispatch the list of names of the said LCCA members to the ANSSP UN-HABITAT Programme Manager for approval. Note that for each village there **must** be one LCCA because there must be the name of a Facilitator and VILLAGE COMMITTEE Coordinator who do not come from the village of origin of the proposal that is to be discussed.
 - ➔ Use **Form P/Eval-1: List of Names of the Local Committee for Contract Approval members**
 - ✚ While waiting for approval from the Head Office on the List of Names of the LCCA members, make 11 photocopies of the Infrastructure Proposal documents from each village.
 - ✚ After approval of the List of Names of LCCA members is received from the ANSSP UN-HABITAT Head Office, the District Office Administration Assistant will send

invitations to the LCCA members and the Village Committee of the village from where the proposal comes from, to attend the LCCA Session. A photocopy of the infrastructure proposal to be discussed **must** be attached to the invitation. The invitation **must** be received by the respective LCCA members **at the latest** one week before the session date. The Village Committee from the village of origin is invited to make a presentation of their proposal.

✚ Convene the LCCA session to evaluate the infrastructure proposal received. The agenda should be as follows:

- Opening
- Introduction and explanation of the session's objective
- Presentation of the proposal by the Village Committee representative
- Proposal discussion by the LCCA based on the following criteria: (a) management feasibility, (b) technical feasibility, (c) financial feasibility, (d) environmental feasibility, and (e) transparency plus accountability.
- The decision of the LCCA can be one of a number of possibilities, which are (a) rejected and therefore there is no chance to re-apply, (b) need to be improved, and (c) accepted. The LCCA should provide sufficient explanation in the report about the reasons for the rejection, or need for improvement and what must be improved.

➔ **Use Form P/Eval-2: Infrastructure Proposal Feasibility Evaluation Results.**

✚ Proposals that are **REJECTED** are returned to the village concerned and no re-application is possible. Proposals that need **IMPROVEMENT**, are returned to the village concerned for making the necessary improvements.

✚ Proposals that are **ACCEPTED**, must follow the procedure below:

- The District Manager requests the Administration Assistant to prepare **Form P/Dana-2: Application Letter for Fund Disbursement.**
- The Administration Assistant presents all the documents to the District Manager for signing. After signing, the Administration Assistant will make photocopies of all the documents (including the LCCA Session Report). One set of original documents is sent to the ANSSP UN-HABITAT Head Office (including the LCCA Session report), one set of photocopies is handed over to Data Entry.
- a. After the data has been entered into the computer, the Data Entry section shall hand over all the documents to the related Facilitator.
- b. The Administration Assistant shall periodically check with the Head Office about the fund transfer from the Head Office to the KKP account by making inquires to the Field Coordinator staff or Financial Staff.

(f) For proposals in **GROUP B:** follow the following management procedures.

✚ The District Manager shall request the Administration Assistant to prepare the Document Delivery Letter (cover letter) to the Programme Manager.

✚ The Administration Assistant shall hand over all the documents to the District Manager for signing. After signing, the Administration Assistant will make photocopies of all the documents. One original set is dispatched to the ANSSP UN-HABITAT Head Office, one set of photocopied documents are delivered to Data Entry.

✚ After completing entry into the computer, Data Entry will deliver all the documents to the related Facilitator.

✚ At the same time, the Head Office will process the documents as specified below.

2. At the Head Office

The ANSSP UN-HABITAT Head Office shall process two types of documents.

(a) Group A Proposal Documents

- ✚ The Secretary receives and records the proposal delivered from the District Office.
- ✚ Secretary hands over the said proposal documents to the Field Coordinator.
- ✚ The Field Coordinator will instruct the Field Coordinator staff to check the completeness and accurateness of the data. If still incomplete, the Field Coordinator shall contact the District Office requesting to complete the data. After completion:
 - Prepare the Disposition Sheet for signing by the Field Coordinator.
 - Separate the documents into two batches: (a) documents that need the signature of the Programme Manager are handed over for signing by the Programme Manager together with the Disposition Sheet signed by the Field Coordinator; (b) documents that need no signature of the Programme Manager are kept in the archives.
 - After signing the related proposal documents, the Programme Manager will sign the Disposition Sheet and return this to the Field Coordinator staff.
 - The Field Coordinator staff will deliver the Disposition Sheet (signed by the Programme Manager) to the Project Management Officer (PMO) and insert it into the proposal document in the archive.
- ✚ The PMO will instruct the Financial staff to transfer the funds from the UN-HABITAT account at BRI to the KPR account at the same bank.

(b) Group B Proposal Documents

- ✚ The Secretary receives and records the delivery of the proposal by the District Office.
- ✚ The Secretary forwards the said proposal documents to the Field Coordinator.
- ✚ The Field Coordinator instructs the Field Coordinator staff to check the completeness and accurateness of the data. If still incomplete, the Field Coordinator staff will contact the District Office with the request to complete the data. After completion, the next procedure follows the guideline below.
 - ➔ **Use Form P/Eval-3: Standard Procedure for Infrastructures Exceeding USD 25,000**

CHAPTER IV. CLOSING

This ANSSP Handbook, Volume III Technical Detail Planning for Housing and Infrastructure, has explained the following matters.

1. **Introduction**, which contains an explanation regarding the definition of planning (CAP) at macro level and micro level (technical details). This chapter consists of definitions, summary of the phases in housing detail planning, and a summary of the phases in infrastructure detail planning.
2. **Housing Project Technical Detail Planning**, explains what has to be done in the ANSSP housing project technical detail planning and consists of establishing KPRs, selecting and deciding the house design, KPR training, preparing the housing proposal, procedure for submitting the housing proposal to UN-HABITAT, and housing proposal management in UN-HABITAT.
3. **Infrastructure Project Technical Detail Planning**, which contains what must be done in the ANSSP infrastructure project technical detail planning and consist of selecting and deciding the type of infrastructure; establishing KKP, KKP training, making the infrastructure design, preparing the infrastructure proposal and submitting to UN-HABITAT, and infrastructure proposal management in UN-HABITAT.

For the users of this handbook, who want information about the background of writing the ANSSP Handbook series, are requested to read the ANSSP Handbook Volume I: Orientation and Information. For the users of this handbook desiring some information on the process of formulating the community plan and making the village map, they may read the ANSSP Handbook Volume II: Community Action Planning and Village Mapping. For the users of this handbook, who want more detailed information regarding the ANSSP implementation phases and the forms used, can find these in the following books.

1. ANSSP Handbook Volume 4, Construction Implementation.
2. ANSSP Handbook Volume 5, Handover of Reconstruction and Rehabilitation Results.
3. ANSSP Guidelines Volume 6, Monitoring, Evaluation, and Controlling.
4. ANSSP Guidelines Volume 7, Socialisation and Public Awareness Campaign.
5. ANSSP Guidelines Volume 8, Training and Capacity Building.
6. ANSSP Guidelines Volume 9, Handling Complaint and Conflict Resolution.
7. ANSSP Handbook Annex I, Housing Construction Guidelines.
8. ANSSP Handbook Annex II, Infrastructure Construction Guidelines.