

PROJECT I-PANTAWID

eFDS Training Manual

VOLUME III

EMPOWERMENT AND SOCIAL ACCOUNTABILITY (eFDS Modules 2-4)



Concerned Citizens of Asia
for Good Government, Inc.

in partnership with:

RECITE



PARTNERSHIP FOR
TRANSPARENCY FUND



ANSA-EAP

affiliated network for Social Accountability
in East Asia and the Pacific



THE WORLD BANK

Working for a World Free of Poverty



in partnership with:

RECITE



Guarding the Integrity of Conditional Cash Transfer Program (Project i-Pantawid)

eFDS Training Manual: Volume 3 EMPOWERMENT AND SOCIAL ACCOUNTABILITY (eFDS Modules 2-4)

Prepared by the Project i-Pantawid consortium led by the Citizens of Abra for Good Government, Inc. (CCAGG) in association with Responsible Citizens and Empowered Communities in Solidarity for Social Change (RECITE), Affiliated Network for Social Accountability for East Asia and the Pacific (ANSA-EAP), and the Partnership for Transparency Fund (PTF) under Grant No. TF015863 with the World Bank/Global Partnership for Social Accountability. The contents and opinions expressed herein are solely the responsibility of the consortium and do not necessarily reflect the views of the WB/GPSA.

with support from:



Acronyms and Abbreviations

ANSA-EAP	Affiliate Network for Social Accountability-East Asia and the Pacific
BB	Bulletin Board
BHS	Barangay Health Station
BL	Baseline
BM	Beneficiary Monitoring
Brgy	Barangay
CCAGG	Concerned Citizens of Abra for Good Government
CCT	Conditional Cash Transfer
CDD	Community Driven Development
CL	City Link (DSWD 4Ps staff based in city)
CSO	Civil Society Organization
DCF	Day Care Facility
DSWD	Department of Social Welfare and Development
ECCD	Early Childhood Care and Development
eFDS	Enhanced Family Development Session
FDS	Family Development Session
FM	Financial Management
Freq.	Frequency
FS	Financial Statement
GPSA	Global Partnership for Social Accountability
GHM	Grievance Handling Mechanism (used interchangeably with GRS)
GRS	Grievance Redress System
HH	Household
IBRD	International Bank for Reconstruction and Development (World Bank)
Info	Information
<i>i-Pantawid</i>	Guarding the Integrity of the Conditional Cash Transfer Program
IPM	Implementation Progress Monitoring
IRI	Intermediate Results Indicator
K&L	Knowledge and Learning
KPI	Key Performance Indicator (specified in project results framework)
LGU	Local Government Unit
M&E	Monitoring and Evaluation
ML	Municipal Link (DSWD 4Ps staff based in municipality)
MSWDO	Municipal Social Welfare Development Officer (LGU staff)
NHTS-PR	National Household Targeting System for Poverty Reduction
NLCGG	Northern Luzon Coalition for Good Governance
Pct	Percent
PDO	Project Development Objective
PL, PLs	Parent Leader, Parent Leaders
PIR	Performance Indicator Reference
PTF	Partnership for Transparency Fund
Q	Question
RECITE	Responsible Citizens and Empowered Communities in Solidarity for Social Change
RF	Results Framework
RHU	Rural Health Unit
SAc	Social Accountability
SSI	Selected Sub-Indicator
TPM	Third Party Monitoring
vs.	Versus
WB	World Bank
Yr	Year
4Ps	<i>Pantawid Pamilyang Pilipino Program</i>

Table of Contents

Acronyms and Abbreviations.....	1
Empowerment and Social Accountability.....	1
Overview of this eFDS Training Manual.....	1
Purpose.....	1
Overview of Training Manual.....	1
Volume 3 Content.....	2
Localized Language or Dialect.....	2
How to print the manual.....	2
TP 2 – Sino Ako at Pangarap sa Buhay.....	3
Objective.....	3
Materials needed.....	3
Preparation.....	3
Process 1 – Sino Ako.....	3
Process 2 – Ang Aking Pangarap.....	3
eFDS 2 – Pagpapatupad ng Pangarap.....	5
Objective.....	5
Materials needed.....	5
Preparation.....	5
Process 1 – Community Vision.....	5
Process 2 – Government Initiatives.....	5
Process 3 – Community Initiatives.....	6
Process 4 – Personal Commitment.....	6
Workshop Outcome.....	6
Note for eFDS cascade.....	6
Post workshop report processing.....	6
TP 3 – Tagapagpadaloy ng Pagbabago.....	8
Objective.....	8
Materials needed.....	8
Preparation.....	8
Process 1 – Framework of Change.....	8
Process 2 – 4K.....	8
Process 3 – Web of Life.....	9
Workshop Outcome.....	9
eFDS 3 – Ating Karapatan sa Batas at Pananagutang Panlipunan.....	11
Objective.....	11
Materials needed.....	11
Preparation.....	11
Process 1 – Intro to SAc.....	11
Process 2 – Barangay Governance.....	11
Process 3 – Initial Application of SAc.....	11

Workshop Outcome.....	11
TP 4 –Fishers of Men.....	13
Objective.....	13
Materials needed.....	13
Preparation.....	13
Process 1 – Ang Pagpili ng PL.....	13
Process 2 – Fishers of Men.....	13
Workshop Outcome.....	13
eFDS 4 – Pamayanang Pakikilahok sa Pamamahala.....	15
Objective.....	15
Materials needed.....	15
Preparation.....	15
Process 1 – Review of SAc.....	15
Process 2 – PFM, Brgy Budgeting.....	15
Process 3 – Brgy Development Planning.....	15
Note for eFDS cascade.....	15
Post workshop report processing.....	16

Empowerment and Social Accountability

Overview of this eFDS Training Manual

Purpose

This manual is intended to guide local implementing CSOs (LCSOs) on the i-Pantawid Project Model. With this manual, together with LCSO capacity building activities, LCSOs will be able to understand the i-Pantawid Project Model and conduct the enhanced Family Development Session (eFDS) for Parent Leaders, who will in turn cascade the eFDS topic to their beneficiary groups.

Overview of Training Manual

The eFDS Training Manual is composed of 6 volumes, divided as follows –

Volume	Content
1	eFDS Overview and Engaging and Enabling Parent Leaders (Foundation Session)
2	Ang Tulong ng Pantawid (eFDS 1)
3	Empowerment and Social Accountability (eFDS 2 – 4)
4	Social Contracting and Barangay Budgeting (eFDS 5 – 7)
5	Community Scorecard for Health and Education (eFDS 8 – 11)
6	Project Management and Monitoring (eFDS 12 – 14)

This Volume 3 covers Empowerment and Social Accountability modules.

Prior to implementing Volume 3, Volume 1 should be provided to all organizations and individuals intending to implement the i-Pantawid Model.

**Volume 3
Content**

The monthly half day PL training sessions for eFDS 2 to 4 are composed of a values formation and personal development session (labeled Tagapagpadaloy ng Pagbabago or TP) and an eFDS topic. Each TP and eFDS topic is detailed in the following sections of this manual.

Each TP and eFDS topic have accompanying Powerpoint slides that are designed to be printed on letter size paper and used as visual aids during the training. The slides are available in softcopy and the discussion guide may be found in the Notes Pages View of the slides. Printed copies of the Notes Pages View with the discussion guide and Powerpoint slides are part of this manual, inserted after the respective topics for easy reference.

The contents may be viewed as a basic training kit. The LCSO is free to enrich the discussion and augment the slides as they see fit, particularly in situating the discussion within the local context.

**Localized
Language or
Dialect**

The Powerpoint visual aids to be used for training are written in English and/or Filipino. The local implementing CSO may translate these into the local language or dialect, replacing the original text, as applicable.

Additionally, the discussion guide may be translated into the local language or dialect.

**How to print
the manual**

A printed manual may be produced for distribution from soft copy files. This manual may be printed back-to-back. The Powerpoint file may be printed in slide format on one side, and the Powerpoint file reprinted for the Notes Pages View at the back, so that while the facilitator is holding up the slide, the discussion guide is available at the back.

Letter size paper is used throughout. For back-to-back printing, use at least 80 gsm or substance 24 paper. A continuous ink printer would be most cost effective to produce colored training kits.

TP 2 – Sino Ako at Pangarap sa Buhay

Objective

For the PL --

1. To express his/her reason for being according to God's plan
 2. To recognize his/her value as a person and child of God
 3. To realize that service to others is part of our being children of God, sharing and expressing God's love
 4. To develop and articulate personal goals and values
 5. To recognize the value of personal goals towards personal development
-

Materials needed

1. Sino Ako lyrics
 2. Ang Aking Pangarap slide, one per participant
-

Preparation

1. Recall the previous session, ask the participants what they most liked or remembered about it
 2. This portion of the session will not be cascaded to their beneficiary groups as this is for their own personal development
-

Process 1 – Sino Ako

1. Lead the group in singing “Sino Ako”
 2. Discuss what it means to the participants (see guide slide)
-

Process 2 – Ang Aking Pangarap

1. Post “Ang Aking Pangarap” slide on the wall or board
 2. Provide each participant with a printed copy
 3. Describe the various dimensions of life on the chart, give or solicit examples
 4. Ask each to write down their name, the date today and one specific goal per dimension on their printed copy
 5. Once everyone has prepared their personal aspirations, distribute meta cards and colored pens
 6. Ask each to write one goal on the meta card and post beside the appropriate dimension, ensure all dimensions have examples
 7. Process and summarize the aspirations
-

Powerpoint slides and discussion guide for TP2 inserted here

eFDS 2 – Pagpapatupad ng Pangarap

Objective To develop a vision for the community and to outline actions that may be performed by community members and the participants themselves towards achieving the vision.

Materials needed

1. eFDS2 Powerpoint slides, printed, for posting on a board or wall
2. Meta cards
3. Colored pens
4. Masking tape
5. Blank vision forms

Preparation

1. Post the nine (9) sample vision statements vertically on a board or wall, as given in Powerpoint slide 3
2. Distribute meta cards and colored pens

Process 1 – Community Vision

Development of community vision

1. Discuss the various sample vision statements, what it means to the participants, how they understand the statements
2. Form the participants into groups of 6 – 8 members
3. Ask each group to select a facilitator and reporter
4. Each group will select the 6 most important vision statements to them, with the most important in the center
5. Each group to report group output
6. Facilitate a discussion in order to arrive at one common set of 6 vision statements for the group

Process 2 – Government Initiatives

Various government initiatives towards achieving the vision

1. Post the slides on government initiatives beside the sample vision statements
2. Discuss with participants, soliciting other examples they are aware of

**Process 3 –
Community
Initiatives**

What the community members can do towards achieving the vision

1. Now that we know what the government does, discuss with participants what they can do as members of the community towards achieving the vision
 2. Ask the participants to write their suggestions on meta cards, post beside the appropriate vision addressed
 3. Review what the participants have contributed
-

**Process 4 –
Personal
Commitment**

What the participants will do themselves, starting today, towards achieving the vision

1. Among the many suggestions that members of the community can do towards achieving the vision, ask the participants to select which one they will commit to doing starting today
 2. To write their commitment in a meta card with their name which they will submit, and to write this in their Tala-arawan with the date of today
-

**Workshop
Outcome**

1. Community vision as defined by the PLs
 2. Personal commitments
-

**Note for eFDS
cascade**

The eFDS Observer to collect the vision statement output of the beneficiary group during the PL cascade.

**Post workshop
report
processing**

1. Enter all the selected vision statements of each PL group into an excel file and determine the most common 6 vision statements of all the PL groups in the LGU. Document this on the vision slide for the LGU.
 2. Share the most common or priority 6 vision statements with the PLs at the next PL training. This will be the basis of future development planning activities by the members.
 3. Prepare and send a letter to the Mayor describing the vision activity with the 6 priority vision statements of the Pantawid members attached, for his information and support.
 4. Email copy of letter and attachment to i-Pantawid Project Management Office
-

Powerpoint slides and discussion guide for eFDS2 inserted here

TP 3 –Tagapagpadaloy ng Pagbabago

Objective

For the PL --

1. To introduce the Parent Leaders to the Framework of Change
 2. To recognize that change is needed to achieve their goals
 3. That they themselves can make this change happen with the right knowledge, skills, attitude and habits
-

Materials needed

1. Meta cards
 2. Colored pens
 3. Manila paper
 4. Balls of yarn
-

Preparation

1. Request the Parent Leaders to share their experience with their first eFDS cascade – how did it go, how did they feel, what helped, what hindered, etc. – process the experience
 2. Discuss what they recall from the previous session
-

Process 1 – Framework of Change

1. Introduce the participants to the Framework of Change
 2. Gather buy-in towards becoming agents of change or “Tagapagpadaloy ng Pagbabago”
-

Process 2 – 4K

1. Introduce the participants to the 4K or KASH, attributes needed by an agent of change or Tagapagpadaloy ng Pagbabago
 2. Divide the participants into 4 groups, distribute Manila paper and markers
 3. Each group to designate a facilitator, recorder and reporter
 4. Each group to write down the 4K needed by a Tagapagpadaloy ng Pagbabago
 5. Provide a copy of TPM 13 – 4K Ngayon
 6. Request each group to transfer the attributes they think they already have to the “Mayroon Na” column, transferring the other attributes they still have to work on to the “Kailangan Pa” column.
 7. Plenary sharing and discussion
 8. Process the outcome
-

**Process 3 –
Web of Life**

1. Ask the group to form one circle
2. Each participant to think of a good characteristic or attitude that he/she will “throw” together with the ball of yarn
3. Give a ball of yarn to one participant. Ask the participant to keep hold of the end and to toss the ball of yarn to anyone in the circle while stating the good characteristic or attitude.
4. The recipient will keep hold of the yarn string that reaches him/her and will toss the ball of yarn to anyone else not yet holding the string in the circle, again stating the good characteristic or attitude.
5. This continues until all participants are holding the string.
6. If the ball of yarn runs out in the middle of the exercise, attach or tie another ball of string to the end of the first ball of string and continue.
7. Process the experience (see guide slide)

**Workshop
Outcome**

Summarize the 4K output of the participants as TPM13. It would be good to review the output with the Parent Leaders several months into the Parent Leader training, adding or removing attributes based on their growing experience, adding check marks to those attributes they have newly gained.

Powerpoint slides and discussion guide for TP3 inserted here

eFDS 3 – Ating Karapatan sa Batas at Pananagutang Panlipunan

Objective

1. For the participants to gain an understanding of social accountability and barangay governance
2. To mobilize the participants to an initial level of participation in governance (ABC)

Materials needed

1. IRA for the province, municipality, barangays covered (download from DBM website)
2. Consolidated community vision (from eFDS2)

Preparation

1. Discuss the Parent Leaders’ experience facilitating the previous session
2. Share the consolidated community vision for the LGU. This vision will be used to guide us in our community development.

Process 1 – Intro to SAc

1. Introduction to entitlements from the United Nations Declaration of Human Rights – share and discuss
2. Share Constructive Engagement and Social Accountability
3. Share Pres. Aquino’s challenge to participate in governance

Process 2 – Barangay Governance

Share and discuss barangay governance, IRA

Process 3 – Initial Application of SAc

1. Discuss quote, concept of “*Tagapagpadaloy ng Pagbabago*”
2. Discuss the ABC of participation
3. Gather commitment to apply the ABC of citizen participation

Workshop Outcome

Commitment of participants to apply ABC of participation in their barangays.

Powerpoint slides and discussion guide for eFDS3 inserted here

TP 4 –Fishers of Men

Objective

For the PL --

1. To recognize that his/her role is not merely as a Parent Leader but as an agent of change or Tagapagpadaloy ng Pagbabago
 2. That they were chosen for this role and they are called to action
-

Materials needed

1. Mark 1:16-20 (see slides)
 2. Meta cards
 3. Colored markers
 4. Masking tape
-

Preparation

1. Request the Parent Leaders to share their experience with the past eFDS cascade – how did it go, how did they feel, what helped, what hindered, etc. – process the experience
 2. Discuss what they recall from the previous session
-

Process 1 – Ang Pagpili ng PL

1. Request the participants to pair up
 2. Each pair to share with each other how and why they were selected as PL
 3. Each participant to write down the how and why on separate meta cards and post on the board or wall
 4. Group similar experiences
 5. Process the activity
-

Process 2 – Fishers of Men

1. Read the Bible passage Mark 1:16-20 (see slides)
 2. Role playing of Mark 1:16-20, ask for volunteers to act as Jesus, Mathew, Andrew, James, John, Zebedee
 3. Someone will read the text while the actors perform
 4. Process the activity (see guide slides)
-

Workshop Outcome

1. Summarize how and why the Parent Leaders were selected
-

Powerpoint slides and discussion guide for TP4 inserted here

eFDS 4 – Pamayanang Pakikilahok sa Pamamahala

Objective	<ol style="list-style-type: none">1. Review of the basis for citizen participation in governance2. Introduction to Public Financial Management Cycle (PFM) and Barangay Budget Process3. Introduction to Barangay Development Planning
Materials needed	<ol style="list-style-type: none">1. Training kit with spare planning forms2. Consolidated community vision (from eFDS2)3. Manila paper and colored markers for group work – 4 – 5 sets4. Planning template (from slides) with updated vision statements
Preparation	Discuss the Parent Leaders' experience facilitating the previous session
Process 1 – Review of SAC	<ol style="list-style-type: none">1. Introduction to entitlements from the United Nations Declaration of Human Rights – share and discuss2. Share Pres. Aquino's challenge to participate in governance3. Share the community vision of the group from eFDS24. Share Constructive Engagement and Social Accountability
Process 2 – PFM, Brgy Budgeting	<ol style="list-style-type: none">1. Share and discuss PFM and how citizens may participate in the process2. Share and discuss barangay budget process and timetable
Process 3 – Brgy Development Planning	<ol style="list-style-type: none">1. Emphasize the value of planning2. Discuss parts of the planning form and examples3. Divide the participants into groups of 5 or 6 members, provide each group with the planning template, manila paper and markers4. Depending on the time available and the number of groups, assign 2 or 3 of the LGU vision statements per group5. Group reporter to share the output plans in plenary
Note for eFDS cascade	Parent Leaders to conduct the barangay development planning with their members. Observer to summarize and submit barangay development plans (TPM 12) to project management office.

**Post workshop
report
processing**

1. Consolidate all Barangay Development Plans (Ang Plano ng Aming Pamayanan - TPM 12) into one document for the LGU.
 2. Prepare a letter of invitation for the Social Contract signing event addressed to the City/Municipal Mayor, Punong Barangays, City/Municipal Link(s), City/Municipal Social Welfare and Development Officer, with attached draft Social Contract, slides of the Pangarap ng Pamayanan (TPM 1 from eFDS2) and Ang Plano ng Aming Pamayanan (TPM 12 from eFDS4). A sample letter of invitation for City/Municipality and Barangay officials is in this training kit.
 3. Coordinate with mayor and other officials on venue and date of the Social Contract Signing event.
 4. Share the Pangarap ng Pamayanan (TPM 1 from eFDS2) and Ang Plano ng Aming Pamayanan (TPM 12 from eFDS4) at the next meeting of the City/Municipal Action Committee.
 5. Email copy of letter and attachments to i-Pantawid Project Management Office.
-

Powerpoint slides and discussion guide for eFDS4 inserted here