

ACTION **1** **PREPARATION OF DESIGNS**

▪ **What is the task?**

The Community will have identified different items of required physical infrastructure or housing in the Community Action Plan. E.g. housing, land filling, drains, roads, footpaths, community centers, etc. The task at this stage is to prepare a detail design and a preliminary estimate for each of the items identified within the funds available.

▪ **Who does?**

The designs and estimates will be prepared jointly with local government technical officer and technical staff of UN-HABITAT in consultation with the CDC and the Project Staff.

▪ **How to go about doing it?**

Take each Community Action Plan and make a site visit with the CDC. Make accurate measurements of all the items. Discuss with the CDC members the sizes e.g. roads, footpaths and drains. If it is a land filling, discuss with the CDC members regarding the level to which land has to be filled to prevent flooding. Engineers will prepare the detail drawings specifications and costing. A copy of these will be attached to the application. One application should contain only one item unless two items have to be done together, for example a drain under the

footpath or adjacent to it. After the discussion a work plan should be prepared for all the works indicating the weeks and months that the work is going to be undertaken.

In the case of housing reconstruction, the families should be given the freedom to design the house within certain parameters. The technical officers' responsibility is to advise the families to design a house, which can be built with the resources available to the family. The resources could be salvaged material, grant from the state or agency, other resources the family can mobilize from well-wishers, etc. The technical officer has to make an estimate of the cost and materials so that the family is made aware of the quantities of materials to be purchased. If the families wish to build on the foundations of the destroyed house, they need to be checked for earthquake resistance. If the foundation of the old house has not been built to withstand an earthquake, it has to be rebuilt. Once the design is done an application for the Community Contract should be completed and forwarded to the project management for approval.

Things to consider

Consider the feasibility of the proposed item both technically and financially. Always consider the possibility of land regularization and granting of tenure. If it is possible, setting out should be done before designing of roads footpaths and drains because the new layout is likely to be slightly different from the existing.

▪ **What are the outputs?**

The output is the design, estimate and work plan that will be attached to application for funding (Annex 007).



Indonesia

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Preparing Detailed Estimates

ACTION **2**

IMPLEMENTATION OF WORKS

▪ **What is the task?**

The task at this stage is to carry out the work as stipulated in the contract.

▪ **Who does?**

The CDC through Construction Groups (CG).

▪ **How to go about doing it?**

Considering the size and nature of the job, the CDC can constitute a Construction Group. It should have a leader and a person in charge of accounts and materials (book-keeper or store keeper preferably a female member). When the contract is signed the Project would provide the CDC with an advance. The amount is to be determined by the value of the total contract. With this money the Construction Group will purchase tools, equipment and material and start work. Open a register for tools and equipment. Open a Materials Register to record all the

materials purchased. The CDC should procure materials by obtaining quotations from several suppliers. It is in the interest of the CDC to get the best price for the materials. The technical staff the project should provide guidance and technical assistance to the Construction Group. This should be done by conducting a half-day workshop with the CDC and the Construction Group following an Agenda in Annex 008.

Things to consider

Consider the opportunity to provide on the job training to unskilled people in the community.

▪ **What are the outputs?**

Physical works as identified in the application.



Maldives

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Carrying Out the Construction Work

ACTION
3

PROGRESS PAYMENTS

▪ **What is the task?**

The task is to check progress, certify work and make payments according to the contract.

▪ **Who does?**

The respective UN-HABITAT's Manager should designate one or more officers as the Payment Certifier. She or he should be an Engineer or a Technical Officer with a good knowledge of costs and quantities. The CDC and the Construction Group should assist the Payment Certifier to carry out inspections.

▪ **How to go about doing it?**

After reaching the level of work expected at first stage the Payment Certifier should be informed to make an inspection. The inspection should be carried out with representatives of the CDC and the Construction Group. The Payment Certifier should measure and estimate the work done and record it on a Progress Payment Certificate. The Progress Payment Certificate should be signed by the Payment Certifier and the Chairperson of the CDC (Annex 009). The Payment

Certificate should be considered by the Project Management the payment made to the CDC. With this money the Construction Group will continue the work. When the work reaches the next stage another inspection should be called for and the procedure should be repeated. Payment will be made in installments on benchmarks to be reached before signing the contract between the CDC and the Project Management.

Things to consider

- When the Payment Certifier who will be an Engineer or Senior Technical Officer does the inspections, she or he should check for quality of the work. If the quality is found to be poor she or he should advise the Construction Group how to rectify and improve
- The certifier should also monitor and advise the beneficiaries not to exceed the cost estimates

▪ **What are the outputs?**

Completed physical works as identified in the application.



Sri Lanka

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Houses Completed by People



Sri Lanka

Inauguration Ceremony in Galle

What is the task?

The task is to have a small ceremony and to get the Mayor or an important outsider chosen by the CDC to inaugurate the physical works.

▪ Who does?

The CDC should organize the ceremony with the assistance of the Community Mobilizer/Technical officer.

▪ How to go about doing it?

The community should gather in a neighboring school or community centre. The CDC Chairperson should make welcome address. She or he should describe how the physical works were undertaken by the CDC and the benefits. Then the Treasurer should read out the accounts. The Payment Certifier could

then sign off the accounts and give the CDC a clean bill of health. Then the senior person from project management should address the gathering. Then gathering should visit the works. The guest should cut a ribbon and open the works or what is culturally appropriate.

Things to consider

The community should discuss the maintenance of the works. An operation and management plan should be a part of the proposal and should be signed before the completion certificate is submitted for payments.

▪ What are the outputs?

Completed housing and physical works for the use of the community.