

# Community Facilitator's Guide

## FishCORAL



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# Table of Contents

<b>Foreword</b>	<b>5</b>
FishCORAL Coverage and Targets	6
FishCORAL vis-a-vis Community Facilitation	8
<b>Introduction</b>	<b>9</b>
Purpose of this Guide	10
Objectives of this Guide	11
<b>FishCORAL</b>	<b>12</b>
FishCORAL and its Logical Framework	13
<b>Project Management and Coordination</b>	<b>20</b>
Organizational Structure	20
Planning and Budgeting	24
Procurement	24
Financial Management and Disbursement	27
Monitoring and Evaluation	28
<b>Coastal Resources Management (CRM)</b>	<b>30</b>
Memoranda of Agreement (MOA)	31
CRM Sub-components	32
Community Facilitator's Tasks: CRM	35
<b>Livelihood Development (LD)</b>	<b>41</b>
Steps in Livelihood implementation	45
CF Tasks: LD	48
FishCORAL Negative List	49
Summary	52
<b>Principles of Community Facilitation</b>	<b>54</b>

# List of Tables and Figures

## TABLES

1	FishCORAL Project Sites	5
2	Logical Framework	13
3	FishCORAL Proposed Procurement	23
4	CRM Outcomes and Outputs	34
5	Matrix Guide on Livelihood Implementation	41
6	LD Outcomes and Outputs	49

## FIGURES

1	FishCORAL Organizational Structure	21
2	Processes involved in implementing livelihood sub-projects	45

## Foreword



The Fisheries, Coastal Resources and Livelihood (FishCORAL) Project is a five-year endeavor (2016-2020) of the Philippine Government and the International Fund for Agricultural Development (IFAD) aiming to reduce poverty in economically-challenged coastal communities while strengthening local food and nutrition security in the target areas in the Philippines. The project has three components: Coastal Resources Management, Livelihood Development, and Project Management and Coordination.

FishCORAL is being implemented in Bicol (Region V), Eastern Visayas (Region VIII), Caraga (Region XIII), and Autonomous Region in Muslim Mindanao (ARMM).

FishCORAL as a national project has several levels of implementation. For the project to successfully serve the fishing communities, strategies must be devised for an effective project implementation.

# FishCORAL Coverage and Targets

The Project targets 11 bays/gulfs in Region V in Luzon; Region VIII in Eastern Visayas; Region XIII and the Autonomous Region in Muslim Mindanao. The target bays are located in 14 provinces with 103 municipalities or cities bordering the bays/gulfs, with 1,098 coastal barangays. Implementation period will be for five (5) years from 2016 to 2020.

*Table 1: FishCORAL project sites*

Region	Bay/ Gulf	Provinces	No. of Muns/ Cities	No. of Coastal Brgys	No. of Coastal House-holds	Poverty Incidence (%)	No. of Target House-holds
<b>V - Bicol</b>	Ragay Gulf	Camarines Sur	12	68	25,314	47	11,549
	Asid Gulf	Masbate	5	86	24,195	46	5,198
	Albay Gulf	Albay/ Sorsogon	7	117	34,323	40	16,780
<b>VIII – Eastern Visayas</b>	Leyte Gulf	Eastern Samar/Leyte	18 *	251	67,183	38	13,804
	Matarinao Bay	Eastern Samar	4	28	11,121	49	1,167
	Silago-Cabalian Bay	Southern Leyte	7	76	18,886	36	5,391
	Maqueda Bay	Western Samar	11	145	22,227	44	7,790
<b>XIII – Caraga</b>	Butuan Bay	Agusan del Norte	8	47	59,441	35	6,285
	Lianga-Hinatuan-Bislig Bays	Surigao del Sur	10	99	94,891	42	9,685
<b>ARMM</b>	Illana Bay	Lanao del Sur/ Maguindanao	10	68	29,782	43	4,219
	Sulu Sea	Basilan/ Sulu	13	112	60,565	42	8,728
<b>Total</b>	<b>11 Bays/Gulfs</b>	<b>14 Provinces</b>	<b>103</b>	<b>1,098</b>	<b>447,928</b>	<b>42</b>	<b>90,596</b>

\*Two (2) municipalities of Eastern Samar border two bays.

**The project will target four (4) groups:**

- 1.) Subsistence or marginal fishing households (men and women) who may or may not yet members of PO;
- 2.) Female-headed households;
- 3.) Out-of-school youth (18-35 years old);
- 4.) Person with disability/ies (PWDs); and
- 5.) Indigenous People in Regions XIII and ARMM.

# Community Facilitation vis-a-vis FishCORAL



Coastal communities in Bicol, Eastern Visayas, Caraga, and the Autonomous Region in Muslim Mindanao were chosen as FishCORAL project beneficiaries. Each region has its own Regional Project Management Office (RPMO) to implement FishCORAL in the project sites.

To adopt the Ecosystem Approach to Fisheries Management, every contiguous bays and gulfs in the project sites were considered as one ecological unit, thus the bay-wide engagement and participation of the various stakeholders. Overall, there are 14 provinces, 103 municipalities and cities, and 1,098 barangays covered by FishCORAL. With the vast project coverage, measures to efficiently deliver project outputs up to the barangay level will need appropriate and effective strategies.

Major outputs of the project specifically in Coastal Resources Management and Livelihood Development hugely depend on the coordination between local project partners. There is a need to coordinate and facilitate the activities on the ground as well as the need to link the project implementors to the different entities and sectors when necessary. Hence, the engagement of community facilitators.

The Community Facilitators (CFs) serve as the bridge between the communities, local government units (LGUs), and other project implementers. Each CF is assigned to barangays for them to assist and therefore communicate with. The CFs will frequently visit the communities and LGU offices to consult them on project interventions.

It is therefore vital for the CFs to know their responsibilities in accordance with the project's goals, workplan, and budget to conduct preliminary activities toward project outputs.



# **PART 1**

## **Introduction**

## Purpose of this Guide

This guide highlights Community Facilitation as a mechanism for the FishCORAL Project to deliver project support. Specifically, it lists suggestions on how Community Facilitators, as foot soldiers of the project, can effectively bring the project to the coastal communities.

In this document are the necessary information about the project that the CFs should be aware of when introducing FishCORAL to local stakeholders especially Local Government Units (LGUs) and People's Organizations (POs). Moreover, parts of this document explain the basics of Community Facilitation and how CFs can introduce the FishCORAL Project to the coastal communities.

# Objectives of this Guide

After reading this guide, Community Facilitators (CFs) should be able to:

- a. Describe their roles as CFs to the FishCORAL project;
- b. Explain what the project is to the target coastal communities especially the People's Organizations and the Local Government Units (LGUs); and
- c. List intended outcomes of the project per component;

# **PART 2**

## **FishCORAL**

# FishCORAL and its Logical Framework

The Fisheries, Coastal Resources and Livelihood Project (FishCORAL) is a joint endeavor of the Philippine Government and the International Fund for Agricultural Development (IFAD). The Department of Agriculture- Bureau of Fisheries and Aquatic Resources (DA-BFAR) is the executing and implementing agency.

FishCORAL aims to contribute to poverty reduction in the coastal communities of the 11 target bays in the four regions. It has three components: Project Management and Coordination (PMC), Coastal Resources Management (CRM), and Livelihood Development (LD).

An important document for FishCORAL is the Project Implementation Manual (PIM). This document provides project implementers a simple manual to follow the operations during project implementation. Parts of the PIM are restated here to clearly define the roles of the Community Facilitators.

Indicated in the PIM is the Logical Framework or Logframe, a management tool used for planning, budgeting, procurement, and monitoring and evaluation. It lists all project components, major activities, and inputs as well as their corresponding indicators. The logframe is accordingly

expanded as a guide by project implementers for them to understand what FishCORAL tends to achieve, what strategies to employ, what external factors can facilitate or delay implementation and what deliverables the project wants to accomplish.

The table below lists the project's overall goals, objectives, and performance indicators per component, lifted from the logframe.

- It is important to refer to the PIM especially the Logical Framework (LF) to look into what preliminary activities should be conducted for each of the major outputs of every component.
- Use the LF and the expanded LF when crafting the Individual Workplan especially in planning preparatory activities such as coordinating with people involved in the specific activity.

*Table 2: FishCORAL objectives and performance indicators*

Narrative Summary	Performance Indicators
<b>Goal</b>	
<p>Contribute to reduced poverty in target coastal communities of the eleven target bays in Regions V, VIII, XIII and ARMM.</p>	<p>By end of project (EOP) in the covered municipalities/provinces:</p> <ul style="list-style-type: none"> <li>• <i>Decreased poverty incidence by 5% from baseline of 42% (mean poverty incidence)</i></li> </ul> <p>By EOP 60% of the targeted 90,596 poor households in the Project area:</p> <ul style="list-style-type: none"> <li>• <b>Increased ownership of household assets by 20% of baseline.</b></li> <li>• <b>Decreased child malnutrition (ages 0-5 years) by 4% from baseline of 24.4%.</b></li> </ul>
<b>Development Objective</b>	
<p>Coastal communities sustainably manage their fishery and coastal resources generating livelihood benefits for the targeted households.</p>	<p>By EOP, in the Project area:</p> <ul style="list-style-type: none"> <li>• <i>Annual income of participating fishing community households increased by 10% of baseline.</i></li> <li>• <i>Employment of women engaged in income generating activities increased to 40% from baseline of 20%.</i></li> </ul>

<b>Component Outcomes and Outputs</b>	
<b>Component 1 Outcome:</b>  Fishing communities adopted sustainable management of fishery and coastal resources.	By EOP, in the Project Area: <ul style="list-style-type: none"> <li>• Fish density in coral reefs increased by an average of 15% from baseline.</li> <li>• Hard coral cover improved in selected sample protected areas where scientific sampling of coral takes place by an average of 15% from baseline.</li> </ul>
<b>Component 1, Output 1:</b>  Capabilities of LGUs and fishing communities to enforce sustainable management of fishery and coastal resources established.	<ul style="list-style-type: none"> <li>• 103 municipal/city FLETs and 103 M/C FARMCs formed, strengthened and sustained.</li> <li>• 11 bay management councils formed, strengthened and sustained with their bay wide fishing ordinances implemented.</li> <li>• 103 LGUs implementing fisheries and CRM plans and ordinances.</li> <li>• 103 LGUs delineated municipal waters with accompanying zoning ordinances.</li> <li>• 103 sets of patrol boat equipment for surveillance sustainably operated.</li> <li>• 11 climate proofed bay management and multi-purpose buildings constructed and maintained with 103 climate proofed watch towers constructed and maintained.</li> </ul>
<b>Component 1, Output 2:</b> Municipal/city and bay-wide fishery and coastal resources management and investment plans implemented.	<ul style="list-style-type: none"> <li>• 103 LGUs formulated/updated multi-year CRM and fishery management/investment plans which are integrated into the CLUP/MDP and AIPs.</li> <li>• 11 bay-wide multi-year CRM and fishery management/investment plans adopted by LGUs involved.</li> </ul>

<p><b>Component 1, Output 3:</b></p> <p>Habitats for fishery and coastal resources rehabilitated and established.</p>	<ul style="list-style-type: none"> <li>• 1,100 ha of critical mangrove areas rehabilitated and managed sustainably.</li> <li>• 21,456 ha of established and delineated or rehabilitated fish sanctuaries managed sustainably.</li> <li>• 3,814 ha of rehabilitated/protected sea grass beds managed sustainably.</li> <li>• 22 marine species stock enhancement projects implemented.</li> <li>• 5,200 units of supplemental artificial reef deployed.</li> <li>• 5,150 ha of fish sanctuary provided with delineation markers.</li> </ul>
<p><b>Component 2 Outcome</b></p> <p>Income of fishing households in the target communities increased through sustainable engagement in diversified livelihood activities.</p>	<p>By EOP, in 103 target municipalities and cities:</p> <ul style="list-style-type: none"> <li>• Fishing households involved in fishery enterprises increased to 30% from a baseline of 20% (30% are women from a baseline of 20%).</li> <li>• One microenterprise established per coastal <i>barangay</i> operating.</li> </ul>
<p><b>Component 2, Output 1:</b></p> <p>Fishing households organized into livelihood groups.</p>	<ul style="list-style-type: none"> <li>• 4,454 groups generating profit from fishery enterprises (50% of members are women).</li> </ul>



<p><b>Component 2, Output 2:</b></p> <p>Livelihood fishery projects with corresponding climate- proofed infrastructure / facility support implemented.</p>	<ul style="list-style-type: none"> <li>• 1 BFAR fully operational hatchery assisted.</li> <li>• 7 community-based hatchery development and enhancement facilities established.</li> <li>• 515 communal seaweed solar dryers with storage constructed.</li> <li>• 49 mobile ice makers and 94 chest freezers managed sustainably.</li> <li>• 1,200 linear meters of fish landing facilities constructed.</li> <li>• 50% of the livelihood projects will be implemented by women.</li> </ul>
<p><b>Component 3 Outcome:</b></p> <p>BFAR and LGUs delivered Project services on time and to the satisfaction of coastal communities</p>	<ul style="list-style-type: none"> <li>• Implementation is completed within project period without cost overrun.</li> <li>• At least 95% disbursement of IFAD loan and grants by end of project.</li> <li>• Annual expenditures are &gt;90% of the AWPB estimates, PY1-5.</li> <li>• &gt;75% of target fishing households from PY3-5 satisfied with the services provided.</li> </ul>
<p><b>Component 3, Output 1:</b> Project management structures, systems, procedures at all levels established</p>	<ul style="list-style-type: none"> <li>• All project financed structures functioning PY1-5.</li> <li>• 100% of MOAs between BFAR and LGUs and other implementing agencies signed and implemented.</li> <li>• All manuals and guidelines followed.</li> </ul>
<p><b>Component 3, Output 2:</b></p> <p>Project managed in a timely, cost effective, transparent and in a gender and a culturally sensitive manner.</p>	<ul style="list-style-type: none"> <li>• Complete, accurate financial records prepared and audited annually.</li> <li>• Adherence to planning and reporting procedures and formats PY1-5.</li> <li>• Timely, efficient, and gender and culturally responsive M&amp;E activities PY1-5.</li> <li>• Annual dissemination of project lessons learned/knowledge PY4-5.</li> <li>• BFAR permanent staff and contract staff are in post with qualifications and experience appropriate for their terms of reference PY1-5.</li> <li>• At least 30% of the Project staff are female PY1-5.</li> </ul>

- All performance indicators in the Logframe are disaggregated by gender. All physical progress reports are required to be submitted with gender disaggregated data.
- Notice that in the table, all indicators are in *italic*, which are IFAD required Results and Impact Management System (RIMS) indicators.
- Reduction of incidence of child malnutrition and poverty are RIMS indicators of IFAD. These are mandatory indicators included in all IFAD-assisted project regardless of project type.

# Project Management and Coordination (PMC)

This section explains how FishCORAL as a national project is being implemented. It illustrates the multi-level implementation structure of the Project from the national level to the local levels. A more elaborate discussion of roles and responsibilities of all project implementers is listed in the PIM.

## Organizational Structure

As the Project's leading implementing Agency, BFAR has the responsibility for project administration and management. The Bureau uses its existing structures at the national, regional, and provincial levels to implement project activities. Moreover, BFAR is responsible for the development, improvement, management and conservation of the country's fisheries and aquatic resources while the cities and municipalities are responsible for managing their respective municipal waters and coastal zones. Refer to Figure 1 for the FishCORAL Organizational Structure.

## Project Implementing Agencies at the National Level

### *Project Steering Committee (PSC)*

The inter-agency PSC provides FishCORAL with policy guidance, approve project implementation guidelines, work plans, budget and procurement plans, and resolve implementation issues which cannot be decided at the regional level. PSC meetings are held every semester or twice a year. FishCORAL Project Support and Coordination Office (PSCO) is the PSC's secretariat and IFAD serves as an observer during meetings.

### *Project Support and Coordination Office (PSCO)*

The PSCO, based at the central office, is directly accountable to the BFAR Director. The office is responsible for supporting, coordinating, and monitoring project implementation in the regions.

## **Project Implementing Agencies at the Regional Level**

### *Regional Coordination and Support Committee (RCSC)*

As the regional counterpart of the PSC, the RCSC is the policy and advisory committee for project implementation. The RCSC also facilitate convergence among regional agencies.

### *Regional Project Management Office (RPMO)*

The RPMOs are established in Bicol, Eastern Visayas, Caraga and ARMM. They report to and are guided by the PSCO. The offices are under the leadership and responsibility of the Bureau's Regional Directors. RPMO operations are handled by the Regional Project Manager/ Coordinator.

## **Project Implementing Agencies at the Local Level**

### *Bay Coordination and Support Committee (BCSC)*

Bay Coordination and Support Committees are formed as part of the Ecosystems Approach to Fisheries Management (EAFM). BCSCs are organized to coordinate project activities within a bay. The BCSC is headed by the Chair of the alliance with the following members: Regional BFAR

Provincial Fisheries Officer (PFO), DENR's Provincial/Community Environmental and Natural Resources Officer (PENRO/CENRO), PLGU's Environmental and Natural Resources Officer (ENRO), Provincial Agricultural Officer (PAO), IFARMC, MAO/CAO, PNP/PCG.

### *Municipal/ City Project Management Office (M/C PMO)*

M/C PMOs are under the local agricultural officer. These offices assist the People's Organizations (POs) plan sub-project proposals for inclusion in the municipal or city plan and approval at the regional level; ensure the implementation of approved investment proposals and activities; coordinate with the municipalities and cities in the bay to implement project activities; monitor implementation; and prepare and submit reports as required.

### *Municipal Project Implementation Unit (MPIU)*

This is the M/ CPMO counterpart in the ARMM region. It is under the leadership of the Provincial Fisheries Officer. The MPIU has the same tasks and responsibilities as that of the M/ C PMOs and work closely with the Municipal Planning and BFAR-ARMM municipal fisheries coordinators. CFs are designated at the MPIU office.

### *Fisheries and Aquatic Resources Management Councils (FARMCs)*

As mandated by RA 8550 (Section 69), FARMCs are established at the national level and in all municipalities and cities bordering municipal waters. These councils are essential in the formulation of policies and programmes for fishery and coastal resources management.

### *Fishery Law Enforcement Teams (FLETs)*

Also known as *Bantay Dagat*, they serve as fish wardens assisting the LGUs and BFAR in enforcing fishery laws, rules, and regulation. They are based in the municipalities and barangays.

### *People's Organization (POs)*

The POs not only serve as both target groups but also a mechanism for reaching out to the fishing communities and households for FishCORAL to deliver project services and interventions.

The Bureau will execute a Memorandum of Agreement with each municipality and city and other implementing agencies at the national, regional and provincial levels to specify what services and support each will provide and how the services and support will be financed by the Project.

For ARMM, BFAR will enter into a memorandum of agreement with the Autonomous Regional Government (ARG). This arrangement respects the autonomous nature of the government services in ARMM.

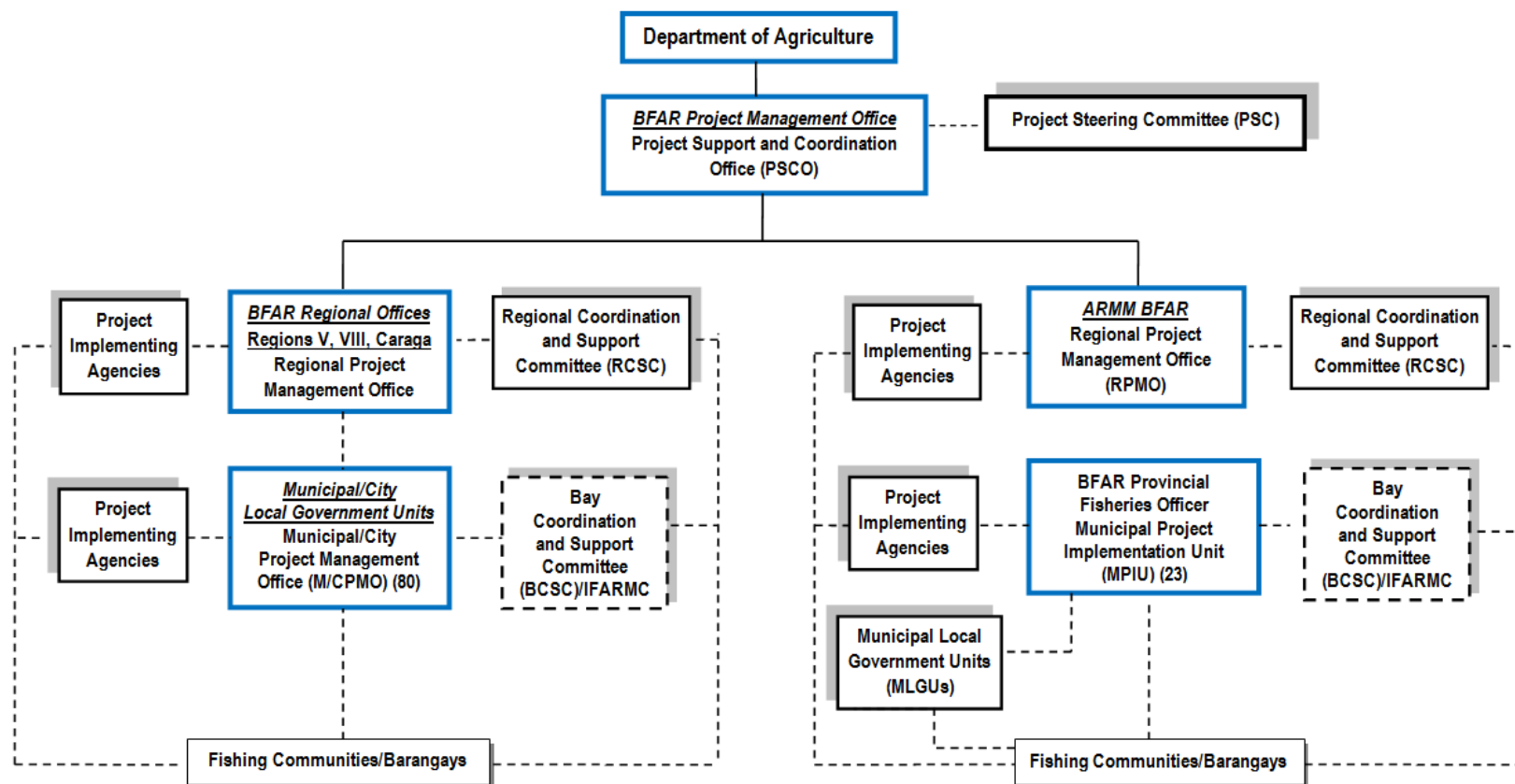


Figure 1. FishCORAL Organizational Structure

## Planning and Budgeting

### Multi-Year Plan and Indicative Budget (MYPIB) and Annual Workplan and Budget (AWPB)

The MYPIB is based on the expanded Logical Framework. It outlines all project activities, outputs, units of measurement, timeline, and costs involved. It is the basis of the Annual Work Plan and Budget (AWPB) of Project Year 1 and will be adjusted for the succeeding Project Years. Meanwhile, the AWPB uses the projections in the MYPIB, the results of annual project assessments including the IFAD annual country review, supervision missions, and other assessments, reviews or evaluations. The RPMOs will draft their AWPBs and will be consolidated into a Project AWPB by the PSCO.

- The Multiyear Plan and Indicative Budget (MYPIB) and Annual Workplan and Budget (AWPB) are management tools that can be used in planning project activities and projecting costs of a specific project year.
- Listing the project's proposed procurement will provide a glimpse of what the FishCORAL project aims to deliver to the project beneficiaries. Furthermore, project implementers can refer to it as a guide in planning preparatory activities especially in the selection of suitable sites for rural infrastructure and support equipment.

## Procurement

Major procurement processes are indicated in the Annual Procurement Plan (APP). The document lists procedures which must be implemented by the Project to ensure consistency with IFAD Project Procurement Guidelines and should follow the Implementing Rules and Regulations of the Philippine Procurement Law (RA 9184).

Major procurement packages in line with the APPs are and will be undertaken by BFAR through the PSCO and RPMOs supported by their Bids and Awards Committee (BAC) and Finance and Administrative Services Division.

On the other hand, coastal rehabilitation and infrastructure support for livelihood projects will be undertaken by the LGUs using project funds.

Below are FishCORAL's proposed procurement. Table 3 lists the types of rural infrastructure and equipment as well as the basic design specifications of each infra/product.

*Table 3. FishCORAL Proposed Procurement*

Type of Rural Infrastructure and Equipment	Basic Design Specifications	Average Unit Base Cost (PhP)
<b>CRM Support</b>		
Bay Management and Multi-Purpose Building	<ul style="list-style-type: none"> <li>➤ Two-storey concrete building of 48m<sup>2</sup> area for each floor with water proofed roof deck</li> <li>➤ Guard and equipment room on the roof deck with extended concrete observation tower up to 15 metres above sea level</li> <li>➤ All walls of 10cms concrete hollow blocks and structural members and slabs made of 3,000 pound per square inch (psi) concrete</li> </ul>	2,500,000/ unit
Watch Towers	<ul style="list-style-type: none"> <li>➤ Concrete observation tower (with long-range search light) up to 15 meters above sea level with concrete guard house and equipment room</li> </ul> <p><i>Note: The municipal allocation may be used for several smaller towers in strategic locations within the municipality if more appropriate</i></p>	300,000/ unit
Patrol Boat Engine and Equipment	<ul style="list-style-type: none"> <li>➤ One set of the following equipment per patrol boat:               <ol style="list-style-type: none"> <li>2 sets diving gear with air tanks</li> <li>GPS and radio communication equipment</li> <li>Heavy duty long range portable search lights</li> <li>Megaphone and night vision binoculars</li> <li>Underwater camera</li> <li>Life Vests</li> </ol> </li> </ul> <p><i>Note: Each BFAR Regional and Provincial Office will be provided with an air compressor; Patrol boat to be provided by BFAR.</i></p>	500,000/ set
Fish Sanctuary Delineation Markers	<ul style="list-style-type: none"> <li>➤ Corner buoys made of sealed empty plastic drums of 200 litre capacity anchored on the sea bed by 300 pound (lb) bundled mono nylon chords with anchors made of concrete blocks of appropriate size and weight</li> <li>➤ Intermediate floats made of sealed empty plastic gallons tied by 300 lb mono nylon chords at both ends to corner buoys with 200 lb mono nylon hangers with concrete block sinkers</li> </ul>	30,000/ha
Supplementary Artificial Reef	<ul style="list-style-type: none"> <li>➤ 200 x 200millimeter (mm) x 1.00 meter (m) 6-pointed (jackstone) reinforced concrete blocks; or</li> <li>➤ 0.50 x 0.50m hollow cubical frame with slatted one</li> </ul>	1,000/ unit



	side for coral transplant base (as adopted by Region V); or ➤ “wigwam” type concrete frames as adopted by Region XIII; or  ➤ any design deemed appropriate by the fisherfolks subject to approval by BFAR	
Fish Landing Jetty	➤ 100 x 4 meters wide concrete paved carriageway on grouted piled boulders	10,000/lm
Timber Port	➤ 100 x 2 meters wide walkway with 50mm x 150mm floor planks on hardwood sub-structural members; 4m x 7m pier head on 200mm x 200mm	15,000/lm
<u>Livelihood Support</u>	<i>To be provided only in support to BFAR RPMO approved sub-project proposals</i>	
Solar Dryer on Stilts with Storage	➤ Solar drier on stilts for seaweeds of 100 square meter (m2) made of full bamboo materials for flooring on concrete beams and girders supported by 200 x 200 mm reinforced concrete columns on footings ➤ Walls of storage area will be of 6mm cement board on aluminium t-runners <i>Note: The allocation may be used for several smaller solar dryers within the municipality if more appropriate.</i>	450,000/ unit
Mobile Ice Makers	➤ Ice maker model similar to unit provided under SUMACORE with twin compressor but with 44 aluminum ice trays and stainless casing	1,500,000/ unit
Chest Freezers	➤ Horizontal chest freezer of appropriate size	50,000/ unit
BFAR Hatcheries in Tiwi and Bacacay, Albay	➤ To complete operations equipment of existing and newly completed hatchery buildings	5,500,000
BFAR-ARMM Laboratory	➤ For digital water parameter kit of regional laboratory.	1,500,000
Community-Based Multi-Species Hatcheries	➤ As specified for the pilot hatcheries of BFAR-ARMM	1,200,000/ unit

## Financial Management and Disbursement

The BFAR Central Office through the PSCO, with support from BFAR Financial and Administrative Services Division, the BAC, and the Technical Services Division, is responsible for the overall management of FishCORAL Project funds. Overall fund management is in accordance with the approved Financing Agreement and the approved AWPB, APP and PIM.

The PSCO and the RPMO along with support offices (BFAR Financial and Administrative Services Division and BAC) prepare and implement the AWPB, and disburse Project funds within the delegated authorities of their signatories.

Officials from BFAR Central and Regional Offices exercise their signing authorities as delegated to their respective positions under Departmental Orders:

*PHP10 million (approx. USD 240,000) below-* BFAR Regional Directors

*PHP10 million- PHP 20 million (approx. USD 480,000)-* BFAR National Director

*PHP 20 million above-* Secretary of the Department of Agriculture

At the regional level, the RPMOs with the support of the BFAR Regional Offices' Finance Services consolidate financial reports (including those from the LGUs and POs) and the Statements of Expenditure (SOE) for submission to, and consolidation by the PSCO.

RPMO financial reports submitted to the PSCO should be supported by relevant documentation (e.g contract, proof of payment, bank statements) in line with the SOE ceilings and IFAD disbursement procedures. This assures BFAR Central Office to submit to IFAD complete Withdrawal Applications and avoid disbursement delays. Refer to the PIM for a more detailed discussion regarding financial management.

## Monitoring and Evaluation (M&E)

As part of PMC, a Monitoring and Evaluation (M&E) System is established at the PSCO. The system is guided by the results-based orientation and participatory approach. An M&E manual was prepared to guide all Project implementers in measuring Project progress.

An M&E Guidelines was drafted to provide project implementers tools for Project data gathering, reporting and analysis on M&E results. These tools are used to introduce corrective and preventive measures and taking consideration all lessons learned to provide appropriate management decision.

The FishCORAL M&E System serves as a mechanism to track progress by component and project as a whole. Reporting procedures follows the Project Management Structure. At the municipal level, the municipal/ city M&E focal person with the assistance of the CFs are responsible for data gathering and report to the Municipal Agricultural Office (MAO) at the Municipal/ City Project Management Office (M/CPMO) or MPIU.

Required reports that are submitted by CFs to the RPMOs are as follows:

- **Individual Monthly Workplan**

Indicates targets for a specific month per component and planned preparatory activities toward accomplishing target outputs. It also specifies the time frame per activity and the person-in-charge and materials needed.

- **Individual Monthly Accomplishment Report**

Contains activities that were conducted during the specified month. The Individual Monthly Workplan can be used as a basis by

The FishCORAL M&E System's framework in planning, monitoring, and evaluation is in accordance with Results-based Management (RBM). Meanwhile, the project's goal and objectives are coherent to the government's Philippine Development Plan (PDP 2011-2016 and 2017-2022).

- Data capture forms per component are annexed with the M&E guidelines. These forms, especially the List of Beneficiaries, are essential in monitoring Project Indicators particularly the number of women beneficiaries.
- It is required to incorporate gender mainstreaming in all project activities. Refer to the Gender and Development Guidelines for guidance.

comparing the targets indicated in the workplan versus the actual accomplishment.

- **Meeting Report**

This must be submitted after a meeting either with LGUs and POs was organized. Data needed are the list of participants, purpose of the meeting, minutes of the meeting, highlights of the discussion, issues and concerns and the agreements and/or next steps.

- **Workshop Training Design**

This should be approved prior to the training. It should contain the background of the training, objectives, methodology, workshop outputs, and arrangements. Composition of participants and facilitators is also included and the projected expenses that will be incurred.

- **Workshop Training Report**

This will be submitted after the training. The data needed are participant composition (youth, adult, IPs, senior) ,minutes of the training, actual activities conducted, highlights of the discussion, agreements/ next steps, and workshop outputs.

### *Complaints Review Team (CRT)*

Integrated in the M&E System is the handling of complaints. Concerns are reflected in the regular M&E reports at all levels of implementation. All of the complaints, grievances and concerns which will arise in the course of project implementation will be addressed by the PSCO and RPMOs through a Complaints Review Team (CRT). The CRT is composed of the M&E officer of the PSCO as Head and the Institutions/Gender Officers of the RPMOs as members.

# Coastal Resources Management (CRM)

FishCORAL aims to apply the Ecosystem Approach to Fisheries Management (EAFM) to CRM. This means that interactions between and among all aspects of the ecosystem including plants, animals, humans and organisms as well as non-living components are considered in CRM.

The Project design adopts the bay-wide approach to CRM and municipal fisheries involving contiguous municipalities that need to work together to improve law enforcement and protect, rehabilitate and sustainably manage the shared coastal resources within the bays/ gulfs.

Hence, the cooperation of LGUs in the project areas is vital for this component. LGUs are mandated by RA 7169 (Local Government Code) and RA 8550 (Fisheries Code) to manage their respective municipal waters and coastal zones through:

- legislation;
- law enforcement;
- coastal resources management (CRM) planning and implementation;
- resource rehabilitation; and
- promotion of livelihood/ micro-enterprises (fishery and non-fishery related).

BFAR through FishCORAL will support the LGUs through capacity building on fishery development and coastal resources management. In turn, BFAR will transfer their project implementing operations to the LGUs so that LGU officials and staff will develop skills and resources for monitoring project outputs and outcomes.

## Memoranda of Agreement (MOA)

BFAR has executed a Memorandum of Agreement (MOA) with each LGU and will execute such MOA with other implementing agencies such as DA-ATI, DTI, DOLE, DOST at the national, regional, provincial, and municipal levels. The MOA indicates the services and support each unit and agency will provide and the services and support that will be financed by FishCORAL.

The MOA ensures the commitment of the LGUs during project implementation. Their participation is vital to Coastal Resources Management since they are mandated to govern over their respective municipal waters. However, they also need help from other implementing agencies and law enforcement agencies such as Bantay Dagat.

The MOA indicates that project implementation is governed by the Project Financing Agreement and follow the Project Implementation Manual (PIM) as approved by the PSC and IFAD. It also enumerates specific roles and responsibilities of each party such as the provision of staff, office space, institutional and implementation arrangements, sustainability plans, and financial contribution.

Ensure that when the LGUs enter into a MOA with BFAR, they are aware of their roles and responsibilities in project implementation especially the LGU counterpart funds (10%) to be used in all aspects of project implementation. The LGU counterpart funds should be secured through Local Chief Executive Pronouncements and *Sangguniang Bayan* resolutions and a certification issued by the Local Financing Committee and reflected in their respective Annual Investment Plans.

The LGUs may also enter into agreements with concerned national agencies such as the Department of Public Works and Highways, among others, for the provision of technical assistance for design and implementation of rural infrastructure sub-projects.

## CRM Sub-components

### Governance, Legislation and Law Enforcement

#### *Policy review and study*

FishCORAL will review the purpose of the Integrated Fishery and Aquatic Resource Management Council (IFARMCs) as support to Bay Management Councils (BMCs). Through a policy work, the project will review this situation and recommend ways to avoid overlapping responsibilities and conflicts.

Moreover, a study to identify causes of BMC's lack of success and recommend appropriate countermeasures will also be conducted. The FishCORAL Project will include (a) indicating factors that cause conflicting interests, (b) aspects of promoting robust organization structure in a BMC, and (c) validating if there are full-time staff and adequately equipped office space for administering programs for each BMC, among others, in assessing the situation in the target bays/ gulfs.

It is stated in the RA 8550 that the Philippine Fisheries Code must be reviewed after a decade of its enactment. FishCORAL will support the review including but not limited to the following elements: (a) whether the implementation of the Fisheries Code has raised the standard of living of 'small' fisherfolk and protected marine environments, (b) examine the devolution of implementation,

management, and enforcement responsibilities to local as mandated under LGU Code, since these may be inadequate without national level funding and support (c) clarify legal framework of the fisheries code with mandates and responsibilities specified for the management authorities at central, intermediate and local levels, among others.

Other studies that can be conducted exploring varying penalties for fisheries violations and lack of clear LGU boundaries, among others.

#### *Formation, Re-activation and Management of Operations of Bay Management Councils*

The Project will provide each bay with a BMC, a Bay Management and Multi-Purpose Building (BMMB): a two-storey concrete building with a roof deck and extended watch tower serving as an observation platform with accommodation for guards and storage for equipment including the radio base station. The ground floor will be a learning centre with IEC materials about the bay resources and its programmes,

Each Bay Management and Multipurpose Building (BMMB) will require counterpart funds from the Local Government Units (LGUs) in either cash or kind. Clarify this to the officials during the preliminary activities especially during site selection.

while the second level will house the office of the BMC and IFARMC with a meeting area. The BMMPB with Watch Tower will be built in each of the 11 bays/ gulfs to serve as satellite office for the Bay Management Council and IFARMC. It will also serve as an information center.

### *Municipal Licensing System*

The project will assist the LGUs to introduce and/or complete the following:

- (i) registration of municipal fishermen, their motorised and non-motorised fishing vessels and fishing gears; and
- (ii) introduction of a municipal licensing system for fishermen, fishing vessels and fishing gears and collection of associated licensing revenues and their use to support enforcement of the Fisheries Ordinances. Institutional arrangements must be in place to ensure that the revenues and money collected from registration fees will help the LGUs to finance fisheries and coastal resource management.

### *Legislation- Municipal Level*

In support of the legislative aspects of this component, the project will finance through a contract with a qualified service provider a review of the existing relevant legislation. The review will cover the provisions of RA 7160 (Local Government Code) that relate to municipal fisheries and the coastal zone, RA 8550 (Fisheries Code of the Philippines) and other legislation relevant to the municipal fisheries and coastal zone e.g. the corresponding

legislation that governs fisheries in ARMM. RA 8550 which was enacted in 1998 is currently being revised. Municipal fishery ordinances will also be reviewed in consideration of the proposed changes in the Fisheries Code. After the Mid-term Review, the Project could pilot proposed changes to the Codes with respect to the municipal fisheries in selected location.

### *Law enforcement*

The project will strengthen the existing FLETs through the provision of equipment and training. The Project will provide patrol boat engines, GPS and communication equipment, heavy duty search lights, night vision binoculars, megaphone, and other necessary paraphernalia. The BFAR provincial offices will also receive a larger engine for their patrol boat and similar equipment, including an air compressor. The existing BFAR FLET training modules will be used in trainings to be conducted by qualified personnel from BFAR.

The project will assist LGUs to improve the following: coordination functions with BFAR and other relevant agencies, the fisheries database and reporting system and revenue generation from registration fees, fines, and fees for resource use etc. to help finance the law enforcement activities and the management of the coastal resources. The project will also finance the construction of watch towers to support the FLET and management of the FS.



The project will provide a stand-alone concrete watch (look-out) tower with guard house in each participating municipality. The tower will be provided with surveillance and communication equipment linked to the base at the BMC building. A Watch Tower will be provided to all the 103 municipalities for law enforcement activities within the municipalities with the communication equipment linked to the MPB and Watch Tower in each bay. This will be strategically placed at the most accessible place, preferably at a central location within the bay.

## LGU CRM Plans

Integrated Bay-wide CRM and fisheries plans will be formulated by the LGUs through the Bay Management Councils together with IFARMCs and BFAR. Settlement of disputes on municipal boundaries disputes to establish clear municipal waters delineation rests on the concerned LGUs. Based on past experiences, this issue does not interfere with implementation of CRM interventions.

To enhance sustainability, the project will assist LGUs to institutionalize the arrangements for funding CRM (and law enforcement) after the end of project assistance, by using an increasing volume of internally generated funds (fees, etc.) as well as a share of their development budgets.

## Resource Rehabilitation

Resource rehabilitation sub-projects to be supported by the project are:

- Suitable mangrove species planting;
- Fish sanctuary establishment and management;
- Marine Protected Area management;
- Artificial reef installment;
- Stock enhancement in MPAs; and
- Delineation markers finance for identified FS within the target bays.

Each sub-project for resource rehabilitation will be prioritized if there will be an identified organization to perform Operation and Maintenance (O&M) activities to the subproject. People's Organizations (POs) can be consulted on what type of resource rehabilitation support they can participate to on top of the livelihood sub-project they will propose.

*Tasks of the Community Facilitators (CFs) for this component include but are not limited to:*

- Determining the status of Fishery Law Enforcement Teams (FLETs) and City/Municipal Fisheries and Aquatic Resources Management Council in the respective areas;
- Verifying if there are active Bay Management Councils in the project sites;
- Validating if there are existing and updated CRM plans;
- Facilitating coordination among LGUs regarding municipal water delineation;
- Coordinating with LGUs regarding suitable sites for Bay Management and Multi-purpose Buildings (BMMB) and watch towers. If the land proposed site is government-owned, it is required to Usufruct Agreement. Otherwise, secure Deed of Donation from the private land owner.
- Coordinating with AT Fisheries for the the proposed sites; consult BFAR technical staff regarding the suitability of the proposed site;
- Consulting POs on resource rehabilitation sub-projects; and
- Coordinating with AT Fisheries regarding fish sanctuary sites.

- Community Facilitators play a vital role in LGU CRM planning, to ensure that interventions to be delivered by the project will not damage the environment. They should also validate if the interventions will not be exposed to unnecessary risks from natural and man-made factors.
- There will be numerous key activities for the overall target and outputs to be achieved. Activities may vary every year, but there will be key activities that the project can identify as well as its corresponding indicators and activities and inputs.
- In this component, CFs are mostly tasked to coordinate with the Local Government Units on behalf of the RPMO. They will coordinate with the RPMO in planning the Individual Monthly Workplan so that this will be coherent to the RPMO's Monthly Plan.

Outcomes and outputs specific to CRM are indicated in the table below (Table 4).

*Table 4. CRM Narrative Summary, Outcomes, and Outputs*

Narrative summary	Performance indicators	Overall targets
<b>CRM Outcome</b> Fishing communities adopted sustainable management of fishery and coastal resources.	By EOP, in the Project Area: <ul style="list-style-type: none"> <li>Increased fish density in coral reefs</li> <li>Improved hard coral cover in selected sample protected areas where scientific sampling of coral takes place by an</li> </ul>	Average of 15% increase from baseline  Average of 15% from baseline.
<b>CRM Output 1.1</b> Capabilities of LGUs and fishing communities to enforce sustainable management of fishery and coastal resources established.	<ul style="list-style-type: none"> <li>Bay management councils (BMC) formed, strengthened and sustained with their bay wide fishing ordinances implemented.</li> <li>LGUs implementing fisheries and CRM plans and ordinances.</li> <li>LGUs delineated municipal waters with accompanying zoning ordinances.</li> <li>Patrol boat equipment for surveillance sustainably operated.</li> <li>Climate resilient bay management and multi-purpose buildings (BMMB) constructed and maintained</li> <li>Climate resilient watch towers constructed and maintained.</li> </ul>	11 BMCs         103 LGUs         103 LGUs         103 sets         11 BMMBs         11 watch towers

<p><i>Major activity 1.1.1</i></p> <p>Bay management councils (BMC) formed, strengthened and sustained with bay-wide fishery ordinances implemented</p>	<ul style="list-style-type: none"> <li>• BMC formed</li> <li>• BMC strengthened and managed sustainably</li> <li>• Implementation of bay-wide fishery ordinances</li> </ul>	<p>11 BMCs</p> <p>11 BMCs</p> <p>11 fishery ordinances</p>
<p><i>Major activity 1.1.2</i></p> <p>LGUs delineated municipal waters with accompanying zoning ordinances</p>	<ul style="list-style-type: none"> <li>• LGUs delineated their municipal waters and zoning ordinances approved by Sangguniang Bayan</li> </ul>	<p>103 approved zoning ordinances</p>
<p><i>Major activity 1.1.3</i></p> <p>Development of database and support to municipal fishery licensing system</p>	<ul style="list-style-type: none"> <li>• Development of project database</li> <li>• Support to the municipal fishery licensing system</li> </ul>	<p>103 databases</p> <p>103 LGUs</p>
<p><i>Major activity 1.1.4</i></p> <p>Sustainable operation of the patrol boats for surveillance and law enforcement.</p>	<ul style="list-style-type: none"> <li>• Patrol boat equipment procured</li> <li>• Sustainable operation of patrol boats for surveillance and law enforcement</li> </ul>	<p>4 for RPMOs</p> <p>14 for PFOs</p> <p>103 for LGUs</p> <p>103 muns/ cities</p>
<p><i>Major activity 1.1.5</i></p> <p>Construction and maintenance of climate resilient bay management and multi-purpose buildings (BMMB) and climate resilient watch towers.</p>	<ul style="list-style-type: none"> <li>• Climate resilient BMMB constructed and maintained</li> <li>• Climate resilient watch towers constructed and maintained</li> </ul>	<p>11 BMMBs</p> <p>103 watch towers</p>
<p><b>CRM Output 1.2:</b></p> <p>Municipal/city and bay-wide fishery and coastal resources management and investment plans implemented.</p>	<ul style="list-style-type: none"> <li>• LGUs formulated/ updated multi-year CRM and fishery management/ investment plans which are integrated into the CLUP/MDP and AIPs.</li> <li>• Bay-wide multi-year CRM and fishery management/ investment plans adopted by LGUs involved.</li> </ul>	<p>103 LGUs</p> <p>11 bay-wide plans</p>

<p><i>Major activity 1.2.1</i></p> <p>Conduct Participatory Resource and Social Assessment Study (PRSAS)</p>	<ul style="list-style-type: none"> <li>• Contracting of PRSAs</li> <li>• Evaluation and validation</li> <li>• Acceptance and dissemination</li> <li>• Inclusion to CRM Plans</li> </ul>	<p>11 studies</p>
<p><i>Major activity 1.2.2</i></p> <p>Formulation/ updating of CRM and fishery management/ investment plans and integration to the Muncipal or City Development Plan (MDP/ CDP).</p>	<ul style="list-style-type: none"> <li>• CRM plans formulated/ updated</li> <li>• CRM plans integrated to the MDP/ CDP</li> </ul>	<p>103 plans</p> <p>103 plans</p>
<p><i>Major activity 1.2.3</i></p> <p>Adoption of bay-wide multi-year fishery and CRM investment plans by LGUs</p>	<ul style="list-style-type: none"> <li>• Formulation of bay-wide multi-year fishery and CRM investment plans</li> <li>• Bay-wide plans presented to the Sangguniang Bayan</li> <li>• Bay-wide plans adopted by the LGUs</li> </ul>	<p>11 plans</p> <p>11 plans</p> <p>103 LGUs</p>
<p><i>Major activity 1.2.4</i></p> <p>Fish landing facilities constructed/ rehabilitated.</p>	<ul style="list-style-type: none"> <li>• Construction of fish landing jetty/timber port</li> </ul>	<p>11 jetty/ timber ports</p> <p>1,200 linear meters</p>

<p><b>CRM Output 1.3</b></p> <p>Habitats for fishery and coastal resources rehabilitated and established.</p>	<ul style="list-style-type: none"> <li>• Critical mangrove areas rehabilitated and managed sustainably</li> <li>• Established and delineated or rehabilitated fish sanctuaries managed sustainably</li> <li>• Rehabilitated/ protected sea grass beds managed sustainably</li> <li>• Marine species stock enhancement projects implemented</li> <li>• Supplemental artificial reef deployed</li> <li>• Fish sanctuary provided with delineation markers</li> </ul>	<p>1,100 has</p> <p>21,456 has</p> <p>3,814 has</p> <p>22 projects</p> <p>5,200 units</p> <p>5,150 has</p>
<p><i>Major activity 1.3.1</i></p> <p>Rehabilitation and sustainable management of critical mangrove areas.</p>	<ul style="list-style-type: none"> <li>• Contracting for the rehabilitation of mangrove areas</li> <li>• Mangrove areas rehabilitated</li> <li>• Mangrove rehabilitation management plans prepared and turned-over to LGUs</li> </ul>	<p>12 contracts</p> <p>1,100 has</p> <p>12 plans</p>
<p><i>Major activity 1.3.2</i></p> <p>Established and delineated/ rehabilitated fish sanctuaries (FS) managed sustainably.</p>	<ul style="list-style-type: none"> <li>• FS establishment and management</li> <li>• FS provided with delineation markers</li> </ul>	<p>98 FS</p> <p>5,450 markers</p>
<p><i>Major activity 1.3.3</i></p> <p>Establishment of marine species stock enhancement projects.</p>	<ul style="list-style-type: none"> <li>• Project proposals prepared and contracted</li> <li>• Stock enhancement projects implemented</li> </ul>	<p>22 proposals</p> <p>22 projects</p>

<p><i>Major activity 1.3.4</i></p> <p>Construction and deployment of artificial reef (AR).</p>	<ul style="list-style-type: none"> <li>• Construction of ARs contracted</li> <li>• Supplemental ARs deployed</li> </ul>	<p>22 contracts</p> <p>5,200 has</p>
<p><i>Major activity 1.3.5</i></p> <p>Protection and rehabilitation of sea grass beds.</p>	<ul style="list-style-type: none"> <li>• Seagrass beds rehabilitated</li> </ul>	<p>3,815 has</p>
<p><i>Major activity 1.3.6</i></p> <p>Establishment of other resource management measures.</p>	<ul style="list-style-type: none"> <li>• Resource management measures suitable to the 11 bays/ gulfs identified</li> <li>• Resource rehabilitation projects implemented</li> </ul>	<p>5 plans</p> <p>80 projects</p>
<p><b>CRM Output 1.4</b></p> <p>Technical support to the communities.</p>	<ul style="list-style-type: none"> <li>• Technical support to communities provided by PSCO, 4 RPMOs, 14 PFOs and 103 LGUs</li> <li>• Equipment to support implementation</li> <li>• Vehicle to support implementation</li> <li>• Motorcycles to support LGUs</li> <li>• Technical assistance of contract staff</li> <li>• Technical assistance of community facilitators</li> <li>• Technical assistance of LGUs</li> </ul>	<p>1,098 communities</p> <p>122 sets</p> <p>6 vehicles</p> <p>103 motor-cycles</p> <p>1 PSCO, 4 RPMOs</p> <p>1,098 communities</p> <p>103 LGUs</p>

# Livelihood Development

Restoring depleted coastal resources through the EAFM will not be complete without Livelihood Development (LD). FishCORAL encourages coastal communities to propose alternative livelihood ventures other than fish capture.

## Beneficiaries are:

1. Individual fishers or fishing households or groups who reside in the project target area (Note: existing and new fisherfolk POs registered with DOLE, SEC or CDA to provide management, common facilities, consolidation, and marketing of products if deemed necessary);
2. POs/groups or individuals who are involved in resource conservation initiatives or practicing good coastal resource management;
3. Open to investments-have the capacity to provide counterpart funds of at least 10% (cash or in kind);
4. Readiness to work-have the capacity to undertake business/enterprise and willing to undergo capability building; and
5. Registered with Fisherfolk Registration (FishR) system.

- FishCORAL emphasizes recruiting women in the selection of POs as beneficiaries. The POs should have 40-50% women members and at least 40-50% women officers in the group. Project implementers may use the project's Gender and Development (GAD) Guidelines as reference in applying gender mainstreaming strategies during project activities.
- If new POs are to be established, these POs should be registered to Department of Labor and Employment (DOLE), Securities and Exchange Commission (SEC), or Cooperative Development Authority (CDA)
- . In some cases that the PO has less than 40% women members, livelihood proposals can still be developed so long as the organization will recruit more women members along the way.



## Project Areas are:

1. Based in the target area/community and resources are available/can be sourced such as fingerlings, seaweeds seedlings, crablets, etc.;
2. Where basic business services are accessible such as suppliers of local materials, market outlets and transportation services; and
3. Presence/On-going CRM activities in the area

## Project Investments/Sub-Projects:

1. Will increase income of fishing households;
2. Will not degrade the environment or deplete any resources (sustainable resource use);
3. Will use technology suited to the technical capacity of the beneficiaries (Aqua/marine-based, fishery related activities such as fish processing and non-fishery activities;)
4. Have clear or established market for the product/services; and
5. Will integrate the Good Aquaculture Practices (GAqP) or Philippine National Standards (PNS) food safety practices.

NOTE: One of the recommendations/considerations stated in the Aide Memoire under main document no. 25 on October 2016 re: Alternative non-fishing livelihoods and enterprise models have not yet been fully identified and could be considered, but fisheries-related projects that increase the value of the catch (but that don't provide fishing inputs that would exacerbate fishing capacity/pressure), should also be considered for their merits.

*Table 5. Matrix guide or steps in Livelihood implementation*

Steps	Activities	Tool/Information	Timeline	Staff Involved
<b>1.Livelihood/Enterprise Identification</b>	Field Investigation/Survey	Fieldwork Guide	June 2017	CFs
	Gathering of secondary data	Community /Barangay/PO Profile, CRM Plans	June 2017	CFs
	Data Analysis	Form/Matrix on Criteria for Ranking	June 2017	CFs, M/C PMO/ MPIU
	Meeting (results feedbacking, project prioritization)	FGD, consultation	June 2017	CFs, M/C PMO/ MPIU-ARMM(if necessary)
<b>2. Business Planning</b>	Business Plan Development Training cum Writeshop	Result of Fieldwork Result of ranking	July 2017	PSCO, RPMOs, CFs, TWGs
	Writing of Business Plan	Business Plan Format/ Business Plan	July-August 2017	POs, CFs
		Business Plan	July-August 2017	POs, CFs
<b>3. Preparation and Approval Process</b>	Submission of Business Plan/Proposal including other requirements to M/CPMO/MPIU-ARMM	Business Plan and other requirements	July-August 2017	POs, CFs
	Endorsement of proposals	Evaluation Form Validation Report Recommendation for Approval and Disapproval	July-August 2017	M/C PMO/MPIU-ARMM
	Evaluation and	Business Plan including other requirements	August-Sept.	

<b>4. Implementation and Monitoring</b>	Validation of Proposals	Recommendation from RPMO/TWG APP/PR Form	2017	BFAR RPMO/ TWG/RCSC (depends on the nature of project) Regional Director  RPMO BFAR BAC  TWGs, CFs, POs, concerned agency (if necessary)  PSCO/RPMO, M/C PMO, MPIU
	Approval of sub-projects or business plan	Procurement/Bidding process (RA 9184 or Procurement Manual)	August-Sept. 2017	
	Preparation of APP/PRs	Training Design/layout	Aug.-Sept. 2017	
	Procurement of Supplies and Materials	M & E Form Field monitoring	Aug.-Sept. 2017	
	Hands-on Training/ Installation		Sept.-Oct. 2017	
	Monitoring		monthly/quarterly	

## Steps in Livelihood Sub-project implementation

### A. Livelihood/Enterprise Identification

The Community Facilitators shall conduct fieldwork to gather information and data for the identification of livelihood/enterprise in the community including assessment of fishing conditions, the supply capacity of the area and marketing information (annex B-2). Other information will also be taken from the community/barangay profile and CRM plans as source of secondary data. The gathered information/data will be processed and analyzed using the livelihood prioritization and ranking tool (annex B and B-1 form).

The result of the data analyzed will be presented to the community or beneficiaries. The beneficiaries will select the livelihood/enterprise within the list of identified and viable sub-projects.

### B. Business Planning

The Community Facilitators will undergo business planning to acquire knowledge and skills on the preparation of business plan. The RPMO will provide training in collaboration with agencies has the expertise in business planning such as DTI and may also seek assistance to NGOs/private sector.

After the training the CFs will assist the beneficiaries in the preparation of Business Plan (see Annex E: Sample Business Plan Template)

In project costing or support, the project will provide funds for the procurement of supplies, materials and/or equipment of the approved livelihood sub-projects or enterprises.

The funds to be utilized by the project will be based in the approved MYPIB and AWPB of the regional offices. The cost per project will take a flexible approach to ensure that funds provided for individual livelihood sub-projects are sufficient to establish viable financial activities or sub-projects (No. 13 of Aide Memoire, October 2016).

Budget complementation and financing from other agencies and private financial institutions should be explored and included in the project proposals.

### **C. Preparation and Approval Process**

The beneficiaries will prepare the proposal and to be assisted by CF. The proposal together with other requirements will be submitted to M/C PMO for regions 5, 8 , 13 and MPIU for ARMM for endorsement to RPMO.

The BFAR TWG and RPMO (Organic and project staff) including relevant member agencies of the RCSC (depending of the proposed project) will evaluate and validate the proposal (annex E-1). They will recommend approval or disapproval of the project to the Regional Director.

The Regional Director will approve or disapprove project proposals.

### **D. Implementation and Monitoring**

Upon approval of the project proposal/business plan, the RPMO will prepare the Annual Procurement Plan (APP) and the Purchase Request (PR) for the procurement of project materials/supplies or equipment.

Upon approval of the PR, the Bids and Awards Committee (BAC) of the BFAR shall undergo the procurement process in accordance with RA 9184 (Philippine Government Procurement Act) and the approved FishCORAL Procurement Manual.

In the case of M/C LGUs with Seal of Good Financial Housekeeping (SGFH) duly certified by DILG, the BFAR RO may transfer the funds of the approved sub-projects to the LGUs concerned. The procurement process of RA 9184 and any appropriate guidelines of the LGU will be adopted in the procurement of projects.

The CF will assist the beneficiaries in the installation of the project and will provide technical assistance together with the BFAR TWG and M/C PMO/MPIU-ARMM.

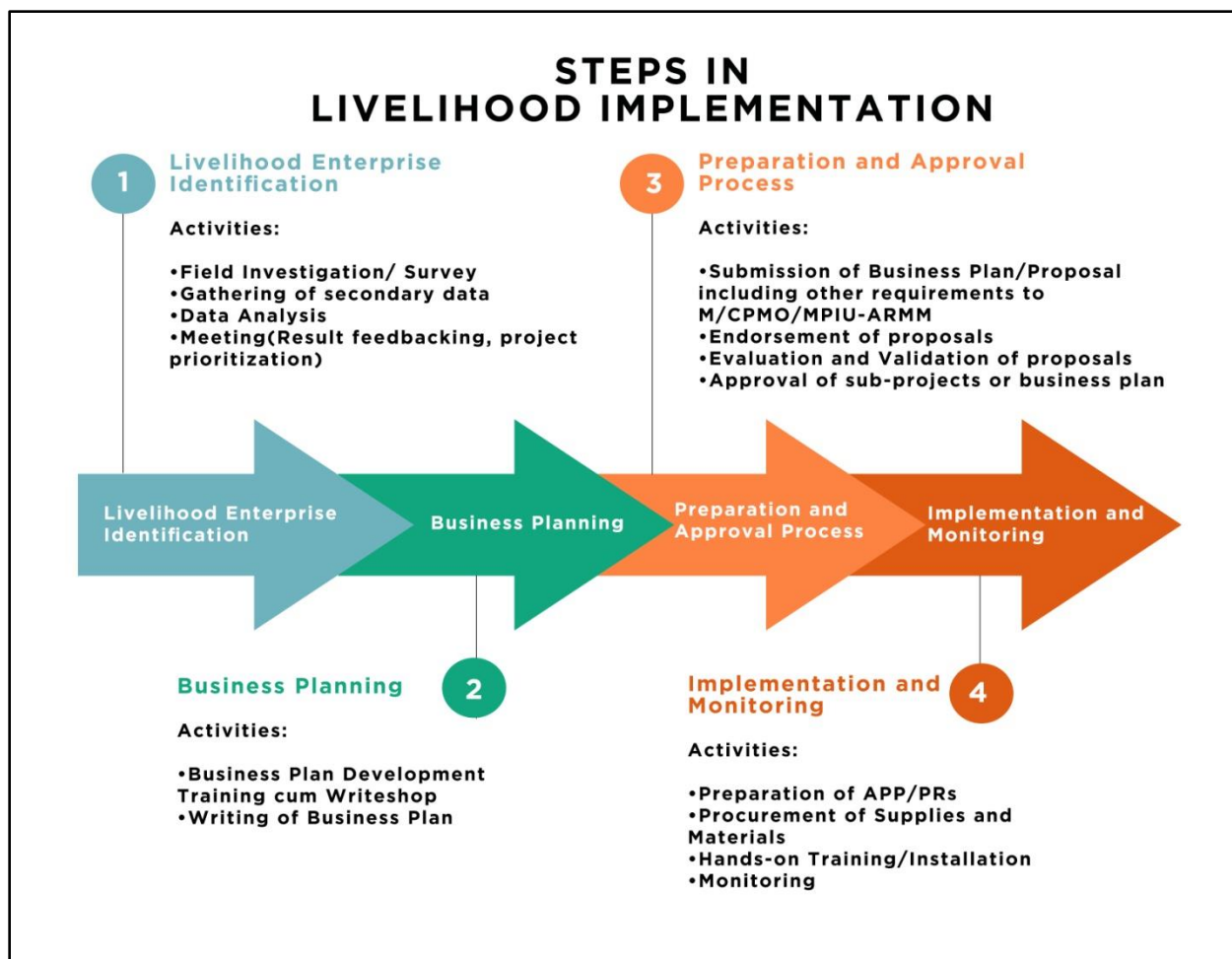


Figure 2. Processes involved in implementing livelihood sub-projects

*For livelihood development, Community Facilitators (CFs), in coordination with the M/CMPO and MPIU, should consider the following:*

**What sub-project proposals should be prioritized?**

- Consider the area where the PO is based. Is the proposed livelihood feasible in the site?
- Validate if the PO has a good record with livelihood sub-projects. Can they manage the livelihood sub-project sustainably? If the PO is recently formed, assess their group dynamics. Do they have the capacity to operate their proposed livelihood venture?
- Confirm if the basic business services in the area are accessible. Where can they access these?
- Look for POs involved in resource conservation or practicing good coastal resource management practices. What livelihood venture can support their conservation efforts?

**What are the considerations in selecting livelihood commodities?**

- Validate if the proposed commodity is suitable to and needed by the community. Is the commodity prioritized in the Philippine Development Plan, Regional Development Plan, and Agribusiness Road Map of the Region (BFAR)?
- Assess where can the commodity be integrated into a relevant value chain. Is it possible to include activities that add value to the primary production that can maximize the POs income?
- Identify local and if possible, international markets for the livelihood commodity. Will the commodity be popular with the fishing communities around the bay?

The POs should be closely monitored and consulted during the proposal writing. Assessment of their technical know-how on their chosen livelihood venture is also essential. If needed, BFAR technical staff can provide fishery-related trainings.

## FishCORAL Negative List of Projects

*The project also has a negative list which enumerates facilities and/or enterprises ineligible for support.*

1. Social Infrastructure (potable water supply, health stations, school buildings, multi-purpose buildings including government offices, etc.);
2. Religious buildings (churches, mosques, chapels and other worship facilities);
3. Purchase of land and expenditure requiring displacement of people;
4. Purchase of fishing boats, commercial transport boat, fishing gears, fish aggregating devices and harmful chemicals;
5. Use of mangrove and corals as building materials;
6. Gasoline and other fuels products vending;
7. Sub-project subject to illegal acts and practices of trade; and
8. Purchase of weapons, ammunitions and explosives.



*During project implementation, fisheries livelihood sub-projects should :*

- Have a quick turnover;
- Will not further degrade the environment or deplete any resource;
- Use technology suited to the technical capacity of the producers;
- Focus on species with market prices that are attractive to the producers;
- Be able to access technical and managerial support from BFAR (national and regional levels);
- when specific enterprises and products are identified, provision of support to undertake feasibility studies to assess demand potentials, market access, opportunities for value addition and opportunities to secure partnership with the private sector; and
- include knowledge management and learning to ensure that the experiences and lessons learned are available to improve Project performance and for wider dissemination.

*Other tasks of the Community Facilitators (CFs) for this component include but are not limited to:*

- conducting training needs assessment of the POs regarding technical, financial and, managerial aspects of enterprise development;
- providing training on group organization and management, basic entrepreneurship and business management, value-chain concepts and approaches, and gender mainstreaming; and
- gender mainstreaming during project implementation.

The CFs with support from BFAR officers will provide the training with the assistance of other agencies when required (e.g. DTI, DOT, DOST, SEAFDEC, etc.).

For more information about the Livelihood Development component of the project, refer to Table 5 below.

*Table 6. LD Narrative Summary, Outcomes, and Outputs*

Narrative Summary	Performance Indicators
<p><b>Component 2</b></p> <p><b>Outcome</b></p> <p>Income of fishing households in the target communities increased through sustainable engagement in diversified livelihood activities.</p>	<p>By EOP, in 103 target municipalities and cities:</p> <ul style="list-style-type: none"> <li>• Fishing households involved in fishery enterprises increased to 30% from a baseline of 20% (30% are women from a baseline of 20%).</li> <li>• One microenterprise established per coastal <i>barangay</i> operating.</li> </ul>
<p><b>Component 2, Output 1:</b></p> <p>Fishing households organized into livelihood groups.</p>	<ul style="list-style-type: none"> <li>• 4,454 groups generating profit from fishery enterprises (50% of members are women).</li> </ul>
<p><b>Component 2, Output 2:</b></p> <p>Livelihood fishery projects with corresponding climate- proofed infrastructure/ facility support implemented.</p>	<ul style="list-style-type: none"> <li>• 1 BFAR fully operational hatchery assisted.</li> <li>• 7 community-based hatchery development and enhancement facilities established.</li> <li>• 515 communal seaweed solar dryers with storage constructed.</li> <li>• 49 mobile ice makers and 94 chest freezers managed sustainably.</li> <li>• 1,200 linear meters of fish landing facilities constructed.</li> <li>• 50% of the livelihood projects will be implemented by women.</li> </ul>

All in all, CFs play an important role towards delivering the project outputs. Therefore, it is important that they know the specifics of the project as they are the link between the project implementers, the communities and the LGUs.

As main beneficiaries of FishCORAL, LGUs and the coastal communities through the POs play an important role in the sustainability of project benefits, especially in the operation and maintenance of rural infrastructures. It is therefore essential that the local stakeholders be fully involved in all sub-project activities. To develop the local stakeholders' sense of ownership towards sub-projects, cost-sharing is implemented to establish partnership between the LGU, community and the implementing and funding agencies. Beneficiaries (LGUs and POs) should be informed of the 10% counterpart in cash or in kind to be provided in all project activities.

Moreover, the commitment of the LGUs is essential to the Coastal Resources Management component because of their mandate to manage the municipal waters. This is ensured by the execution of the Memoranda of Agreement between BFAR and the local government. The MOA specifies the responsibilities of the parties. Major outputs for the CRM component are rural infrastructure support that will be turned over to the LGUs. It is therefore important that responsibilities of the LGUs as project beneficiaries should be communicated accordingly. Listed below are the roles and responsibilities assigned to LGUs specifically the Municipal Project Management Office (MPMO) or Municipal Project Implementing Unit (MPIU) for the proposed sub-projects:

- Ensure that the proposed sub-projects underwent proper processes and are certainly needed by the communities;
- Through the Municipal Planning and Development Office (MPDO), ensure that the proposed sub-projects have been integrated in the Barangay Development Plans (BDP), and Municipal Development Plans (MDP) and in the Annual Investment Program (AIP)
- Assist and provide technical guidance to the communities during consultations and identification and prioritisation of sub-projects for Project financing;
- Prepare sub-project proposals through the MPDO and detailed engineering documents through the Municipal Engineering Office (MEO) for prioritised community rural infrastructure sub-projects to support the livelihood development component;
- Obtain all necessary certifications from the LGU, clearances from government regulatory agencies and meet all other legal requirements;

- Provide assistance to the municipal Bids and Awards Committee (BAC) in the conduct of procurement;
- Facilitate the signing of sub-project agreements by the Mayor;
- Conduct pre-construction conferences, mobilise contractors and ensure full involvement of the community in all aspects of sub-project implementation;
- Be responsible for the overall coordination, daily management and monitoring of sub-project implementation;
- Ensure quality standards and timely completion of sub-projects according to approved plans and specifications;
- Be responsible for the preparation and timely submission of all periodic status reports to the RPMO; and
- Ensure the establishment of Operation and Maintenance (O&M) organizations prior to sub-project completion.

As Project Beneficiaries, the community can also participate during the implementation of their proposed rural infrastructure sub-projects. Community participation includes the following:

- Attending meetings and consultations during sub-project implementation
- Assisting LGU technical staff in site identification and in the conduct of detailed survey works;
- Providing labour during construction;
- Engaging in *Pakyaw* or community contracts for simple infrastructure works;
- Assisting in monitoring activities;
- Assisting in maintaining peace and order within the vicinity of the area of work;
- Operating and maintaining the completed facilities; and
- Monitoring and evaluation (M&E) of O& M activities of the completed facilities.

The commitment of the LGUs and the POs is important to the project's sustainability. Hence, clearly defining the roles and responsibilities of all parties is essential. The CFs should inform the beneficiaries of their responsibilities in accordance with all project outputs.

**PART 3**

**Principles of  
Community  
Facilitation**

# Principles of Community Facilitation

(Prendiville, 2008)

Below are the some principles of Community Facilitation to help CFs introduce FishCORAL to coastal communities and Local Government Units (LGUs):

- **Respect.** It is imperative to conduct a courtesy call first to the community officials before entering the community. Remember that the CFs, bring the FishCORAL Project to them. With this, you will be asking for their time and cooperation during the whole project implementation. Asking for their permission is the basic act of respect that they can receive.
- **Rapport.** CFs may be considered a stranger to the community. Thus, community members may not be willing to share information regarding their situation. Building rapport with the community by spending time with them can help them be comfortable to share stories with CFs.
- **Listening.** Facilitators should listen to what people are saying and what they are not. Listening is key to know what the community knows and what they don't. Through this, CFs can supply the necessary information regarding aspects of FishCORAL that are unclear to them. CFs can also consider asking for technical assistance from the BFAR technical staff if what the PO should know are beyond their know-how.
- **Equality.** All POs should have equal opportunities to be FishCORAL Project beneficiaries. Assess the readiness of the PO in all aspects of FishCORAL interventions especially the livelihood development.
- **Experiential knowledge.** Community members have unique experiences which may be valuable toward the strengthening of their respective organizations. Listen to what they suggest especially if they emphasized that these are based on their experiences.
- **Agreed goals.** CFs are tasked to form or strengthen POs in the project sites. Strengthening the POs means guiding them towards a unified goal.
- **Group process.** Pay particular attention to the group dynamics of the organization. Understand how they operate and how they resolve issues and conflicts within the group.
- **Inclusion and encouragement.** All community members are encouraged to be members of POs especially the women. Focus on engaging women and the youth in project activities as fisheries is generally a man-dominated sector.

