Socio-economic Development Initiative (SDI)

A discussion paper on planning and implementing socio-economic investments

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The document thus stands on the shoulders of others and we value and appreciate this accordingly.

Arend van der Goes
Sabine Mastwijk
Employment Intensive Investment Branch
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List of Abbreviations

EIIP  Employment Intensive Investment Programme (ILO)
GIS   Geographic Information System
IRAP  Integrated Rural Accessibility Planning (ILO)
LEDA  Local Economic Development Agency (ILO, UNOPS)
MAPP© Method for Impact Assessment of Programmes and Projects
SDI   Socio-economic Development Initiative
Preface

First and foremost, this simple and very practical methodology is for the many men and women who are tasked with the dire job of planning investments to generate local development. The Socio-economic Development Initiative (SDI) may fuel the discussion on how to determine and guide social and economic investments. It is designed in such a way as to strengthen existing planning and development methodologies of local governments, Social Funds and entities such as Local Economic Development Agencies.

Since the 1990s, the world has witnessed a substantial number of nations from across the political spectrum bring about a steady devolution of regulatory and financial powers to the local level. The reasons are manifold; not just financial but also the realisation that in the long run development is best determined at the local level.

By necessity, nations emerging from armed conflict are faced with a similar conclusion. They have experienced a breakdown of society. Their governments are weak or have simply ceased to function. In the rehabilitation process they are searching for innovative ways to mobilise all relevant actors: public, private and even international, finding unity in a common challenge.

Essentially, decentralisation and re-habilitation puts local people centre-stage. Decisions therefore need to be transparent. Actions must become accountable. And both need to be traceable to clear-cut and agreed upon planning processes that can voice local needs. Only then can local knowledge and experience be fully harnessed. Only then can the full potential of local resources, both human and natural, be realised.

Furthermore, these development processes need to be comparable locally and useable at regional and even national level to help set realistic development targets. Only then is a coherence ensured between local, regional and national interests.

Local level planning mechanisms, such as the SDI, should thus contribute to strengthening the democratic processes of development that ensue from this view of a common future.

Local socio-economic investments are a must for poverty reduction, and therefore the explicit focus on employment in the planning process is not arbitrary. Without work, people cannot stand up for their rights. They will not be able to negotiate for a better life. There will be no empowerment of women and no way to ensure social protection. Without jobs, poverty will be more pervasive than it is now. Jobs therefore, are the key to enriched living.
Most developing countries have a vast infrastructure base waiting to be built and a remarkable entrepreneurial potential waiting to be unleashed. Investment in infrastructure is needed as a springboard for development and businesses form the engine of economic growth. By focusing on just these two aspects, a staggering amount of employment can be created.

The SDI methodology therefore aims to tackle the paradox of experiencing high unemployment and under-employment while so much work needs to be done. It wants to tap into the most abundant resource available locally to solve this paradox, by bringing employment creation to the forefront of development planning. This resource is called: labour.

It is hoped that this discussion paper will contribute useful elements to the planning process and help local communities and planners initiate field experiences to achieve those goals.

Jean Majeres
Head, Employment Intensive Investment Branch
Executive Summary

The overall aim of the Socio-economic Development Initiative (SDI) is to contribute to employment creation and enriched living. As a methodology, it will help determine and guide planning and implementation of both social and economic investments.

*Employment creation* can be defined in a number of ways. This document uses a broad definition, including self-employment and wage employment. Employment can be short term or full-time (minimum of 200 workdays). Induced employment is employment resulting from spending wages locally. In infrastructure or construction schemes, this can lead to as much as three times the amount of direct employment creation.

With *enriched living* is meant: a way of living whereby people’s access to -and control over- natural, social and economic resources, enables them to fully exercise their rights as members of society and to induce and effectuate development.

SDI is an arena for involving people at all stages in development interventions affecting their lives. These stages include planning, formulation, implementation, monitoring and evaluation. The idea is that those most knowledgeable of local needs and local opportunities are the local people themselves.

This has a number of implications. The planning process needs to be transparent with decisions on development being made in a collective manner. Only then can the stage be set for cementing the link between government and people into an equal and lasting partnership. An effective link can then also be established between gearing public investments towards a maximum employment orientation and creating optimal conditions for domestic private investments.

This is a necessary pre-condition for a balanced development at local level. It provides a logical foundation from which to launch the implementation process with the same people being the ones involved in realising these investments.

Getting it right at the local level also offers a comparative sounding-board for regional and national level poverty targets. SDI therefore offers a mechanism for harmonising these various interests, including those of other main development actors in the area.

The tools of the methodology are simple and well known and based to a large extent on ILO’s IRAP (Integrated Rural Accessibility Planning). The
tools are a mapping exercise and a survey questionnaire. The mapping exercise helps delineate the ecological and administrative area and gives an update on what assets exist. A questionnaire supplements this data in both a quantitative and a qualitative way. It covers four determinants of development: environment, institutional capacity, employment and social capital.

After analysis, the planners present their findings in a public meeting. A process of social mapping, which allows a non-monetary ranking of the various sectors, helps guide the prioritisation process.

In addition, implementation modalities are discussed and agreed upon. It is here that employment issues and budgetary matters come to the forefront.

The public meeting ends with an outline. The outline forms an input to the regular Investment Plan, which in turn has to be further developed and go through the regular national approval process. The approval process is facilitated because the Investment Plan reflects local priorities and can generally count on wide-spread support.

In another context, the public meeting can end with an outline promoting the regional economic potential of an area. The resulting document can then be used for attracting development funds.

The implementation of the Investment Plan is governed by a system of contracts as developed by ILO’s Community Contracting methodology. Contract parties can be either the community, an external service provider, or an entity like a municipality, a Local Economic Development Agency or a Social Fund. Regular monitoring and evaluation form an integral part of managing the implementation.

When the development cycle is complete and a new planning round starts it is possible to assess to a certain extent the impact on living conditions that interventions have had. This is achieved by comparing the differences in development between consecutive years.

In the entire process, there is an important aspect of capacity building involved, particularly for the local communities and the institution mandated to initiate the process. In a structured way, the various partners become dependent upon each other through a process of organisation and negotiation. A common responsibility is nurtured that leads to a strengthening of democratic decision-making.

The following framework summarises the SDI process.
1. Creating the maps
2. Conducting the survey
3. Analysis of results
   A. questionnaire data analysis
   B. overlay relevant maps
   C. national/regional targets
      (incl. other development agencies)
   D. budget
4. Public Presentation
   Prioritisation
5. Agreement on Implementation
6. Supporting the Plan
7. Approval of the Plan
8. Implementation
9. Monitoring
10. Evaluation
11. Impact assessment
Chapter 1 Investment Planning

Introduction

The foundation for the entire SDI methodology rests with correct data. Obviously, no development interventions should be undertaken without a solid basis in correct data because such interventions would not be accountable for. Starting with data from the smallest administrative planning units, the building blocks for planning at various levels are provided.

It should be remembered however, that there is no point in re-inventing the wheel. Quite a body of data exists already, both in terms of maps as well as data from questionnaires. Bureaus of statistics, government departments, learning institutions, donor agencies and specialised firms will often already have the information needed. When going through the following two steps it is recommended to first look at secondary data sources and only to fill in any gaps with the SDI methodology. This way, it will also be easier to adapt SDI to existing systems.

There are two simple tools\(^1\) to collect data:

- a mapping exercise
- a survey questionnaire.

Step 1 Creating the Maps

The maps will be used to help plan interventions and visualise combinations of interventions. This means that the maps will be used at different points during the planning process.

The maps define the planning area and give an update on what assets exist.

Map scales.
When comparing different areas, it is important to use “same-size” maps. The scales will depend entirely on the level of detail needed for effective planning. Generally, physiographic characteristics are viewed easiest at a scale of 1:50,000. Human-made characteristics are best seen at 1:25,000 down to 1:10,000

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\(^1\) Adapted from ILO’s Integrated Rural Accessibility Planning (IRAP)
There are no iron rules for the number of maps to be used; you need enough to finish the job. The following three maps are recommended:

1. **Natural Resources Map**

This map outlines the natural ecological area. A watershed in the hills or a river in the valley below can have a marked impact on the planning area. Such features outside the planning area are then simply marked on the map. When relevant, the area of influence is marked as well. Most, if not all of this data will already be available with specialised institutions or government departments on environment, forestry, mining and public works.

The map however, shows the geographic location of natural features of the land in a specific way. The list below ranks the compatibility of the natural features with development of settlements (flat land is most suitable, surface water is least suitable):

**most suitable**
- flat land
- forest/woodland
- steep slopes
- aquifers
- aquifer recharge areas
- flood plains
- marshes
- surface water (including rivers)

**least suitable**

Annex 2 explains these features in more detail. The compatibility ranking will be important when choosing between different options. For example, if an industrial zone is to be expanded and the choice for the location is between a flat area and a forested area, then we see that flat land is more suitable.

In addition, the following features should be marked:

- minerals, strategic metals
- raw materials
- energy sources (coal, oil, gas, thermal energy)

Finally, it is important to mark:

- water sheds (show the area of influence)
- air sheds (include wind direction and inversion)
- land mines (when present, these represent the lowest suitability for development)
The reason for marking air sheds is that air in settled areas needs to be refreshed. Clean air comes from the countryside. Therefore, for areas upwind of the settlement, a number of development interventions are not advisable. For instance, expanding the settlement in upwind direction by replacing the forest with industrial areas would not be recommended.

2. Land tenure and Population Map

This map combines legal tenure and population density. It characterises:

- government land (including administrative boundaries)
- communal land (including indigenous or ethnic areas)
- private land
- large landownership
- population density.

Where boundaries are unclear or are disputed, it is important to mark this on the map. There is no point in leaving blank areas on the map. This is particularly relevant for areas that have a high concentration of "illegal" settlements.

The definition of administrative boundaries should be taken to mean the boundaries that the implementing institution is mandated to cover. In areas emerging from armed conflict, this does not necessarily coincide with the original administrative boundaries.

Population density can be marked in a variety of ways, depending on what is practical in a given situation. A common method is indicating ranges of household numbers like A = 50-100 households.

It is useful to show the different kinds of populations (ethnic or indigenous groups) as well.
In areas emerging from armed conflict, the composition of the population may be very diverse and changing. There can be different groups of refugees, internally displaced persons with different ethnic origins and so on. A more detailed look and a different map would be necessary to visualise this. In addition, the questionnaire would need to be adapted as well, taking into account inward and outward flows of refugees and the average time spent in the area.

3. Land Use Map

This map shows the major land uses. It may be desirable to create separate maps showing only one or a few land uses (for instance showing only industrial land use). This is because when overlaying several maps, the final image should not become too cluttered for effective use.

- commercial (including home-based enterprises, the informal sector, economic support institutions and markets)
- industrial
- social and technical infrastructure (schools, health facilities, government buildings, sewage plants, drainage canals, water facilities, electricity net)
- transport (roads, footpaths, waterways, railway, airport, port, bus stations)
- cultivated land (irrigation, urban agriculture, aquatic agriculture)
- recreational use/green areas
- spiritual/religious/cultural use
- vacant areas.

When it exists, it may be useful to include traditional infrastructure like ancient water-impounding systems, even when these are no longer in use. An outcome of the planning may be that these need to be rehabilitated.

Making the Maps

Maps are a very important information source. For this reason a number of practical demands have to be met:

- maps should be easily created
- maps should be easily reproduced
- maps should be easily transferred
- maps should be easily stored
- maps should be easily updated.
These practical demands should lead to easily understandable maps which make sense to all participants involved. Computerised mapping such as Geographic Information Systems (GIS) is an obvious solution, although availability, accessibility and price can be impeding factors here as well! In that case, manual mapping is the alternative.

For both computerised mapping and manual mapping, the following conditions apply:

- an A3 paper size is recommended (twice the size of this publication), which allows for easy photocopying
- the scale of the map has to be clearly marked (important when enlarging or decreasing map sizes)
- the source of the map has to be mentioned
- the date of the map is important in view of updates
- a title for the map which clearly distinguishes it from other maps (when many maps are used, a logical sequence of codes may be useful)
- a legend explaining the meaning of the information shown on the map (only information actually needed should be shown on the map); this should be expressed in easily distinguishable symbols with concise descriptions.

When the three basic maps have been drawn up, the survey using the questionnaire can be undertaken.
Step 2  Conducting the Survey

Introduction

The purpose of the survey is to form a clear idea on what is actually needed in a certain area. Is certain infrastructure missing? Are business development services not reaching their clients? Reliable data will make it easier to choose or prioritise the right intervention.

The basic tool for conducting the survey is a key informant questionnaire. The planner is the professional most suited to conduct the survey. The planner will look at a range of environmental, institutional/legal, employment and social issues. The table on the next page shows the issues covered by the survey.

It is important to retain a range of topics that can contribute to the objective of the methodology, which is creating employment and contributing to enriched living. This means a broader range is preferable to a more narrow range.

It will be clear that the topics of the questionnaire presented here may need to be adapted to the particular circumstances of a given area. Culture, history and the current level of development often need to be taken into account in order to reflect local realities in data collection.

Conducting the Survey

Two questions are relevant here: who and when. Both questions are often answered by law.

In general, the planning officials are responsible for conducting the survey and would be gaining the most from accurate data collection.

When the survey would start will depend to a large extent on the size and complexity of the area to be covered. An average of two months for more urbanised areas and four months for more rural areas would be a rough estimate for the survey duration.

Most countries require local administrative units to formulate some kind of Plan, which sets out the planned development interventions with corresponding budgets. Often this is on an annual basis. The date when this Plan has to be ready, will then determine when the survey starts.
### Topics covered in the survey questionnaire

<table>
<thead>
<tr>
<th>Environment</th>
<th>Institutional/Legal Set up</th>
<th>Employment</th>
<th>Social Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>water</td>
<td>institutional capacity</td>
<td>types of economic sectors</td>
<td>health</td>
</tr>
<tr>
<td>sanitation</td>
<td>policy instruments</td>
<td>leisure time (related to livelihood strategies)</td>
<td>adult literacy</td>
</tr>
<tr>
<td>solid waste/pollution</td>
<td>government budget profile</td>
<td>job quality</td>
<td>school enrollment</td>
</tr>
<tr>
<td>energy use</td>
<td>poverty reduction targets</td>
<td>aids/malaria related to economically active population</td>
<td>knowledge of employment benefits/standards</td>
</tr>
<tr>
<td></td>
<td>presence three main</td>
<td>unemployment dependent population</td>
<td>knowledge of business development services</td>
</tr>
<tr>
<td></td>
<td>development agencies</td>
<td>credit</td>
<td>knowledge of major epidemics</td>
</tr>
<tr>
<td></td>
<td></td>
<td>debt</td>
<td>information/communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td>savings</td>
<td>organisational capacity</td>
</tr>
</tbody>
</table>

**overall index value for environment**

**overall index value for institutional/legal set up**

**overall index value for employment**

**overall index value for social capital**

- transport fatalities
- housing conditions
- housing tenure
Answering the questionnaire

The planner discusses the relevant questions with the key-informant. The suggested indicators written on the questionnaire form help guide the discussion. The answers to the questions are discussed in this light and together with the key-informant one of the multiple choice answers is given. As each of these answers has a value, the analysis of the questionnaire is already done to a large extent on the questionnaire form itself.

The answers to the survey questions are 5 multiple choice answers ranging from very good, good, satisfactory, poor to very poor.

These answers are rated from 1 (very good) to 5 (very poor). This is the index value, whereby the highest value indicates the highest priority to the key-informant.

What these different values actually mean will vary with each sector, but they will also vary from country to country. For instance, the definition of satisfactory water supply in one country could mean that it is less than an average of two minutes walking distance from home. This answer would then get a value of 3 (“satisfactory”).

In any case, a preference is given for measurable factors. General indications on the different values are given on the forms in Annex 1.

The Key Informants

While gathering data from key informants is quick and the analysis is easier, there are risks in comparison with household-level or individual-level questionnaires. The information given by key informants will be more generalised and possibly influenced by assumptions. It will also be more difficult to make qualitative assessments.

On the other hand, household questionnaires covering the same areas are necessarily much larger, more difficult to analyse and therefore more time-consuming.

In conclusion therefore, when using key informant questionnaires, it is important to use as wide and representative an array of informants as is possible. A wider choice also limits the political interests that an individual key-informant may have. The choice of informants should correspond to the population composition and the socio-economic activities undertaken.
by them. This is particularly relevant in areas with differing ethnic compositions.

**List of suggested key informants.**
Again, as with the topics covered in the survey, it is important that the list of information sources reflects the local realities.

The informants should cover at least the four main issues relevant to development: environmental, institutional/legal, employment and social related issues.

The following list is suggested:

- secondary research (other data-bases, learning- or training institutions, reports, project documents and so on)
- government officials (different departments; depending on dominant characteristics shown on the map, like mining, or transport, but also unemployment offices)
- local leaders (who in particular would depend on the area; if there are many refugees, then refugee leaders will be relevant)
- representatives of women’s groups
- representatives of community based organisations
- representatives of youth groups
- representatives of non-governmental organisations
- representatives of the main three development agencies (including international organisations)
- union leaders
- cooperative leaders
- religious leaders
- school headmasters
- health officials
- representatives of financial institutions (including money lenders)
- entrepreneurs (including small and medium-sized entrepreneurs)
- market sales people
- heads of service providers (chambers of commerce, insurance, pensions)
Tips on conducting surveys.
The most important asset for the planner is his or her experience and knowledge of the area. Together with the information on the updated maps, this will enable a first estimate of the number and types of key-informants relevant to the process. The planner can then:

• prepare a list of key-informants with the corresponding questions from the survey that need to be asked of these informants
• prepare a corresponding number of blank copies of the questionnaire (Q)
• if more than one key-informant is needed within the same sector (for instance: different manufacturing enterprises are interviewed), then the forms need to be coded in a logical manner (for instance: A1, A2, A3)
• prepare (and bring along) spare blank copies for emergency purposes
• prepare a schedule showing which key-informants will be visited and at what time (the map can be useful in planning this)
• It is convenient and socially effective to hold interviews in public with a small group of key-informants in their own surroundings
• In conducting the survey, it is important to explain the reason for the survey and how it fits into the SDI process
• Explain that the key-informants and the groups that they represent are invited to take part in the Public Debate
• Enough time should be taken to discuss the meaning of the questions
• Enough time should be taken to discuss the meaning of the answers; it should be clarified that the answers are limited to the elements mentioned under each value of very good to very poor
• All parts of the survey have to be completed for the data to be useful; this includes naming the key-informants
• It is possible that some key-informants are not helpful to the survey; in that case another informant for the same sector needs to be found
• At the end, thank the key-informants and remind them of the Public Debate to which they and the groups they represent are invited to take part in (mention the date).
Step 3  Analysis: making sense of it all

Summary

There are basically four sets of data which the planner needs to analyse. These are:

- the survey questionnaire
- the maps (or rather, the overlays of maps)
- national or regional poverty targets (including targets of the main three development organisations active in the area)
- the local budget available for development interventions.

The conclusions of the analysis are drawn up in a short “Planning Profile” which shows the various solutions as proposed by the planner. Each solution also shows the estimated employment benefits.

Below, more explanation is given on each set of data, together with some examples.

1st Data Set: The Survey Questionnaire

Generally, the top-10 priority sectors have to be highlighted. These are the sectors most in need of development. The example below shows the results of the questionnaire in Province Z. We can see that the water sector is definitely one of the top-10 priority sectors.
While the precise number of sectors that can finally be financed may be less than 10, it is advised to include more sectors than is affordable! This gives people a wider choice (in Step 4).

The top priorities as they are revealed by the answers to the questionnaire can be presented in a bar-chart. This can be done in a number of ways, depending on what is being compared.

The vertical Y-axis should show the index values ranging from 1-5 ("very good" to "very poor"). The highest bar will then show the highest priority.

The horizontal X-axis in this example shows different administrative units within a province.

2\textsuperscript{nd} Data Set: Using the Maps

Once the planner knows what the priorities are, it will become necessary to think of where and how interventions are to take place. Depending on what the priorities are, the planner explores different solutions through the base maps. To illustrate, it is assumed that affordable water is a priority.

The base-map on land-use clarifies where the water is. Overlaying this with the Natural Resources map may reveal "competing features", such as energy sources. This could be driving up the water prices.

An overlay with the Land Tenure and Population map, will reveal where the water is in relation to the population, and on whose land it is. A far away source can drive up the price.

Finally, it is important to know how water relates to other land uses such as the existence of transport infrastructure. Is the high price a result of lack of transport?

Overlaying the base maps can help structure the proposals of the planner. The box below (Box 1) shows the three base-maps and how these are overlayed to produce maps on:

- \textit{harmonising resources} (how does the location of natural resources relate to where the people are and how the land is legally divided up).
- \textit{harmonising growth} (how does the use of the land relate to its natural environment), and
- locating services/facilities (where are the different land uses in relation to the people and how does this relate to legal tenure).

The next box (Box 2) shows how in turn the three composite maps just produced should be overlayed. This final overlaying completes all the combinations possible of the original base maps. It represents broader categories of ecological growth, social growth and economic growth and further harmonises the process.
The planner thus uses the different maps as cross-checks for the various development solutions.

3rd Data Set: National or Regional Poverty or Development Targets (including targets of main three development agencies).

Understanding national and regional targets helps a coherent implementation of policy at local level. At the same time, these targets can only become effective if and when they are based upon local realities.

The targets of large development agencies can also have an important impact on local development. Every effort should therefore be made to enhance the coordination of activities.

Four issues are relevant:

- a summary of targets or objectives
- are these quantified?
- who is responsible?
- is there a supporting budget?

If the agency responsible for realising these targets is the same as the one implementing SDI, then these targets are directly relevant for effectively coordinating interventions. A supporting budget -if available- would be a welcome addition as well!

A simple matrix represents the issues.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Targets</th>
<th>Targets quantified?</th>
<th>Responsible agency</th>
<th>Funds (yes/no)</th>
</tr>
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<td>National</td>
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<td>Development Agency 2</td>
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<td>Development Agency 3</td>
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</tr>
</tbody>
</table>

If one or all of these agencies is providing significant other inputs besides a budget (for instance: material or personnel) then this should be indicated in the matrix in a separate column.
Chapter 1 Investment Planning  
Step 3 Analysis: making sense of it all

4th Data Set: The Local Budget

Budgets are often considered to be a "private affair", often not even being revealed to local planning officials. The planners end up making proposals based on experience, rather than on solid information on available funds. Clear data on budgets is more likely to result in accountable planning.

It is assumed here that a budget is made available by law. If this is not the case, like with a LEDA, then the planning method is used to develop a proposal to attract funds.

The budget profile made in the questionnaire looks at the total budget; how much is spent on staff and how much is available for development issues. It can be presented as a pie-chart, as in the example below.

![Local Budget Diagram]

For continued and effective delivery of services as well as effective operation of facilities, it is important to maintain a budget for maintenance. This expressly applies to all sectors regardless of whether they have been prioritised in the planning process for the current year.

The questionnaire also looks at budgets of the three main development organisations in the area. The origin and character of these budgets is of
course entirely different. However, if they are spent on the same development issues, then it becomes necessary to coordinate them with the local budget, and presented as well.

The analysis

The planner is left with four possible solutions for development interventions:

- make it easier for people to reach a service or facility
- locate the service or facility closer to the people
- enable a better price (which is often linked to the first two points) and/or
- improve a service/facility or regulation (like business development services or credit regulations).

Very often, a combination of solutions is possible. For instance, adapting regulations to allow small businesses to establish themselves in an area closer to their customers. In return they will help to finance the setting up of a solid waste collection service in the area.

Combinations of solutions can best be visualised using the maps. The planner therefore makes another set of maps showing various solutions. Here, the planner can make extensive use of the original base-maps. For instance, are the businesses located conveniently near the sources of raw materials? And, on who’s land do we find these raw materials?

These solutions are supported by:

- the bar graphs from the questionnaire
- the available budget
- the national and regional targets as well as the targets of the three main development agencies. This is for purposes of possible coordination.
- employment potential -using the employment charts in Annex 3. This will allow people to consider employment benefits as a factor in choosing a particular intervention.

Of course it is possible that the proposals exceed the available budget. In that case, additional funds are needed. The proposal will need to specify how much more is needed and who will be asked to finance this (who is the partner?).

-25-
Also, if it concerns an investment that lies outside the administrative area of the planner, or if the investment is the mandate of a higher authority, then it will be necessary to negotiate with these authorities.

As a general rule it is better to look for local money first (either local, regional, or national). Local investments will benefit local people for the total amount. Foreign investments will only benefit the local people for a limited amount because the repayment is to outside people.

*The “Planning Profiles”.*

The conclusions of the analysis are summarised in a very short “Planning Profile”. Each solution has its own “Planning Profile”. The profiles forms the **basis for the public presentation** in the next step.

Supported by the maps and graphs, these profiles should not be more than two pages long. Each profile contains the following elements:

- Short title
- location of the intervention
- purpose of the intervention
- reason for the intervention (this is also related to development targets of other organisations)
- type of intervention
- duration of the intervention
- partners
- employment benefits
- costs
Chapter 2 The Public Debate

Step 4, Day One, The Public Presentation

Introduction

This is the most exciting part for the planners! The future will be decided here. All the preparatory work will be validated. Choices will be made. Agreements on how to implement these choices will be forged. All this will form the basis for the Investment Plan of the area.

Basically, this step comprises the following issues:

- preparation by the planners for the public debate
- presentation of the data to all people involved
- dividing up into smaller groups
- validation of/agreement on the priorities by the people

Preparing the Public Debate

The bottom line is to involve as many different people as possible. The list of key informants is a good starting point. They represent the different interest groups in the area. While conducting the survey, the planners will have had the opportunity to explain the SDI planning process and mention the month in which the Public Debate would be held. The key informants would be asked to be responsible in informing their respective groups of this meeting and ensure a wide participation.

The debate should be held in a large public space. It is the planner's responsibility to respect and take into account any language differences, cultural requirements and enable each group to speak in a manner comfortable for them. This is important in preparing for the meeting, sending out notice of the meeting, determining the location of the meeting, and for the conduct of the meeting itself.

Length of the meeting.

Timing is difficult because people simply lack time. It is recommended to divide the meeting into two parts, with one part focussing on the presentation and prioritisation of data and the second part being spent on negotiating implementation modalities for the proposals. Depending on the size and complexity of the area, this means a minimum of two days is required.
The decision makers of the institution for whom the planners are working (generally, a local government) should also be present in the meeting. This demonstrates the importance of the occasion and underlines the fact that the process is a joint responsibility.

A simple agenda is prepared, showing the main topics (presentation of data, prioritisation and discussing modalities of implementation).

*Presenting the Data*

Basically, the planners are the first to speak. After an introduction of the purpose of the meeting, the agenda is briefly discussed.

For the rest, the main guide is the "Planning Profile" prepared by the planner in the previous analysis.

The planner presents:

- The maps showing the various solutions (remember that generally more than one solution is possible; these should be presented to give people a choice)
- The estimated budgets for the various options
- A table showing estimates of how many jobs can be created in the various solutions
- Bar-graphs demonstrating the priorities as revealed by the questionnaires
- The matrix on targets and other development organisations. The implications for the area are explained.

It is interesting to emphasise to the people that any problem can be turned into an opportunity for jobs. The bigger the problem, the more jobs can be created!

**Employment potential.**

For many types of work it is known how much labour costs. It is known what resources are available locally and what needs to be imported. For many types of work it is also known how much employment can be created.

For instance, for flood-control embankments it is known that with labour-based technologies, 40-60% of the budget can go straight into local jobs (at average prevailing wage rates in developing countries).

The table in Annex 3 gives average employment potential ranges for
different kinds of work. Each individual country however, will give a slightly
different picture and in time will have to build up its own specific
employment potential data.

The entire presentation is repeated for the “Planning Profiles” of the
other proposals of priority sectors.

Dividing up into groups.

The Planning Profiles have outlined the various interventions that are
possible. It will be clear in which areas these are to take place so the
people are asked to divide into groups up accordingly.

Validation and agreement

The first thing to discuss is whether the Planning Profiles of the planner
follow logically from the data. Have the priorities been identified correctly?
In this context, it is important to remember that the planner is not alone as
the key-informants supplied most of the information. The Public Debate is
seen as a valuable opportunity for cross-checking the data and analysis.
Any corrections therefore, should be carefully noted down.

People being people, it will also be important to be able to demonstrate -
with the same data- why certain other areas are not a priority!

If serious questions arise, then it is suggested to “park” the issue and first
continue with the other proposals. Time should be reserved at the end of
the day to discuss any unresolved matters and agree on further action.

Social Mapping²

Making a decision on any proposal is not easy. For this reason a system
of structured ranking called Social mapping is introduced.

Social Mapping allows making an orderly choice within a sector by
giving values to various parts of the sector. These values range
between high, medium and low. “This open space is more important than
that open space”.

These values are transferred onto transparent maps in tones of gray
colour ranging from dark grey (high importance) to medium, to light
gray (low importance). “This open space is coloured darker (= more
important) than that open space”.

The same is done for other sectors relevant to the proposed intervention.

When all the relevant social maps are ready, they are overlayed. The result looks like a patchwork of grey tones, but there is one important conclusion.

The areas with the darkest colour grey represent the areas with the highest social importance. The areas with the lightest grey colour are areas offering the least social resistance to development, or least social cost. Development is therefore most suitable, there.

Social mapping is a democratic tool, so it is important that all those affected by an intervention have a chance to "vote" in the meeting.

Social maps for the various sectors are prepared before-hand. The sectors are outlined, but not filled in! The filling-in will be done by the people during the Public Debate.

In case no computers are available, then maps will have to be made manually. Transparent paper and very light colours of red, yellow and blue can be used. These colours represent high, medium and low social cost.

Example of Social Mapping.
This is a simplified example. It is assumed that the questionnaire reveals that access to schools and to markets are both a high priority.

The planner therefore proposes a road straight between population centres and business centres, thus improving access to both schools and markets with just one intervention. Only a few businesses in the middle will have to be relocated. A badly maintained footpath to the school will become redundant.

Is this the right choice? The planner asks the public to value sectors affected by the proposed road (in this simple case, just green areas and business centres).

Map 1 (below) shows the location of three business centres in the area. The people consider the areas in the center and in the upper right corner to be more important than the third area. The "important" areas are accordingly shaded darker.
In map 2 the sectors outlined are used for recreational purposes (they are important green areas). The area in the middle is ranked a higher social value and is shaded darker accordingly.
When overlaying the maps of the business centres and the areas used for recreational purposes (green areas) in map 3, it becomes clear how the proposed road will affect part of a highly valued business centre and will heavily impede on recreational options for the population in the area.

After discussing priorities about options for interventions to achieve the objective of increasing access to the school and the market, the initial proposal is rejected.

In map 4 the alternative plan is drawn up whereby the social costs are considered least. The area for recreational use (green area) and the business centre are not affected. In addition, accessibility to another highly valued business centre is increased as well. It is decided to upgrade the badly maintained foot path (dotted line) to allow for better accessibility of the population centre in this specific area.

A quick cross-check, finally, with the base-maps on natural resources and land-tenure (both made in Step 1) will harmonise the social map with the ecological and legal opportunities and yield the Final Map for that particular intervention.
The example shows that new solutions can come up in the course of the Public Debate. It is important therefore that the planner keeps an open mind and welcomes socially acceptable solutions.

It is also possible that new and relevant information has become known since the survey. For instance, a first priority could have been health, but since then it has become clear that no medical staff or supplies will become available. This means that the people may prefer a different priority on their list.

Whatever, the outcome, each decision on a certain intervention should be checked one last time and noted down. **These decisions will form an important input to the Investment Plan.**
Step 5, Day Two, Agreement on Implementation and Influencing the Investment Plan

The Morning Session:

Introduction. Day two is divided into a morning session which deals with issues of implementation of the proposals identified through the Social Mapping. Employment creation is a major issue on this day. The morning session includes any budgetary issues that may have changed as a result of the Social Mapping. The same division of groups is used as in the previous Step.

The afternoon session is mainly concerned with designing a simple outline for the Investment Plan (or a plan which promotes the regional economic potential of the area). It is based on the results from the previous steps. As the Plan concerns the entire area, it is important that the afternoon session is a joint session with all people gathered together.

Again, it is important to note that in case time runs out, this Public Debate is seen as an opportunity to set the stage in public for discussion and negotiation at a later time on particular development issues.

Agreement on how the work will be implemented:

- will the community take up all the work itself?
- will the entire work be contracted to an outside organisation or service provider?
- will it be a mixed partnership?
- should a regulation be adapted?

For the first three points, it should be explained that after approval of the Investment Plan, legal contracts will need to be negotiated between the partners.

The last point on adapting regulations is a one-sided intervention by the competent administrative authority. An example is regulations on location of enterprises.

A number of issues can be of influence during the discussion.

- How much employment can be created?


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• Is labour and/or technical expertise available?
• Do national or regional targets imply the involvement of a higher authority?
• What maintenance arrangements should apply (for infrastructure interventions)?
• What are the estimated budgetary implications of the decisions made after the Social Mapping?
• Where do the funds come from?

There is an important aspect of capacity building involved in the process. Communities have helped shape development priorities. They have helped determine what the budgets will be spent on. And now they will also be instrumental in deciding how development interventions are to be implemented.

However, there is no point in taking up more work than can realistically be handled by a contract partner. For this reason, one intervention is often broken up into several smaller contracts. Contracts can even include provisions for capacity building specifically for the registered community organisation. While this costs money in the short run, this arrangement can yield considerable benefits to all concerned in the longer term.

Decisions on implementation also need to be checked one last time and then noted down. These too, will be an important input to the Investment Plan.

Budget estimates for particular proposals have been prepared and presented in the previous Steps. The Social Mapping exercise may or may not have adopted the Planning Profiles. If not, then the public has a different intervention in mind, which may have a different budget.

While it may not be possible to immediately calculate the cost of the alternative intervention, it is often possible to know if it is more or less expensive than the one proposed in the Planning Profile.

The important thing is to discuss the issues and the consequences these may have, in terms of funding possibilities.
Afternoon Session:

The purpose of this session is to agree on an outline for the **Investment Plan of the area**. This should clarify the following issues:

- which proposals have been chosen?
- why?
- how will these be implemented?
- how many jobs are targeted?
- how long will it take?
- how much will it cost?

This publicly defined outline gives the "mandate" to the planner to write the **Investment Plan**. It also provides convincing information to the decision-makers and will facilitate the approval process.

In countries where the local level plans need to be incorporated into higher level plans, the budgetary situation cannot be guaranteed beforehand. This needs to be explained. Being open about what is within local control and what is not, will prevent disappointments and promote a culture of trust.

The closing ceremony of the Public Debate is an excellent occasion to thank all the participants and to emphasise that this is not the end, but only the end of the beginning. The next steps can be briefly highlighted and the participants can be reminded that they will come together again in the implementation phase to help shape their own future.
**Step 6  The Investment Plan**

The Public Debate has resulted in important elements for the Investment Plan. With "Investment Plan" is meant the local plan, required by law, that includes proposed interventions with corresponding budgets.

These can be summarized in the following table to make it easier to help structure the actual Investment Plan.

The table also allows for a first ordering -or "sequencing"- of interventions. One intervention may logically be done best *before* another kind of investment. For instance, enabling legislation may need to be in place first before it is possible for small enterprises to obtain credit.

<table>
<thead>
<tr>
<th>Proposal</th>
<th>Reason for proposal</th>
<th>How implemented</th>
<th>Number of jobs (workdays)</th>
<th>Duration of proposal</th>
<th>Cost</th>
<th>Starting date</th>
</tr>
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It is recommended to use the bar-graphs, maps and other graphs produced during the SDI process to illustrate and justify the contents of the Investment Plan. This data has been validated as it formed the basis of the Public Debate. The communities and the decision-makers were all participating and have made known what their choices are, thus giving the planners a "mandate" to prepare the Investment Plan.

Very often, the procedures concerning the Investment Plan are described in detail in national legislation. It can come under a number of names and can be supported, or even preceded, by a variety of other documents such as separate development plans.

Sometimes, local plans form the basis for provincial plans. In fact, this is an ideal opportunity for bringing local concerns to the attention of higher authorities.

Whichever is the case, a local level Plan will form the blue-print for development.
In cases where no funds are available locally, a Plan can be used to attract development funds. The Plan can form the basis for promoting the regional economic potential of the particular area.

The issues are essentially the same:

• which proposals have been chosen?
• why?
• how will these be implemented?
• how many jobs are targeted?
• how long will it take?
• how much will it cost?

Supported by the maps and graphs prepared earlier, a visually pleasing and well-argued presentation can go a long way in marketing your area!
Step 7  Approval of the Investment Plan

Approval is also generally regulated by law. The process can vary greatly from country to country. This depends to a large extent on the level of decentralisation and the political system. In countries where there exists both technical and financial decentralisation, the approval process will be quicker, easier and more likely to reflect local level interests.

It can be emphasised that the current Investment Plan reflects the needs of the area and therefore the decision makers can expect widespread support with its approval.

Budgetary concerns may however, again influence the choices available as by now the exact costs of the proposed interventions are known.

In the case of a LEDA, the approval process is made easier as both planning and approval of investments take place within the same agency. The Statutes of the LEDA regulate the exact process.
Chapter 3 Implementing the Investment Plan

Step 8 Implementing the Investment Plan

After approval of the Investment Plan, the implementation process of the various interventions can start.

Implementation is basically governed by three types of contracts:

- community contracts between a legally registered community and a service provider within the community. The work is executed entirely by the community
- a mixed contract between a legally registered community and an external service provider (public or private). The work is executed jointly
- a mixed contract between a legally registered community and an external service provider (public or private). The work is executed entirely by the external service provider.

Contracts should be conform to national law and should incorporate a number of internationally recognised labour standards, such as on equal pay for equal work and the prohibition of child labour.

For the rest, they should include all matters relevant to the work at hand that both parties agree upon. It is a process of fair and transparent negotiation. It results in a legally binding relationship that the contract parties understand and agree upon.

Contract items.
A number of elements usually mentioned in contracts are:
- names and roles of partners (who provides funds, services, labour, materials and so on)
- purpose of the contract (including a detailed description -or basic design- of what will be achieved)
- a detailed description of who is responsible for doing what
- a detailed description of how activities will be implemented
- a time frame for each of these activities
- a budget outlining the cost of these activities
- an arrangement describing what should be done if one party cannot complete an activity
- the procedures describing how changes in the contract can be agreed upon
Chapter 3 Implementing the Investment Plan  Step 8, Implementing ....

- an arrangement describing what should be done to solve differences or conflicts
- what law is applicable to the contract (this is particularly important if one of the partners comes from another area where different laws apply)

It is in the interest of all parties to implement the contract in good faith in the ways agreed upon. It should be remembered that jobs are being created, income is being generated and self-chosen development will be effectuated!

In the case of a LEDA, it should be kept in mind that the community itself is a member of the LEDA. Implementation of projects by members such as the community, can therefore be subject to specific procedures regulated by the LEDA Statutes.
Step 9 Monitoring

Is the work being done? This is the subject of Step 9.

The purpose of monitoring is to ensure the efficient and effective implementation of proposals. It provides information to the contract parties of work planned and done.

There are two management tools for monitoring:

- the work-plan (what will be done?)
- the progress review (what is actually being done?)

The contract already specified the time-frames for the activities, the activities themselves and the description of what exactly will be achieved. These elements form the basis of the work-plan, which can be elaborated upon when necessary.

The progress review should answer the following questions:

- are inputs being made available as planned?
- are activities being carried out on time?
- are the achievements being produced on time?
- what changes have taken place?
- what problems have been encountered?
- what is being done to correct these problems?

The last two questions imply that the project may need to be modified. This cannot be done by one party alone. As is stated in the contract, it will be important for parties to reach an agreement on this point together.

Progress reviews are generally done every six months. Construction works often specify a more continuous “log-book”, however.

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4Step 9 and 10 are adapted from: ILO (2000), Design, Monitoring and Evaluation of ILO Programmes and Projects, an interactive training programme. Geneva. ILO.
Step 10  Evaluation

Evaluation is also an important management tool for the contract partners.

The basic question is to what extent has the purpose of the project been achieved? An evaluation is therefore done towards the end of a project.

The situation described in the progress reports will be helpful in structuring and writing the evaluation. In addition, the evaluation should look at a number of other issues.

Summarising, it should assess:

- whether the design was logical
- whether the management of the project was efficient
- whether the project achieved its purpose
- whether the project benefits the intended people
- whether the results justified the costs
- whether any events outside the project affected the outcome
- whether the project will continue to benefit the people.

An evaluation for small projects is done once just before the end of the project. Bigger projects lasting for one year or more often specify more than one evaluation. It is up to the partners to agree.

For objective results an evaluation is generally done by someone not involved in the actual project.

These evaluations are separate from the financial audits of projects that are often required by law.
Step 11  

Impact Assessment and the Next Planning Cycle

Introduction

One year has passed. Maps have been made, surveys have been conducted. Plans have been drawn up and implemented. Some projects have been completed, others are still ongoing, but now the cycle has to start all over again. Some countries require new data every year, others use their data over a period of two years.

Whichever is the case, the second round of data is much more interesting for the planners, more important to the policy makers and ultimately of great concern to the people. **Ultimately, all concerned want to know if the entire process has contributed to employment generation and enriched living.**

Technically there is no difference between the first and the second round. Steps 1-9 are all followed like before.

The difference is revealed only in comparing the results of the second round with the results of the first round. Has access to water been improved since last time? Has it become easier to get credit? Do businesses benefit from improved service delivery? This is what is meant with “impact” in this context.

It is possible to look by sector only and within a given administrative area only. A conclusion can be that the water situation in Area A has improved from satisfactory to good since the last survey.

It is also possible for a higher authority to look at the various areas under its control and compare sectors in each different area. Conclusions can be that the health situation in Area A is far better than in Area B.

If in this case, the higher authority has certain health targets it needs to reach, then it will be obvious that Area B has a higher priority.

In the ideal situation, the analysis of SDI data will help in setting realistic targets for higher authorities, because they now have reliable and current “bench-mark” data.

How does it work? The questionnaire is divided into four broad categories, or parameters:

- environmental conditions
- institutional/legal capacity
- employment conditions
- social conditions.
The answers given for each of these categories have been indexed to give an overall score per category. This is not a refined indication, but rather gives broad brush-strokes to policy makers on employment generation and enriched living.

The example below\textsuperscript{5} clarifies how environment, institutional, employment and social issues relate to each other. When reading the graph it is important to know that a point high up on the graph means a high priority. A point lower down means the situation is getting better. This is the same as with the bar-graphs used to present the questionnaires.

The dotted line on the graph shows the situation in the base-year. Comparing the two, we can see that while the employment situation has improved this year, the environmental situation actually worsened.

\begin{center}
\includegraphics[width=0.5\textwidth]{chart.png}
\end{center}

The next table takes one point -environment- and reveals how the various elements that make up “environment” relate to each other.

Again, the dotted line shows the situation during the base year. It can be concluded that the energy situation has dramatically worsened. This has pulled down the average environmental situation, even though we see modest improvements in solid waste, sanitation and water.

The results of this indexing process need to be briefly explained showing the graphs. They form an important input into the planner's presentation during the next round's Public Debate (Step 4).

It clarifies to the people and policy makers what has been achieved since the last time. And furthermore, it can influence their priorities in the next round.

Conclusion.

We sincerely hope that this methodology can put people at the forefront of development. Determining what interventions will affect their own lives should be their prerogative and their right. In fact, determining the very concept and definition of what development is and should be, underlies a fundamental freedom of choice. Without this, no development can hope to last nor bear justice to free and informed participation.
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Annex 1. Key Informant Questionnaire Survey
Socio-economic Development Initiative

Introduction:
This questionnaire survey (Q) forms the basis -along with the Mapping Exercise- of the SDI data collection process. It collects data on four issues that are important for development: environment, institutional/legal set-up, employment and social capital. The analysis of this data will help determine the development priorities of the area it covers.

The topics covered in the Q are generally valid in different parts of the world. However, in the details of the analysis, there can be differences because every area has its own culture and pace of development. For example on solid waste processing, Country X considers a rate of 30% waste collection and dumping in open pits to be "POOR". Another country, Country Y, feels its circumstances are different and considers a higher collection percentage of 40% to belong in the category of "POOR".

The advantage of making the Q fit your own particular area is that it takes into account the relative nature of development. In doing the same Q again next year, it will be possible to track progress. It is also possible to compare different areas with different levels of development. The dis-advantage is that it is not immediately apparent what the absolute level of development is. The example above shows that “POOR” can mean different things. This means that in order to pick out the absolute figures, you have to go back to the original Q.

The criteria that have been suggested to help value the answers are just that: suggestions. Again, cultural differences and state of development may require different criteria. Also, and very importantly, it may be necessary to split the questions according to the different criteria. This is especially relevant when both objective (measurable) and subjective (opinions) criteria are used.

Filling in the questionnaire:
In order to be useful as a data source, the entire questionnaire should be filled in. After a clear discussion on both the questions and the criteria for the answers, the planner fills in the value (1, 2, 3, 4 or 5) in the box in the last column.

The value of the first survey ever done: the base-year, is also filled in. This allows for a quick comparison to see changes over time. It is also possible to add up and average the value of all questions within each of the four issues (environment, institutional/legal set-up, employment and social capital). Comparing this with previous years allows for general statements on change.

The success of this survey depends on your own knowledge and experience of the area. Your ability to find the correct information source will be a powerful instrument to create the database needed to determine the future development of your area. Good luck.
<table>
<thead>
<tr>
<th>How is the provision of potable water?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR 4</th>
<th>SATISFACTORY 3</th>
<th>GOOD 2</th>
<th>VERY GOOD 1</th>
<th>potable water question 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Time of round trip is 80 minutes. Or: price precludes satisfaction of other basic needs for 70-80% of households.</td>
<td>Time of round trip is 5-20 minutes. Or: price precludes satisfaction of other basic needs for 50-70% of households.</td>
<td>Time of round-trip is 1-5 minutes. Or: price level does not preclude satisfaction of other basic needs.</td>
<td>Time of round-trip is 0-1 minute. Or: price level is not an issue. Interruption of supply is sporadic. Some treatment of waste water.</td>
<td>Time is not an issue. Price is not an issue. No interruption of supply. Treatment of waste water.</td>
<td></td>
</tr>
</tbody>
</table>

Comments (please relate comments to what is known from the maps and to the kinds of interventions that are possible; for instance why do people walk 20 minutes while there is a water-pipe next door?)?

please note the base year's value here
**SDI Questionnaire, ENVIRONMENT**  
**please fill in:**  
**DATE:** ____________  
**AREA:** __________________________

**INFORMANT:**  
(Suggestions: representatives of women's groups or local leaders)

**PAGE or CODE:** __________________________

**THIS IS THE SECOND TABLE ON POTABLE WATER. IT ASKS AN OPINION ABOUT THE QUALITY**

<table>
<thead>
<tr>
<th>How is the quality of potable water?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR 4</th>
<th>SATISFACTORY 3</th>
<th>GOOD 2</th>
<th>VERY GOOD 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Water is not potable and needs boiling.</td>
<td>Quality is unknown.</td>
<td>Quality is not known to cause disease.</td>
<td>Quality is controlled.</td>
<td>Quality is good.</td>
</tr>
</tbody>
</table>

**Comments** (please relate comments to what is known from the maps and to the kinds of interventions that are possible; for instance why do people walk 20 minutes while there is a water-pipe next door?)?

**please note the base year's value here** ☐
### SDI Questionnaire, ENVIRONMENT

**Please fill in:**

**DATE:**

**AREA:**

**Informant:**

(Suggestions: government official, representative of community organisation)

**Page or Code:**

---

| How is solid waste being processed? | VERY POOR  
(value: 5) | POOR  
4 | SATISFACTORY  
3 | GOOD  
2 | VERY GOOD  
1 |
|-------------------------------------|------------|------|------------|------|------------|
| Suggested criteria                  | No collection.  
No recycling.  
Random dumping.           | 30% collection.  
Open-pit dumping, at neighbourhood level.    | 50% collection.  
Open-pit dumping, organised and at central level. | 70% collection.  
Recycling of plastic + metal.  
Burning of waste at central level. | 90% collection.  
Recycling of plastic, metal, glass, wood, organic waste.  
Incineration at central level. |

**Comments?**

---

*Please note the base year's value here*
**SDI Questionnaire, ENVIRONMENT**

*please fill in:*

**DATE:**_________________

**AREA:**_________________

**INFORMANT:**

(Representatives of women's groups or government officials)

**PAGE or CODE:**_________________

---

**PLEASE REMEMBER THAT INFORMATION ON 3 MAIN ENERGY SOURCES WILL BE COLLECTED AND THEREFORE 3 TABLES WILL BE NEEDED FOR EACH KEY INFORMANT!**

<table>
<thead>
<tr>
<th>What are the possibilities of collecting the energy source?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Please write source)</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
<td>[ ]</td>
</tr>
</tbody>
</table>

Please note the value in the box.

**Suggested criteria**

(these should be equally spaced, with about 20% difference between values)

---

The criteria will depend greatly on the type of the 3 main sources. For instance: If it is electricity, then connection levels, regularity of supply and affordability will be important. Most sources will however have to be collected or bought and therefore accessibility (time of the round-trip) and affordability will be important criteria.

**Comments?**

*please note the base year's value here*
<table>
<thead>
<tr>
<th>How is human waste being processed?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>No facilities for 75% of households. No treatment.</td>
<td>Poorly functioning facilities for 50% of households, or: overcrowding. Some treatment.</td>
<td>Poorly functioning facilities for 25% of households. Adequate treatment.</td>
<td>Good facilities. Organised treatment providing jobs including for maintenance. 50% of households pay.</td>
<td>Fully functioning facilities for all households. Separate sewage system for industrial waste. 75% of households pay.</td>
</tr>
</tbody>
</table>

In designing criteria appropriate to your area, please remember that the values should be equally spaced, with about 20% difference between values.
Comments?

please note the base year's value here
SDI Questionnaire, ENVIRONMENT

Please fill in: 

DATE: ___________ AREA: ___________________________

INFORMANT: _______________________________________

PAGE or CODE: ___________________________

[THIS BLANK TABLE CAN BE COPIED FOR POSSIBLE EXTRA QUESTIONS ON ENVIRONMENT]

<table>
<thead>
<tr>
<th>Please note the value in the box (value: 5)</th>
<th>VERY POOR 4</th>
<th>POOR 3</th>
<th>SATISFACTORY 2</th>
<th>GOOD 1</th>
<th>VERY GOOD</th>
</tr>
</thead>
</table>

Suggested criteria (these should be equally spaced, with about 20% difference between values)

Comments?

Please note the base year’s value here
SDI Questionnaire, INSTITUTIONAL/LEGAL SET-UP

please fill in:  

DATE:_________________  AREA:_____________________

INFORMANT:
(Suggestion: relevant department heads)

PAGE or CODE:_________________

[THIS TABLE IS FOR PUBLIC INSTITUTIONS (INCLUDING LEDA-S, SOCIAL FUNDS). WHEN RELEVANT, ADDITIONAL TABLES CAN BE COPIED FOR FINANCIAL INSTITUTIONS, BUSINESS DEVELOPMENT SERVICES AND OTHERS]

<table>
<thead>
<tr>
<th>How is the institutional capacity?</th>
<th>VERY POOR</th>
<th>POOR</th>
<th>SATISFACTORY</th>
<th>GOOD</th>
<th>VERY GOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(value: 5)</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suggested criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unknown or low educational level. Most officials need outside jobs. No specialists.</td>
</tr>
<tr>
<td>Middle school level. Some officials need outside jobs. No specialists.</td>
</tr>
<tr>
<td>High school level. Sufficient number of officials. Some specialists in some departments.</td>
</tr>
<tr>
<td>College level. Some are trained for public service. Some specialists in all departments.</td>
</tr>
<tr>
<td>Trained for public service. Sufficient number of specialised officials in all departments.</td>
</tr>
</tbody>
</table>

If there are great differences in capacity between different departments, then it will be necessary to split up this question and ask each department separately.

Comments?

please note the base year's value here
SDI Questionnaire, INSTITUTIONAL/LEGAL SET-UP

please fill in:  
DATE: ________________  AREA: ____________________________

INFORMANT: ____________________________
(Suggestion: relevant institution heads)
PAGE or CODE: _________________________

[THIS BLANK TABLE IS FOR POSSIBLE OTHER INSTITUTIONS, SUCH AS FINANCIAL INSTITUTIONS, BUSINESS DEVELOPMENT SERVICES AND OTHERS]

<table>
<thead>
<tr>
<th>How is the institutional capacity of</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note the value in the box</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suggested criteria</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

please note the base year's value here □
**SDI Questionnaire, INSTITUTIONAL/LEGAL SET-UP**  
*please fill in:*

<table>
<thead>
<tr>
<th><strong>How are the enabling policy instruments?</strong></th>
<th><strong>VERY POOR</strong></th>
<th><strong>POOR</strong></th>
<th><strong>SATISFACTORY</strong></th>
<th><strong>GOOD</strong></th>
<th><strong>VERY GOOD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note the value in the box</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(value: 5)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Comments?**

*please note the base year's value here*
SDI Questionnaire, INSTITUTIONAL/LEGAL SET-UP  

**please fill in:**  

DATE: ___________________  AREA: ____________________________

INFORMANT: ____________________________  
(Suggestion: relevant institution official)

PAGE or CODE: ________________________

[THIS BLANK TABLE IS FOR POSSIBLE OTHER POLICY INSTRUMENTS SUCH AS ON RE-INTEGRATION OF COMBATANTS, BUSINESS PROMOTION AND OTHERS]

<table>
<thead>
<tr>
<th>How are the enabling policy instruments in ____________?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR 4</th>
<th>SATISFACTORY 3</th>
<th>GOOD 2</th>
<th>VERY GOOD 1</th>
<th></th>
</tr>
</thead>
</table>

Comments?

*please note the base year's value here*
SDI Questionnaire, INSTITUTIONAL/LEGAL SET-UP

**please fill in:**

**DATE:** ______________  **AREA:** ______________________________

**INFORMANT:**
(Suggestion: relevant institution official)

**PAGE or CODE:** ______________________________

[THIS TABLE LOOKS AT THE LOCAL BUDGET. WHAT IS AVAILABLE FOR FINANCING DEVELOPMENT PROJECTS? IT IS ASSUMED THAT THE REST WOULD BE SPENT ON STAFF]

<table>
<thead>
<tr>
<th>How is the expenditure of the local budget on development?</th>
<th>VERY POOR (value): 5</th>
<th>POOR: 4</th>
<th>SATISFACTORY: 3</th>
<th>GOOD: 2</th>
<th>VERY GOOD: 1</th>
<th>☐</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Between 0-15% spent on development.</td>
<td>Between 15-30% spent on development.</td>
<td>Between 30-45% spent on development.</td>
<td>Between 45-60% spent on development.</td>
<td>More than 60% spent on development.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments?</th>
</tr>
</thead>
</table>

*please note the base year’s value here* ☐
Poverty reduction or development targets
1. What are the national/regional poverty reduction or development targets?
2. Are these quantified?
3. Who is responsible for reaching these targets?
4. Is there a supporting budget?

Please enter the answers:

<table>
<thead>
<tr>
<th>Agency/Ministry</th>
<th>Targets</th>
<th>Targets quantified?</th>
<th>Responsible agency</th>
<th>Funds (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>National level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regional level</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments?
Main three development agencies
1. What are the targets of the main three development agencies?
2. Are these quantified?
3. Who is responsible for reaching these targets?
4. Is there a supporting budget?

Please enter the answers:

<table>
<thead>
<tr>
<th>Development Agency</th>
<th>Targets</th>
<th>Targets quantified?</th>
<th>Responsible agency</th>
<th>Funds (yes/no)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Agency</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments?
**SDI Questionnaire, INSTITUTIONAL/LEGAL SET-UP**

*please fill in:*

**DATE:** __________  **AREA:** ________________________________

**INFORMANT:** ____________________________________________

**PAGE or CODE:** __________________________

**[THIS BLANK TABLE CAN BE COPIED FOR POSSIBLE EXTRA QUESTIONS ON INSTITUTIONAL/LEGAL SET-UP]**

<table>
<thead>
<tr>
<th>Please note the value in the box (value: 5)</th>
<th>VERY POOR</th>
<th>POOR</th>
<th>SATISFACTORY</th>
<th>GOOD</th>
<th>VERY GOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suggested criteria (these should be equally spaced, with about 20% difference between values)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments?</th>
</tr>
</thead>
</table>

*please note the base year’s value here*
SDI Questionnaire, EMPLOYMENT

**please fill in:**

<table>
<thead>
<tr>
<th>DATE:</th>
<th>AREA:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**INFORMANT:**

(Suggestions: entrepreneurs, secondary data)

**PAGE or CODE:**

____________________

[THIS TABLE DEALS WITH EMPLOYMENT POTENTIAL IN ECONOMIC SECTORS. THE MAPPING EXERCISE WILL HAVE IDENTIFIED THE KINDS OF SECTORS IN THE AREA. PLEASE COPY ENOUGH TABLES FOR EACH INDIVIDUAL SECTOR.]

<table>
<thead>
<tr>
<th>How is the employment potential in sector DRAIN NETWORKS (please fill in)</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note the value in the box</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suggested criteria</td>
<td>Less than 20% of total cost spent on jobs.</td>
<td>20-35% of total cost spent on jobs.</td>
<td>35-50% of total cost spent on jobs.</td>
<td>50-65% of total cost spent on jobs.</td>
<td>65-80% of total cost spent on jobs.</td>
</tr>
<tr>
<td>In designing criteria appropriate to the economic sector (see annex 3 on employment potential), please put the highest labour cost % into &quot;VERY GOOD&quot; and then work backwards towards &quot;VERY POOR&quot; with equal % ranges. Comments?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**please note the base year's value here**
SDI Questionnaire, EMPLOYMENT

**please fill in:**

<table>
<thead>
<tr>
<th>DATE: __________________</th>
<th>AREA: ____________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMANT: ____________________________</td>
<td>(Suggestions: entrepreneurs, secondary data)</td>
</tr>
<tr>
<td>PAGE or CODE: ____________________________</td>
<td></td>
</tr>
</tbody>
</table>

**[THIS BLANK TABLE DEALS WITH EMPLOYMENT POTENTIAL IN ECONOMIC SECTORS. THE MAPPING EXERCISE WILL HAVE IDENTIFIED THE KINDS OF SECTORS IN THE AREA. PLEASE COPY ENOUGH TABLES FOR EACH INDIVIDUAL SECTOR.]**

<table>
<thead>
<tr>
<th>How is the employment potential in sector (please fill in)</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Less than ____% of total cost spent on jobs.</td>
<td>____% of total cost spent on jobs.</td>
<td>____% of total cost spent on jobs.</td>
<td>____% of total cost spent on jobs.</td>
<td>____% of total cost spent on jobs.</td>
</tr>
</tbody>
</table>

In designing criteria appropriate to the economic sector (see annex 3 on employment potential), please put the highest labour cost % into "VERY GOOD" and then work backwards towards "VERY POOR" with equal % ranges.

Comments?

**please note the base year's value here**


SDI Questionnaire, EMPLOYMENT

*please fill in:*  
DATE: __________   AREA: ________________________

INFORMANT:  
(Representatives of workers' groups, representatives of women's groups)

PAGE or CODE: ________________________

[THIS FIRST TABLE ON JOB QUALITY FOLLOWS THE TABLE ON EMPLOYMENT POTENTIAL. PLEASE COPY ENOUGH TABLES TO COVER THE NUMBER OF ECONOMIC SECTORS ALREADY IDENTIFIED.]

<table>
<thead>
<tr>
<th>How do you rate your job quality?</th>
<th>VERY POOR</th>
<th>POOR</th>
<th>SATISFACTORY</th>
<th>GOOD</th>
<th>VERY GOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>(value:) 5</td>
<td></td>
<td>4</td>
<td></td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

Suggested criteria

- **VERY POOR**
  - Income is far below national average.
  - No contract/license.
  - Dangerous work environment, employer will not pay in case of accidents.
  - Very low social status.

- **POOR**
  - Income is below national average and payment is not on time.
  - Insecure contract/license situation.
  - Poor safety record, unclear who pays for accidents.
  - Low social status.

- **SATISFACTORY**
  - Income compares to national average and payment is on time.
  - Existence of contract/license.
  - Acceptable safety record.
  - Acceptable social status.

- **GOOD**
  - Income is above national average.
  - Contracts and licenses exist and are negotiable.
  - Good safety record.
  - High social status.

- **VERY GOOD**
  - Income is far above national average.
  - Contracts and licenses are functioning well and are enforceable.
  - Very good safety record.
  - Very high social status.

In designing criteria appropriate to your area, please choose a range that best reflects the local realities. In this example, income, job security, safety and status have been chosen. Local realities in some areas may require different questions to be asked (for instance on equal pay for men and women or whether social security systems are in place).

Comments?

*please note the base year's value here*
**SDI Questionnaire, EMPLOYMENT**

*please fill in:*

**DATE:** _____________  **AREA:** ____________________________

**INFORMANT:**  
(Representatives of workers’ groups, representatives of women’s groups)

**PAGE or CODE:** ____________________________

[THIS SECOND TABLE ON JOB QUALITY ALSO Follows the table on employment potential. The reason for this second table is that it asks an opinion (a subjective question). Please copy enough tables to cover the number of economic sectors already identified.]

<table>
<thead>
<tr>
<th>How do you rate your job quality?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
</table>


**Comments?**

*please note the base year’s value here*
### SDI Questionnaire, EMPLOYMENT

**please fill in:**
- **DATE:**
- **AREA:**

**INFORMANT:**  
(Suggestions: representatives of community-based groups, representatives of women's groups, representatives of men's groups)

**PAGE or CODE:**

---

<table>
<thead>
<tr>
<th><strong>Do you have time for leisure?</strong></th>
<th><strong>VERY POOR</strong></th>
<th><strong>POOR</strong></th>
<th><strong>SATISFACTORY</strong></th>
<th><strong>GOOD</strong></th>
<th><strong>VERY GOOD</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note the value in the box</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>(value): 5</strong></td>
<td><strong>4</strong></td>
<td><strong>3</strong></td>
<td><strong>2</strong></td>
<td><strong>1</strong></td>
</tr>
</tbody>
</table>

**Suggested criteria**  
- **VERY POOR:** No time, because of need to engage in many livelihood activities next to the regular job/family duties.  
- **POOR:** Less than one day a week, because of need to engage in some extra livelihood activities next to the regular job/family duties.  
- **SATISFACTORY:** One day a week.  
- **GOOD:** Two days a week.  
- **VERY GOOD:** Enough time, because working hours, including family duties do not exceed 10 hours a day.

**Comments?**

---

*please note the base year's value here*
SDI Questionnaire, EMPLOYMENT

*please fill in:*

**DATE:**

**AREA:**

**INFORMANT:**
(Suggestions: financial institutions, money-lenders, representatives of community groups)

**PAGE or CODE:**

---

**[THIS TABLE DEALS WITH CREDIT AND SHOULD REFLECT THE KINDS OF CREDIT AVAILABLE TO COMMUNITY ORGANISATIONS, INCLUDING ORGANISATIONS OF HOME-BASED ENTERPRISES, AND SMALL BUSINESSES. THE NUMBER OF TABLES WILL THEREFORE DEPEND ON THE AVAILABLE CREDIT FACILITIES (AGRICULTURAL, COMMERCIAL, SOCIAL FUNDS, INFORMAL LENDERS AND SO ON).]

<table>
<thead>
<tr>
<th>Is it easy to get credit?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Credit is not available in the area. Or: collateral requirements are a very big problem. Or: interest rates/service charges are 40% or more above inflation rates.</td>
<td>Only credit from money lenders is available in the area but collateral requirements are a big problem. Interest rates or service charges are 20% above inflation rates.</td>
<td>Credit is available, but collateral requirements are a problem for the formal lending institutions. Reasonable interest rates/service charges.</td>
<td>Credit is available, and collateral requirements are generally not a problem, including for informal sector enterprises.</td>
<td>Credit is easily available and at competitive rates.</td>
</tr>
</tbody>
</table>

**Comments?**

*please note the base year's value here*
SDI Questionnaire, EMPLOYMENT

please fill in:

DATE: __________________
AREA: ______________________

INFORMANT: ______________________
(Suggestions: (formal) money-lenders, representatives of women’s groups)

PAGE or CODE: __________________

[THIS TABLE DEALS WITH REPAYMENT OF DEBTS. THE NUMBER OF TABLES NEEDED SHOULD REFLECT THE KINDS OF CREDIT (AGRICULTURAL, COMMERCIAL, SOCIAL FUNDS, INFORMAL LENDERS AND SO ON) LENT TO COMMUNITY ORGANISATIONS, INCLUDING ORGANISATIONS OF HOME-BASED ENTERPRISES, AND SMALL BUSINESSES.]

<table>
<thead>
<tr>
<th>How is the repayment of debts?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Repayment is less than 50% and later than 6 months.</td>
<td>Repayment is 50-75% and within 6-3 months.</td>
<td>Repayment is 75-85% and within 3-1 months.</td>
<td>Repayment is 85-95% and within 1 month.</td>
<td>Repayment is 95-100% and on time.</td>
</tr>
</tbody>
</table>

Comments?

please note the base year’s value here
SDI Questionnaire, EMPLOYMENT

**please fill in:**

<table>
<thead>
<tr>
<th>DATE:</th>
<th>AREA:</th>
</tr>
</thead>
</table>

**INFORMANT:**
(Suggestions: representatives of community-based groups, representatives of women's groups, entrepreneurs)

**PAGE or CODE:**

---

**[THIS TABLE IS DIFFERENT FROM THE TABLES ON CREDIT AND DEBT. IT RELATES TO THE VARIOUS ECONOMIC SECTORS IN THE AREA. PLEASE COPY THE SAME NUMBER OF TABLES AS THERE ARE ECONOMIC SECTORS]**

<table>
<thead>
<tr>
<th><strong>How is the ability to save in the sector?</strong></th>
<th><strong>VERY POOR</strong>&lt;br&gt;<strong>(value: 5)</strong></th>
<th><strong>POOR</strong>&lt;br&gt;<strong>4</strong></th>
<th><strong>SATISFACTORY</strong>&lt;br&gt;<strong>3</strong></th>
<th><strong>GOOD</strong>&lt;br&gt;<strong>2</strong></th>
<th><strong>VERY GOOD</strong>&lt;br&gt;<strong>1</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Not able to save.</td>
<td>Not enough savings to cope with risks (like illness, funerals). Need to obtain credit in order to cope.</td>
<td>Ability to cope with risks.</td>
<td>Ability to cope with risks and save enough to reduce risks.</td>
<td>Ability to cope with risks, save enough to reduce risks and also to prevent risks (like through micro-insurance).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments?</th>
</tr>
</thead>
</table>

---

**please note the base year’s value here**

---

**please fill in:**
**SDI Questionnaire, EMPLOYMENT**

*please fill in:*

<table>
<thead>
<tr>
<th>DATE:</th>
<th>AREA:</th>
</tr>
</thead>
</table>

**INFORMANT:**

(Suggestions: representatives of community-based groups, representatives of women’s groups, entrepreneurs)

**PAGE or CODE:**

---

[THIS TABLE ALSO LOOKS AT SAVINGS, BUT MORE IN PARTICULAR ON WHAT FACILITIES EXIST FOR SAVING. IT ALSO RELATES TO THE VARIOUS ECONOMIC SECTORS IN THE AREA. PLEASE COPY THE SAME NUMBER OF TABLES AS THERE ARE ECONOMIC SECTORS]

<table>
<thead>
<tr>
<th>What are the saving facilities in</th>
<th>VERY POOR</th>
<th>POOR</th>
<th>SATISFACTORY</th>
<th>GOOD</th>
<th>VERY GOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>(please fill in the sector)</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

Please note the value in the box.

<table>
<thead>
<tr>
<th>Suggested criteria</th>
<th>No facilities. No savings, including in kind, are possible.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Facilities are formally and informally not available.</td>
</tr>
<tr>
<td></td>
<td>Savings are in kind and at home.</td>
</tr>
<tr>
<td></td>
<td>Facilities are formally not available, however, informal</td>
</tr>
<tr>
<td></td>
<td>facilities (such as rotating savings &amp; credit associations)</td>
</tr>
<tr>
<td></td>
<td>exist.</td>
</tr>
<tr>
<td></td>
<td>Facilities are secure, but accessibility is a problem.</td>
</tr>
<tr>
<td></td>
<td>Facilities are both accessible (financially and geographically) and secure, including for the informal sector.</td>
</tr>
</tbody>
</table>

**Comments?**

---

*please note the base year's value here*
SDI Questionnaire, EMPLOYMENT

please fill in: DATE: ______________________ AREA: ________________________________

INFORMANT:
(Suggestions: secondary data, health officials, relevant government officials)

PAGE or CODE: ______________________________________

[THIS TABLE RATES THE EFFECT OF HIV/AIDS ON EMPLOYMENT. FOR EVERY COUNTRY THE VALUES AND GROWTH RATES WILL BE DIFFERENT. FOR ALL COUNTRIES THE UNDP HUMAN DEVELOPMENT REPORT % FIGURE FOR PEOPLE BETWEEN 15-49 YEARS OLD WILL BE RATED AS “POOR”. THE % OF NATIONAL GROWTH SINCE THE PREVIOUS YEAR WILL DETERMINE THE OTHER RATINGS.]

<table>
<thead>
<tr>
<th>What is the effect of HIV/AIDS on employment?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>(please add % of national growth to UNDP figure)</td>
<td>(please write UNDP figure here)</td>
<td>(please subtract % of national growth from UNDP figure)</td>
<td>(please subtract % of national growth from figure under “SATISFACTORY”)</td>
<td>(please subtract % of national growth from figure under “GOOD”)</td>
</tr>
</tbody>
</table>

Comments?

please note the base year’s value here

HIV/AIDS
SDI Questionnaire, EMPLOYMENT

**Please fill in:**

DATE: ____________________ AREA: ________________________________

INFORMANT: ________________________________
(Suggestions: secondary data, health officials, relevant government officials)

PAGE or CODE: ________________________________

[THIS TABLE RATES THE EFFECT OF MALARIA ON EMPLOYMENT. FOR EVERY COUNTRY THE VALUES AND GROWTH RATES WILL BE DIFFERENT. NATIONALLY AVAILABLE % FIGURES (there is no UNDP figure) FOR PEOPLE BETWEEN 15-49 YEARS OLD WILL BE RATED AS "POOR". THE % OF NATIONAL GROWTH SINCE THE PREVIOUS YEAR WILL DETERMINE THE OTHER RATINGS.]

<table>
<thead>
<tr>
<th><strong>What is the effect of malaria on employment?</strong></th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note the value in the box</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Suggested criteria:

- (please add % of national growth to figure under "POOR")
- (please write National figure here)
- (please subtract % of national growth from figure under "POOR")
- (please subtract % of national growth from figure under "SATISFACTORY")
- (please subtract % of national growth from figure under "GOOD")

Comments: ________________________________

*please note the base year's value here*
SDI Questionnaire, EMPLOYMENT

please fill in:  DATE: __________________     AREA: ____________________________

INFORMANT: ________________________________________________________________
(Suggestions: employment offices, statistics offices)

PAGE or CODE: ____________________________

[THIS TABLE LOOKS AT UNEMPLOYMENT AS A % OF EMPLOYED PEOPLE IN THE DIFFERENT ECONOMIC SECTORS. PLEASE COPY THE SAME NUMBER OF TABLES AS THERE ARE ECONOMIC SECTORS]

<table>
<thead>
<tr>
<th>How is the unemployment situation in sector?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(these should be equally spaced, with about 20% difference between values)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Criteria are often determined on a cultural basis. What is an acceptable number of people dependant upon one income earner?
Comments?

please note the base year's value here
**SDI Questionnaire, EMPLOYMENT**

*please fill in:*

- DATE: 
- AREA: 
- INFORMANT: 
- PAGE or CODE: 

[THIS BLANK TABLE CAN BE COPIED FOR POSSIBLE EXTRA QUESTIONS ON EMPLOYMENT]

<table>
<thead>
<tr>
<th>(please write question)</th>
<th>VERY POOR (value: 5)</th>
<th>POOR 4</th>
<th>SATISFACTORY 3</th>
<th>GOOD 2</th>
<th>VERY GOOD 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note the value in the box</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

Suggested criteria
(These should be equally spaced, with about 20% difference between values)

Comments?

*please note the base year's value here* □
SDI Questionnaire, SOCIAL CAPITAL

Please fill in: DATE: __________________ AREA: ____________________________

INFORMANT: ____________________________
(Suggestions: health officials, representatives of women's groups)

PAGE or CODE: ____________________________

<table>
<thead>
<tr>
<th>How is the health situation in your area?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Unknown number have common vaccinations. % of handicaps is far above average. Few trained health staff and no doctors (or doctors don't come). Price of facilities is too high for most people. Average access time is above 120 minutes.</td>
<td>Less than 50% have common vaccinations. Average % of handicaps. Some trained health staff and few doctors. Price of facilities precludes satisfaction of some basic needs. Average access time 90-120 minutes.</td>
<td>50-70% have common vaccinations. Average % of handicaps. Trained health staff and some doctors. Affordable facilities (price does not preclude satisfaction of other basic needs). Average access time 60-90 minutes.</td>
<td>70-90% have common vaccinations. Average % of handicaps, some specialised help/products. Trained health staff and some doctors. Affordable facilities. Average access time 30-60 minutes.</td>
<td>Above 90% have common vaccinations. Average % of handicaps, organised help. Trained health staff and enough doctors, surgeons. Affordable facilities. Average access time below 30 minutes.</td>
</tr>
</tbody>
</table>

Criteria are often determined on a cultural basis (for instance, the inability to bear children can be considered a handicap). In choosing criteria it is therefore important to take 5 issues relevant to the local area.

Comments?

Please note the base year's value here
SDI Questionnaire, SOCIAL CAPITAL

**please fill in:**

DATE: ___________________  AREA: ________________________________

INFORMANT: ____________________________________________
(Suggestions: secondary data, government officials)

PAGE or CODE: __________________________________________

[THIS TABLE IS THE FIRST TABLE FOR ADULT LITERACY. THERE ARE TWO TABLES GIVEN THE GREAT DIFFERENCE BETWEEN MEN AND WOMEN. THE UNDP HUMAN DEVELOPMENT REPORT (YEAR 2000) FIGURES ("GENDER AND EDUCATION") SHOWING FEMALE LITERACY RATES AS % OF MALE RATES IS CONSIDERED "POOR". THE OTHER VALUES ARE CALCULATED FROM THERE. IN COUNTRIES WITH HIGH LITERACY LEVELS, IT IS POSSIBLE TO LOOK AT EDUCATION LEVELS, INSTEAD]

<table>
<thead>
<tr>
<th>What is the adult female literacy level as a % of male rates?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note the value in the box</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suggested criteria (please calculate equal % ranges between &quot;POOR&quot; and &quot;VERY GOOD&quot;)</td>
<td>(please enter UNDP figure here)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Comments? | |

*please note the base year's value here*
SDI Questionnaire, SOCIAL CAPITAL
please fill in: DATE: _______________ AREA: ____________________________

INFORMANT: ____________________________________________________________
(Suggestions: secondary data, government officials)
PAGE or CODE: ____________________________

[THIS IS THE SECOND TABLE ON ADULT LITERACY. THIS TABLE LOOKS AT THE OVERALL ADULT LITERACY LEVEL. THE UNDP HUMAN DEVELOPMENT REPORT (YEAR 2000) FIGURES ("EDUCATION PROFILE") ARE CONSIDERED "POOR". THE OTHER VALUES ARE CALCULATED FROM THERE.]

<table>
<thead>
<tr>
<th>What is the level of adult literacy?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (4)</th>
<th>SATISFACTORY (3)</th>
<th>GOOD (2)</th>
<th>VERY GOOD (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria (please calculate equal % ranges between &quot;POOR&quot; and &quot;VERY GOOD&quot;)</td>
<td></td>
<td></td>
<td>(please enter UNDP figure here)</td>
<td></td>
<td>Literacy is above 90%</td>
</tr>
</tbody>
</table>

Comments?

please note the base year's value here ❌
SDI Questionnaire, SOCIAL CAPITAL

please fill in:  DATE: ___________________  AREA: _______________________

INFORMANT: ____________________________
(Suggestions: secondary data, headmasters, government officials)

PAGE or CODE: _______________________

[THIS TABLE IS THE FIRST TABLE FOR PRIMARY SCHOOL ENROLLMENT. THERE ARE TWO TABLES GIVEN THE GREAT DIFFERENCE IN ENROLLMENT BETWEEN BOYS AND GIRLS. THE UNDP HUMAN DEVELOPMENT REPORT (YEAR 2000) FIGURES ("GENDER AND EDUCATION") SHOWING GIRL ENROLLMENT RATES AS % OF BOY RATIO IS CONSIDERED "POOR". THE OTHER VALUES ARE CALCULATED FROM THERE.]

<table>
<thead>
<tr>
<th>What is the primary school enrollment rates for girls as a % of boy rates?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note the value in the box</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Suggested criteria (please calculate equal % ranges between "POOR" and "VERY GOOD")

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(please enter UNDP figure here)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments?

please note the base year's value here □□□
SDI Questionnaire, SOCIAL CAPITAL

Please fill in:

Date: ______________ Area: ________________________________

Informant: ____________________________________________
(Suggestions: secondary data, headmasters, government officials)
Page or Code: ________________________________

This is the second table on primary school enrollment. This table looks at the overall % of primary school enrollment. The UNDP Human Development Report (Year 2000) figures ("Education Profile") are considered "poor". The other values are calculated from there.

<table>
<thead>
<tr>
<th>What is the primary school enrollment rates for girls and boys together?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very Poor (value: 5)</td>
</tr>
</tbody>
</table>

Enrollment rates girls and boys

Suggested criteria (please calculate equal % ranges between "poor" and "very good")

(please enter UNDP figure here)

Enrollment is above 90%

Comments?

Please note the base year's value here
SDI Questionnaire, SOCIAL CAPITAL

**please fill in:**

DATE: ___________________ AREA: ________________________

INFORMANT:

(Suggestions: union or cooperative leaders, representatives of community-based groups)

PAGE or CODE: ______________________

[THIS TABLE RELATES TO KNOWLEDGE ON EMPLOYMENT BENEFITS. PLEASE COPY THE SAME NUMBER OF TABLES AS THERE ARE ECONOMIC SECTORS]

<table>
<thead>
<tr>
<th>What is the level of knowledge on employment benefits in:</th>
<th>VERY POOR (value: 5)</th>
<th>POOR 4</th>
<th>SATISFACTORY 3</th>
<th>GOOD 2</th>
<th>VERY GOOD 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Below 20% of workers/self-employed aware of: minimum wage level, existence of insurance schemes, existence of pension schemes.</td>
<td>20-40% of workers/self-employed aware of: minimum wage level, existence of insurance schemes, existence of pension schemes.</td>
<td>40-60% of workers/self-employed aware of: minimum wage level, existence of insurance schemes, existence of pension schemes.</td>
<td>60-80% of workers/self-employed aware of: minimum wage level, existence of insurance schemes, existence of pension schemes.</td>
<td>80-100% of workers/self-employed aware of: minimum wage level, existence of insurance schemes, existence of pension schemes.</td>
</tr>
</tbody>
</table>

Comments?

*please note the base year's value here*
SDI Questionnaire, SOCIAL CAPITAL

**please fill in:**

<table>
<thead>
<tr>
<th>What is the level of business development services in:</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge on business development services in:</th>
</tr>
</thead>
<tbody>
<tr>
<td>please fill in</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suggested criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>No availability of services.</td>
</tr>
<tr>
<td>Limited availability of services for training and assistance, but not focussed on micro and small or medium sized enterprises.</td>
</tr>
<tr>
<td>Some availability of services for training and assistance, for micro and small &amp; medium sized enterprises (such as business plans, financial management).</td>
</tr>
<tr>
<td>Wide range of services are available for training, assistance on both financial and non-financial matters.</td>
</tr>
<tr>
<td>Efficient services are available for training, assistance (such as marketing and attraction of capital or investments) and technical innovation on both financial and non-financial matters.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Comments?</th>
</tr>
</thead>
</table>

please note the base year's value here
SDI Questionnaire, SOCIAL CAPITAL

*please fill in:* DATE: __________________ AREA: ________________________________

INFORMANT:
(Suggestions: UN agencies, secondary data, headmasters, department heads)

PAGE or CODE: __________________________

[THE KEY-INFORMANTS NEED TO COME FROM GROUPS/SECTORS THAT ARE GENERALLY CONSIDERED TO BE HIGH RISK GROUPS BY UN-AIDS, UNFPA, UNICEF OR WHO. THIS FIRST TABLE COVERS SCHOOL CHILDREN.]

<table>
<thead>
<tr>
<th>How is the knowledge on major epidemics (HIV/AIDS, malaria) in schools?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Schools do not provide information on transmission and prevention.</td>
<td>50-60% of schools rarely provide information on transmission and prevention.</td>
<td>60-70% of schools provide some information on transmission and prevention.</td>
<td>70-80% of schools provide monthly information on transmission and prevention.</td>
<td>90-100% of schools provide extensive information on transmission and prevention twice a month.</td>
</tr>
</tbody>
</table>

Comments?

*please note the base year's value here*
**SDI Questionnaire, SOCIAL CAPITAL**

*Please fill in:*

**DATE:**

**AREA:**

**INFORMANT:**

(Suggestions: Union/cooperative leaders, representatives of community-based groups)

**PAGE or CODE:**

<table>
<thead>
<tr>
<th>What are the options for conducting awareness campaigns?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Very low ownership/access to information sources (radio/newspaper/TV/centres/theatre/phone/computer)</td>
<td>Low ownership/access to information sources (radio/newspaper/TV/centres/theatre/phone/computer)</td>
<td>Acceptable level of ownership/access to information sources (radio/newspaper/TV/centres/theatre/phone/computer)</td>
<td>High ownership/access to information sources (radio/newspaper/TV/centres/theatre/phone/computer)</td>
<td>Very high ownership/access to information sources (radio/newspaper/TV/centres/theatre/phone/computer)</td>
</tr>
</tbody>
</table>

**Comments (Please note the three most common information sources)?**

*please note the base year's value here*
SDI Questionnaire, SOCIAL CAPITAL

**please fill in:**

DATE:______________ AREA:________________________

INFORMANT: _______________________________________

(Suggestions: health officers, government officials)

PAGE or CODE: __________________________

[THIS TABLE DEALS WITH TRANSPORT FATALITIES. IT IS IMPORTANT TO DISTINGUISH BETWEEN PEDESTRIANS AND PASSENGERS. PLEASE MAKE A CLEAR CHOICE OR MAKE A SEPARATE TABLE FOR EACH.]

<table>
<thead>
<tr>
<th>How do transport fatalities relate to other causes of death?</th>
<th>VERY POOR (value: 5)</th>
<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please note the value in the box</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suggested criteria (please note the transport fatalities as a % of causes of death)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*The ranking will have to be determined on an area to area basis. In general, a high % of transport fatalities is "POOR" and a low % is "GOOD".*

Comments (please note the three most common types of accidents):

*please note the base year's value here*
SDI Questionnaire, SOCIAL CAPITAL

*please fill in:*

<table>
<thead>
<tr>
<th>DATE:</th>
<th>AREA:</th>
</tr>
</thead>
</table>

INFORMANT:
(Suggestions: housing authorities, local leaders)

PAGE or CODE:

```
How are the housing conditions?

<table>
<thead>
<tr>
<th></th>
<th>VERY POOR (value:) 5</th>
<th>POOR 4</th>
<th>Satisfactory 3</th>
<th>GOOD 2</th>
<th>VERY GOOD 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Housing density allows for building adequate sanitation infrastructure for less than 20% of households. Housing structure can remain stable for less than 2 years with normal maintenance.</td>
<td>Housing density allows for building adequate sanitation infrastructure for 20-40% of households. Housing structure can remain stable for 2-5 years with normal maintenance.</td>
<td>Housing density allows for building adequate sanitation infrastructure for 40-60% of households. Housing structure can remain stable for 5-10 years with normal maintenance.</td>
<td>Housing density allows for building adequate sanitation infrastructure for 60-80% of households. Housing structure can remain stable for 10-20 years with normal maintenance.</td>
<td>Housing density allows for building adequate sanitation infrastructure for 80-100% of households. Housing structure can remain stable for more than 20 years with normal maintenance.</td>
</tr>
</tbody>
</table>
```

The criteria for housing structure have been adapted from Habitat. It is not appropriate for nomadic people or areas where there is an abundance of free and local building material.

Comments?

*please note the base year's value here*
**SDI Questionnaire, SOCIAL CAPITAL**

**Please fill in:**

<table>
<thead>
<tr>
<th>DATE:</th>
<th>AREA:</th>
</tr>
</thead>
</table>

**INFORMANT:**

(Suggestion: relevant government official)

**PAGE or CODE:**

<table>
<thead>
<tr>
<th><strong>What is the condition of housing tenure?</strong></th>
<th><strong>VERY POOR</strong> (value: 5)</th>
<th><strong>POOR</strong> (value: 4)</th>
<th><strong>SATISFACTORY</strong> (value: 3)</th>
<th><strong>GOOD</strong> (value: 2)</th>
<th><strong>VERY GOOD</strong> (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**Suggested criteria**

- Less than 20% of housing is in compliance with current regulations.
- 20-40% of housing is in compliance with current regulations.
- 40-60% of housing is in compliance with current regulations.
- 60-80% of housing is in compliance with current regulations.
- 80-100% of housing is in compliance with current regulations.

This criterion has been adapted from Habitat.

**Comments?**

**Please note the base year's value here**
SDI Questionnaire, SOCIAL CAPITAL

**Please fill in:**

<table>
<thead>
<tr>
<th>DATE:________________</th>
<th>AREA:__________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFORMANT:__________________________</td>
<td></td>
</tr>
<tr>
<td>PAGE or CODE:____________</td>
<td></td>
</tr>
</tbody>
</table>

[THIS TABLE IS ON ORGANISATIONAL CAPACITY IN ECONOMIC SECTORS. PLEASE COPY ENOUGH TABLES TO COVER THE NUMBER OF ECONOMIC SECTORS ALREADY IDENTIFIED]

<table>
<thead>
<tr>
<th>How is the organisational capacity?</th>
<th>VERY POOR (value:) 5</th>
<th>POOR 4</th>
<th>SATISFACTORY 3</th>
<th>GOOD 2</th>
<th>VERY GOOD 1</th>
<th>organisational capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suggested criteria</td>
<td>Groups not recognised by law. No influence on economic priorities. Leaders are not elected. Leaders eligible for more than two terms.</td>
<td>Groups not recognised by law. Little influence on economic priorities. Unclear how leaders are elected. Unclear for how long leaders can hold office.</td>
<td>Groups recognised by law. Some influence on economic priorities.</td>
<td>Groups recognised by law. Strong influence on economic priorities. Leaders are elected. Leaders not eligible for more than two terms.</td>
<td>Groups recognised by law. Strong influence on economic priorities, resulting in formal agreements. Leaders are formally elected. Leaders not eligible for more than two terms.</td>
<td></td>
</tr>
</tbody>
</table>

Comments?

*Please note the base year's value here*
SDI Questionnaire, SOCIAL CAPITAL

**please fill in:**

---

**DATE:** ____________  **AREA:** __________________________

**INFORMANT:** __________________________

**PAGE or CODE:** __________________________

[THIS BLANK TABLE CAN BE COPIED FOR POSSIBLE EXTRA QUESTIONS ON SOCIAL CAPITAL]

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<th>POOR (value: 4)</th>
<th>SATISFACTORY (value: 3)</th>
<th>GOOD (value: 2)</th>
<th>VERY GOOD (value: 1)</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

**Suggested criteria**
(These should be equally spaced, with about 20% difference between values)

<table>
<thead>
<tr>
<th>Comments?</th>
</tr>
</thead>
</table>

**please note the base year’s value here**
Annex 2 Permissiveness and prohibition to land uses

The basic idea is that any area is the result of historical, physical and biological processes. These are dynamic in their nature and they constitute different social values. Consequently, each area has an intrinsic suitability for certain land uses and certain areas will lend themselves to multiple coexisting land uses.

Surface water.
Only land uses that are inseparable from waterfront locations should occupy them and even these should be restricted to those which will not diminish the present or prospective value of surface water for supply, recreation or amenity. Land uses consonant with this principle would include port and harbour facilities, marinas, water and sewage treatment plants, water-related and, in certain cases, water-using industries. Land uses that would not damage these water resources are forestry, recreation, institutional and residential open space.

Marshes.
Marshes are flood and water storage areas and the homes of wildfowl and fish spawning and breeding grounds. Land use policy for marshes should reflect the important roles of marshes. Therefore it should not diminish the operation of these primary roles and land uses compatible would include recreation, certain types of agriculture and isolated urban development.

Flood plains.
The 50 year, or 2%, probability flood plain is accepted as that area from which all development should be excluded. It should be limited to functions which are unharmed by flooding or for uses that inseparable from flood plains. In this first category fall agriculture, forestry, recreation, institutional open space and open space for housing. The category of land uses inseparable from flood plains would include port and harbours, marinas, water-related industry and -under certain circumstances- water-using industries.

Aquifers.
An aquifer is a water-bearing stratum of rock, gravel or sand, a definition so general as to encompass enormous areas of land. Development that includes the disposal of toxic wastes, biological discharges or sewage should be prohibited. Land use prescription of this type is more difficult than for any other category as these vary with respect to yield and quality. It is clear though that agriculture, forestry, recreation and low-density development pose no danger to this resource, while industry and urbanisation in general do. It is recommended that all prospective land uses should be examined against the degree to which they imperil the aquifer; those which do should be prohibited.

Aquifer recharge areas
These areas are the points of interchange between surface water and aquifers and in either system they are likely to be critical interchanges. The point of interchange is also a location where normally polluted rivers may contaminate the relatively clean -and in many cases, pure- water resources in aquifers. These points of interchange are then critical for the management and protection of groundwater resources. By the careful separation of polluted rivers from the aquifer and by the
impoundment of clean streams that transect it, the aquifer can be managed and recharged. By regulating land uses on these permeable surfaces that contribute to aquifer recharge, normal percolation will be allowed to continue.

Steep slopes.
Crucial to the problems of flood control and erosion are the management of steep lands and the ridges which they constitute. It is recommended that slopes in excess of 12° are not cultivated and for reasons of erosion, these lands are considered unsuitable for development. The role of erosion control and diminution of the velocity of runoff is the principal problem here. Therefore land uses compatible with this role would mainly be forestry and recreation, with low-density housing (not higher than one house per three acres, where wooded) permitted on occasion.

Forest/Woodlands
Where present it improves microclimate and it exercises a major balancing effect upon the water regimen, diminishing erosion sedimentation, floods and drought. The scenic role of woodlands is obvious as well as their provision of a habitat for game. In addition, the forest is a low-maintenance, self perpetuating landscape Their recreational potential is considered among the highest of all categories. Land uses compatible with this role would mainly be forestry and recreation, with low-density housing (not higher than one house per acre) permitted on occasion.

Flat lands.
It is noted that ‘the flat lands, so often selected for urbanisation, is often just as suitable for agriculture; this category will have to be looked at more carefully. So prime agricultural land will be identified as intolerant to urbanisation and constituting a high social value; all other flat land will be assumed to have a low value in the natural-process scale and a high value for urban suitability’.

Prime agricultural lands.
Prime agricultural soils represent the highest level of agricultural productivity. They are seen as uniquely suitable for intensive cultivation with no conservation hazards. It is extremely difficult to defend agricultural lands when their cash value can be multiplied tenfold by employment for relatively cheap housing. However mere market values of farmlands do not reflect the long-term value of the irreplaceable nature of these living soils. When excellent soils lost to agriculture for building ultimately they can only be replaced by bringing inferior soils into production, which requires capital investment (‘land that is not considered crop-land today will become crop-land tomorrow, but at the price of much investment’). An complete protection of all farmland will be difficult to defend; but protection of the best soils in a metropolitan area would appear not only defensible, but clearly desirable. Recommended land uses for prime agricultural lands are agriculture, forestry, recreation, open space for institution and housing at one house per 25 acres.

## Annex 3  Employment Potential

<table>
<thead>
<tr>
<th>Nature of works</th>
<th>Unskilled labour as % of total cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Important! The figures depend greatly upon cost of imported material: if this is high, then there is less funds for labour</td>
</tr>
<tr>
<td>Irrigation - Water Supply</td>
<td></td>
</tr>
<tr>
<td>Irrigation canals</td>
<td>60-80</td>
</tr>
<tr>
<td>Canal structures in masonry</td>
<td>40-60</td>
</tr>
<tr>
<td>Canal structures in reinforced concrete</td>
<td>20-40</td>
</tr>
<tr>
<td>Flood-control embankments</td>
<td>40-60</td>
</tr>
<tr>
<td>Collector drain networks</td>
<td>60-80</td>
</tr>
<tr>
<td>Irrigated rice field</td>
<td>60-80</td>
</tr>
<tr>
<td>Furrow irrigation</td>
<td>60-80</td>
</tr>
<tr>
<td>Small hillside dams</td>
<td>50-70</td>
</tr>
<tr>
<td>Masonry wells</td>
<td>40-60</td>
</tr>
<tr>
<td>Sunken wells</td>
<td>30-40</td>
</tr>
<tr>
<td>Water collecting</td>
<td>50-70</td>
</tr>
<tr>
<td>Watering troughs</td>
<td>30-50</td>
</tr>
<tr>
<td>Small canal networks in reinforced concrete</td>
<td>20-40</td>
</tr>
<tr>
<td>Water supply</td>
<td>30-50</td>
</tr>
<tr>
<td>Nature of works</td>
<td>Unskilled labour as % of total cost</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td>(Important! The figures depend greatly upon cost of imported material: if this is high, then there is less funds for labour)</td>
<td></td>
</tr>
<tr>
<td><strong>Agricultural Infrastructures</strong></td>
<td></td>
</tr>
<tr>
<td>Reforestation for production</td>
<td>60-80</td>
</tr>
<tr>
<td>Nurseries</td>
<td>50-70</td>
</tr>
<tr>
<td>Individual silos (3/5 m3)</td>
<td>60-80</td>
</tr>
<tr>
<td>Cooperative silos (10/200 m3)</td>
<td>30-40</td>
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<tr>
<td>Agricultural sheds</td>
<td>30-40</td>
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<tr>
<td>Sheltering stock</td>
<td>30-50</td>
</tr>
<tr>
<td>Fencing</td>
<td>60-80</td>
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<tr>
<td>Compost tanks</td>
<td>50-70</td>
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<tr>
<td>Anti-scabies baths</td>
<td>40-60</td>
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<tr>
<td>Clearing</td>
<td>80-100</td>
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<tr>
<td>Development of ponds and lowlands</td>
<td>60-80</td>
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<tr>
<td>Nature of works</td>
<td>Unskilled labour as % of total cost</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
<td>------------------------------------</td>
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<tr>
<td><strong>Roads</strong></td>
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</tr>
<tr>
<td>Seasonal track</td>
<td>50-70</td>
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<tr>
<td>Improved track</td>
<td>40-60</td>
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<tr>
<td>Earthen roads</td>
<td>30-50</td>
</tr>
<tr>
<td>Asphalt roads</td>
<td>20-40</td>
</tr>
<tr>
<td>Hauling materials less than 300m</td>
<td>70-90</td>
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<td>Hauling materials more than 300m</td>
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<tr>
<td>Stone extraction and crushing</td>
<td>0-50 (depends greatly on hardness of stone)</td>
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<tr>
<td>Maintenance of earthen roads</td>
<td>60-80</td>
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<tr>
<td>Maintenance (patching)</td>
<td>50-70</td>
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<tr>
<td>Drainage structures</td>
<td>40-60</td>
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<tr>
<td>Reinforced concrete bridges</td>
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<td>Masonry bridges</td>
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<tr>
<td>Submersible stone-pitching</td>
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<tr>
<td>Pitched foundation (in metalling)</td>
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<tr>
<td>Laterite re-metalling</td>
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