

1. Mobilization forms

Form 3.1: Minutes of ranking and selection meeting (**MIS scanned pdf**)

Form 3.2: MCA Selection Form (**MIS scanned pdf**)

Form 3.3: Tripartite Agreement

Form 3.4: Household Survey Form (**MIS**)

Form 3.5: Community Eligible Voter List (**MIS**)

Form 3.6: Ballot Paper Format

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Form 3.10: Qishloq Development Plan (**MIS and scanned pdf**)

Form 3.11: Number of beneficiaries who participated in planning and decision-making processes.

Form 3.12: MDU Monitoring team Reporting

Form 3.13: MDU Monitoring team Reporting

Form 3.14: MDU Monitoring team Reporting

Form 3.15: Status of Infrastructure

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Form 3.18: MDU Self-Assessment Form

3. Mobilization forms

Form 3.1

Minutes of the Villages ranking and selection meeting

Date _____

Time: _____

Region _____ District _____ Place of meeting: _____

Meeting name	Villages (MCA) ranking and selection	
Meeting called by	DPC	
Meeting Facilitator's name	DPC appointed Secretary or other responsible for meeting	
Chairperson of meeting	Chair of DPC	
Secretary of meeting	Responsible person appointed by DPC	
Attendees	Khokimiyat, local communal and public services organizations, PVP facilitators, MCA representatives	
Invited observers	PVP - PIU Representatives	
Meeting objectives:		
##	Objectives	Present by
1	Overview villages' basic data analysis	Chairman
2	Selection and ranking	Head of Responsible group
3	Finalize selection results and confirm	Head of Responsible group
4	Approval	DPC

Number of participants: DPC _____ Local communal and public services organizations _____ Observers _____		
Discussion summary:	Presenter name _____	
Conclusions:		
Items of action	Responsible person	Deadline
Provide copies of Minutes of ranking and selection meeting to interested parties	DPC, Khokimiyat departments	2 days
Organize explanatory work on the results of selection among MCAs	DPC, MCA Chairman's	5 days
Finalize selection results with approvals and signing by participated responsible parties and submit officially to PIU of the WB/MoED PVP	DPC	2 days
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> Approved by DPC Chairman: Signed by: First Deputy of Khokim District Prosecutor's office Department of internal affairs State tax administration District Financial department Center for Employment Promotion </div> <div style="width: 55%;"> _____ _____ _____ _____ _____ _____ </div> </div>		

Commercial banks	_____
Department of land resources and state cadaster	_____
Department of public health care	_____
Department of public education	_____
Department of preschool education	_____
Department of Housing and communal services	_____
District Department of the mandatory Executive Office	

under the Prosecutor General's Office of the Republic of Uzbekistan	

Council on coordination of activities of self-governing bodies of citizens	

District Council of the Union of youth of Uzbekistan	_____
District gas enterprise (Gas supply department)	_____
District Suvokova enterprise (Water department)	_____
District Electric Network enterprise	_____

¹Stamp of District Khokimiyat

Form 3.2
Village (MCA) Selection Form

We kindly present for your review and approval the final results of the ranking and selection of the Makhalla Citizens Assembly located in the _____ district of the _____ region for participation in the PVP project in the 2020-2025y.y., which held by the District Project Committee with the participation of stakeholders and PIU representatives (Minutes of selection process from _____ 2020 year, attached):

Score system

1. Remoteness (distance from district center)	Score
Greater than 20 km	5
15-20	4
10-15	3
5-10	2
<5	1
2. Access to drinking water	Score
0-20% of households with uninterrupted access	5
20-40% of households with uninterrupted access	4
40-60% of households with uninterrupted access	3

60-80% of households with uninterrupted access	2
80-100% of households with uninterrupted access	1

**Final list of the selected Mahalla Citizens Assembly
for participating to the “Prosperous Villages Project” of MoED**

#	Name of the selected MCA	Total Population	Remoteness (distance from district center) (score)	Access to clean drinking water (score)	Prone to natural hazards (applicable only in case of equal scores collected under 2 main criteria)	Total Score	Year of PVP implementation

Approved by DPC Chairman: _____

Agreed and signed by:

First Deputy of Khokim _____

District Financial department _____

Form 3.3
Tripartite Agreement

Region: _____

District: _____

FP (Namangan, Ferghana, and Andijan) _____

PVP-PIU QFs (Jizzakh and Syrdarya) _____

This Agreement has been made and entered on _____ (dd/mm/yyyy) between:

(i) the Prosperous Villages Project (PVP);

(ii) The MCA named _____ with ID _____ located in the district and Region
mentioned above, and;

(iii) The Facilitating Partner (Namangan, Ferghana, and Andijan)

Note: For Jizzakh and Syrdarya districts, this agreement will be signed between the PIU staff and the MDU only.
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All partners to this agreement agree:

1. To adhere to the PVP Operational Manual (POM) valid at the time of signing this agreement, for all aspects of implementing the PVP;
2. To handle the roles and responsibilities assigned to each of the three parties to this agreement efficiently and effectively;
3. The subprojects to be financed by PVP will be identified in the Qishloq Development Planning process.

4. That the PVP can stop and/or suspend the works if it becomes evident that the MCA and/or MDU are not performing their works satisfactory as per the terms of this agreement and the relevant (POM). If there are serious problems such as failure to report on monitoring progress, lack of community support, lack of women's participation, failure to meet environmental or/and social concerns, the PVP may recommend that the agreement be cancelled;
5. That if during implementation of the PVP works, any dispute arises between any or all of the parties to this agreement, relating to any aspects of this agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation. If the dispute is not settled through such consultation, the matter shall be referred to the Ministry of Economic Development and Poverty Reduction for a final decision; and
6. That this agreement shall be governed by the Uzbekistan legislation.

Signatures in witness to this agreement:

PIU Representative: _____ (Representing Party i above)

MCA Chairperson: _____ (Representing Party ii above)

FP Program Manager/PVP QF: _____ (Representing Party iii above)

(PVP - PIU Stamp)

Date form submitted to PIU (dd/mm/yyyy): _____

Date form data entered into the database at PIU (dd/mm/yyyy): _____

Form 3.3 (b)
Neighborhood Leaders Form

Region: _____
MCA ID: _____

District name: _____
MCA name: _____

No	Neighborhood name	Full name of the participant	Gender M/F	Signature

Total number of Leaders by Neighborhood

№	Neighborhood name	# of households	# of participants	
			male	female

Filled by:

NameSignatureDate

Verified by:

NameSignatureDate

Form 3.4 Household Survey Form

Region: _____
MCA ID: _____

District name: _____
MCA name: _____

1. Household details

№	Neighborhood Name	# of households	Kindergarten-age children		School-age children		Number of persons over 18 who study(ed) in college/university				Number of pensioners		Number of disabled persons		Mou
			attend	Not attend	attend	Not attend	college		university		male	female	male	female	
							male	female	male	female					

Form 3.5
Community Eligible Voter List

<u>#</u>	<u>Name of eligible voter</u>	<u>M/F</u>	<u>Age</u>	<u>Street/Neighborhood</u>	<u>Signature</u>

Form 3.6
Ballot Paper Format

<u>Govt logo</u>	<u>PIU logo</u>
<u>PVP</u>	
<u>Ballot Paper for MDU Elections</u>	
<u>Region:</u>	<u>District:</u>
<u>MCA Name:</u>	
<u>MCA ID:</u>	
<u>Date of election:</u> (dd/mm/yyyy)	
<u>Election unit:</u>	
<u>Election venue:</u>	
<u>Vote for:</u>	<u>(Male/</u>
<u>Female)</u>	

Form 3.7
MDU Election Form

Region: _____

District: _____

MCA ID: _____

MCA Name: _____

Neighborhood type elections conducted on _____ (dd/mm/yy)

Results of elections (organized in streets/ neighborhoods):

#	Neighborhoodname	# of eligible male voters	# of eligible female voters	Actual # of male voters	% of male voters	Actual # of female voters	% of female voters	Actual % of eligible voters that voted (M+F)	Male candidate elected name	# of votes received by male candidate	Female candidate elected name	# of votes received by female candidate
1												
2												
3												
4												
5												
6												
7												

8												
9												
10												
11												
12												
13												
14												
15												
Total												

MDU Office Bearers:

MDU Office Bearers election held on _____ (dd/mm/yy, Gregorian calendar)

MDU Member elected as MDU Secretary: _____ (Full Name)

MDU Member elected as MDU Chairperson: _____ (Full Name), _____% of votes received

MDU Member elected as MDU Vice-Chairperson: _____ (Full Name), _____% of votes received

MDU Member Profile:

#	Designation	Full Name	Age (years)	Gender: M/F	Highest education level	Occupation	Land owned in hectares	Does the person hold another position as a public authority (school,	Phone #
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								hospital etc?)	
1	Chairperson								
2	Vice Chairperson								
3	Secretary								
4	Member								
5	Member								
6	Member								
7	Member								
Total									

MDU Youth Sub-committee Members Profile

#	Designation	Full Name	Age (years)	Gender: M/F	Highest education level	Occupation	Does the person hold another position as a public authority (school, hospital etc?)	Phone #
1	Member							
2	Member							

3	Member							
4	Member							
5	Member							
6	Member							
7	Member							
Total								

The following attest that they were present, supported and monitored the MDU elections, and can attest that these were conducted as per the policies and procedures stated in the PVP OM:

#	Position	Full Name	Signature
1	Election committee member 1		
2	Election committee member 2		
3	Election committee member 3		
4	Election committee member 4		
	FP Qishloq Facilitator 1		
	FP Qishloq Facilitator 2		

MDU Registered based on above recommendation with the approvals of:

#	Position	Full Name	Father's Name	Signature
1	FP Program manager			
2	FP/PVP Qishloq Facilitator 1			
3	FP/PVP Qishloq Facilitator 2			
4	PVP regional ESS			

(PVP Stamp of PIU)

Date form submitted to PIU (dd/mm/yyyy): _____

Date form data entered into the database at PIU (dd/mm/yyyy): _____

Form 3.8
MDU Registration Certificate

Government Logo

PIU Logo

PVP

PVP Form 3.9- MDU Registration Certificate

This is to certify that the Mahalla Development Unit (MDU) elections were held in the MCA _____, MCA ID _____, in the district of _____, Region of _____ on _____ (dd/mm/yyyy) as per the norms and policies required in the PVP's operations manual. The elected members and the office bearers of this MDU are as shown in the PVP Form 3c and as registered in the MCA's Protocol. The elected MDU will serve as the representative of the stated community for development matters of the community with regard to the PVP.

This registration is certified by the following:

FP Program Manager/PVP QFsMCA Chairperson

PVP PIU Director

Form 3.9
Community Profile -- Community Data

Region: _____
MCAID: _____

District name: _____
MCA name: _____

A. Community Information

Note: Indicators marked with an asterisk () are from Form 3.4*

1. Number of households*	
2. Number of neighborhoods*	
3. Number of males who live in the community*	
4. Number of females who live in the community*	
5. Number of households that are with high income	
6. Number of households that are with middle income	
7. Number of households that are with low income	
8. Number of households that are in need	
9. Number of households without access to drinking water)	

Resource Map

B. 1 Education Facilities

From PLA Tools					Information to be collected by Qishloq Facilitators												
	Type of school	Boys	Girls	Both	# of classrooms			Total # of students		# of students from the MCA		# of latrines		Drinking water		Location	
					Floors	Rooms	Halls	Boys	Girls	Boys	Girls	Usable	Unusable	Yes	No	Inside of MCA	Neighbour MCA (distance from MCA)
Governmental schools	Pre-school																
	Secondary school																
	College																
	University																
Private schools	Pre-school																

	Secondary school																
	University																

B.2 Health facilities/clinics

From PLA Tools			Information to be collected by Qishloq Facilitators						
Health facilities	Gov.	Private	Drinking water		Latrines		Within MCA boundary	Outside the MCA	
			Yes	No	Yes	No		√	Distance from MCA boundary
Village Health post									<i>Km</i>
Emergency service									<i>Km</i>
Basic health centres (poly-clinics)									<i>Km</i>
Comprehensive health centres (clinics)									<i>Km</i>
Pharmacies									<i>Km</i>
B.3 Public facilities									

10. Does the community have a public space/green area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes? Area of public space/green area (<i>km2</i>)	
11. Does the community have a community centre?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, how many community centres. (#)	
12. Number of religious centres (mosques etc.)	
B.4 Irrigation sector	
13. What is the source of irrigation water within the MCA boundary?	
<input type="checkbox"/> Canal <input type="checkbox"/> Seasonal <input type="checkbox"/> Regular <input type="checkbox"/> Downstream/Not Getting Sufficient Water	
<input type="checkbox"/> River <input type="checkbox"/> Seasonal <input type="checkbox"/> Regular <input type="checkbox"/> Downstream/Not Getting Sufficient Water	
<input type="checkbox"/> Spring <input type="checkbox"/> Seasonal <input type="checkbox"/> Regular <input type="checkbox"/> Downstream/Not Getting Sufficient Water	
<input type="checkbox"/> Reservoir <input type="checkbox"/> Seasonal <input type="checkbox"/> Regular <input type="checkbox"/> Downstream/Not Getting Sufficient Water	
<input type="checkbox"/> Ground Water <input type="checkbox"/> Seasonal <input type="checkbox"/> Regular <input type="checkbox"/> Downstream/Not Getting Sufficient Water	
14. Total land cultivated in community (<i>hectares</i>)	
15. Total land cultivated by dekhans and backyard owners (tamorqa) (ha)	
16. Total land cultivated by large farmers (ha)	
17. Number of households with access to irrigation	
B.5 Energy	
18. Total number of households that have access to electricity	
a. Number of households that use state electricity grid	

b. Number of households that use renewable energy (solar, bio gas)		
c. Number of households that use personal generator		
d. Number of households that use informal electricity supply (kerosene/ <i>alikaine</i> , battery)		
19. Number of households that have lights outside of their house door (night street lighting)		
B.6 Transportation		
20. Length of street within the MCA boundary(<i>km</i>)	Gravel:_____ Asphalt:_____ Concrete:_____	
Does the street have street lights?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, length of street that has street lights. (<i>km</i>)		
B.7 Basic natural and man-made disaster risk assessment		
21. Is the community prone to any of these natural and man-made risks?		
<input type="checkbox"/> Floods <input type="checkbox"/> Drought <input type="checkbox"/> Landslides <input type="checkbox"/> Rock falls <input type="checkbox"/> Avalanches <input type="checkbox"/> Mines <input type="checkbox"/> Unexploded ordinances		
22. Is your community exposed to hazardous areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
23. Does your community have a safe area within the MCA?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
B. Well-being Analysis and Seasonal Calendar		
24. Number of households in need within community		
25. Number of low-income households within community		
26. Number of average income households within community		
27. Number of high income households within community		

28. Number per sector where people in need households are employed? (<i>Number</i>)	Agriculture: ____	Construction. _____	Retailer & craft: _____
	Transport: ____	Others: _____	
29. Number per sector where people from low-income households are employed	Agriculture ____	Construction. _____	Retailer & craft: _____
	Transport: ____	Others: _____	
30. Average daily wage per sector in which people in need households are employed?	Agriculture ____	Construction. _____	Retailer & craft: _____
	Transport: ____	Others: _____	In-kind payments
31. Average daily wage per sector in which people from low-income households are employed?	Agriculture ____	Construction. _____	Retailer & craft: _____
	Transport: ____	Others: _____	
32. Average number of work-days per sector in which people in need households employed? (<i>days</i>)	Agriculture ____	Construction. _____	Retailer & craft: _____
	Transport: ____	Others: _____	
33. Average number of work-days per sector in which people from low-income households employed? (<i>days</i>)	Agriculture ____	Construction. _____	Retailer & craft: _____
	Transport: ____	Others: _____	

Form 3.9 (b)
Well-being analysis participants Form

Region: _____
MCA ID: _____

District: _____
MCA Name: _____

Number of people who participated in the well-being analysis

№	Neighborhood name	# of households	# of participants	
			male	female

Filled by:

Name_

signature

date

Verified by:

Name

signature

date

Form 3.10 **Qishloq Development Plan**

Region: _____ District: _____
MCA ID: _____
MCA Name: _____

Date of start of the QDP process: _____ (dd/mm/yyyy)
Date of completion of preparation of this QDP: _____ (dd/mm/yyyy)

Vision: _____

Milestones	Ranking for milestones	Activities

Part A1: Analysis Exercises Results: (Poster A1)

1. (Updated) Resource Mapping:

Date Completed: _____

Approximate % of adult community population that participated:

Attach a photo of the map and/ or the summary findings

Summary Findings of Mapping Exercises:

- 1.
- 2.
- 3.
- 4.
- 5.

The summary findings should include: the number of families that have no drinking water, access to irrigation, access to roads, access to electricity, schools, etc.

2. Well-being analysis:

Date Completed: _____

Approximate % of adult community population that participated:

Attach electronic copy of the Well-being Analysis and Summary findings

Summary Findings of the Well-being Analysis

- 1.
- 2.
- 3.
- 4.
- 5.

3. Seasonal Calendar:

Date Completed: _____

Attach electronic copy of 2 summary findings (one for men from daily workers and one for women from daily workers)

Summary Findings

- 1.
- 2.
- 3.
- 4.
- 5.

4. Health Analysis

Date Completed: _____

Approximate % of adult community population that participated:

Attach electronic copy of the Health Analysis and Summary findings

Summary Findings of the Health Analysis

- 1.
- 2.
- 3.
- 4.
- 5.

5. Education Analysis

Date Completed: _____

Approximate % of adult community population that participated:

Attach electronic copy of the Education Analysis and Summary findings

Summary Findings of the Education Analysis

- 1.
- 2.
- 3.
- 4.
- 5.

Part A2: The Community's Vision (Poster A2)

Vision:

Part A3: Milestones (Poster A3):

List 5 to 10 Milestones that the community will pursue to reach their vision.

- 1.
- 2.
- 3.
- 4.
- 5.

Part B: Community Development Planning Results (Poster B):

Based on the summary findings of the various exercises, the community has created a vision with key milestones that if completed address the most urgent development needs. The Community will prioritize the following development needs and then classify them into the following categories: (A minimum of 5 and a maximum of 10 milestones each with a different priority can be listed totally. There must be at least one subproject in the first and second categories).

Sector	Subproject	Category 1: Can be undertaken by the community themselves with no external resources	Category 2: Can be financed under the PVP	Category 3: Would need third party resources to implement (State Programs, etc)
rehabilitation of existing rural drinking water supply and sanitation systems				
retrofitting of public buildings for energy efficiency				

rehabilitation of social infrastructure				
rehabilitation of tertiary roads, walkways, and footpaths				
road drainage and strengthening the flood resilience of rural roads				
bridge rehabilitation and construction (up to 10 meters long)				
street lighting upgrading				
improvements to public spaces				
solid waste management systems				
small-scale construction of public facilities				
installation of antennas to provide wireless internet services				
construction and rehabilitation of bus terminals and stops				
energy supply activities				

Part C: Baseline for the PVP

State current status at the time of the QDP against each of the below.

(Note: Communities may add types of subprojects that are not listed in the table.)

List all milestones as applicable even if not present at the time of QDP)	Baseline
Estimated basic access to clean drinking water <u>Indicators:</u> One water point per 15 households, providing 50-77 liters of water per person per day ¹ 100% households have access to drinking water	

¹ Requirements of Construction Norms and Rules KMK 2.04.02-97

<p>Access to secondary education facilities</p> <p><u>Indicators:</u></p> <p>School service radius from the locality 750-2000 meters and access to bus stop should be no more maximum 3 km²</p> <p>100% of school-age children are educated in their community</p>	
<p>Access to primary education facilities</p> <p><u>Indicators:</u></p> <p>For primary school service radius 500-750 meters and access to bus stop should be maximum 500 meters and no more maximum 1 km³</p> <p>100% of children have access to a primary-school facility within their place of residence</p>	
<p>Access to pre-school facilities</p> <p><u>Indicators:</u></p> <p>75% coverage of preschool children;⁴</p> <p>For pre-school service the radius of their pedestrian access is 500 meters and allowed availability no more maximum 1 km</p>	
<p>Access to primary health care</p> <p><u>Indicators:</u></p> <ul style="list-style-type: none"> - Access to service radius 800-1500 meters and 30-40 minutes to use transport - Minimum 2.0 medical staff per on 1,500 coverage population 	
<p>Access to electro power supply:</p> <p><u>Indicators:</u></p> <p>-The power of transformer substations provides power consumption for 1 person of 950 kW.h / year in households without air conditioning and not</p>	

²Urban planning rules and regulations SNK 2.07.01-03

³Urban planning rules and regulations SNK 2.07.01-03

⁴Sanitary Norms and Rules № 0339-16

equipped with fixed electric stoves (with 100 % coverage)- 100% of households have access to electricity and the ability to use electric power for 3 lighting fixtures, 1 washing machine and one refrigerator.	
Basic road access: Coverage of 80% of households by internal relevant access roads <u>Indicators:</u> -Internal village road (asphalt or gravel base) connecting a rural locality with external roads-lane Width-3meters/number of lanes-2 and access to the main road is not more than 2 km.	
Access to natural gas supply: <u>Indicators:</u> Reconstruction of the gas supply pipeline for providing 100% of households if a gas pressure is available. If not available to accept alternative fuel (propane cylinders)	
Access to irrigation water: <u>Indicators:</u> -Methods of watering green spaces should be taken into account water availability for 3 ha of the irrigated territory (water intake infrastructures, small irrigation channels, aqueducts, etc.) -In areas with insufficient water supply, ponds should be provided for storing autumn-winter and early-spring atmospheric surface runoff	
Street upgrading: includes concreting streets, sidewalks.; <u>Indicators:</u> - Asphalting with coverage 75% of main internal roads -Sidewalks for the safety of students if the school is far away and there is no	

public transport (sidewalk should be 0.75 m for 1 person).	
Improving drinking water supply: efficient management through trainings and creating community sustainable water organizations	
Solid waste management: solid waste management from the household level, which includes awareness raising, linked to existing municipal waste collection mechanisms;	
Energy efficiency and alternative energy sources: raising awareness and transmitting best practices through implementing of alternative energy sources at the community level	

The subprojects selected for PVP is/are

_____ and

The Qishloq facilitators confirms that the category 2 subproject requested responds to the state standards for the PVP funding: Yes/No

In confirmation of the above:

On behalf of the MDU: All 3 Office bearers:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Note: Where there are no female MDU office bearers, the QDP then needs to be signed by 2 female MDU members representing the women population in the community).

Community Participatory Monitoring Team:

#	Designation	Full Name	Age (years)	Gender: M/F	Highest education level	Occupation	Does the person hold another position as a public authority (school, hospital etc?)	Phone #
1	Member							
2	Member							
3	Member							
4	Member							
5	Member							
6	Member							
7	Member							
Total								

(PVP - PIU Stamp)

Date form submitted to PIU (dd/mm/yyyy): _____

Date form data entered into the database at PIU (dd/mm/yyyy): _____

Form 3.11

Number of beneficiaries who participated in planning and decision-making processes.

Name of the neighborhood	Total number of people who live in the neighborhood		Number of people who participated in developing the resource map		Number of people who participated in the MDU election		Number of people who participated in the well-being analysis		Number of people who participated in the health analysis		Number of people who participated in the education analysis		Number of people who participated in the QDP meeting	
	male	female	male	female	male	female	male	female	male	female	male	female	male	female

(PVP Stamp of PIU)

Date form submitted to PIU (dd/mm/yyyy): _____

Date form data entered into the database at PIU (dd/mm/yyyy): _____

Form 3.12
CPM – T-MDU Monitoring Form
(Social Audit 1)

Community Profile			
Region		FP/PIU Package	
District		T-MDU Establishment Date	
MCA Name # of Streets/ Hamlets/Neighborhood:		Session Conducted with	Male MDU: <input type="checkbox"/>
MCA ID			Female MDU: <input type="checkbox"/>
FP Name (Namangan, Ferghana, and Andijan)/RIDP QFs names			Both Jointly: <input type="checkbox"/>
Social Audit 1: After 4-5 Months of T-MDU Establishment			
Monitoring of Key Indicators – Development Process and Governance (T-MDU only)			

Indicator	Monitoring Questions	Yes/ No Male	Yes/ No Female	Date of Monitoring	Person/s responsible (CPM Team Members)	Findings
All project/QDP related Posters, Notice and other information are publicly posted	Are project/QDP related Posters, Notice and other information are publicly posted? Check and see.	Yes # No #	Yes # No #			
Each street/neighborhood/hamlet has been exposed to RDIP, its objectives, principles, and the infrastructure menu	MDU members organized informal sessions in their streets/ neighborhood hamlets to share relevant RDIP information, including budget and menu	Yes # No #	Yes # No #			
Each street/ neighborhood/ hamlet has a MDU representation (selected members)	Did each street / neighborhood/ hamlet put forward one or more MDU members?	Yes # No #	Yes # No #			

MDU Office Bearers were elected by MDU Members	Did MDU members elect office bearers through a secret ballot process?	Yes # No #	Yes # No #			
--	--	-------------------	-------------------	--	--	--

All participatory exercises are stored with T-MDU/MCA members in dry and safe places	Are all participatory exercises are stored with T-MDU/MCA members in dry and safe places? Checkandsee.	Yes # No #	Yes # No #			
Inclusion of All Neighborhood/Streets in the QDP Planning Process	Did all Neighborhood/Streets review QDP	Yes # No #	Yes # No #			
Inclusion of All Neighborhood/Streets in Public resources map	are all streets / neighborhoods/ hamlets depicted in the public resources map	Yes # No #	Yes # No #			
QDPs reflect community members' priorities (IR Indicator 2.2)	Are the priorities included the QDP in line with community priorities?	Yes # No #	Yes # No #			
Women from All Neighborhood/Streets reviewed and provided input and feedback on exercises and QDP (IR Indicator 2.4)	Are women's priorities in the QDP funded?	Yes # No #	Yes # No #			Women only

All Households included in Community Profile (Form 3.4) (make poster that shows the number of hamlets/streets/neighborhoods)	Have all households been included in the Community Profile?	Yes # No #	Yes # No #			
MDU meetings' minutes	Are the meetings minutes available?	Yes # No #	Yes # No #			
1stSocial Audit Presentation Date:						

Total number of community members who participate in the Social Audit: _____

Male: _____

Female: _____

Total number of Streets/ Hamlets/ Neighborhoods represented in the Social Audit: _____

In confirmation of the above:

On behalf of the community: CPM team members:

Confirming that the form is implemented by CPM team at the community level:

(Full Name)	(Position)	(Signature)
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Form 3.13
CPM – T-MDU Monitoring Form
(Social Audit 2)

Community Profile			
Region		FP/PIU Package	
District		T-MDU Establishment Date	
MCA Name # of Streets/ Hamlets/Neighborhood:		Session Conducted with	Male T-MDU: <input type="checkbox"/>
MCA ID			Female T-MDU: <input type="checkbox"/>
FP Name (Namangan, Ferghana, and Andijan)/RIDP QFs names			Both Jointly <input type="checkbox"/>

Social Audit 2: After 6 Months of T-MDU Monitoring 1						
Monitoring of Key Indicators – Governance Process T-MDU/Operation and Maintenance						
Indicator	Monitoring Question	Yes/ No Male	Yes/ No Female	Date of Monitoring	Person/s responsible (CPM Team Members)	Findings

T-MDU meetings 'minutes	Are the meetings' minutes available?	Yes# No #	Yes # No #			
Each infrastructure sub-project in the village is functioning	Is each infrastructure sub-project functioning in the Community?	Yes # No #	Yes # No #			
The project's investments in rural infrastructure meet the Community needs.	Do the project investments meet women's needs?	Yes # No #	Yes # No #			
	Do the project investments meet men's needs?	Yes # No #	Yes # No #			

	Do the project investments meet community members' needs?	Yes # No #	Yes # No #			
Having a qishloq representative providing oversight of the procurement process.	Does a trained T-MDU member participate in procurement oversight?	Yes # No #	Yes # No #			
Providing facilitation support for Mahalla Development Units to produce 3-year development plans	Did the community mobilization process take place prior to the completion of the qishloq development plan?	Yes # No #	Yes # No #			
Women's voice - whether women's priorities	Do the subproject that was selected for financing reflects women's priorities?	Yes # No #	Yes # No #			

are prioritized for project						
User fees for O and M are collected in case of water system if applicable	Are the fees for O and M collected in case of water system?	Yes # No #	Yes # No #			
2nd Social Audit Presentation Date:						

Total number of community members who participate in the Social Audit: _____

Male: _____

Female: _____

Total number of Streets/ Hamlets/ Neighborhoods represented in the Social Audit: _____

In confirmation of the above:

On behalf of the community: CPM team members:

Confirming that the form is implemented by CPM team at the community level:

(Full Name)

(Position)

(Signature)

Form 3.14
CPM – T-MDU Monitoring Form
(Social Audit 3)

Community Profile			
Region		FP/PIU Package	
District		T-MDU Establishment Date	
MCA Name # of Streets/ Hamlets/Neighborhood:		Session Conducted with	Male T-MDU: <input type="checkbox"/>
MCA ID			Female T-MDU: <input type="checkbox"/>
FP Name (Namangan, Ferghana, and Andijan)/RIDP QFs names			Both Jointly <input type="checkbox"/>

Social Audit 3: After 6 Months of T-MDU Monitoring 2						
Monitoring of Key Indicators – Governance Process T-MDU/Operation and Maintenance						
Indicator	Monitoring Question	Yes/ No Male	Yes/No Female	Date of Monitoring	Person/s responsible (CPM Team Members)	Findings
T-MDU meetings 'minutes	Are the meetings' minutes available?	Yes # No #	Yes # No #			

Each infrastructure sub-projects' quality meets the requirements in the Community.	Does each infrastructure sub-projects' quality meet the requirements in the Community?	Yes # No #	Yes # No #			
Discussion of O and M arrangements	Do all agree with O and M arrangements?	Yes # No #	Yes # No #			
The project's investments in rural infrastructure meet the Community needs.	Do the project investments meet women's needs?	Yes # No #	Yes # No #			
	Do the project investments meet men's needs?	Yes # No #	Yes # No #			

	Do the project investments meet community members' needs?	Yes # No #	Yes # No #			
Having a qishloq representative providing oversight of the procurement process.	Does a trained T-MDU member participate in procurement oversight?	Yes # No #	Yes # No #			
Women's voice - whether women's priorities are prioritized for project	Do the subproject that was selected for financing reflects women's priorities?	Yes # No #	Yes # No #			
Providing facilitation support for Mahalla Development Units to	Did the community mobilization process take place prior to the completion	Yes # No #	Yes # No #			

produce 3-year development plans	of the qishloq development plan?					
3 rd Social Audit Presentation Date:						

Total number of community members who participate in the Social Audit: _____

Male: _____

Female: _____

Total number of Streets/ Hamlets/ Neighborhoods represented in the Social Audit: _____

In confirmation of the above:

On behalf of the community: CPM team members:

Confirming that the form is implemented by CPM monitoring team at the community level:

(Full Name)

(Position)

(Signature)

Form 3.15 Status of Infrastructure

Instructions:

The form is completed by:

- MDU along with FP team/PVP QFs/QE.

How often: Twice, before the start of construction work and after completion of construction work on the subproject

Region	
District	
FP QFs and QE/PVP QFs and QE Names	
MCA Name	
MCA ID	
Date of report	(dd/mm/yyyy)
Survey No	First <input type="checkbox"/> Second <input type="checkbox"/>

Infrastructure	Check (√) Yes or No	Comments	Person(s) to Speak to/ Check with
1. Universal access to clean drinking water: Is there one water point available per 15 households?	Yes <input type="checkbox"/> No <input type="checkbox"/>		MDU Office Bearers (based on resources maps, and community profile)
1.1. Is water point providing 50-77 liters of water per person per day?	Yes <input type="checkbox"/> No <input type="checkbox"/>		MDU Office Bearers
One of the following infrastructures:			
2. Basic electricity: Does the power of transformer substations provides power consumption for 1 person of 950 kW.h / year in households (without air conditioning and not equipped with fixed electric stoves)?	Yes <input type="checkbox"/> No <input type="checkbox"/>		MDU Office Bearers (based on the resources map)

3. Basic road access -Does the community have access to the main road within two kilometers walking distance connecting a rural locality with external roads?	Yes <input type="checkbox"/> No <input type="checkbox"/>		MDU Office Bearers (based on the resources map)
4. Health care facilities - Does the community have access to healthcare post/facility within 800-1500 meters and/or 30-40 minutes to use transport?	Yes <input type="checkbox"/> No <input type="checkbox"/>		MDU Office Bearers (based on the health analysis)
5. Education facilities 5.1 Does the community have 75% coverage of preschool children (For pre-school service the radius of their pedestrian access is 500 meters and allowed availability no more maximum 1 km)	Yes <input type="checkbox"/> No <input type="checkbox"/>		MDU Office Bearers (based on education analysis)

5.2 Does the community have access to education for primary school children with a radius of 500-750 meters and/or access to a bus stop no more than 500 meters and not more than 1 km?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.3 Does the community have access to education for School children with a radius from the locality 750-2000 meters and/or access to bus stop no more maximum 3 km?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6. Public spaces Does the community have access to public spaces within two kilometers walking distance from MCA center?	Yes <input type="checkbox"/> No <input type="checkbox"/>		MDU Office Bearers (based on the resources map)

5. Additional comments to improve services related to rural infrastructure services:

In confirmation of the above:

On behalf of the MDU: All 3 Office bearers:

**Men member
name/Signature**

**Female member
name/Signature**

_____	_____
_____	_____
_____	_____

Confirming that above is verified: Signatures by the FP Program manager/QF, PVP-PIU Representative

_____	_____	_____
_____	_____	_____
_____	_____	_____

(Full Name)

(Position)

(Signature)

Date of the form submitted to PVPPIU _____ (dd/mm/yyyy)

Date of the form entered into database _____ (dd/mm/yyyy)

Form 3.16
Grievance Reporting Form

<p><i>How to use this Form:</i> This form should be completed for each grievance that is related to PVP Activities. Please note that you can circle more than one category. Be sure to explain the problem as clearly as possible.</p>									
Complainant Details	Region		District		MCA Name			FP/PV/P/QF	
					MCA ID				
	Name		Phone #		Email		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
<i>Grievance Related to</i>		<input type="checkbox"/> Contractor <input type="checkbox"/> FP staff/QF <input type="checkbox"/> PIU staff <input type="checkbox"/> PVP activities <input type="checkbox"/> Others							
<p><i>Detailed Explanation of Grievance:</i></p>									
<i>Grievances Categories</i>									
<p><i>1. Development Process Related Grievances</i></p>			<input type="checkbox"/> No proper mobilization <input type="checkbox"/> No Women's Participation and Inclusion in Development Planning <input type="checkbox"/> Collective Action Initiatives is elite captured <input type="checkbox"/> No proper Community Profile <input type="checkbox"/> No proper well-being Analysis <input type="checkbox"/> No proper health Analysis <input type="checkbox"/> No proper education Analysis <input type="checkbox"/> No proper resource map <input type="checkbox"/> No proper selection, discussion of QDP subprojects						

	<input type="checkbox"/> Others (specify).....
2. Governance Process at Community Level related grievances	<input type="checkbox"/> MDU Election with improper process Others (specify).....
3.Selected, prioritized and approved sub-projects are not met	<input type="checkbox"/> Drinking Water <input type="checkbox"/> Transport <input type="checkbox"/> Energy <input type="checkbox"/> Small Scale Irrigation Infrastructure <input type="checkbox"/> Education <input type="checkbox"/> Health <input type="checkbox"/> Environmental Safeguards problematic <input type="checkbox"/> Social Safeguards problematic <input type="checkbox"/> Others (specify).....
4.Infrastructure Construction Related Grievances	<input type="checkbox"/> Poor design <input type="checkbox"/> Poor quality <input type="checkbox"/> Cost of Project Problematic <input type="checkbox"/> Selection of Project Site Problematic <input type="checkbox"/> Project captured by elites/ power full person <input type="checkbox"/> Labor Selection Problematic <input type="checkbox"/> Wage Problematic <input type="checkbox"/> Others (specify).....
5.Financial and Procurement Related Grievances	<input type="checkbox"/> Misuse of Funds <input type="checkbox"/> Non-transparency of accounts/records <input type="checkbox"/> Poor Quality of Material <input type="checkbox"/> No competitive bidding <input type="checkbox"/> Non-transparency of accounts/records/bids <input type="checkbox"/> Problematic Contractor Selection Process <input type="checkbox"/> Untimely disbursement of funds <input type="checkbox"/> Others (specify).....
6.Development Actors in the Community Related Grievances	<input type="checkbox"/> QF bad Behavior <input type="checkbox"/> MDU members bad Behavior <input type="checkbox"/> QE bad Behavior <input type="checkbox"/> FP Improper Frequency of Visits <input type="checkbox"/> Contractors Improper Frequency of Visits <input type="checkbox"/> Others (specify).....
7. Monitoring Related Grievances	<input type="checkbox"/> MDU Monitoring team does not exist <input type="checkbox"/> MDU Monitoring team does not monitor <input type="checkbox"/> Social Audit not conducted

	<input type="checkbox"/> Social Audit Problematic <input type="checkbox"/> Grievances Box Location <input type="checkbox"/> Others (specify).....					
8. HR Related Grievances	<input type="checkbox"/> Recruitment related grievances <input type="checkbox"/> Others (specify).....					
9. Others	Please specify:					
Complainant's Signature:						
Grievance received by	Name		Position		Signature	
Grievance solved by	Name		Entity		Feedback	

Form 3.17
Grievances Registration Book

RegionName: **District Name**.....**MCA Name**.....

No.	Date of received grievance	Complainant Name	Phone# of Complainant	Summary of Grievance	Action and Solution Summary
1					
2					
3					
4					
5					
6					

7					
8					
9					
10					

Form 3.18
MDU Self-Assessment Form

Community Profile					
Region		Self-Assessment Period	<input type="checkbox"/> Baseline <input type="checkbox"/> End		
District		Self-Assessment Period	From:		To:
MCA Name		Date of MDU election for PVP			
MCAID		MDU Implementation phase			
FP/QF Name					

Form 9.1: Self-Assessment Tool for MDU
<p>The following lines are intended to provide guidance to the FPs/QFs in term of introducing the self-evaluation process and its objective, process, length of time and its application.</p> <p>As part of our and your learning, we would like to engage you in a self-evaluation after almost 6 months of being elected. The self-evaluation will help us understand how to better support you and it will help you understand where you are in relation in terms of a well-functioning MDUs. The self-evaluation will take approximately 2 hours and we will be asking you to discuss amongst yourself and arrive at a rating in the following areas:</p> <ul style="list-style-type: none"> • conducting meetings • participation in the meetings, planning, • accountability and transparency, resources mobilization,

- pro-poor activities and equity, and
- Operations and maintenance.

Under each topic, we will provide you with a sub-topic and a question with 4 options for answers each having different scores. To decide upon your answer, the entire group has to agree and in addition the group has to provide examples of why they think they deserve a certain score.

Sub-topic 1: Meetings, Participatory Decision-Making, Action-Planning, and Follow up

	Issues	Question	Scoring	Score Obtained		
				Male MDU Members	Female MDU Members	Average
	Frequency of meetings:	How often are MDU meetings held? (in project phase)	3 = <u>Weekly</u> and whenever needed 2 = <u>Every two weeks</u> 1 = <u>At least every month</u> on average 0 = <u>Irregularly</u>			
		How often are MDU meetings held? (in non-project phase)	3 = <u>Every two weeks</u> and whenever needed 2 = <u>At least monthly</u> and more often if required 1 = <u>At least every two months</u> on average 0 = <u>Irregularly</u>			
	Decision making method	How are decisions made?	3 = By <u>consensus</u> ⁵ with agreement reached by all 2 = By <u>majority</u> vote 1 = By <u>Office Bearers</u>			

			0 = By the Chairman only			
	MDU Member participation	How fully do MDU members participate in the decision making and work of the group?	<p>3 = <u>All</u> members participate actively in meetings. Everyone feels free to speak up and play an active role.</p> <p>2 = <u>Most</u> members participate actively in meetings. Most feel free to speak and play an active role.</p> <p>1 = <u>Some</u> members participate actively in meetings. Some feel free to speak up and play a role.</p> <p>0 = <u>Few</u> members participate actively in meetings. Few feel free to speak up and play a role.</p>			
	Productivity of meetings	How productive are MDU meetings?	<p>3 = MDU meetings are <u>always</u> very productive; time is well spent; decisions clearly made, documented, and followed up.</p> <p>2 = MDU meetings are <u>usually</u> reasonably productive</p> <p>1 = MDU meetings are <u>sometimes</u> productive</p> <p>0 = MDU meetings are <u>never</u> productive</p>			
	Attendance at meetings	How many MDU members usually come to meetings?	<p>3 = <u>Almost all</u> MDU members usually come; average attendance over 90%.</p> <p>2 = <u>Most</u> MDU members usually come; average attendance 70-90%.</p> <p>1 = <u>A majority</u> of MDU members usually come; average attendance 50-70%.</p>			

			0= <u>Less than a majority of MDU members usually come; average attendance under 50%.</u>			
	Records of meetings	Does the MDU keep useful minutes of meetings that include the action points, persons responsible, and the timelines?	3 = Secretary or other officer <u>always</u> keeps <u>complete and correct</u> minutes 2 = Secretary or other officer <u>usually</u> keep <u>reasonably accurate</u> minutes. 1 = <u>Somebody</u> usually keeps <u>some</u> minutes of meetings. 0 = <u>Nobody</u> keeps any useful minutes			
	Minutes and Action Plans	Does the MDU follow up on the last meetings decisions and action points?	3 = MDU pays attention to <u>last meetings decisions and action points.</u> 2 =MDU pays attention to <u>some decisions and action points</u> 1 =MDU <u>occasionally</u> pays attention to <u>decisions and action points</u> 0 = <u>MDU never follows</u> up decisions and action points			
Subtotal Scores Obtained						
Sub-topic 2. MDU Accountability and Engagement with the wider Community						
	Issues	Question	Scoring	Score Obtained		
				Male MDU Members	Female MDU Members	Average

	Community support	How much understanding and support has the MDU created within the community?	<p>3 = MDU enjoys <u>strong and enthusiastic support</u> from the community at large for its activities and continuation.</p> <p>2 =MDU has <u>good understanding and support</u> from some parts of the community</p> <p>1 = MDU has a <u>little understanding and support</u> from the community.</p> <p>0 = MDU has <u>no understanding and support</u> from the community.</p>			
	Social Audit	Does the MDU conduct community wide meetings and give opportunity to its constituents to conduct Social Audit	<p>3=MDU calls for Social Audit meetings where it presents all financial and procurement updates to the community every six months</p> <p>2=MDU calls for Social Audit meetings every six months but does not present financial and procurement updates</p> <p>1=MDU calls for Social Audit meetings once a year but does not present financial and procurement updates</p> <p>0=MDU does not call for Social Audit meetings at all</p>			
	Ability to resist pressures	How able is the MDU to withstand economic or social pressure from opponents of participatory and collective development?	<p>3 = MDU and majority of the community are <u>fully united</u> to resist pressures.</p> <p>2 = MDU and majority of the community are <u>generally united</u> in resisting pressures.</p> <p>1 = MDU and majority of the community are <u>somewhat united</u> in resisting pressures.</p>			

			0 = MDU and majority of the community are <u>not at all united</u> in resisting pressures.			
Subtotal Scores Obtained						
Sub-topic 3: Resource Mobilization, Pro-Poor Achievements, and Inclusive and Equitable Development Decisions						
	Issues	Question	Scoring	Score Obtained		
				Male MDU Members	Female MDU Members	Average
	Resource mobilization	To what extent is the MDU able to mobilize resources from within the community (better off/ middle households/ businesses, etc.) and outside to work towards development?	3 =MDU can <u>always mobilize resources</u> when needed from within the community and outside 2 =MDU can <u>mobilize most of the resources</u> it needs from within the community and outside 1 =MDU can <u>mobilize some resources</u> from within the community and outside 0 =MDU is <u>unable to mobilize resources</u> to meet its needs from within the community and outside			
	Developments Achievements with external funding (other than PVP)	Did the MDU raise external funds to finance QDP milestones?	3=MDU raised external funds to finance and achieve <u>2 QDP milestones/ activities</u> 2=MDU raised external funds to finance and achieve <u>1 QDP milestone/ activity</u> 1=MDU is <u>still in the process</u> of raising external funds to achieve 1 QDP milestone/ activity			

			0= MDU has <u>not taken any initiative</u> to raise external funds			
	Project Selection	Did the MDU ensure that the project selected financed by the PVP benefits most households in the community (not the Drinking Water)	3= Project Selected <u>benefits most households</u> in the community 2= Project selected <u>benefits half of all households</u> in the community 1= Project selected <u>benefits 1/3 of all households</u> in the community 0=Project selected <u>benefits a few households</u> in the community			
Subtotal Scores Obtained						
Subtotal Scores Obtained						
Sub-topic 4: Operations and Maintenance						
	Issues	Question	Scoring	Score Obtained		
				Male MDU Members	Female MDU Members	Average
	Operation and Maintenance	Does the MDU maintain any public infrastructures (regardless of funding sources)?	3 =MDU carries out excellent, regular maintenance 2 =MDU does reasonably good and thorough maintenance 1 =MDU does some irregular maintenance and public infrastructure is poor functional 0 = MDU does no operation and maintenance.			

	Function of Infrastructure	Are all public infrastructures in the community functioning well?	3 = <u>All infrastructure</u> is functioning and in good condition 2 = <u>Some infrastructure</u> is functioning and in good condition 1 = Infrastructure is functioning, but in <u>poor condition</u> 0 = Some infrastructure is <u>not functioning</u> and needs repairs/ maintenance			
Subtotal Scores Obtained						
Grand Total Score Obtained						

Weightage	Implications (of the rankings of the last IMI)
0% to 40%	Very Unsatisfactory with very much room for improvement
41% to 60%	Unsatisfactory with considerable room for improvement
61% to 80%	Satisfactory with room for improvement
81% to 100%	Most Satisfactory with little room for improvement

Confirming the above report: Signatures by the MDU Chairperson, FP Program manager/QF

MDU Chairperson: _____

FP Program Manager /PVP QF:_____

(Full Name)

(Position)

(Signature)

