

## ACTIVITY DESIGN

### DEVELOPMENT PLANNING WRITE/WORKSHOP SEMINARS AND MENTORING SUPPORT FOR THE PREPARATION OF THE PROVINCIAL/MUNICIPAL/CITY

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*Insert type of plan (e.g. LCCAP, DRRM, GAD, TDP, etc)*

#### RATIONALE/BACKGROUND

Corresponding to the substantial increase in Internal Revenue Allotments (IRA) beginning 2022 as mandated by the Supreme Court ruling on the joint Mandanas-Garcia petitions (G.R. Nos. 199802 and 208488, July 3, 2018) is the **impending full devolution of government functions to LGUs**. To prepare for these, LGUs across the Philippines are being called upon by the Department of Interior and Local Government (DILG) as well as the Department of Budget and Management (DBM) to **strengthen planning, investment programming, budget linkage, and monitoring and evaluation systems** in order to absorb more responsibilities and functions across all sectors and dimensions of public service.

Capacity development **to assume the responsibilities of the devolved services** is seen as an essential step towards this direction.

A persistent gap in the local development process of the Province/Municipality/City of \_\_\_\_\_ is the preparation of annual and multi-year plans that require technical expertise, rigorous research, and updated data analytics to truly reflect the local government's baseline situation and to be more fully integrated into the local government's overall development goals and objectives.

In light of the often overwhelming tasks of the local government and limitations in staff, manpower, and technical capacities, the preparation, documentation, and mainstreaming into the public consciousness of these plans is a perennial challenge.

In response to this, the Province/Municipality/City of \_\_\_\_\_ sees the need for a more **organized and guided system as well as supporting mechanisms** to assist the relevant departments and staff mandated to prepare the plans and disseminate its outputs to stakeholders and the public.

#### ACTIVITY DESCRIPTION

Pursuant to this need and in the exigence of the service, the Province/Municipality/City of \_\_\_\_\_ has deemed it necessary to organize a series of **Online Write/Workshop Mentoring Sessions** with the goal of preparing the various parts leading towards the production of the \_\_\_\_\_ (insert type of plan here). The activity shall be undertaken under the following provisions:

- 1. Participants.** Staff of the relevant departments primarily involved in the preparation of the plan together with the staff and officers of the Provincial/Municipal/City Planning and Development Office shall be required to attend the online mentoring sessions. During sessions that involve the participation of key stakeholders, they shall likewise be invited and provided access to the said sessions.
- 2. Facilitators.** The Province/Municipality/City of \_\_\_\_\_ shall invite facilitators and resource persons from the **Balikatan sa Kaunlaran (BSK) National Foundation** - a duly-registered non-stock, non-profit foundation and accredited training provider of the Department of Labor and Employment, Department of Science and Technology, and Department of Trade and Industry who shall serve as resource persons, documentors, and mentors with the responsibility of capacitating the participants and realizing the objectives of the activity.

**3. Mentorship Platform.** BSK National Foundation shall set-up a Facebook and/or Viber group which shall serve as an online platform for the various support mechanisms towards the preparation of the plan.

**OBJECTIVES OF THE ACTIVITY**

The primary purpose of the Online Write/Workshop Sessions shall be the production of the entire plan and the capacitation of the participants towards producing or updating the same plan in the next years or in the next submission periods. To attain these objectives, the following indicators shall be used:

- participants should be able to learn the various components of the plan
- participants should be familiarized with the data gathering techniques and methodologies needed for the various stages of the planning exercise
- participants should learn how to interpret data and information and translate these into strategies and other outputs as required by the planning exercise
- participants should be able to establish links with key stakeholders and other relevant actors or entities that would make the plan more collaborative and participatory
- participants should be able to learn how to develop information education materials that will mainstream the plan across their target and relevant audiences

**ACTIVITY  
TIMELINE &  
DELIVERABLES**

The online write/workshop sessions shall run for a period of **SIX SESSIONS** (ideally across six weeks) with each session constituting of at least three hours each.

Each session will involve a writeshop and discussion workshop of a part of the plan involved and the presentation of the resource persons of a draft.

There shall be four resource persons for each session (who may also be the same resource persons in the succeeding sessions) with the following roles:

- RP1:** Topic Specialist
- RP2:** Writing Specialist
- RP3:** Information Design Specialist
- RP4:** Communications Specialist

ACTIVITY TIMELINE & DELIVERABLES	MENTORSHIP TOPIC FOR THE WEEK	OUTPUT TO BE WORKSHOPPED	RESOURCE PERSON OUTPUTS	MENTORSHIP & TECHNICAL SUPPORT
<p>The online write/workshop sessions shall run for a period of <b>SIX SESSIONS</b> (ideally across six weeks) with each session constituting of at least three hours each.</p> <p>Each session will involve a writeshop and discussion workshop of a part of the plan involved and the presentation of the resource persons of a draft.</p> <p>There shall be four resource persons for each session (who may also be the same resource persons in the succeeding sessions) with the following roles:</p> <ul style="list-style-type: none"> <li><b>RP1:</b> Topic Specialist</li> <li><b>RP2:</b> Writing Specialist</li> <li><b>RP3:</b> Information Design Specialist</li> <li><b>RP4:</b> Communications Specialist</li> </ul>	<p><b>WEEK ONE</b> Building the Plan's Information Database</p>	<ul style="list-style-type: none"> <li>• Thematic outline of the plan</li> <li>• Plan overview</li> <li>• Data gathering or updating plan</li> <li>• Demographics needed for the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Templates of charts, tables, and suggested data/information</li> <li>• Literature review and discussion on the types of data relevant to the planning topic</li> </ul>	<ul style="list-style-type: none"> <li>• Strategies for data gathering and data interpretation</li> <li>• Writing data description and other narratives needed in the plan supported by data</li> </ul>
	<p><b>WEEK TWO</b> Engaging Stakeholders Participation</p>	<ul style="list-style-type: none"> <li>• Sectoral and thematic situation analysis based on participatory dialogue</li> <li>• Participatory planning framework</li> </ul>	<ul style="list-style-type: none"> <li>• Participatory planning tools and discussion guide</li> <li>• Integration of dialogue outcomes into the plan</li> </ul>	<ul style="list-style-type: none"> <li>• IEC on the various concerns of the sectors and stakeholders involved in the plan</li> <li>• Conduct of the dialogue</li> </ul>
	<p><b>WEEK THREE</b> Writing and Visualizing Data &amp; Analysis</p>	<ul style="list-style-type: none"> <li>• First draft of all the narratives contained in the plan</li> <li>• Analytical discussions and descriptions of the themes and sectors in the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Working draft of the plan</li> <li>• Templates for visuals and graphics for the plan's layout and presentation</li> <li>• Powerpoint of the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Writing exercises and prompts to help participants in technical writing involving the topic</li> </ul>
	<p><b>WEEK FOUR</b> Writing and Visualizing Data &amp; Analysis</p>	<ul style="list-style-type: none"> <li>• Writing local experiences into the plan</li> <li>• Governance and institutional linkages in the planning instrument</li> </ul>	<ul style="list-style-type: none"> <li>• Final draft of the narratives to be included in the plan</li> <li>• Information design and online media narratives or posts to mainstream the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Organizational development support and skill enhancing behavioral nudges for continuing professional development in planning</li> </ul>
	<p><b>WEEK FIVE</b> Mapping and other Geo-Spatial Representations</p>	<ul style="list-style-type: none"> <li>• Demographic and geo-physical representations in the plan</li> <li>• Sectoral and situation mapping</li> </ul>	<ul style="list-style-type: none"> <li>• Maps and other visuals to be included in the plan involving locations, places, and spaces</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance on using softwares and other alternatives for map production or mapping exercises</li> </ul>
	<p><b>WEEK SIX</b> Identifying PAPs and other Programmatic Interventions</p>	<ul style="list-style-type: none"> <li>• Investment, management, procurement plans arising from the overall strategy in the plan</li> <li>• Program designs</li> </ul>	<ul style="list-style-type: none"> <li>• Tools for investment planning and program designing</li> <li>• Program benchmarks and performance indicators for investment decisions</li> </ul>	<ul style="list-style-type: none"> <li>• Assessment and suggestions for improvement of existing or proposed programs and activities related to the themes in the plan</li> </ul>

## **BUDGET AND EXPENSE COSTS**

The Province/Municipality/City of \_\_\_\_\_ shall appropriate the amount of \_\_\_\_\_ pesos per session or a total of \_\_\_\_\_ as honoraria for the each resource person (four resource persons x six sessions).

The honoraria shall be inclusive of a) three-hour mentoring session for the week; b) a one-hour mentoring session per day of the mentoring week (five days); c) all materials to be developed pursuant to the mentorship needs.

\*the rate offered by BSK National Foundation is at PHP20,000.00 per session (for each resource person)

\*\*PHP20,000 x 4 resource persons x 6 sessions = PHP480,000.00

\*\*\*the rates and its inclusions may be subject to further discussion between parties

**Prepared by:**

\_\_\_\_\_  
Provincial/Municipal/City Planning and Development Officer