

**FEDERAL DEMOCRATIC REPUBLIC OF
ETHIOPIA**

**FEDERAL URBAN JOB CREATION AND FOOD
SECURITY AGENCY**

URBAN PRODUCTIVE SAFETY NET PROGERAM

PUBLIC WORK GUIDELINES

2018

Addis Ababa

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1. Introduction

Ethiopia is one of the developing countries which show very dynamic change in economic as well as social throughout the country. The change come by implementation number of strategies, polices and national plan. Among the national plan growth and transformation plan, rural agricultural strategy, micro and small enterprise, integrated infrastructure development, housing and construction etc... Even though the government of Ethiopia exercised the number of polices, strategy bring a number of successful achievement but still there is a poverty in urban and rural of Ethiopia. In Ethiopian urban center 25.7% of urban dwellers are living below poverty line. In order to tackle urban poverty, the Government of Ethiopia design social protection policy.

Based on this policy, GoE designed urban food security strategy, ten years program. GoE agreed with World Bank to implement five year project in eleven major cities which will benefit 604,000 beneficiaries. However, the program aims to benefit 972 cities and towns for first phase, GoE signs agreement with World Bank for five years to implement the project in selected eleven cities.

Public work programs have been an important counter-cyclical safety nets instrument used in diverse country circumstances at different points in time in both middle income and low income countries. Typically, a public work program (or workfare) is the one where a federal or regional government or a donor agency or an NGO finances and/or implements a program that creates temporary jobs for workers. Based on project implementation manual and for proper implementation of UPSNP in urban areas the agency prepares this public work guide lines.

2. Objective

The main objective of this guideline is to provide practical direction to cities in order to address the shortcomings in sustainability of public work activities and increase pace to meet UPSNP objective.

2.1. Specific objectives

- ✓ Create awareness among program implementers or stakeholders;
- ✓ Enlighten institutional responsibilities as well as effective mechanisms;
- ✓ to build sense of ownership at all levels;

- ✓ Save time and expense by reducing the miss handling of standard operational activities through the use of concise documented guidance;
- ✓ Provide simple and friendly public work templates; and
- ✓ To provide uniform guidance for the management of public work activities across cities.

3. Scope

Urban productive safety net program in 11 cities started in 2016 with the launching of a government-world bank joint initiative: the urban productive safety net program in 11 Pilot cities across the country comprising Addis Ababa, Dessie, Dire-dawa, Mekelle, Jigjiga, Gambela, Semera-logiya, Assosa, Harar, Adama and Hawasa. The program coverage expected to be expanded in 972 cities for the coming 10 years.

The ongoing public work activities commonly implemented in these cities may be categorized under five sub-projects: Urban beautification and greenery activities, solid waste collection & environmental cleaning activities, urban integrated watershed development activities, urban social infrastructure & services and Create favorable environment for urban agriculture.

4. Public work principles

Labor-based: public work activities are required to be labour-intensive, and to use simple hand tools. Use of non-labour inputs should be kept at the lowest possible minimum.

Communal benefits: the sub projects must benefit the community as whole or groups of households within a given area.

Complementarity: Implementation of public work activities should not compete with regular livelihood activities of beneficiary households for the use of labour.

Proximity: public work sites should be within a reasonable walking distance for those participating in the activities.

Integration: public work activities should be harmonised with other sectorial plans, and overall city development plans.

Feasibility and sustainability: the public work activities must be feasible technically, socially and economically. They should be simple and manageable in implementation and also in on-going maintenance in order to be sustainable.

Gender Equity: Under the prevailing socio-cultural setting gender equity in terms of equal participation of men and women in development could only be achieved over the longer term. It is thus imperative that, in the meantime, women should be enabled to participate in planning public work activities. For example, priority should be given to public work activities that reduce Women's regular work and labor organization for public work implementation should be sensitive and responsive to women's multiple household responsibilities.

Environmental Safety: public work activities should be designed according to the required environmental safety standards and should incorporate mitigation measures to guard against potentially negative environmental or social impacts of activities.

Support to Vulnerable Community Members: Household asset building support should be provided to labour-poor, elderly and persons with disabilities through public work community labor.

Special provisions should be made for persons with HIV/AIDS to participate in public work activities, including assigning them to carry out activities that are physically less demanding.

Timely, predictable and appropriate transfers: Transfers can be considered predictable if UPSNP clients have timely knowledge of their eligibility for the program, and they know the amount of transfer they will receive well in advance. A transfer is timely if (i) it is provided to clients before or at the time during the year when they need it most; (ii) A timely transfer also it done according to a planned transfer schedule. A transfer is appropriate if it meets the needs of households.

5. Pillars of public work activity

The labor intensive public work sub-projects will support sustainable community assets and public services. The major pillars of public work activities appropriate for the urban areas and customized to the special environments in each of the participating cities will be provided as guidance to the communities in participating areas. The proposed pillars of public work component activities are urban solid waste management & environmental cleaning, urban

beautification & greenery, urban integrated watershed development, Urban Social Infrastructure & services and Create favorable environment for urban agriculture.

No	Public work pillars	Major activities
1	Urban Solid Waste Management and environmental cleaning	<ul style="list-style-type: none"> ➤ House to house collection and transportation to transfer station ➤ Road side cleaning. ➤ Waste segregation. ➤ Cleaning market and public meeting area. ➤ River side cleaning. ➤ Illegal dumping site cleaning. ➤ Open drainage cleaning. ➤ Closed drainage cleaning.
2	Urban Beautification and Greenery	<ul style="list-style-type: none"> ➤ Site preparation ➤ Pitting ➤ Seedling planting ➤ Manuring of planting pits ➤ Watering ➤ Weeding ➤ Shrub planting ➤ Flower bed establishment ➤ Forest tree planting ➤ Fruit Tree planting ➤ Water line installation ➤ Lawn grass establishment ➤ Tree pruning ➤ Turf grass mowing ➤ Leveling
3	Urban Integrated	<ul style="list-style-type: none"> ➤ Biological and physical soil and water conservation

No	Public work pillars	Major activities
	Watershed Development	<p>practice.</p> <ul style="list-style-type: none"> ➤ Gully control. ➤ Water harvesting.
4	Urban Infrastructure and services	<ul style="list-style-type: none"> ➤ Small scale road construction and maintenance. ➤ Latrine construction. ➤ Temporary child care center establishment. ➤ Small bridge construction. ➤ Drainage line construction. ➤ School room maintenance. ➤ Health post maintenance.
5	Create favorable environment for urban agriculture	<ul style="list-style-type: none"> ➤ Rehabilitation of degraded area. ➤ Rehabilitation of gully areas. ➤ Filling, Reshaping & Leveling of the quarry sites. ➤ Construction of bench terraces. ➤ Cleaning of illegal/temporary solid waste damping sites. ➤ Rehabilitations of river side/water body areas. ➤ Construction of water harvesting structures.

6. Public work norm

6.1. Social norms

- Public work program will be implemented throughout the year.
- Public work labor intensity is expected to be not less than 70 percent.
- Eligible annual working days should be as shown in the following table:

Minimum house hold size	First Year Eligible annual working days	Second Year Eligible annual working days	Third year Eligible annual working days
1	60	40	20
2	120	80	40
3	180	120	60
4 and more	240	160	80

Note:- During the first year, five days in each month for one year or 12 month, During the second year, four days per month for the first four month and three days per month for eight month and During the third year, two days per month for ten month

- A work team is usually comprised of men and women members by 1 to 5 and 1 to 30.
- Each work team should have a fairly balanced composition taking into account gender, age, skill ability and strength.
- Ensure that lighter works are allocated to women.
- Ensure that public work site is no far from residential areas of beneficiaries.
- First aid kit should be available to each public work site.
- Identified public work sites should never be overlapping with working sites of small and micro enterprise as well as permanent and temporary municipality worker.
- A woman can be exempted from public work activities when she announces at 3-months of her pregnancy and 1- year after child bearing. She is also entitled with existing payments.
- Beneficiaries expected to work 4 hours in hot area & 5 hours in cold area during Public work time.

6.2. Work norms

The public work activity work norms should be as shown in the following table:

No	Type of Public work activities	Units	Work- Norm
I. Urban Integrated Watershed Development Activities			
A. Physical Soil & Water Conservation Activities			
1	Hillside terrace construction	Km	350PD/Km
2	Construction of hillside terrace with trench	Km	462PD/Km
3	Bench terrace construction	Km	700PD/Km

No	Type of Public work activities	Units	Work- Norm
4	Level or graded soil bund construction	Km	210PD/Km
5	Stone bund construction	Km	350PD/Km
6	Construction of stone bund with trench	Km	430PD/Km
7	Stone faced soil bund construction	Km	350PD/Km
8	Level or graded fanyajuu soil bund construction	Km	280PD/Km
9	Cut-off drain construction	M ³	1PD /0.5M3
10	Stone paved waterway construction	M ³	7PD /3.75M3
11	Grassed waterway construction	M ³	7PD /5M3
12	Construction of Percolation trenches	M ³	2pd/0.7m3
13	Large or small half-moon (HM) construction	No.	2pd/5 HM
14	construction of water collection trench	No.	14PD/15 Trench
15	Micro trenches (MT) construction	No.	7PD/15MT
16	Micro basin (MB) construction	No.	7PD /25MB
17	Eyebrow basin (EB) construction	No.	7PD /10EB
18	Herring bone (HB) construction	Ha	7PD /20HB
19	Improved Pits for dry area	No.	7PD/25 Pits
20	Gully Reshaping (Fill & Leveling)	M ³	1PD /1M3
21	Loose Stone check dam construction	M ³	1PD /0.5M3
22	Arc weir check dam construction	M ³	1PD /0.5M3
23	Sandbag check dam construction	M ³	1PD /0.5M3
24	Stone check dam Maintenance	M ³	7PD /5M3
25	Brush wood check dam construction	LM	1PD/3 M
26	Bamboo mat check dam construction	M ³	1PD /1M3
27	Gabion construction	M ³	1PD /0.25M3
28	Stone shaping (large Gully check dam) construction	M3	7PD /2.5M3
29	Spillway (SW) & Apron Construction	No	14PD/5 (SW) or Apron

No	Type of Public work activities	Units	Work- Norm
30	Stone collection	M ³	7PD /2.5M3
31	Stone transportation	M ³	7PD /2.5M3
32	Plastic Gabion construction	M ³	2pd/0.5m3
33	Deep trench construction	Km	760pd/km
34	Wood/Mat retaining wall Construction	LM	1PD/5LM

B. Biological Soil & Water Conservation Activities

1	Area closure/Site gardening	Ha	28PD/5ha/year
2	Seedling production	No.	21PD/1000 Seedling
3	Grass & Legume seed production	Ha	980PD/ha/year
4	Forage or grass seed production	Kg	30pd/kg
5	Planting on bund	No.	112PD/5Km
6	Seed collection	Kg	28PD /1kg
7	Grass seed collection (for area closures, bunds etc.)	Kg	14PD /1kg
8	Seedling planting	No.	7PD/250 Plants
9	Weeding and cultivation for seedling	Ha	80pd/ha
10	Grass/forage side multiplication site establishment	Ha	1000pd/ha/year
11	Grass land improvement	Ha	28PD/ha/year
12	Direct sowing	Ha	20pd/ha
13	Grass stripping	Km	42PD/Km
14	Vegetative fencing & stabilization	Km	56PD/km
15	Gully re-vegetation	Ha	700PD/ha
16	Bund stabilization (grass & legumes)	Km	42PD/1Km

II. Social Infrastructure & Service Activities

1	Erath road construction (Construction less than 5% slope)	Km	4200PD/Km
2	Small scale Road maintenance	Km	700PD/Km
3	Latrine construction	No.	400PD/latrine

No	Type of Public work activities	Units	Work- Norm
4	Temporary child care establishment	No.	1000PD/temporary care house
5	Small bridge construction	Km	1500PD/Km
6	Drainage line construction	M ³	7PD/3.75m ³
7	Community School room maintenance	No.	900pd/class
8	Health post maintenance	No.	600pd/house
9	Stone collection and transportation	M ³	7pd/2.5m ³
10	Stone collection and transportation	M ³	30pd/m ³

III. Solid waste management & environmental cleaning Activities

1	House to house collection and transportation to transfer station not more than 500 meter by cart.	Kg	5pd/300 Kg or 5pd/150HH
2	House to house collection and transportation to transfer station not more than 500-1000 meter by cart.	Kg	5pd/250 or Kg 5pd/120HH
3	House to house collection and transportation to transfer station not more than 1000-1500 meter by cart.	Kg	5pd/200 Kg or 5pd/100HH
4	House to house collection and transportation to transfer station not more than 1500-2000 meter by cart.	Kg	5pd/150Kg or 5pd/80HH
5	Road side cleaning (pedestrian walk way or internal roads) First level road 1pd/400m Second level road 1pd/500m Third level road 1pd/600m Coble stone road 1Pd/500m	Kg	1pd/25 Kg or 1pd/400m ²
6	Waste segregation in type (average waste density 270kg/m ³ , 10 bags which have a capacity 50 kg sacks/bags can be segregate by one PD	Kg	1pd/100Kg
7	Cleaning market and public meeting area	Kg	1pd/30 Kg or 1pd/200m ²
8	River side cleaning	Kg	1pd/ 20Kg or 1pd/20m or 1pd/100m ²
9	Illegal dumping site cleaning	Kg	1pd/ 30Kg or 1pd/200m ²
10	Open drainage cleaning	Ml	3pd/20ml
11	Closed Drainage cleaning	Ml	1pd/10ml

IV. Urban Beautification and Greenery Activities

No	Type of Public work activities	Units	Work- Norm
1	Site preparation	ha	750pd/ha
2	Pitting	No	7pd /75pits
3	Seedling planting	No	250plants/7pd
4	Manuring of planting pits	No	7PD/1000pits
5	Watering	ha	20pd/ha
6	Weeding	ha	20pd/ha
7	Shrub planting	No	1PD/40 shrubs
8	Flower bed establishment	No	1 PD/35 flowers
9	Forest tree planting	No	1PD/30 trees
10	Fruit Tree planting	No	1PD/25 trees
11	Water line installation	LM	4pd/500ML
12	Lawn grass establishment	ha	500pd/ha
13	Tree pruning	No	2pd/32trees
14	Turf grass mowing	ha	50pd/ha
15	Leveling	ha	600pd/ha

V. Create favorable environment for urban agriculture Activities

1	Rehabilitation of degraded areas	Ha	Total PD = the average PD of each activities
1.1	Area closure/site guarding/grass land improvement	Ha	6PD/1ha/year
1.2	Improved pits for dry area	No	150PD/625 pits/ha
1.3	Planting on bund	No	170PD/2500 plants/ha
1.4	Micro trench (MT) construction	No	300PD/600MT/ha
1.5	Eyebrow basin (EB) construction	No	300PD/300EB/ha
1.6	Micro-basin (MB) construction	No	200PD/600MB/ha
2	Rehabilitation of gully areas	Ha	2500PD /ha
2.1	Gully Cut & Fill/Reshaping/Leveling	M2	2500PD /ha
3	Filling , Reshaping & Leveling of the quarry sites	Ha	625PD /ha

No	Type of Public work activities	Units	Work- Norm
3.1	Fill/Reshaping/Leveling of query site	M2	625PD /ha
4	Construction of bench terraces	Ha	5000pd/ha
4.1	Bench terrace construction		5000pd/ha
5	Cleaning of illegal/temporary solid waste damping site	Ha	50pd/ha
5.1	Illegal dumping site cleaning	M2	50pd/ha
6	Rehabilitation of river-side/water-body areas	Ha	----
6.1	River side cleaning	M2	100pd/ha
6.2	River side green development	M2	2000pd/ha
7	Construction of water harvesting structures.	No	----
7.1	Pond construction	M3	7PD/2.5M3
7.2	Hand-dug well construction	No	-----
7.3 s+	Stone Collection M3 20pd/0.5m ³ 7.4 Stone	M3	20pd/0.5m ³

7.4 Stone Transport M³ 20pd/0.5m³ 7.5 Stone Collection &

Transport M³ 30pd/m³

N.B

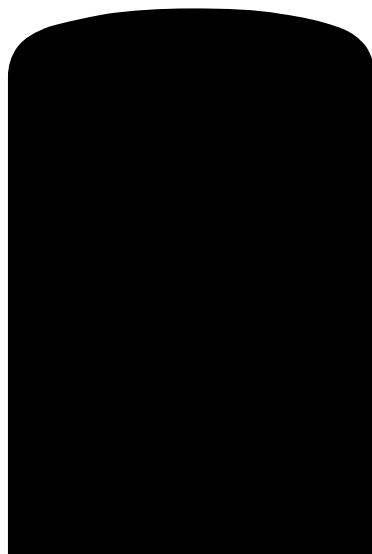
The working environment of cities is completely different from rural area. Urban environment is cumbersome for environmental based public work activities. As of this problematic urban working environment and allotted short working hours (4-5hrs) for UPSA beneficiaries, the existed public work practices particularly soil and water conservation activity work norms of rural areas are adjusted by 40% to cities/urban centers.

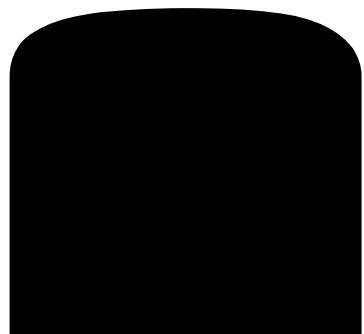
If City planned other than above listed sub project, they develop its own norms but the agency needs the breakdown of work norms and units by attaching with approved plan by city administration.

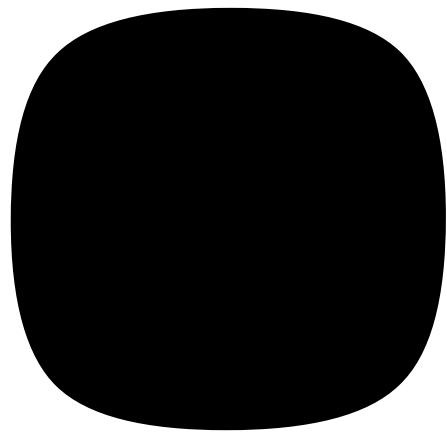
Major points to be considered during the implementation of public work activities.

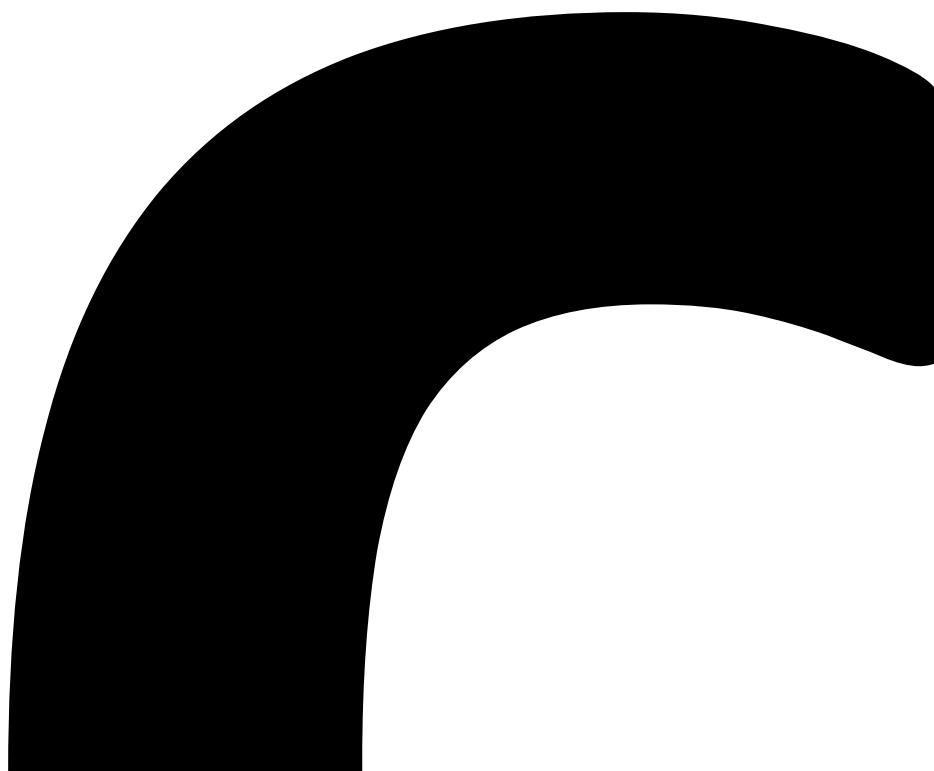
The Public work activities should be implemented based on public work guide line by considering the following main points.

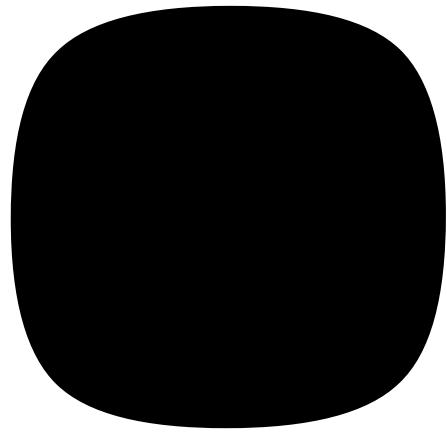
Consult the community & stakeholders so as to identify needs.

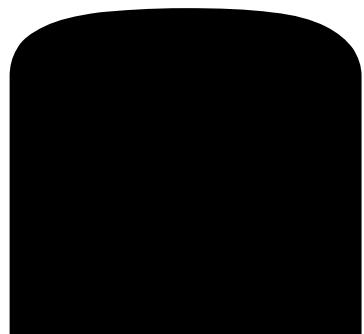


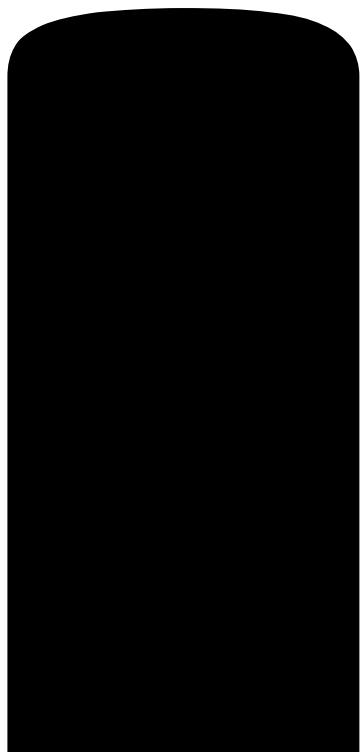


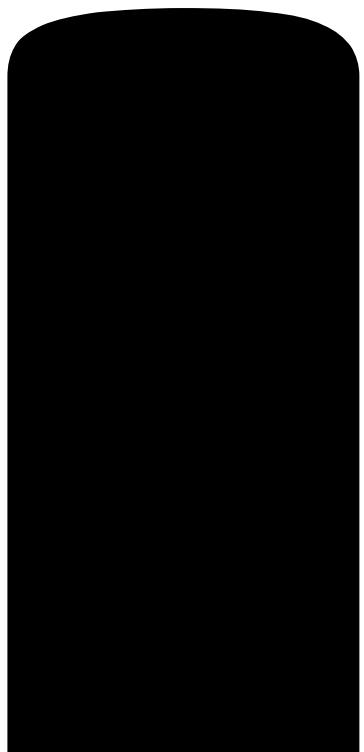


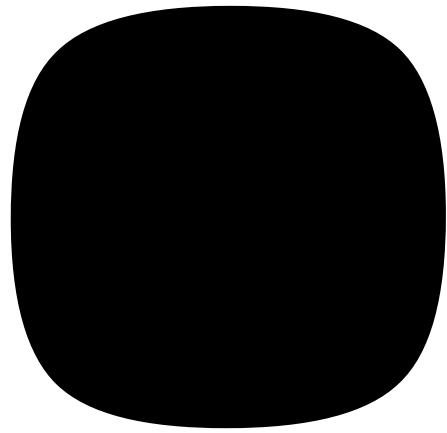


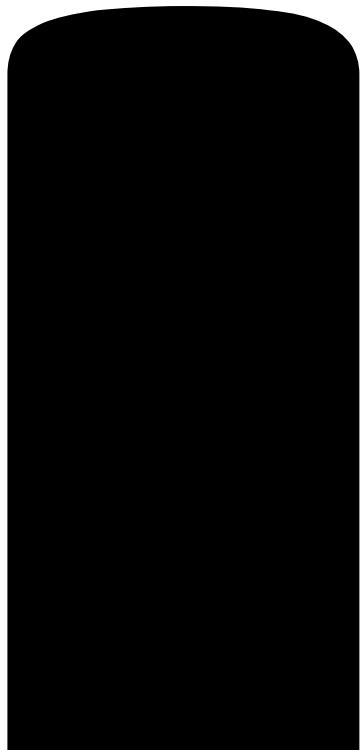


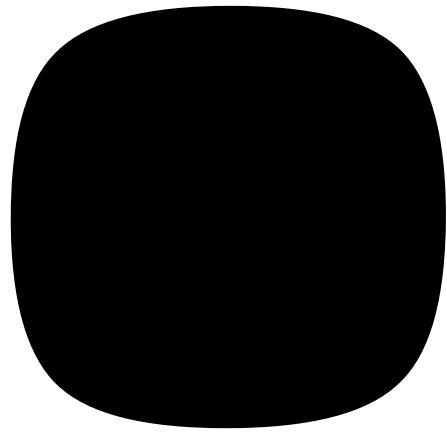


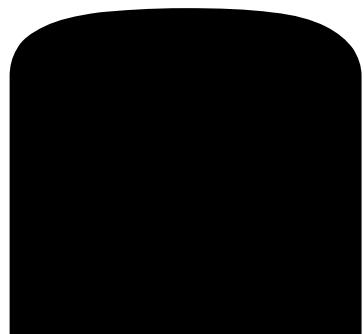












s.

Planning of physical works & the required materials.

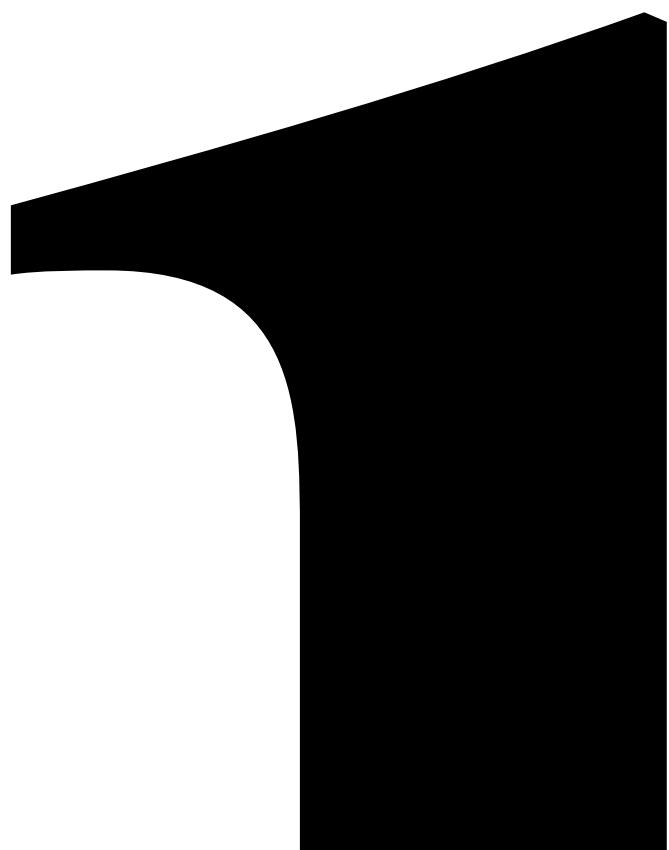
Implementation arrangements.

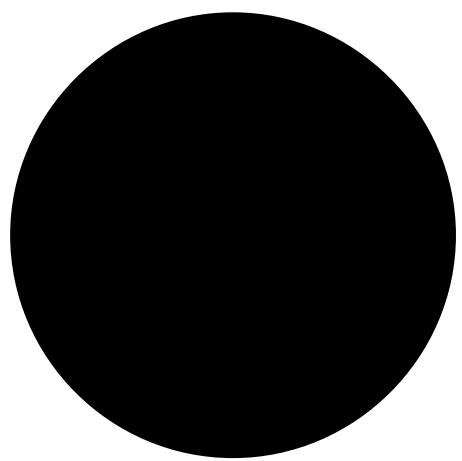
Launch the public work activities.

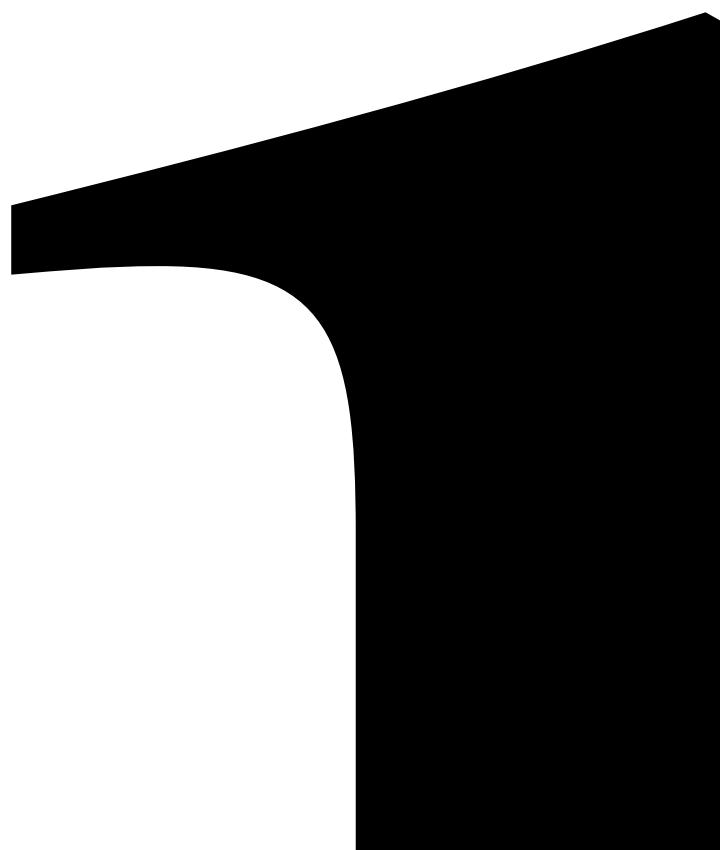
Follow up and support.

Assessments of environmental and social impacts

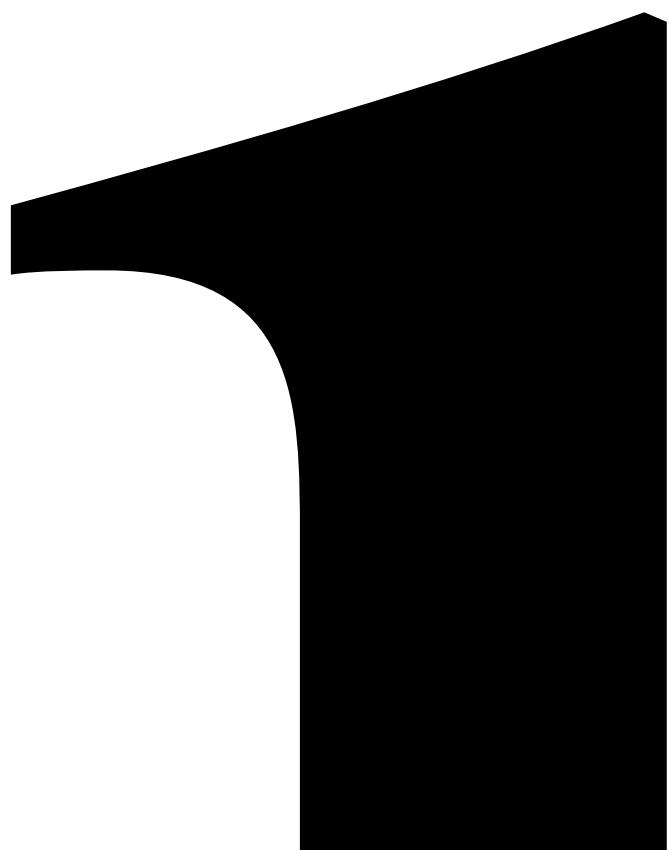
Each type of the proposed public work activities should be periodically assessed for any potential environmental and social negative impacts. The environmental and social impact assessment is undertaken in consultation with community leaders and knowledgeable persons such as environmentalists, social and public health workers. selected public work activities implementation program should be feasible and local conditions in order to protect the living environment. Hence, as per requisite of program implementation, no Public work sub-projects implemented without undergoing Environmental and Social Management Framework (ESMF) screening. Thus, each and



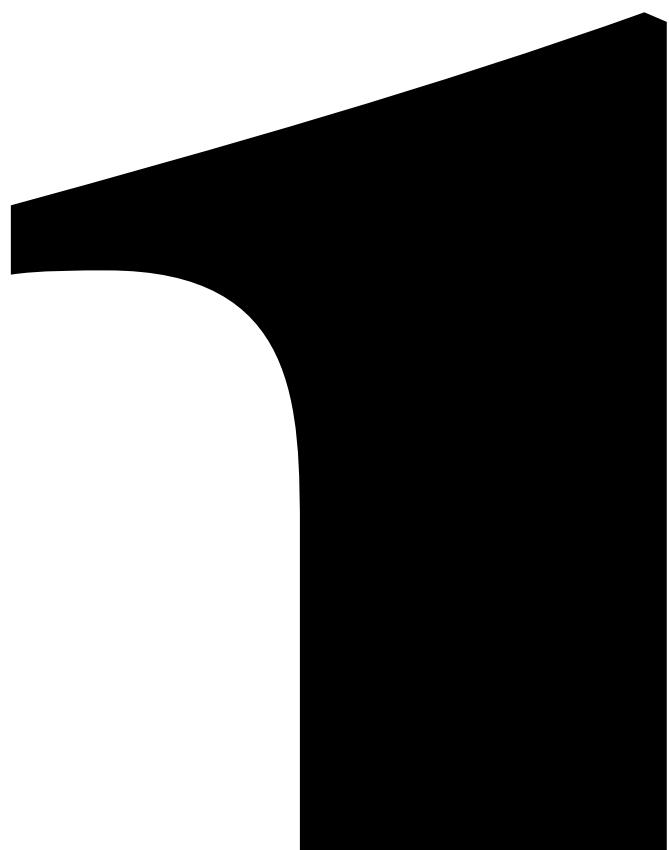




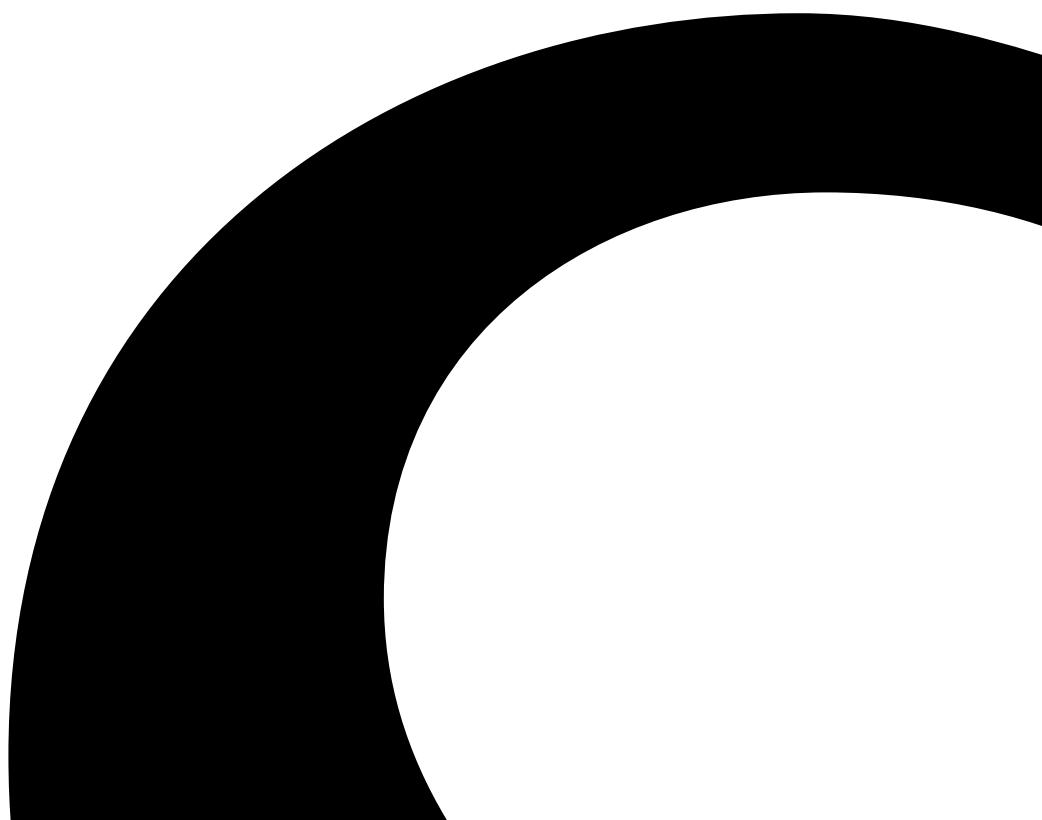








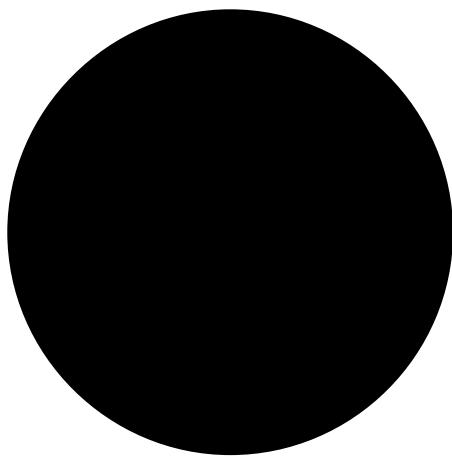


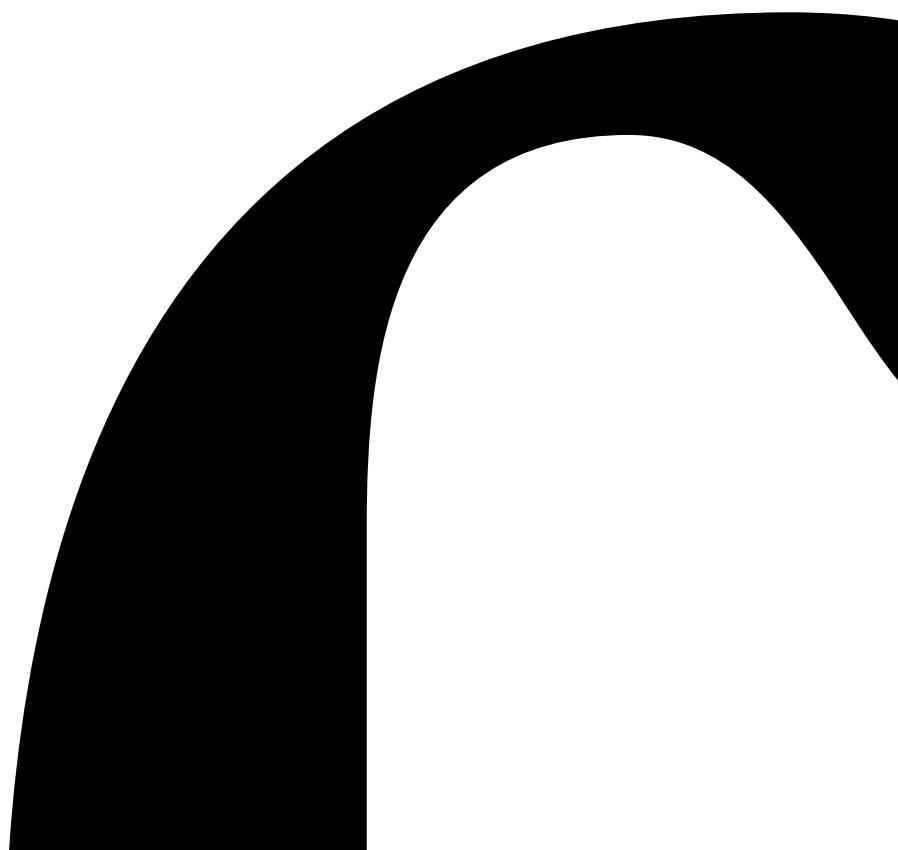




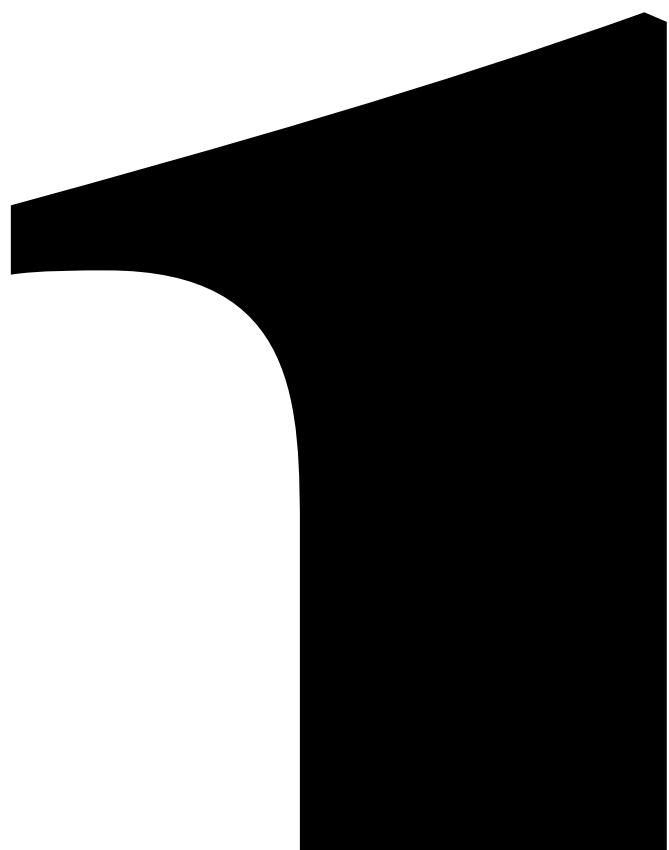


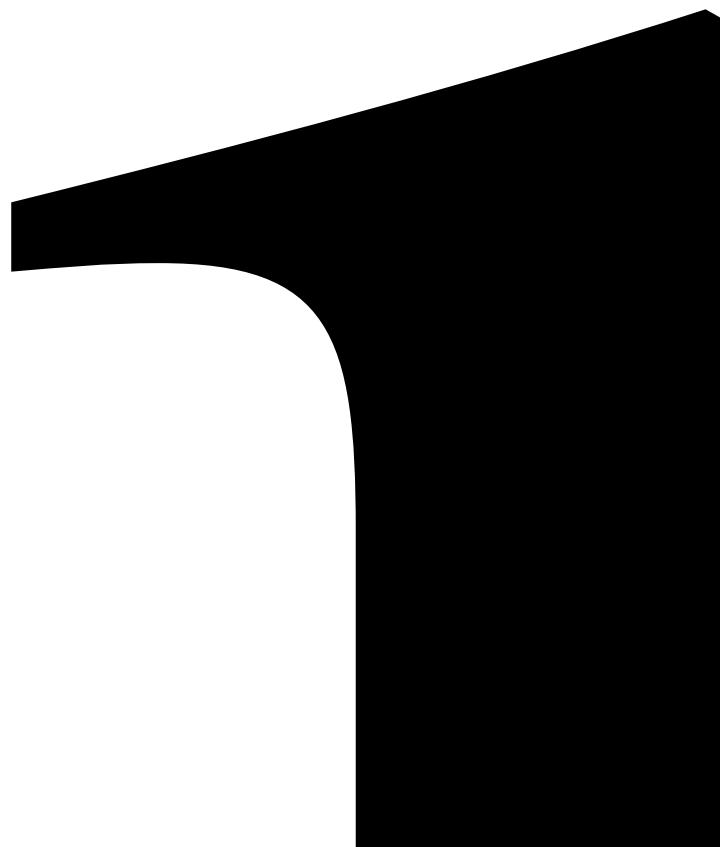


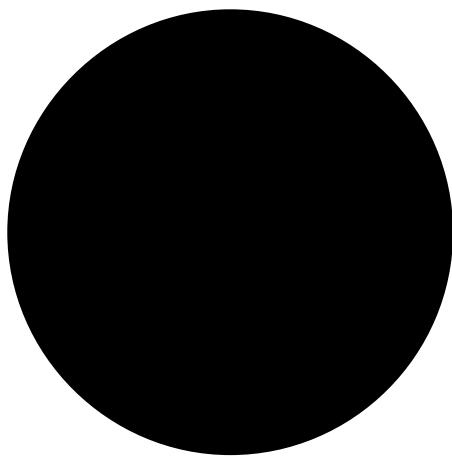


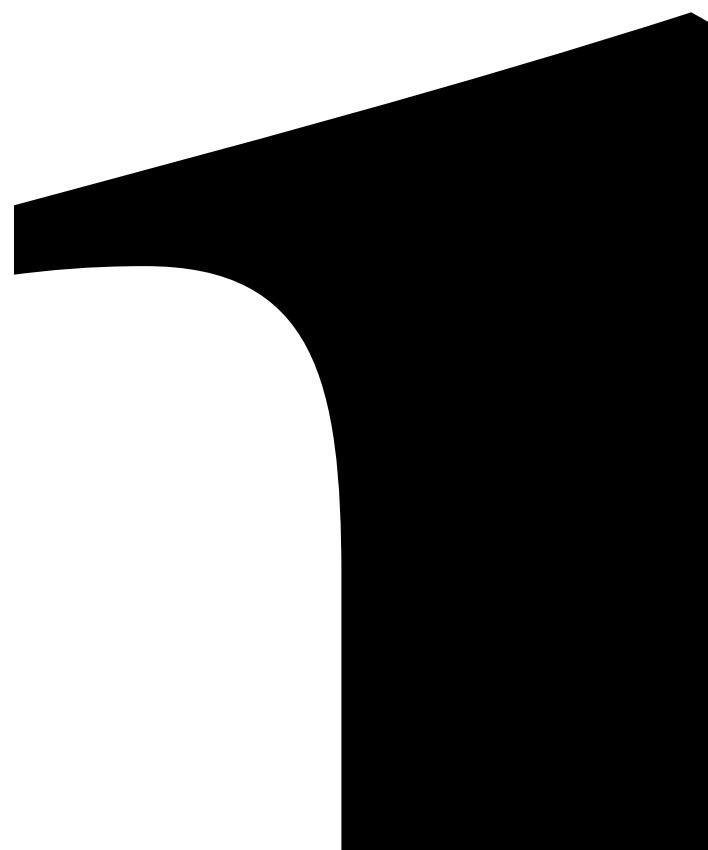


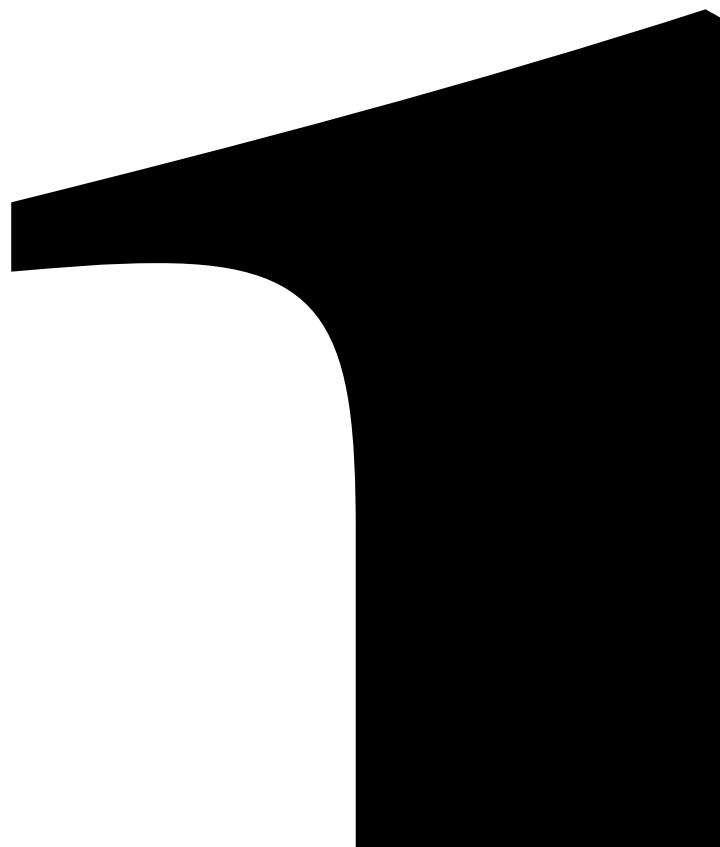


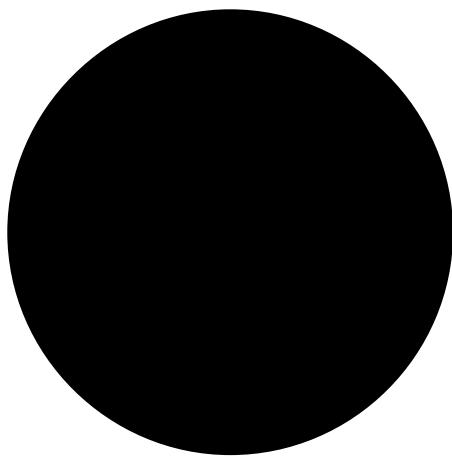










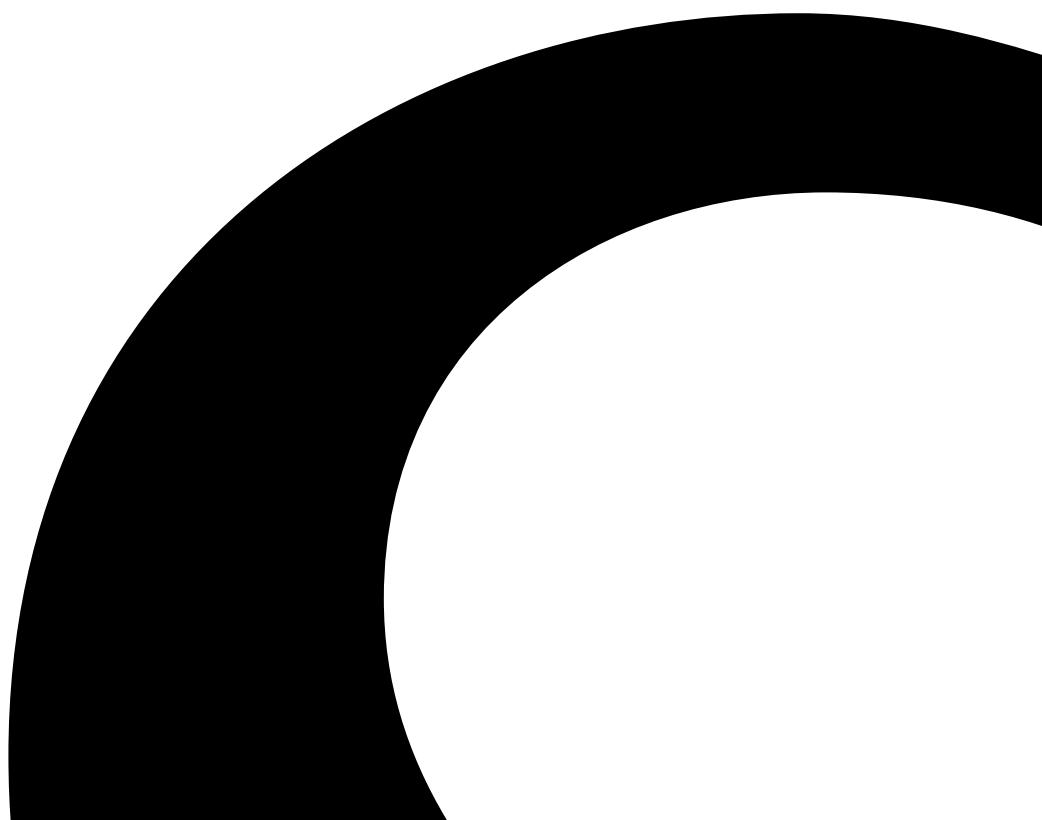


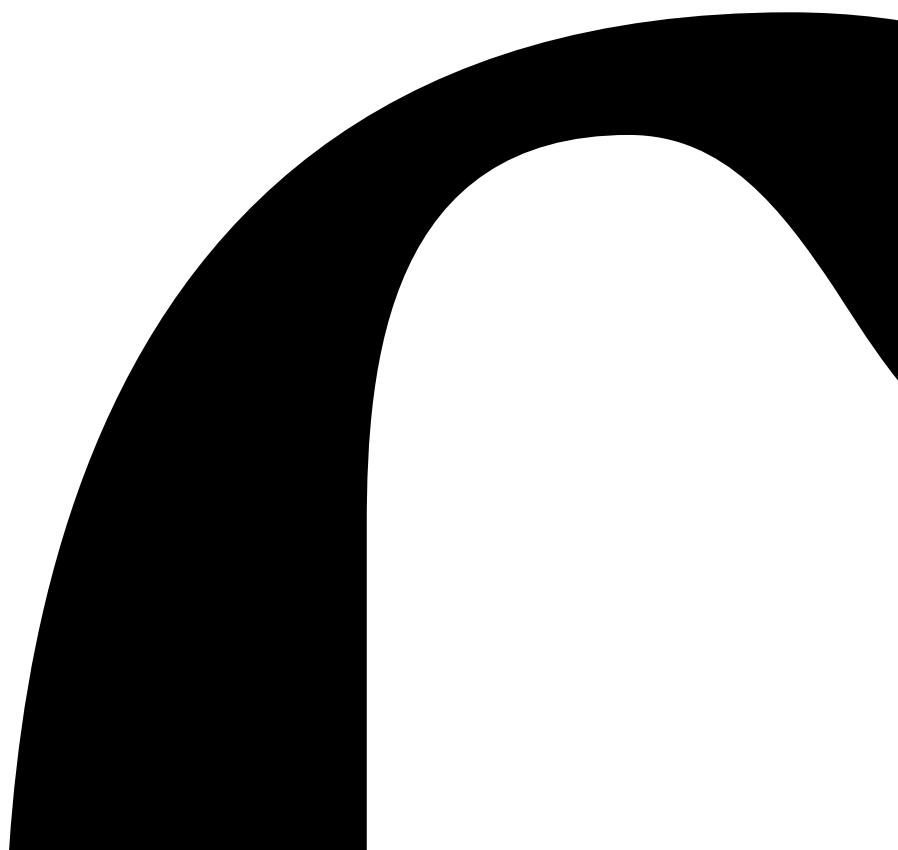


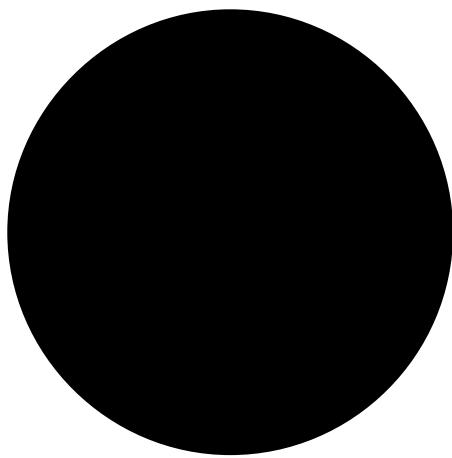


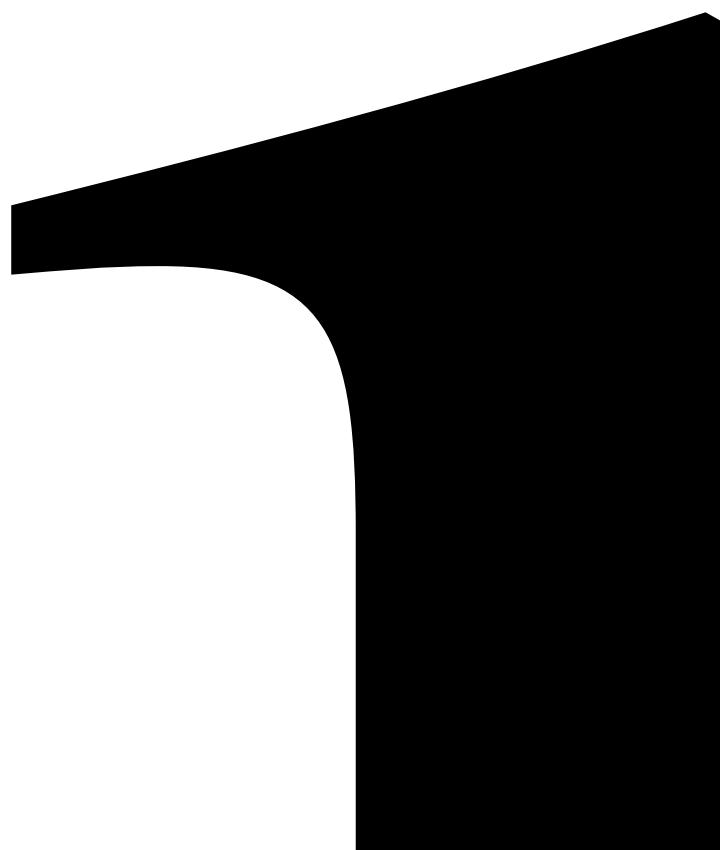




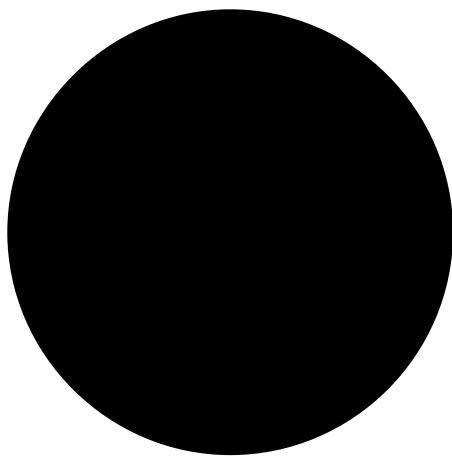


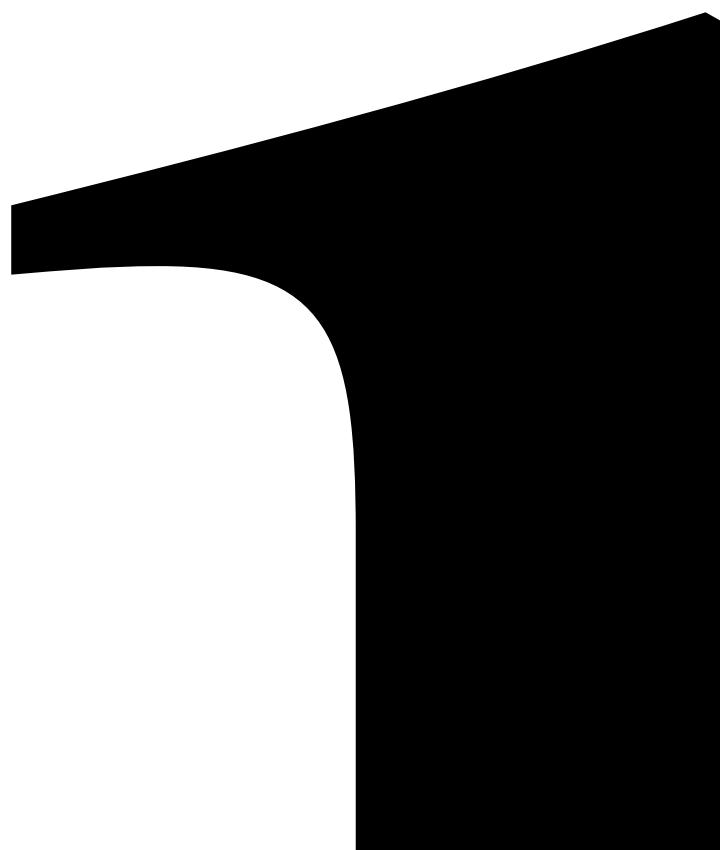


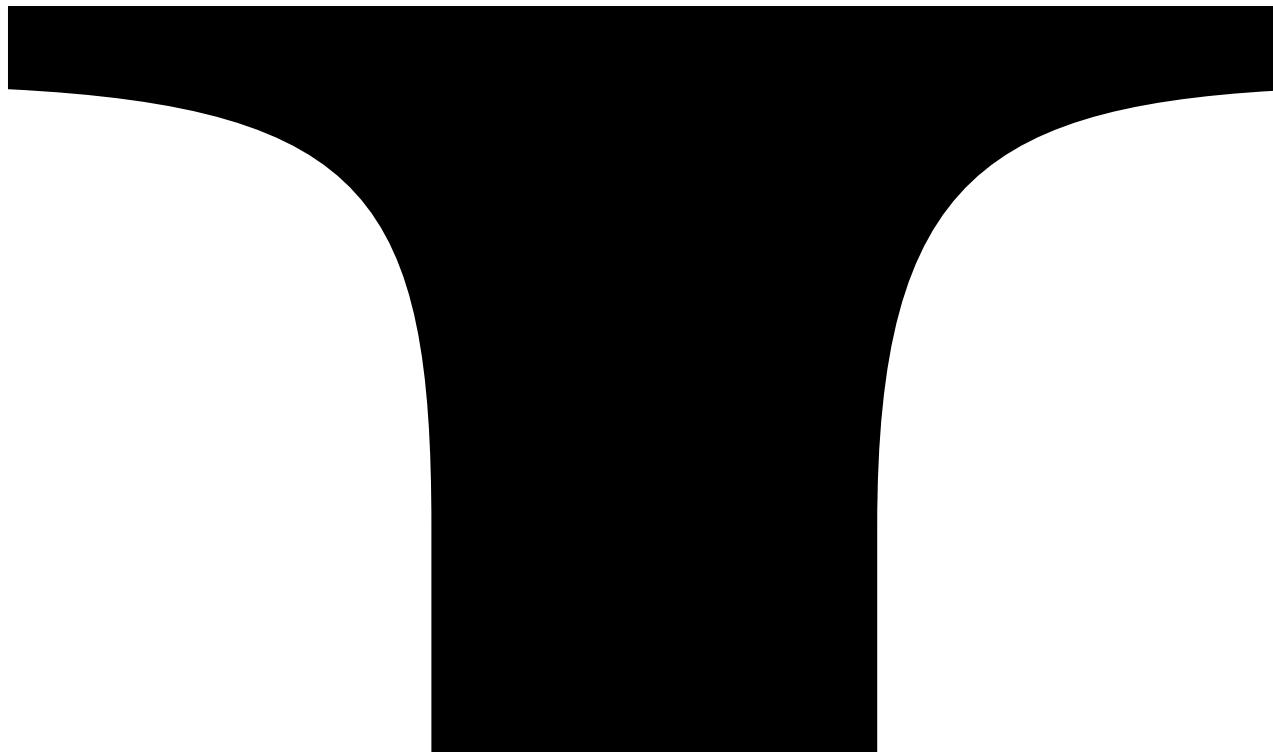


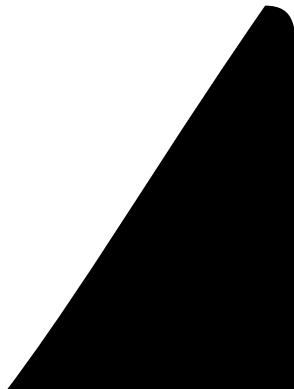


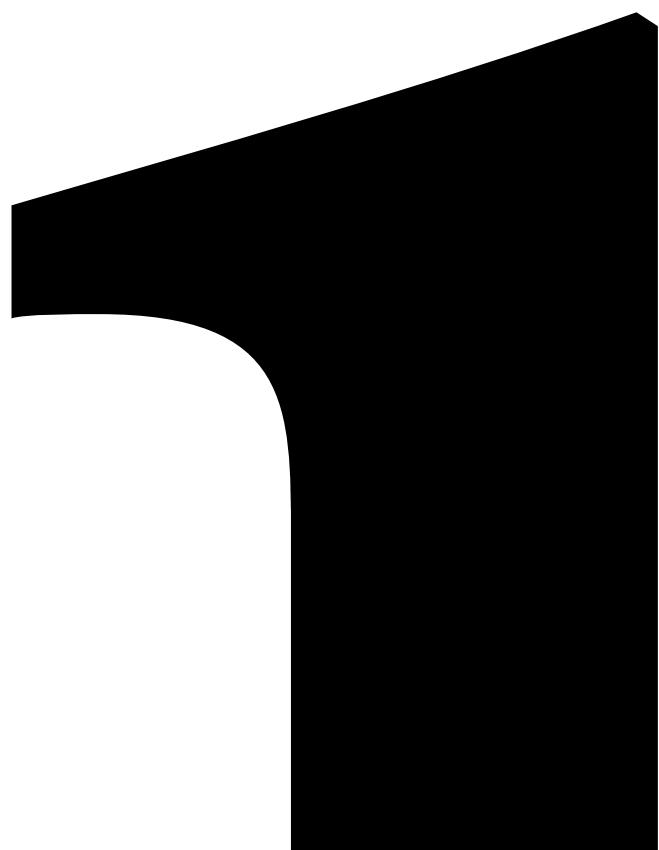


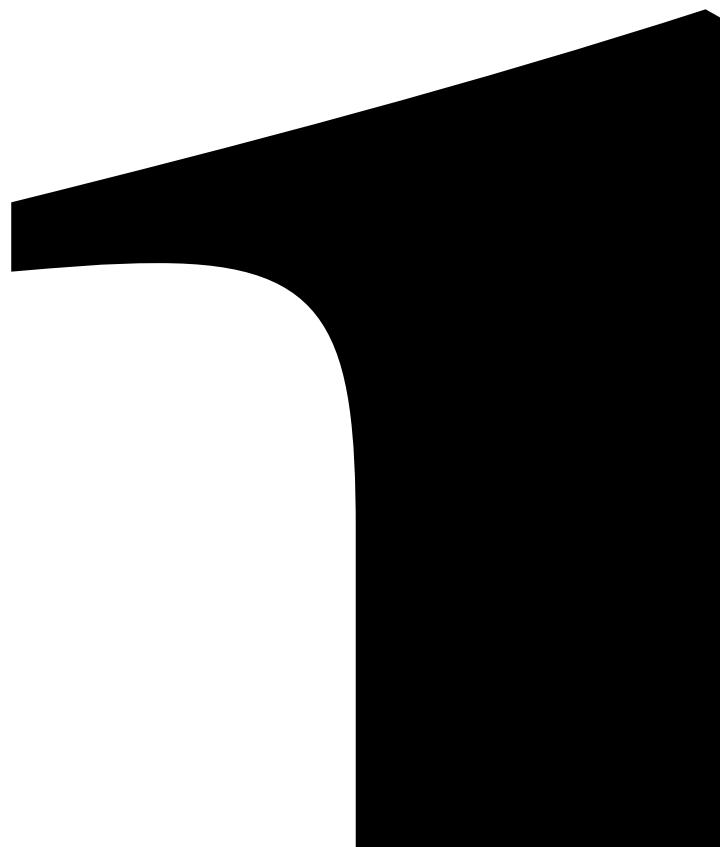




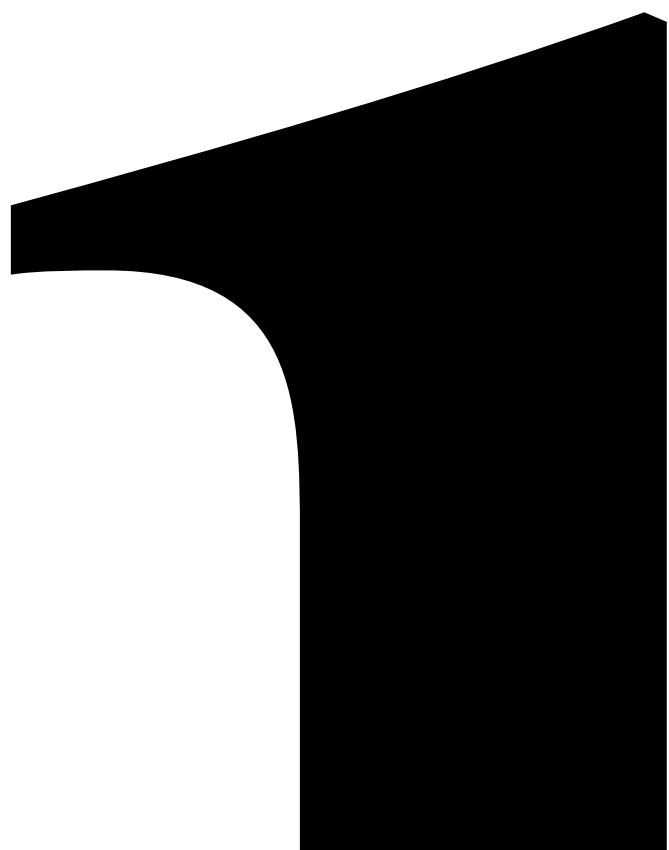


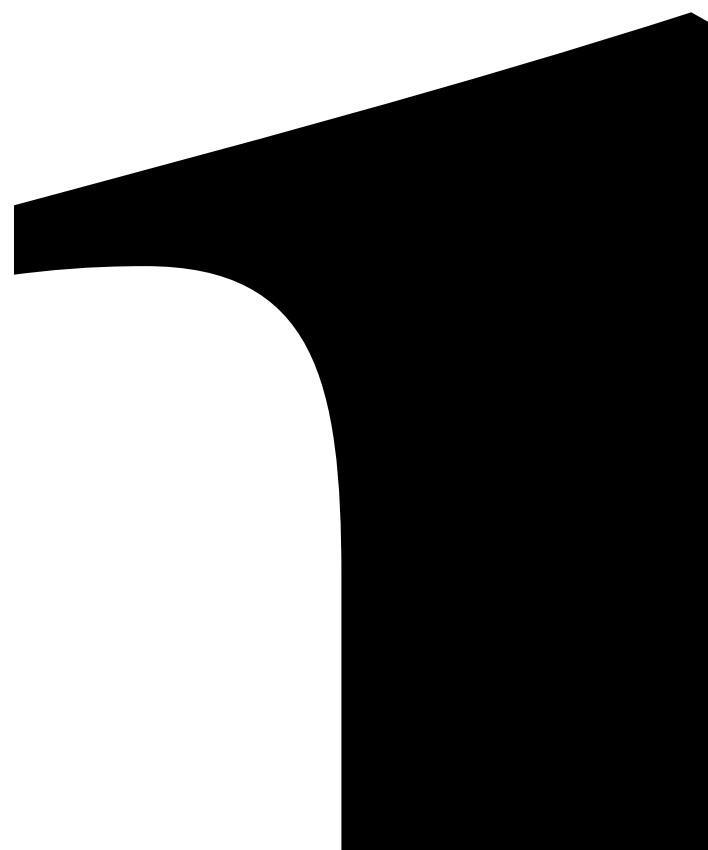






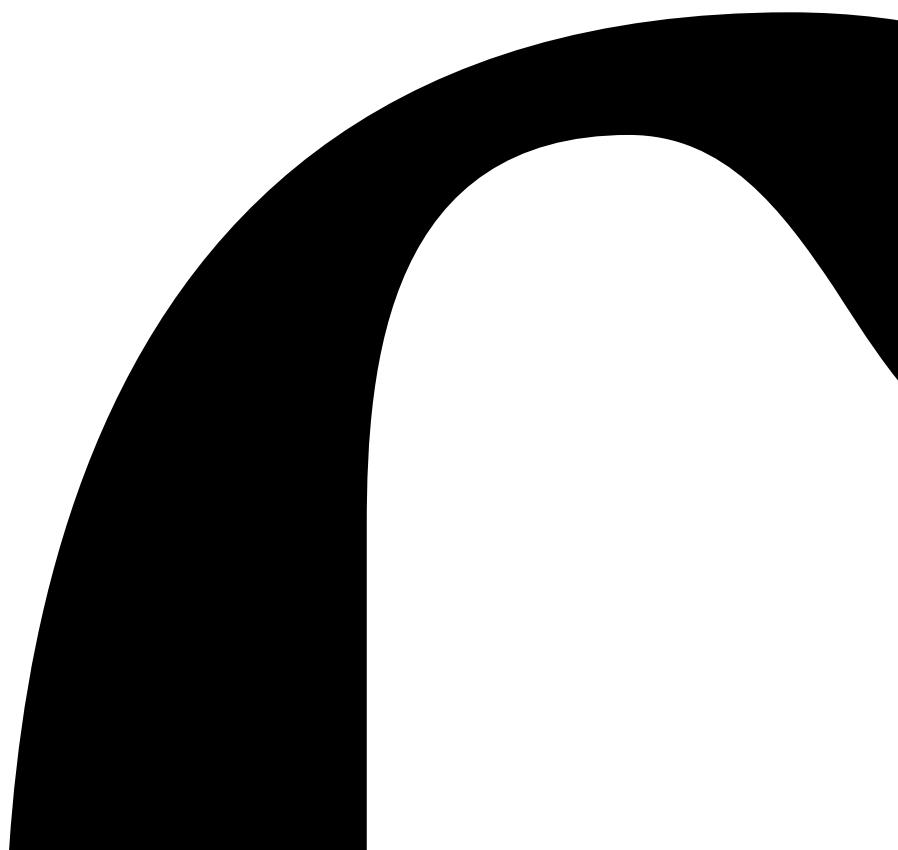


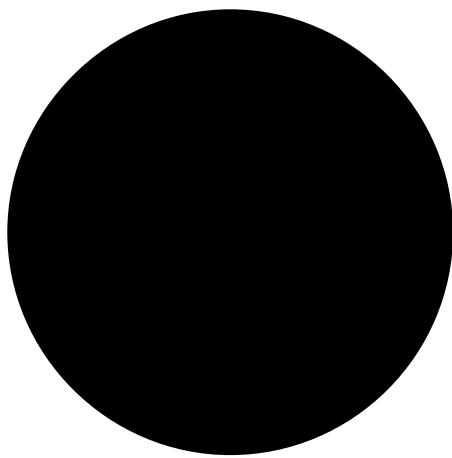


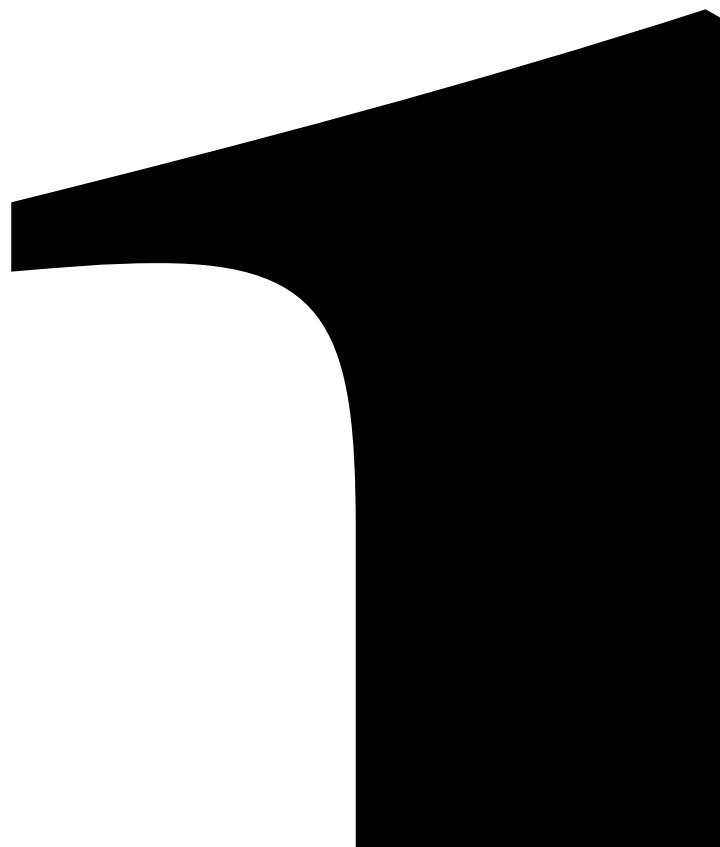




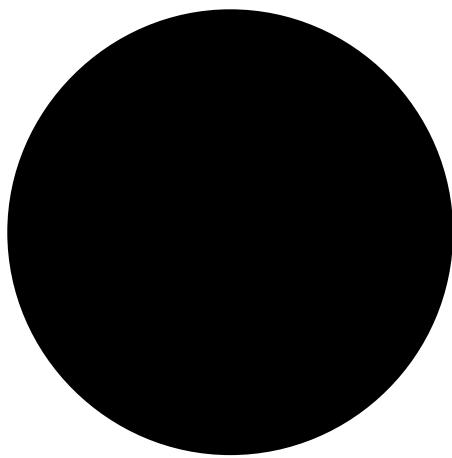


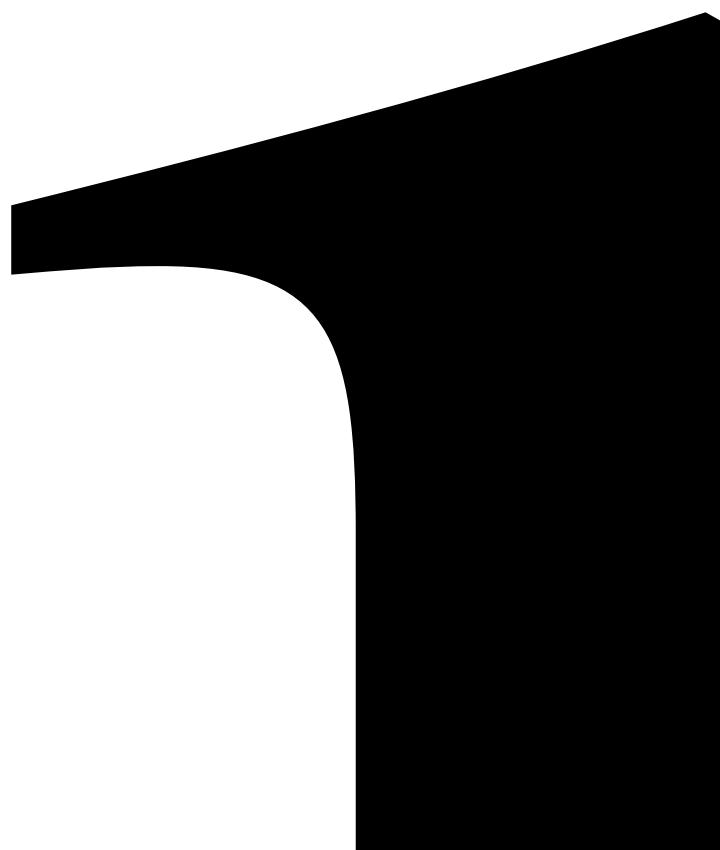


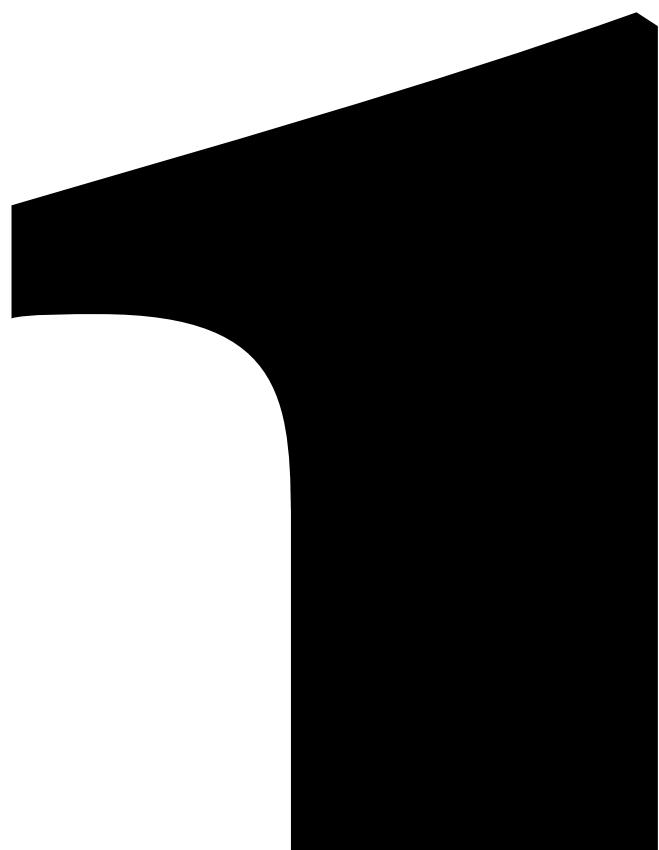


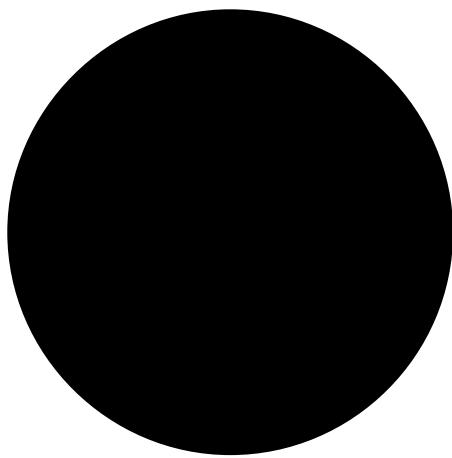


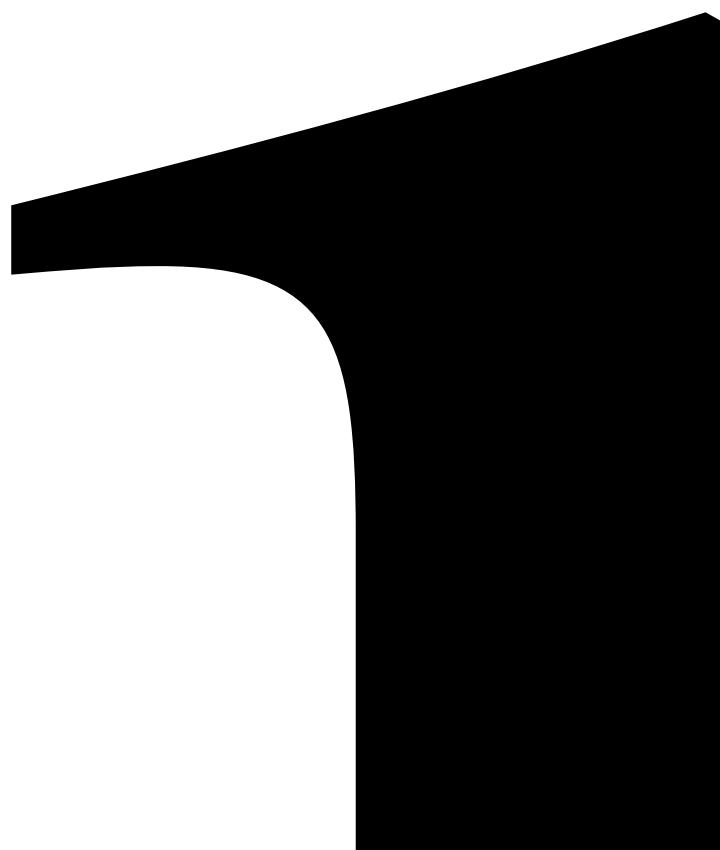




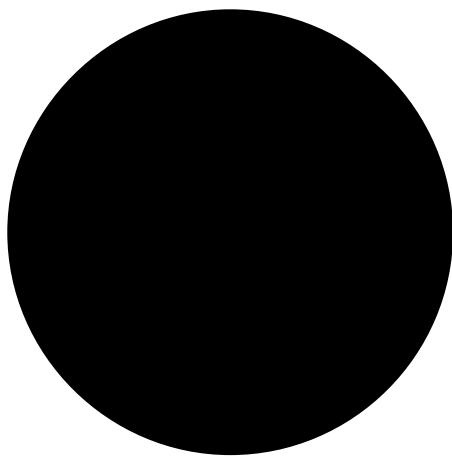


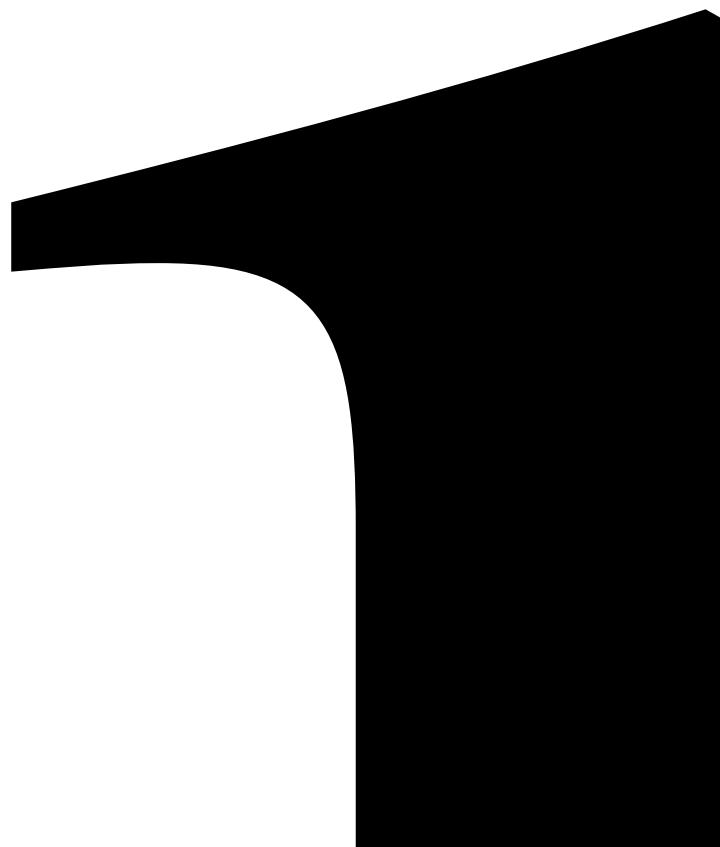


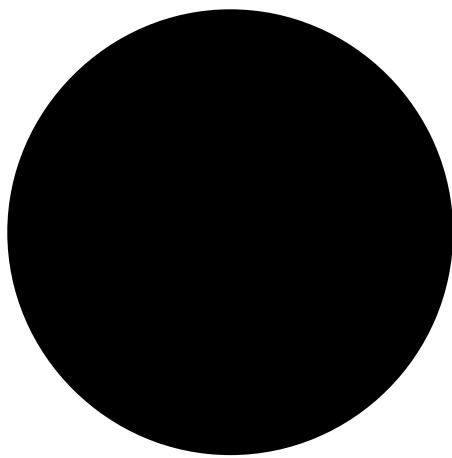




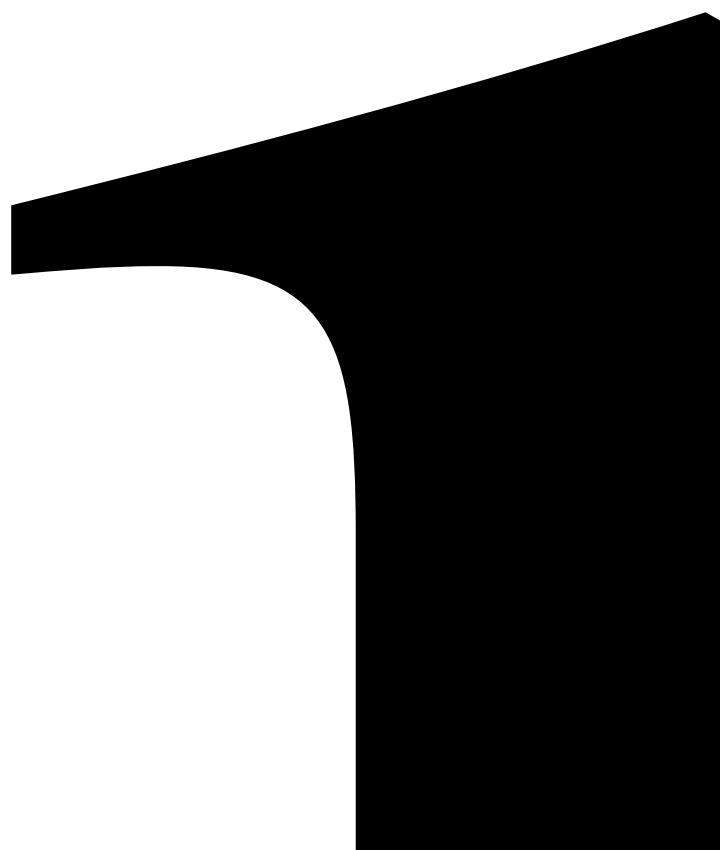








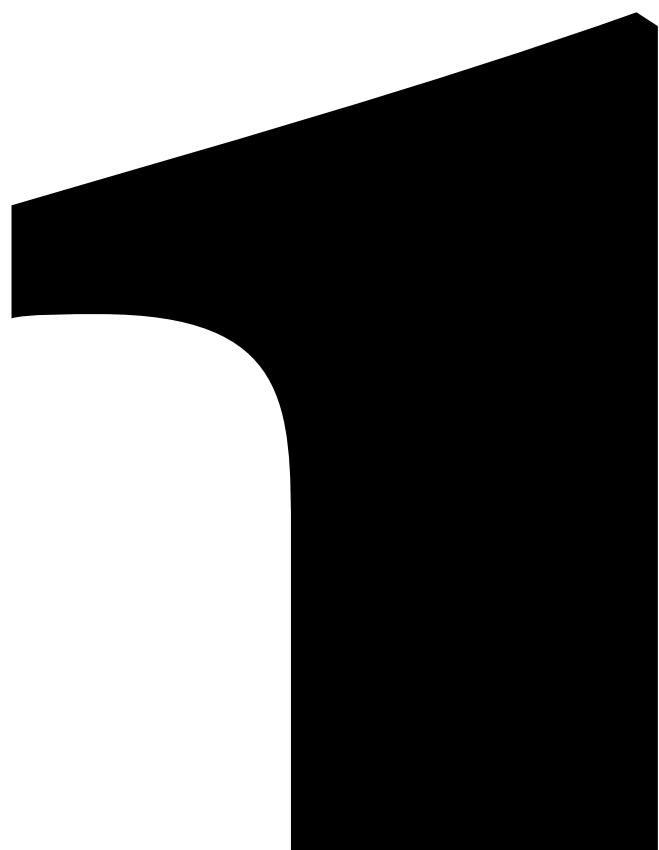


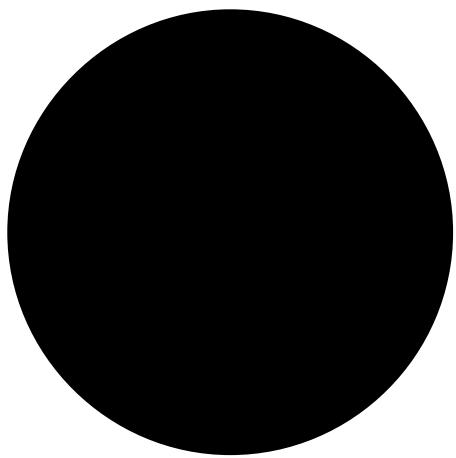


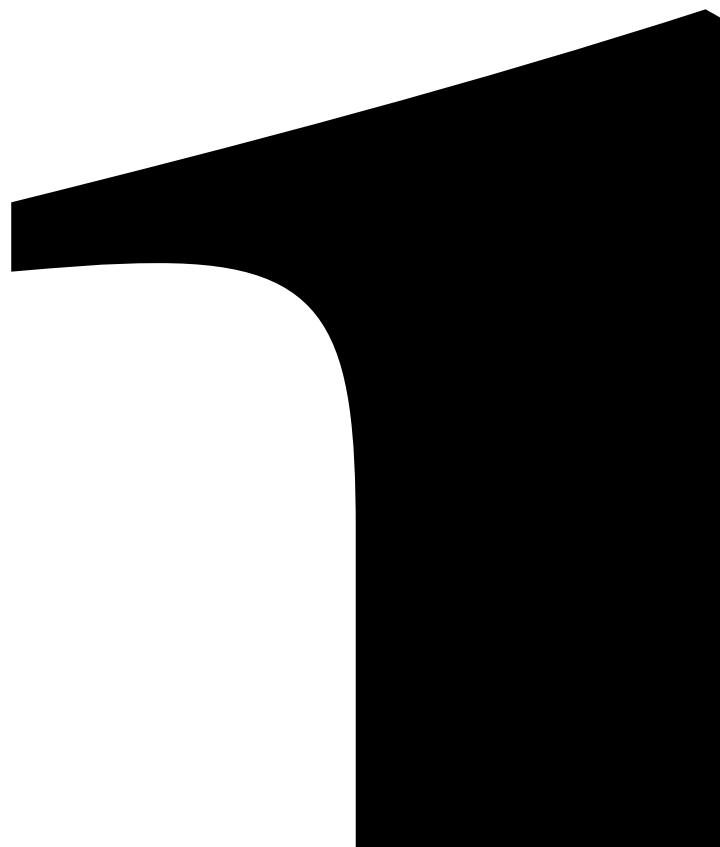


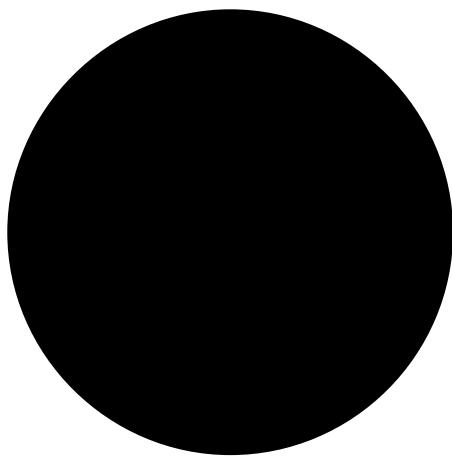












eriod;

The UPSNP highlights the proposed Program planning and focus on ensuring the implementation of project activities are environmental friendly and socially acceptable with no harm principle through applying best practices and sound mitigation measures;

The proposed program (projects) has various activities that might require full ESIA/PESIA and RAP based on the Ethiopian Environmental legislation and should avoid sensitive areas and take steps to ensure Environmental protection;

The Ethiopian environmental regulations require an environmental and social impact assessment to be undertaken for each site in consultation with the community, including appropriate review and clearance by the regional EFCCBs;

The screening procedures (Category A, B, and C) and implementation of environmental and Social management planning for each site and city will be verified through the REFCCBs;

Placement of environmental & social experts (Focal persons) in each UPSNP city office and provide environmental & social capacity building to the staff including logistics;

Preparation of appropriate and quality safeguards instruments based on the EMSG and RSG (like Full ESIA, Partial ESIA and RAP);

Environmental protection Authorities should critically review and approve mitigation plans (RAPs, ESAs);

Timely implementation of safeguards instruments and regular monitoring;

Take action on feedback provided by regional environment authority team/ Environment and Social audit / and document the progress;

ES audits should be conducted by independent and qualified consultants to avoid potential conflict of interest and to improve quality of the audits;

Strengthen the regular monitoring and reporting on environment and social safeguards;

Address safeguards related grievances timely.

Monitoring & Evaluation (M&E)

The overall purpose of result based M&E is to determine and explain performance of development programs and projects in terms of their development results, outcomes and impact. Monitoring is a continuing function that aims primarily to provide the management and main stakeholders of an ongoing development intervention with early indications of progress, or lack thereof, in the achievement of results. Monitoring involves systematic collection and periodic analysis of information on the use of inputs, processes, outputs and results of and intervention. Evaluation is a selective exercise that attempts to systematically and objectively assess progress towards and the achievement of an outcome. Evaluation is not a one-time event, but an exercise involving assessments of differing scope and depth carried out at several points in time in response to evolving needs for evaluative knowledge and learning during the effort to achieve an outcome.

The goal, hierarchy of objectives, outcomes, outputs and activities of the UPSNP are expected to be achieved through a combination of its components including Public work, working together and complementing each other. The logical framework provides the basis for M&E system of the program. Not with standing that monitoring and evaluation of the Public work is nested within the overall M&E of the PSNP, the Public work component will also have its M&E system for measuring and explaining its performance in achieving the expected outputs, results, outcomes and impact.

Although the general purpose of M&E system is universal, its design features should be specific to the nature and objectives of the project/program under consideration. For UPSNP- Public work, the M&E design should provide for full participation of all stakeholders involved in planning and implementation of Public work activities. Participatory M&E contributes to increased internalization of the broad objectives and approaches of UPSNP- Public work among stakeholders in general and to enhanced knowledge and skills of target community/communities in planning and implementation of Public work activities in particular

Participatory monitoring

Standardized monitoring instruments, similar to those that are currently in use for bi-annual review of Public work will be used for participatory result monitoring of Public

work in cities. The elements of such instruments should relate to, among others: whether and to what extent ongoing or completed Public work activities:

Are as prioritized by the target community/communities at the planning stage;

Are likely to be /actually are effective in terms of expectations of the intended target beneficiaries;

Are being/have been supported by timely delivery of the required technical and material inputs

Have been screened for environmental and social sustainability;

Are being/have been implemented according to expected quality and technical standards; and

Are likely to be/being successfully operated and maintained by the target community/communities themselves

Participatory monitoring

The outcomes and impact of Public work subprojects in urban areas will be assessed through participatory evaluation for capturing good practices and lessons learned for future planning. Outcomes and impact of Public work subprojects require a broader quantitative and qualitative information base obtained from a wide range of sources including data obtained through participatory monitoring data. Participatory evaluation will commonly be undertaken by an external body with the participation of the key stakeholders including planners, implementers and target beneficiaries as well as collaborating partners such as NGOs and donor agencies.

The validity and reliability of participatory monitoring and evaluation findings depends on several factors including the specification of indicators. It is important that the indicators used are specific, measurable, and achievable and time bounded (SMART).

Reporting

Reporting should be an integral part of M&E. Food security line agencies and offices will be responsible for collecting information and for data analysis into a consolidated report.

Regular periodic reports will be structured indicating achievement of outputs, expenditures on inputs by Public work activity against plan targets; narrative reasons for any gaps between planned and actual achievements; reasons for under-achievements or well above planned achievements and plans to address any outstanding problems in implementation.

Kebele, Woreda, sub-city and city level offices will be required to submit monthly Public work

monitoring reports; and these while be consolidated into quarterly Public work reports by regional and federal level institutions

Roles and Responsibilities

Federal urban job creation & food security agency (Safety net directorate)

Supports Regional Public work s Focal Units (Public work FU) and awareness-creation;

Oversees and supports M&E of Public works, including the conduct of Public works

Reviews and Impact Assessments;

Ensures satisfactory implementation of the Environmental and social management frame work and review of Environmental and social management frame work design as required;

Capacity building for Public work s, including development of appropriate training materials and conduct of capacity needs analysis;

Provide technical support and quality assurance to Public works as required, concerning planning, design, operations and maintenance to ensure sustainable Public works,

Oversees and supports the integration of other relevant sectors into the planning, design and implementation of Public works;

M&E of Public works;

Public work technical committee at all levels

Review and assess the plans performance and progress of public works towards the achievement of agreed bench marks;

Make decision on strategic issues affecting public works implementation

Discuss strategic issues arising from the implementation of public works which affect the broader UPSNP and develop recommendations;

Promote linkages with other public works-related programs and organizations as appropriate,

Review standards, quality and compliance of public works with agreed norms, and identify the need for technical assistance;

Sub-city/Woreda & Kebele Sector offices

Consolidates plans of the public work technical committee Task Force for incorporation in the city/Woreda, kebele UPSNP plans

Incorporates Public work activities in their yearly programme/action-plans,

Prepares activity implementation plans and request budget for implementation

Implements Public work activities at kebele and community levels

Provides technical assistance and training to technical personnel and staff

Undertakes project screening in accordance with the ESMF.

Conducts monitoring and evaluation of activities in collaboration with other relevant stakeholders

Prepares monthly, quarterly, six month and annual progress and financial reports

Community Level

Mobilizes the community for participatory public works planning;

Monitors and evaluate the implementation of public works;

Annex

Planning and Reporting Format

Beneficiary information

Beneficiary Region

Beneficiary City

No Name of City/Sub-city, Woreda/Kebele Number of beneficiary house holds Total number of beneficiary including house holds Remake

??`Male?Female?Total?`Male?Female?Total?1?2?3?4??

Selected number of beneficiary vs activities

No	Name	of	City/Sub-city,	Woreda/Kebele	Number	of
beneficiary	Total	A	B	C	D	E
2	3	4	5	6	7	8

N.B?????????Government??of??Ethiopia??signed??an??agreement??with??World??Bank??only??for??the??following??program

Urban??solid??waste??and??environmental??cleaning??activities??

Urban Beautification and Greenery activities;

Urban Integrated Watershed Development;

Urban Social Infrastructure and services?; and

Create favorable environment for urban agriculture?.

Types of activity and annual and semiannual plan

No?Activity?No Participant?Unit?Work Norm?Base line?Annual Plan?Performance Indicators?Total person days (PD)?1st quarter?2ed

days (PD) 1st quarter 2nd quarter 3rd quarter 4th quarter 1 Urban solid waste and environmental cleaning activities

Q	PD	Q	PD	Q	PD	1.1	2	Urban	Beautification	and	Greenery
activities						2.1	3	Urban	Integrated		Watershed
Management						3.1	4	Urban	Social	Infrastructure	and
services						4.1	5	Create	favorable	environment	for urban
agriculture						5.1					

Types of activity and semiannual Report Format

No	Activity	No Participant	Unit	Work Norm	Base line	Annual Plan	Performance Indicators	Total person days (PD)	----
--	-- quarter plan	----- quarter actual			Up to this Quarter	1	Urban solid waste and environmental cleaning activities		

Q	PD	Q	PD	Q	PD	1.1	2	Urban	Beautification	and	Greenery
activities						2.1	3	Urban	Integrated		Watershed
Management						3.1	4	Urban	Social	Infrastructure	and
services						4.1	5	Create	favorable	environment	for urban
agriculture						5.1					

Personal equipment/ capital expenditure budget

no	Capital	item/type	of	tools	Unit	Unit	cost	ETB	Amount	Total
Cost	Remark	1	2	3		4				