MEMORANDUM OF AGREEMENT

This *Memorandum of Agreement* entered into and executed by:

The *Community Based Monitoring System (CBMS) Network Team* with principal office at the PEP Asia-CBMS Network Office, DLSU Angelo King Institute for Economic and Business Studies, 10th Floor Angelo King International Center, Estrada corner Arellano Sts., Malate, Manila, Philippines, hereinafter referred to as "CBMS Network", represented by Network Leader, **Dr. Celia M. Reyes;**

The *Department of Interior Local Government through the Bureau of Local Government Development (BLGD)* with principal office at 4/F Francisco Gold Condominium II Mapagmahal Street, Pinyahan, Quezon City, Philippines, hereinafter referred to as "DILG", represented by its Director, **Ms. Anna Liza F. Bonagua**;

The *Department of the Interior and Local Government, Regional Office ___,* hereinafter referred to as the RO with principal address at _____ represented herein by Regional Director _____;

- and -

The *Municipality/City of _____, _____* represented herein by its **Municipal/City Mayor, Honorable _____,** by virtue of **Sangguniang Bayan/Panglunsod Resolution No. ___**, herein referred as LGU.

WITNESSETH

WHEREAS, the Local Planning and Development Office (LPDO) acts as the coordinating body and the center of operations of all committees, bodies, etc. that form the development council and the operations of the council itself either directly or through its executive committee led by the Local Chief Executive;

WHEREAS, the **CBMS Network Team** led by Dr. Celia Reyes, is the research group that developed the CBMS methodology, instruments and training modules for data collection, processing, poverty mapping and use of data for local planning and budgeting in the Philippines since the early 1990s. The CBMS Network, with support from the International Development Research Center (IDRC-Canada), is a coordinating body under the Partnership for Economic Policy (PEP) Research Network for the development and implementation of community-based and local poverty monitoring systems in developing countries;

WHEREAS, the **CBMS Network Team,** currently based at the DLSU Angelo King Institute for Economic and Business Studies (DLSU-AKI), provides technical assistance to national and local government units in the Philippines on the development and

institutionalization of CBMS and its use for planning, program formulation and impact monitoring.

WHEREAS, the **Department of Interior Local Government** through the **Bureau of Local Government Development** is the office primary responsible for the implementation of the Millennium Development Goals (MDG) localization, and for the capacity building of local government units on poverty diagnosis and planning using CBMS and its institutionalization at the local level.

WHEREAS, the **DILG and the CBMS Network Team** in partnership with the National Anti-Poverty Commission (NAPC) has established partnership through various initiatives in line with the scaling up and institutionalization of CBMS as a tool for poverty diagnosis , local planning and program implementation and monitoring the MDGs in the Philippines since the early 2000.

WHEREAS, a CBMS national repository which is intended to be used as inputs for policy making and program implementation has been established and being maintained at DILG and NAPC with technical support from the CBMS Network Team.

WHEREAS, the **Municipality/City of** _____ through its Municipal/City Planning and Development Office (MPDO/CPDO) requests for technical assistance from the CBMS Network Team in cooperation with the DILG-BLGD on the institutionalization of the community-based monitoring system as a planning and monitoring tool at the municipal/city, and barangay levels in _____.

NOW THEREFORE, for and in consideration of the above premises, the PARTIES hereto agree to collaborate, subject to the following terms and conditions:

SECTION 1. Objectives

This collaboration among the CBMS Network Team, the DILG-BLGD, the DILG Regional Office, and the Municipality/City of _____ through its MPDO/CPDO are in line with the goal of institutionalizing a community-based monitoring system (CBMS) to generate baseline data or information for poverty diagnosis, MDG target monitoring, ecological profiling as well as for effective and efficient planning, budgeting, programming and impact monitoring and for other purposes. Specifically, this collaboration aims to:

1. Establish a monitoring tool for poverty diagnosis and MDG monitoring; for a more data-based or evidence-based planning and programming; and in monitoring the effects of policies and programs on the socio-economic conditions in their respective jurisdictions;
2. Capacitate the LGU in building-up CBMS database, institutionalizing and maintaining a community-based monitoring system; and
3. Equip the designated technical staff of the LGU and the DILG CBMS[Regional Office] Trainers (National, Regional, Provincial as well as MLGOOs) with the necessary information and skills for the implementation of CBMS.

Expected Outputs

1. Implementation of a CBMS in the municipality/city
2. Conduct of Training Workshops on CBMS data collection and data processing for key personnel at the regional, provincial, municipal/city, and barangay levels
3. Utilization of CBMS data at the provincial, municipal/city, and barangay levels as a basis/tool for:
   a) Local planning and design of development policies and programs
   b) Preparation of provincial, municipal/city, and barangay socio-economic and physical profiles and development plans
   c) Identification of needs/problems and appropriate responses
   d) Project/Program-impact monitoring and evaluation
4. Improved Data Banking System at the municipal/city and barangay levels through the installation of the CBMS database.
5. Report/Analysis on Consolidated and validated CBMS Results.
6. Presentation of CBMS information through poverty maps generated from the CBMS database
7. Dissemination of CBMS results
8. Integration of CBMS results in the Local Development Plans and the Investment Programs in the Province, specifically
   a) Municipal/City MDG Report based on consolidated CBMS results;
   b) Updated ecological profile and development plans of LGUs;
9. CBMS implementation, best practices and lessons learned documented

SECTION 2.   Responsibilities

A. The CBMS Network Team shall:

1. Provide free technical assistance to **DILG** and **LGUs** by sharing the CBMS methodology, data collection, computerized data encoding and processing systems, poverty mapping and database management instruments, and corresponding training modules developed by the CBMS Network with designated CBMS focal persons/monitors/trainers at the national, regional, provincial, municipal/city, and barangay levels for complimentary use of the local government units.

2. Conduct mentoring and training support to the national pool of CBMS trainers in the use and implementation of CBMS instruments and training modules;

3. Provide technical assistance to the DILG and NAPC for updating of CBMS national repository every six month(s) and whenever necessary;

4. Ensure confidentiality of household/individual level information shared by LGUs and generated from the CBMS National Repository;

5. Acknowledge the source of CBMS data used in all its project documents, research studies, publications and on-line database;

6. As the developer of the system, the CBMS Network shall update the system/software and definition of terms, based on national standards and may accept future modification for improvement of the system.

B. The DILG through the BLGD shall:

1. Spearhead advocacy on the uses of CBMS as a benchmarking tool in localizing MDGs, poverty diagnosis, database planning, program targeting, formulation of local development plans, investment programming and for other purposes;

2. Assist DILG Regional and Provincial Trainers in the integration of CBMS methodology to the LGUs and monitor the conduct of CBMS implementation in the region;

3. Facilitate the integration of the CBMS methodology in its training modules for DILG Regional Trainers and LGU;

4. Facilitate the conduct of the CBMS training modules for designated CBMS focal person/personnel from the LGUs;

5. Provide necessary post workshop mentoring support to LGUs on the implementation of CBMS;

6. Facilitate the gathering of the CBMS data from the LGUs thru DILG Regional Offices on the implementation of CBMS and for updating of the CBMS National and Regional Repository;

7. Share with the CBMS Network and NAPC the CBMS survey data gathered from the LGUs in line with the development of the CBMS national repository;

8. Ensure confidentiality of household/individual level information shared by LGUs and generated from the CBMS National Repository;

9. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools;

10. Coordinate with the CBMS Network, all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and softwares developed/customized, and provided by the CBMS Network;

11. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and softwares. A copy of this documentation shall be provided to the CBMS Network;

12. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used;

13. Update and maintain the DILG national repository of all CBMS data collected and to make the data available online as part of the DILG CBMS database;

14. Facilitate the dissemination of project findings to policymakers, legislators, executive agencies and other interest groups.

C. DILG Regional Office shall:

1. Advocate for the adoption of the CBMS methodology and instruments by all LGUs in the regions;

2. Assign Regional and Provincial CBMS Focal persons who will coordinate the CBMS implementations in the LGUs as well as assign Regional and Provincial CBMS Trainers who will conduct the CBMS trainings for LGUs in the Regions in coordination with BLGD and/or CBMS Network and ensure completion of trainings and activities as scheduled;

3. Monitor the progress of the implementation of CBMS activities in the region and consolidate the validated CBMS data at the regional level. As far as practicable, maintain and update the CBMS database regularly using the CBMS processing system;

4. Spearhead logistical preparations for the conduct of training workshops for CBMS trainers for the Regions;

5. Ensure that separate computer hardware/laptops are provided for presentation and use of the regional CBMS trainers;

6. Coordinate with LGUs regarding compliance to ensure that LGU's hardware components are capable of hosting the system/software (CSPro, NRDB Pro and StatSim) and anti-virus system installed in their computer hardwares and ready for testing anytime;

7. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and softwares. A copy of this documentation shall be provided by the DILG-BLGD and CBMS Network;

8. Ensure that the application of the CBMS methodology and instruments shall be sustained by capacitating in-house technical officers in the regional and provincial offices;

9. Update every six (6) months and maintain the regional DILG repository of all CBMS data collected in the region and to make the data available online as part of the regional CBMS database.

10. Ensure confidentiality of household/individual level information contained in CBMS regional database;

11. Facilitate the gathering of CBMS data from the LGUs within their jurisdiction to be submitted to CBMS Network Team thru BLGD for updating of the national repository database before the updating of the regional database every six (6) months.

12. Ensure the participation of DILG Provincial Focal Persons and MLGOOs in all modular trainings.

13. Upon request of BLGD, allow the Regional CBMS accredited trainers to extend necessary technical assistance to other Regional Office who might need assistance in the conduct of CBMS activities.

D.   The LGU through its MPDO/CPDO shall:

1. Spearhead the logistical arrangements for the conduct of corresponding CBMS-related meetings and training workshops in the municipality/city.

2. Organize members of a Technical Working Group (preferably Department Heads) that will oversee the progress of the implementation of the CBMS and shall strictly follow the timelines set forth to ensure the reliability and validity of the data;

3. Assign at least two (2) permanent or regular counterpart personnel from its CBMS technical working group led by the MPDO/CPDO who will be trained for the various components of CBMS work and in turn will be tapped as lead trainers/resource persons for succeeding CBMS workshops on data collection and processing in succeeding CBMS training workshops for enumerators and data processors at the municipality/city. The same group of trained personnel shall act as lead CBMS monitors who will directly oversee the progress of implementation of CBMS activities in the municipality/city, consolidate the validated CBMS data and maintain and update the CBMS data regularly at the municipal/city level.

4. Allocate an amount of _____ **(PhP** _____**)** to be managed by the Municipal/City Government of _____ through its MPDO/CPDO which shall form part of the CBMS-_____ fund (detailed breakdown attached as **Appendix A**).

5. Ensure that LGU's hardware components are capable of hosting the system/software (CSPro, NRDB Pro and StatSim) and anti-virus system installed in their computer hardwares and ready for testing anytime.

6. Share with the PPDO, National Anti-Poverty Commission (NAPC), DILG and the CBMS Network the CBMS data collected in the barangays as part of the CBMS Network's efforts to develop a repository of CBMS data at the national level and to make the data available online as part of the CBMS database. CBMS data shared to the PPDO, on the other hand, shall be used as basis for the preparation of development plans and profiles, program design and impact monitoring at the provincial level.

7. Provide the CBMS Network Team thru the DILG Regional Office and the BLGD with full and complimentary access to its complete CBMS census data as part of the agreement on the LGUs adoption and use of the CBMS computerized data processing and poverty mapping system and modules shared to them by the CBMS Network at no cost/charges. This is deemed necessary for further development of the CBMS modules and its applications for poverty monitoring and analysis by the CBMS

Network Team, and also as part of the development and maintenance of the CBMS national repository being undertaken by the Team.

8. Facilitate the processing and consolidation of CBMS data at the municipal/city level.

9. Facilitate the validation of the results of the survey in all LGUs in the municipality/city.

10. Facilitate the integration of CBMS survey results in actual planning, targeting and programming, project proposal packaging, impact monitoring and other activities in the municipality/city.

11. Facilitate the documentation of CBMS findings and recommendations, including lessons learned, best practices and recommendations and submit to BLGD.

12. Facilitate the dissemination of research findings and recommendations to policymakers, planners and other interest groups to serve as basis for plan formulation, program design and impact monitoring.

13. Acknowledge the CBMS methodology, instruments for data collection, data processing, poverty mapping, and database management, and corresponding training modules developed by the CBMS Network in all future documents, reports, training program and publications that will be prepared or developed based on one or any of the aforementioned tools.

14. Coordinate with the CBMS Network thru the DILG Regional Office and the BLGD all intended/future modifications to be done on the standard CBMS instruments, manuals, training modules and software developed/customized, and provided by the CBMS Network.

15. Secure written consent from the CBMS Network, thru the DILG Regional Office and the BLGD, regarding modification of the CBMD data processing system or distribution of the data processing system to its partner or to a third party.

16. Secure written consent from the CBMS Network Team thru the DILG Regional Office and the BLGD regarding use of the CBMS data processing software for other purposes.

17. Document all future modifications to be done in the standard CBMS instruments, manuals, training modules, and softwares. A copy of this documentation shall be provided by the Municipality/City of _____ to the CBMS Network.

18. Acknowledge CBMS as source of data for all reports, documents and modules where CBMS data will be used.

19. Ensure that CBMS data are updated every three (3) years and the results are used as inputs to local planning.

20. Ensure confidentiality of household/individual level information contained in CBMS database.

Section 3. *Timelines*

CBMS trainings (Modules I, II and III) adoption and implementation must be completed within six (6) months to ensure reliability, accuracy, validity and consistency of data. Below are the activities:

1. Orientation meetings between and among CBMS Network, BLGD-DILG, DILG Regional Office concerned and Technical Working Group of the implementing LGU;

2. Consultation meetings at the municipal/city and barangay levels

3. Adoption of CBMS by the Local Sanggunian through SB/SP Resolution and formulation of the Work/Action Plan by the LGU concerned;

4. Forging of Memorandum of Agreements (MOAs);

5. Training Workshop 1: **Data Collection and Field Editing (Module I) = 3 days**

   Requirements:
   - MOA has been signed by all parties concerned
   - Participants in the Training of Trainers (3days) at the municipal/city levels must be composed of members of the TWG who are in a permanent status.
   - Participants in the Training of Enumerators (3 days) must compose of at least 3 enumerators per barangay
   - Data collection must be done within one month

6. Data collection/Field Survey Operation

7. Training workshop 2: **Data Encoding and Map Digitizing (Module II) = 3 days**

   Requirements:
   - At least 50% of the data of the total household has been collected
   - Participants must be composed of the M/CPDC; and at least 2 data processors (lead encoder and digitizer) who are holding appointment with permanent status. They should have undergone Module I
   - Data encoding and maps digitizing must be done within two and half (2 ½) months
   - Installer disc should be requested at least 1 month before the scheduled training

8. Encoding of CBMS survey results and mapping

9. **Training workshop 3: Data Processing, Poverty Mapping and Building of CBMS Database (Module III) = 4 days**

   Requirements:
   - Individual- and household-level data for all barangays have been fully encoded (100%), 25% of barangays have digitized hh-level dots and matched
   - The e-copy and hard copy of the data and the required database (.txt/hpq, .bpq and NRDB(Name of LGU).mdb files) must be submitted to DILG-BLGD thru DILG

Regional Office **at least 1 month before the scheduled training** for cross checking and installer disc preparation.
- Participants must be composed of the following: (a.) M/CPDC; (b.) all members of the TWG/Department Heads who have undergone Module 1; and (c.) at least 2 data processors who possess permanent status of appointment and have undergone Modules I and II

10. Processing and consolidation of CBMS results

11. Generation of poverty maps

12. Building of computerized CBMS Database
- Data consolidation, poverty mapping and building of the CBMS database must be done within one and a half (1 ½) months

13. Conduct of data validation workshop to present and discuss consolidated CBMS results
- Validation should be scheduled for each barangay after its data had been fully encoded, digitized and processed

14. Documentation of findings, recommendations, and agreements in the validation workshops

15. Updating of the CBMS database to incorporate validated data

16. Use of CBMS data as inputs to preparation of development and investment plans, project proposals, implementation, and monitoring

17. **Training Workshop 4: Plan Formulation = CBMS-Based Barangay Planning and Budgeting Module (Module IV) = 5 days**
Requirements:

- All individual- and household-level barangay data have been fully encoded, digitized, matched, processed, evaluated and validated by the community.
- With printed output or data
- The e-copy and hard copy of the data and the required database (.txt/hpq, .bpq and NRDB(Name of LGU).mdb files) must be submitted to DILG-BLGD at least 2 weeks before the scheduled training.

18. **Training Workshop 5: Comprehensive Development Plan (CDP) = 5 days**

Requirements:

- All barangay data have been fully encoded, digitized, matched, processed, evaluated and validated by the community.
- With printed output or data
- The e-copy and hard copy of the data and the required database(.txt/hpq, .bpq and NRDB(Name of LGU).mdb files) must be submitted to DILG-BLGD at least 2 weeks before the scheduled training

19. Dissemination of CBMS findings and recommendations to local policymakers and program implementers

20. Submission of CBMS database to the CBMS Network, NAPC, and DILG for the building of the CBMS National Repository

21. Documentation/evaluation of implementation of CBMS

22. Planning for next phase of implementation

Section 4. Effectivity

The project activities shall commence on _____ and terminate on _____. This agreement shall take effect upon signing by the representatives of the Parties hereto and shall be in force until _____ unless revoked by mutual consent of the Parties prior to that date.

IN WITNESS WHEREOF, the Parties hereunto affixed their signatures on this _____ day of _____, 201_ at _____.

CBMS Network   **DILG-BLGD**
 by: by:

Dr. Celia M. Reyes   **Dir. Anna Liza F. Bonagua, CSEE**
CBMS Network Leader   Director, BLGD

DILG Regional Office ____   **LGU**
by: by:

Director _____   Hon. _____
DILG Regional Director   Municipal/City Mayor

SIGNED IN THE PRESENCE OF:

DLSU-AKIEBS   DILG-BLGD
by: by:

Dr. Tereso S. Tullao Jr.   **Mr. Edward T. Templonuevo**
Director   Chief, Local Development
                                                  Planning Division, BLGD

LGU   CBMS Network
by:

M/CPDC_____ **Ms. Anne Bernadette E. Mandap**
Municipality/City of _____ Research and Administration Officer
               PEP-CBMS Network

ACKNOWLEDGEMENT

Republic of the Philippines)
Provincial Government of _____) S.S

   BEFORE ME, a notary public, for and in the above jurisdiction, personally appeared on this _____.

NAME	CTC No.	DATE/PLACE OF ISSUE
Dir. Anna Liza F. Bonagua	_____	_____
Celia M. Reyes	_____	_____
RD _____	_____	_____
Mayor _____	_____	_____

   Known to me the above person/s who executed the foregoing instrument and acknowledge to me his/her free and voluntary act and deed.

   The parties have signed this Memorandum of Agreement consisting of 6 pages, including the page where the acknowledgement is written, and their instrumental witnessed on the left margin of each and every page.

   IN WITNESS WHEREOF, I have hereunto set my hand on the date and place above written.

Doc. No.   _____
Page No.   _____
Book No.   _____
Series of 2012