

Department of Social Welfare and Development
Sustainable Livelihood Program

**GUIDANCE NOTE ON THE PROVISION OF LIVELIHOOD ASSISTANCE THROUGH
CASH FOR BUILDING LIVELIHOOD ASSETS**

I. Objective

This document intends to guide the staff of the Sustainable Livelihood Program in implementing Cash for Building Livelihood Assets projects (CBLA). This document supports and complements the principles of SLP and the objectives and processes of CBLA as stated in Memorandum Circular 11 of 2014, otherwise known as the *Enhanced Guidelines on the Implementation of the Sustainable Livelihood Program*.

II. Nature and Purpose of the Cash for Building Livelihood Assets (CBLA)

The Cash for Building Livelihood Assets seeks to attain these results:

1. In the short term, to provide immediate cash and productive, short-term work experience to eligible participants; and
2. In the long-term, to build, re-build, develop and protect physical or natural assets that are necessary for developing profitable and sustainable microenterprises.

III. Scope and Limitation

3.1 Eligibility¹

- 3.1.1 Priority workers are members of Pantawid families and should be at least 18 years old at the start of the project. Other eligible workers are members of non-Pantawid families that are listed in the NHTS-PR and other individuals belonging to poor families and those who are considered as marginalized and vulnerable.
- 3.1.2 Only one member per family is allowed to participate; however, in cases where there is a huge need for workers, one or more members of the family may be allowed to participate.

3.2 Allowable work days

- 3.2.1 Cash is provided to individuals who render work for a specific purpose within a short period of time usually not exceeding eleven (11) days² (inclusive of a half day pre-CBLA orientation and half day post-CBLA wrap-up meeting)
- 3.2.2 However, if there is a need to extend the project with valid and justifiable reasons as approved by the Regional Director and subject to SLP fund availability, the allowable extension should not be more than three (3) months following regular working day schedules.

3.3 Daily rate and schedule of payment

- 3.3.1 The maximum allowance to be provided to each worker is equivalent to at least 75% of the prevailing regional minimum wage³.

¹ Eligible workers pertain to those individuals who will render labor-intensive work

² However, it is encouraged that the maximum paid work days is only 10 days and the pre and post CBLA activities be considered as counterpart of workers if and whenever applicable.

³ The kind of minimum wage should be determined by the proponents and should be based on the type and location of the project. The choices include *plantation or non-plantation minimum wage*.

- 3.3.2 The allowance should be strictly paid within two (2) weeks or earlier after the last working day.
- 3.4 Payment of allowance
 - 3.4.1 *Cash/ Financial Assistance Payroll* to be managed by the Special Disbursing Officers (SDOs), or by deputized SDOs to include bonded SLP staff, among others, as authorized by the Regional Director; and
 - 3.4.2 *Fund transfer* to Provincial or City/Municipal Local Government Units wherein the latter will manage the pay-out through a *Cash Assistance Payroll* scheme following the standards of DSWD. A Memorandum of Agreement (MOA) shall be forged between the DSWD Field Office and the Local Government Unit prior to the transfer of funds.

3.5 Recommended projects

Labor-intensive projects that will open opportunities for physical and natural assets to be more productive that will provide more income to poor families⁴. Labor-intensive projects for this purpose are classified as activities that will mobilize eligible workers to finish a project in a shorter period of time not exceeding 11 days. These projects include but are not limited to the following:

- 3.5.1 Development, re-building/rehabilitation of agri-based livelihood assets destroyed or lost due to natural disasters provided that these assets directly benefit poor families who are small landowners, tenants or laborers. Examples of these projects are desilting of irrigation canals, development of paddy dikes, rehabilitation of water impounding, among others.
- 3.5.2 Rehabilitation and or development of common service facilities,⁵ which are being shared and used by poor families as production or consolidation centers/units. CBLA funds can be used to pay the allowance of the workers while for the materials, the users of the facility can tap the support of LGUs or other partners or can use their own funds (such as SEA-K funds) for such.
- 3.5.3 Development or rehabilitation of physical assets to open up access to natural assets where the former is necessary to bring out the products of poor families to the market. Examples of such project are rehabilitation of farm to market road, slope protection, among others.
- 3.5.4 Protection of productive livelihood assets through mitigation measures such as mangrove planting/rehabilitation, tree planting and the likes. Said mitigation projects will not only protect livelihood assets surrounding the project but will eventually be a source of income for poor families.

IV. Monitoring and Reporting of CBLA projects

- 4.1 The short-term activity *i.e. provision of cash to workers for the labor-intensive work* will be considered only as an **input** under Micro-enterprise Development Track. These projects shall be reported as accomplishments in the process of capacity building.
- 4.2 The project will only be reported as a **major final output** under Micro-enterprise Development Track if target families⁶ have directly benefited from the project. The timeline of reporting is based on the cycle of production like the following examples:

⁴ Priority poor families are Pantawid families. Other priorities are non-Pantawid but listed in NHTS-PR and other poor households certified by C/MSWDO.

⁵ Examples of these facilities are production centers, consolidation units or any other physical infrastructure or equipment that are commonly accessed and utilized by poor families.

⁶ These are the families that are identified by the project proponents to directly benefit from the assets being built, re-built or developed.

- 4.2.1 Paddy-dike development/irrigation desilting- project can be reported as an output if target families already harvested their planted crops, and gained income from the said harvest.
- 4.2.2 Tree⁷ planting-project can be reported as an output if said trees have been utilized by the target families for production purposes such as fruit bearing trees where fruits are being sold to the market and income is gained, etc.
- 4.2.3 Labor for establishment of common service facilities- project can be reported as an output if said facilities are being accessed and utilized by target families for production or consolidation, among others
- 4.3 The field PDOs through the stakeholders such as LGUs should monitor the impact of the project to the target families if said projects are leading to increase in income. The field PDOs, after having validated that the target poor families have accessed and utilized the asset and resulted to an income-generating project, should report it as *served families through income-generating CBLA projects*.
- 4.4 Projects not considered/supported for funding
 - 4.4.1 Environmentally hazardous/destructive activities – e.g., building fishponds/fish cages or any similar projects identified by concerned authorities as hazardous/destructive.
 - 4.4.2 Projects already funded by other DSWD programs such as KC-NCDDP and PAMANA, etc.

V. CBLA Key Project Management Points

- 5.1 CBLA projects are best implemented in areas where:
 - 5.1.1 Natural resources are very abundant and that there are available market opportunities to buy the products
 - 5.1.2 Support of the Local Government Unit is very strong and they are committed to sustain the project
 - 5.1.3 Poor families, identified as majority stakeholders of the livelihood assets to be developed, are willing to help sustain the project
- 5.2 Project proposal preparation should be a shared responsibility between and/or among stakeholders such as LGUs, NGAs or private sectors as field PDOs may not have the technical expertise on the identified project. The role of field PDO is to ensure that proposed budget is within the parameter of CBLA.
- 5.3 Key national government agencies that can be tapped to support CBLA projects include DA, BFAR, NIA, DENR, among others.
- 5.4 For urban areas or semi-urban areas where there are limited natural resources, the kinds of CBLA projects that can be implemented are labor for the rehabilitation or establishment of common service facilities used for production or consolidation, among others.
- 5.5 Field PDOs in collaboration with stakeholders are encouraged to identify and prioritize CBLA projects that can immediately provide benefit/access for target poor families to utilize the assets for more production and increase in income.

VI. Annexes

⁷ If participants received trees and seedlings as an input for the project, this can be reported as an output under Microenterprise Development Track as *served families through physical assets*

1. CBLA Process Guide
2. CBLA Project Proposal Template

For your guidance and strict compliance.



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Annex 1. CBLA Process Guide

The following are the activities in the entire CBLA process:

Activities	Responsible	Expected Outputs
Site selection	Provincial Coordinators and field PDOs	Identification of project sites with the following considerations: <ol style="list-style-type: none"> High number of Pantawid families to directly and immediately benefit from the project (will be able to access and utilize the assets to be developed) Support of LGUs financially or non-financially (manifestation of sustainability)
Project design	Provincial coordinators, field PDOs and partners	Formulation of the CBLA project proposal (<i>see attached template</i>) with the following key points: <ol style="list-style-type: none"> The technical specifications⁸ of the proposal should be the input of partners The list of workers should be properly identified to match with the needed workers for the project The list of Pantawid families targeted to directly⁹ benefit (in a longer term) from the project should be identified. Project management¹⁰ as well as monitoring and sustainability should be integrated in the proposal A CBLA workplan should be drafted and included in the design Part of the project design also is the fund utilization scheme to be implemented
Project Implementation	Provincial Coordinators, field PDOs, partners, identified CBLA team leaders, Barangay officials	Successful project management with the following indicators: <ol style="list-style-type: none"> Consecutive meetings, if needed, should be conducted with stakeholders to iron out plans Conducted a 2-4 hour pre-CBLA orientation¹¹ to the workers and CBLA management team/s¹² 100% accomplishment of physical target¹³ vis-à-vis targets

⁸ Example: details of work, person-days, project cost, location. The field PDOs in collaboration with the City/Municipal Link or C/MSWDO should be able to check on the number of families that will likely benefit from the project.

⁹ This pertains to direct access and utilization of the assets being built, re-built or developed.

¹⁰ This pertains to the identification of Pantawid families who will be serving as CBLA team leaders as well as tapping LGUs and partners to provide administrative and technical support to field PDOs in the entire project activities.

¹¹ The pre-CBLA orientation covers topics like objectives of SLP, purpose of CBLA and the project to be implemented, roles and responsibilities of workers, schedule of payment of allowance, among others.

¹² Usually a ratio of 1 team leader to 20 workers

¹³ This pertains to the actual accomplishment of the project as to physical targets such as hectares of land planted, no. of trees planted, length of irrigation canal desilted, 2 production units rehabilitated, etc.

		<ol style="list-style-type: none"> 4. Conducted a 2-4 hour post-CBLA evaluation to the workers and CBLA management team/s¹⁴ 5. Allowances being paid not exceeding two (2) weeks from the last day of work 6. Activity reports being submitted to RPMO and other stakeholders to highlight the accomplished targets and next steps. 7. Post-CBLA meeting with stakeholders conducted.
Project Sustainability	Field PDOs, partners and Pantawid families directly benefiting from the livelihood assets	<p>Implemented CBLA projects continuously utilized or being accessed for income-generating activities by the targeted families with the following indicators:</p> <ol style="list-style-type: none"> 1. LGUs and other partners as well as the target families committed to maintain the livelihood assets 2. Target families are gainfully benefiting from the assets wherein portion of their income are being saved for the maintenance of the assets as agreed by them (families) 3. Continuous project maintenance is being implemented

¹⁴ The post-CBLA orientation is an avenue to inform the workers on their accomplishments, the next steps to be undertaken to maintain the project, the schedule of payment of allowances, among others.

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Cash for Building Livelihood Assets (CBLA) Project Proposal

1. IDENTIFYING INFORMATION		
1.1 Project Title:	1.2 Partners:	
1.3 Location – (Barangay[s], Municipality/City, Province)	1.4 Target Implementation Date(s):	
1.5 Physical target: Asset(s) to be Built (Ex. Mangrove, Upland Forest, River, etc.) and Quantity (Ex. Hectares, kilometers, etc.)	1.6 Labor-intensive target workers: (Number of workers to be mobilized-please attach list) <div style="display: flex; justify-content: space-around;"> _____ Total _____ Women _____ Men </div>	
1.7. Long-term Livelihood benefits: (How many are the target families to directly benefit from the livelihood assets being developed?) (What are the expected livelihood gains/benefits that the target families will get after the project?)		
2. RATIONALE		
(State the importance of the project to the community and to the target families highlighting the livelihood gains/benefits they can derive and use from the project. State the historical background such as unproductiveness, affected by disasters, etc)		
3. WORK ACTIVITIES of BENEFICIARIES		
3.1 What is the targeted output per person-day per type of work activity? (For example, for the Work Activity of Cleaning (usually in preparation for planting), a person can clean 2,000 square meters (or 0.20 hectare) of land per day. Always indicate the Units when quantifying the Output. Do this for all the Work Activities to be implemented in the project.)		
Work /Activity	Output (Units/Day)	Remarks/Assumptions
Ex. Cleaning of slopes	Ex. 0.20 Hectares/day	May vary depending on steepness.
3.2 Based on 3.1, estimate the total number of person-days required to (re)build the targeted quantity of the asset in 1.5. For example, if the target is to clean 20 hectares of slopes for planting and 1 person can clean 2,000 square meters (or 0.20 hectares) per day, then the 10 hectare target will need $20 \div 0.20 = 100$ person-days to clean. Do this for all the Work Activities and get the Total number of person-days.		
Work Activity	No. of Person-Days	Remarks
Ex. Cleaning 20 hectares of slopes	Ex. $20 \div 0.20 = 100$ Person-Days	May vary depending on steepness.
TOTAL Number of Person-Days		
3.3 Compute for the number of beneficiaries to be mobilized. If each beneficiary will work 10 days, divide the Total Number of Person-Days by 10 and you will get the number of beneficiaries. For example, in 3.2, the target of 20 hectares will need 100 person-days of work. If each beneficiary will work for 10 days, the total number of beneficiaries needed to clean the targeted hectares is $100 \div 10 = 10$ beneficiaries.		
Number of Beneficiaries = _____		

4. MAINTENANCE AND SUSTAINABILITY -

How will the asset be maintained after the project? How will the benefits from the asset be sustained?

4.1 By the LGU/Other Partners – Will the LGU/Other Partners provide maintenance funds? Or maintenance personnel (e.g., BantayDagat, BantayBakawan, allowances, etc.)? If not, how will the asset be maintained?

4.2 By the Beneficiaries – What short- and medium-term livelihood/maintenance activities can the beneficiaries do inside the boundaries of the assets (e.g., intercropping with cash crops [corn, cacao, coffee, banana, etc.], agro-forestry, crab-fattening, hatcheries, gathering fingerlings, bamboo harvesting, rubber-tapping, etc.)? What are the estimated costs of these activities/projects?

4.3 Will arrangements/agreements/instruments with the LGU or NGAs (Co-Management agreements, Sharing agreements, Individual Property Rights, Certificate of Land Ownership Award, etc.) be needed to ensure that the participants will benefit from the asset? If yes, describe the arrangements briefly and indicate how these will be negotiated in the Detailed Work Plan.

5. ROLES AND RESPONSIBILITIES

DSWD

LGU

Other Partners – NGA, CSO, Legislator, etc.

6. BUDGETARY REQUIREMENT

Description	Unit	Unit Cost	Total	Fund Source
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TOTAL				
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7. IMPLEMENTATION PLAN

Activity	Responsible	Timeline	Expected Output
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	Name	Signature	Date
Prepared by (Field PDO)			
Endorsed by (PC)			
Reviewed by (CDEDO)			
Endorsed by (RPC)			
Endorsed by (ARDO)			
Approved by (RD)			