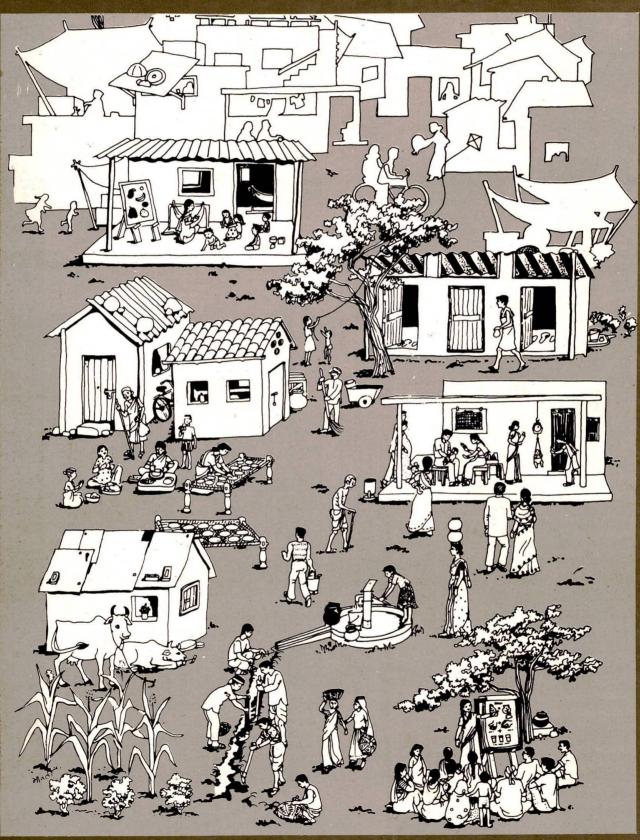
URBAN BASIC REFERENCE MANUAL





United Nations Children's Fund

URBAN BASIC SERVICES PROGRAMME A Reference Manual

Prepared by

NATIONAL INSTITUTE OF URBAN AFFAIRS

in Cooperation with

UNITED NATIONS CHILDREN'S FUND, New Delhi

July 1989

NATIONAL INSTITUTE OF URBAN AFFAIRS

New Delhi

1986

Reprinted July 1989

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THE CONCEPT

THE CONCEPT

UBS stands for Urban Basic Services.

Principal Aim

The principal aim of this Programme is to improve and upgrade the quality of life of the urban poor, especially the most vulnerable sections of the population - the women and children who tend to get neglected in the urban setting.

Guiding Principles

The UBS Programme will operate on the basis of six guiding principles:

- Community Participation
- Convergence
- Child and Mother Focus
- Cost Effectiveness
- Coverage
- Continuity

There are two processes which are absolutely fundamental to the successful operationalisation of the UBS Programme:

Community Participation

One of these is the process by which the community, that is, the user sector is enabled to participate in planning, implementing, monitoring and evaluating the Programme.

Community involvement right from the initial survey for mapping community needs, contributes to cost-

effective programming of services/inputs; facilitates optimal utilisation of programme services/inputs and ensures dynamic continuity of the programme.

Convergence/ Integration of Services The other is one by which basic services are integrated by the provider sector so that effective delivery of services is made possible.

The basic services required for achieving the principal aim of improving the quality of life of the urban poor, are many and varied. They range from providing preventive and curative health care to making available opportunities to women to add to their family income.

Relating needs to services and integrating the delivery of services will not only be cost effective and minimise wastage and duplication but will critically contribute to programme impact. Other development programmes should be oriented in a manner so that their inputs in the same area converge towards the UBS Programme.

Child and Mother Focus In mapping the needs of the community and in planning specific UBS projects, special attention needs to be paid to mothers and children who suffer from neglect due to various cultural and social factors that have overtaken them in urban settings.

This special focus will contribute to a better and

more effective utilisation of services and to programme cost effectiveness.

Cost Effectiveness In addition to the result of the operation of the first three principles, the Programme also envisages cost effectiveness brought about by the interventions and appropriate technology. These should be low-cost, affordable and generally maintainable by the user-families and neighbourhoods. Sophisticated and high-cost interventions which are difficult and often expensive to implement and maintain must be discouraged.

Coverage

Macro-level planning at the GOI and State levels should take into account coverage of all low-income urban areas in the towns of the UBS districts by 1989.

Continuity

The Programme should not be dependent on UNICEF and GOI for continuity beyond the Seventh Plan. A phased transfer of responsibilities from UNICEF and GOI to the State Governments should be effected as the Programme is not cost intensive. This can be done if the two guiding principles, community participation and convergence are adhered to.

Financial Responsibility for the UBS

The UBS Programme is a centrally sponsored and approved scheme which is a part of the Seventh Five Year Plan.

The UBS is the joint responsibility of GOI, the State

Governments and Union Territories, and UNICEF. The percentage of financial responsibility for the five years of the Programme (1985-1989) is divided as follows:

GOI - 20%

State Governments and Union Territories - 40%

UNICEF - 40%

Objectives & The principal aim of UBS is to improve the quality of life of the urban poor especially the women and children. This has been broken down into general objectives and their corresponding activities.

General Objectives

Corresponding Activities

 To reduce substantially the morbidity and mortality rates of children; Extension of child care and health services; water and sanitation facilities; and income-generating activities for mothers.

ii. To develop the learning potential of children through improved access to education and other basic services;

Improvement of the provision of basic services with special emphasis on learning opportunities in early childhood; for example, provision of balwadis and day-care centres.

iii.To enhance the awareness and ability of the urban low-income

Extension of health and community education services,

community in meeting its own needs, particularly those of children and women, with or without outside help;

iv. To improve the capacity of the municipality and voluntary organisations to effectively launch and manage child specific programmes for the urban poor.

awareness and consciousnessraising programmes such as film shows, demonstrations, street theatre and discussions.

Training and equipment of appropriate branches of the Government system, as well as other agencies (e.g. voluntary agencies) for community participation and low-cost interventions.

THE BACKGROUND

THE BACKGROUND

Urbanisation

During the decade 1971-81, the urban population growth rate was much higher than the total population growth rate. In 1971, the total population of India was 548.2 million and the urban population 109.1 million. 1981, the total population was 685.2 million and the urban population 159.73. Thus over the ten-year period, the proportion of the Indian population in the urban areas increased from 19.9 per cent to 23.3 per cent. India's urban growth was 46.41, almost double the total population growth of 25.05 per cent. As the percentage of the urban poor population was increasing phenomenally, by 1981 between 32 million and 40 million persons were living under slum conditions. This has led to a marked deterioration of the living conditions in the slums.

Living Conditions in Urban Areas

- In India, forty per cent of the urban households live in just one room.
- In Calcutta, this proportion of the population is brought to 70 per cent and in Bombay, 82 per cent.
- 75 per cent of these one-room tenements have no windows.
- 27 per cent do not have access to drinking water

supply.

- The remaining 73 per cent also do not have access to entirely safe water supply.
- 80 per cent have no private latrines, of these 66 per cent remain water-logged during the monsoon.
- 72 per cent do not have access to sanitation.

Situation of Children

- On the lowest estimates, around 13 million children live in slum areas of which 3.6 million are under 4 years.
- Nearly 300,000 urban children die annually due to diarrhoeal dehydration.
- 29 per cent of the infant deaths and 22 per cent of child deaths in urban areas occur without recourse to any professional medical attention.
- At least 6000 urban children become blind every year due to Vitamin A deficiency.
- Over 60 per cent of children below 3 years of age
 and 45 per cent between the ages of 3 and 5 years
 suffer from iron-deficiency anaemia.
- Nearly 50 per cent of the infant deaths are neonatal, mainly due to premature birth, tetanus, maternal malnutrition and lack of sanitation.
- Only 40 per cent of urban children below one year

of age and 53 per cent below two years have been immunised with B.C.G. Vaccine.

- Only 24 per cent of both age groups are reported to have had Triple Vaccine.
- Only 11 per cent have had protection against Polio.

Situation of Women in Slum Areas

- The number of females per thousand males declined from 972 in 1971 to 933 in 1981. The decrease in the sex ratio is explained largely by poor health, inadequate nutrition and a higher mortality rate among females.
- Out of 30 years of reproductive life, a woman spends 16 years in pregnancy and lactation, typifying the malnourished state of women.
- It is estimated that an average Indian woman becomes pregnant eight times and gives birth to 6-7 children of whom 4-6 children survive.
- Expectation of life at birth is lower for women than men. In 1976-81 the average expectation of life for men was 52.6 years and for women it was 51.6 years.
- As compared to about 66 per cent of literate males, there were only 48 per cent literate females in 1981.
- According to the 1981 census, only 7.7 per cent of

females as compared to 48.18 per cent of males were classified as main workers in the urban areas.

Government Interventions

- The earliest attempt in India at improving the conditions of the urban poor dates back to 1956.
- In that year the Slum Areas (Improvement and Clearance) Act was passed for the Union Territory of Delhi, and subsequently extended to the other Union Territories.
- The emphasis of this Act was on clearance and rehabilitation of slums.
- With the experience gained from the implementation of this Act, emphasis shifted from slum clearance to slum improvement and upgrading.

Environmental Improvement of Urban Slums (EIUS)

- In 1972, the Government of India introduced a scheme for the environmental improvement of urban slums (EIUS).
- This scheme laid stress on the provision of facilities such as potable water, storm-water drainage, sewerage, community latrines and baths, widening and paving of existing lanes and roads and street lighting in the slum areas.
- The scheme now covers all urban areas in the country.

Integrated Development of Small & Medium Towns (IDSMT)

- A scheme for Integrated Development of Small and Medium Towns (IDSMT) was introduced in the Sixth Plan.
- aims at equipping the selected towns with infrastructure and facilities to enable them basic to serve both as growth and service centres for the rural hinterland, and as counter magnets to the metropolitan cities.
- The Sixth Plan made a provision of Rs.96 crores in the Central sector with a matching provision in the States sector for the development of 200 towns.

Urban Community -Development (UCD)

The Urban Community Development Programme (UCD) was initiated in Delhi in 1958.

- In the Third Plan UCD was extended to many other cities.
- Designed as an institutional arrangement to solicit community participation to improve the quality of life of the urban poor, it continues to be the most important programme for the urban poor.

Development Services (ICDS)

Integrated Child - The Integrated Child Development Services was one of the major programmes taken up in 1975-76 in the Central sector on an experimental basis. The programme was started in 33 rural/tribal areas and in some urban slums, for providing children of poor families with the basic services of health, supplementary nutrition and non-formal pre-school education for a better start in life. During the Sixth Plan, there was a sizeable extension of the scheme, and there were 1019 ICDS projects running in the country.

Minimum Needs Programme (MNP)

- The Minimum Needs Programme (MNP) was introduced in the first year of the Fifth Five Year Plan with an objective to establish a network of basic services and facilities of social consumption in all the areas up to nationally accepted norms within a specified time frame. The basic needs of the people identified for the programme are Elementary Education, Adult Education, Rural Health, Rural Water Supply, Rural Roads, Electrification and Housing and Environmental Improvement of Urban Slums and Nutrition.
- In all these interventions, nowhere have the twin processes of integrating basic services and of community participation been treated as being central to the operationalisation of these programmes.
- The UBS, for the first time in the urban slum intervention, recognises the fundamental position of these two processes in getting a viable programme off the ground.

STRATEGY FOR IMPLEMENTING UBS

STRATEGY FOR IMPLEMENTING UBS

Fundamental Processes

As stated earlier, the two fundamental processes in implementing UBS are community participation and the convergence/integration of services.

- Community Participation is the underlying principle for the whole programme. Very often it has been equated to getting "contributions" from the community - in cash, in kind or in the form of labour. In UBS however, community participation means involving the community at all stages of the project including vital decision-making right from the pre-planning and planning stages through all phases of implementation, monitoring and evaluation.
- help in the success of the programme as a whole since there are multiple factors working towards creating programme impact. There is also a much greater chance of programme continuity because the programme will meet the needs of the people as they see them. UBS provides a framework for maximum community participation. As visualised by UBS, the smallest, grass-root level working unit is the neighbourhood group. This will consist of 20-25 houses. These houses will select a volunteer from

among themselves to represent the group. Representatives from 20-25 such neighbourhood groups will form a Basti Development Committee which will work out a Neighbourhood Development Plan that is a mini-plan for the Basti. A number of such mini-plans together will constitute the basis for the UBS Plan of Action for a particular town. Therefore, it is important to keep in mind the spirit of decentralised planning.

Key areas where community involvement is essential are given below:

Community Involvement

- Forming neighbourhood groups
 Selecting volunteers
- Prioritising needs and corresponding inputs
 Determining own needs
 Deciding inputs (services)
- Setting up and managing the functioning of Basti Development Committees
 Finalising mini-plans
- Monitoring
 Delivery
 Utilisation
- Evaluation

 Participatory and qualitative

The bedrock of community participation in the UBS programme is the grassroot level unit of the neighbourhood group. A good deal of attention has to

be focussed on enabling this group to become a cohesive unit where every member must be motivated to work with and for all the members of the group. Such a group is one of the most dynamic 'via medias' of development and change. Wherever feasible, voluntary agencies which have a good deal of experience in working with communities should be associated in the planning and the implementation of programmes, especially in the training of all programme personnel.

Convergence/ Integration of Services

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Basic Services can be subsumed under certain broad categories.

- Primary Health Care The emphasis here is on preventive health care: immunisation, improved infant feeding practices, child growth monitoring, home-based diarrhoea management, drinking water supply, environmental sanitation, family welfare and birth spacing and the contributory factors of primary education. In addition, curative health care facilities in the area will have to be co-ordinated with newly programmed health activities for a comprehensive coverage of health care.
- programme will encourage the establishment of preschools and creches where the need is felt. Creches and balwadis can not only provide health, nutrition, early stimulation and pre-school

education to children, but can also be centre for the dissemination of ideas and information about facilities available in the basti for improvement of home life and community environment in general. The number of pre-schools to be established in a town needs to be pre-determined and balsevikas must be selected early in consultation with the communities in order that they are trained before the pre-school is set up. Pre-service training should be arranged for by the UBS staff in an appropriate and comprehensive manner with the help of suitable personnel.

- Local Mahila Mandals and other NGOs can strengthened and encouraged to provide pre-school activities. The pre-school can be a development centre for the community with the balsevikas in the role of friend, educator and quide to the parents and the neighbouring households. Ideally, she should visit the children in their homes in the evenings and discuss with the parents the needs and interests of each child.
- Growth charts can be introduced, as a rule, in preschools by balsevikas. A weighing scale can be supplied to the project officer for this purpose and the community organiser can ensure that it is made available to each pre-school under his/her

care for monthly weighing. Innovative play activities need to be encouraged in these schools.

- The balsevikas can be encouraged to conduct a sixmonthly or quarterly parents' day function when the
 children's handiwork can be on display. Health and
 other educational posters/material can also be
 exhibited.
- Women's Economic Upgrading Economic upgrading of women can be viewed as an educational process, first to help them to participate in development programmes and thereby meet the needs of their children and families; then, to extend assistance to their communities in organising group actions.

The UBS Programme can help them obtain technical, financial and marketing inputs from the existing plans, programmes and schemes of government through the Small Scale Industries Corporation, the Minimum Needs Programme, the Lead Banks, and so on.

The Programme can provide necessary minimum investments such as grants/subsidies to women's cooperative groups through banks and other lending institutions. Such assistance will necessarily be recovered in instalments to form a Revolving Fund.

The local bodies and State Governments can motivate and persuade banks and lending institutions to provide credit facilities to the women's groups organised under the UBS projects, under flexible credit terms and supervision. Economic schemes should be fully owned by women's collective groups.

Women's Education The process of economic development of women cannot be pursued independently of other support Therefore, women need to be supported opportunities to learn how to read and write if they are to be exposed successfully to the productivity, production and marketing cycles. staff can arrange for appropriate activities in the basics of accounting, development, credit control, purchase of raw material and salesmanship.

Where available, craftsmen residing in and around the community can be motivated to impart their knowhow to fellow residents in a manner mutually beneficial to both parties.

Relevant Training Programmes In determining income skills training programmes, a critical analysis on the training facilities already existing in the town and their impact is necessary. No training programme should be arranged without the concurrence of the women of the area to ensure that the training is relevant to their needs and will help them increase their economic status.

Supplementing Wamen's Incomes

As far as possible, the Government/Municipal offices and cottage industry wholesale stores need to be encouraged to purchase and/or market the products of women's cooperatives within their quotas and monthly demands, until women are able to compete in the open market.

Supplementary incomes earned by women, particularly the mothers is generally believed to have direct consequences upon improving the quality of life of their children. But children need to be looked after while mothers work. Efforts to put up creche/preschool facilities for their children need to be emphasised.

The support and vigilance of neighbourhood committees are vital to guarantee the process of women's development and this process should be carefully detailed in the neighbourhood mini-plans.

Other Inputs

In addition to the services spelt out here, there are other services selectively available in different urban slum areas - for example, electricity, housing and schooling.

Both the community and the government are jointly responsible for the proper planning, programming and utilisation of co-ordinated services in order to achieve a notable statistical improvement in the

quality of life of families and communities in the programme area.

Water Supply - This includes the extension of community taps and the installation of Mark-II handpumps, as well as the rehabilitation of closed wells with quality-certified water (complete with handpumps) where other alternatives for potable water are too costly or non-existent.

Along with the pump installation, the project should ensure the following activities:

- i. a platform and appropriate waste-water disposal drains as an integral part of the installation work;
- ii.health education sessions at the drilling sites capitalising on the opportunity to reach large crowds that normally assemble to watch the operations; and
- iii.selection and training of caretakers to take charge of pump-maintenance from the first day of commissioning who will be made accountable to the local body and the neighbourhood committees or some other community organisation.

 - Garbage and sullage water disposal within the neighbourhoods needs to be given priority under the UBS Programme.

The Basti Development Committees, formed under this programme and other voluntary agencies should be supported to undertake the construction, supervision and maintenance of these facilities. Technical guidance and supervision can be the task of the concerned technical department such as Public Health Engineering Department. The Department can provide the bills of quantities and estimates, as per the Government rates. Construction of smokeless stoves, bathing cubicles, garbage pits, soakage pits and simple drains to dispose waste water away from handpump surroundings can be promoted.

The neighbourhood committees can be encouraged to establish/assist the maintenance systems for water supply and garbage disposal.

A strong education effort for the users to help utilise and maintain these facilities properly, should be made by the local bodies in order to obtain maximum results from investment this area. Educational materials and aids can be provided to primary schools, balwadis/ anganwadis, community centres and health units, to disseminate clear simple and messages to improve personal/community hygiene and sanitation.*

^{*} See, Annexure 1: Guidelines for UNICEF Assistance.

PROGRAMME MANAGEMENT

FINANCIAL RESPONSIBILITY OPERATIONAL GUIDELINES

PROGRAMME MANAGEMENT

The Ministry of Urban Development of the Government of India will be responsible through the Secretaries of Housing and Urban Development in the State Governments, for the overall planning and monitoring of They will be responsible, through programme. the of Municipal Administration, Directors the implementation of the programme as well as its ordination with other departments of the State. responsibility for planning, implementation, management and monitoring of the UBS Programme will be shared thus:

Level	Responsibility	Functions
National Level	Ministry of Urban Development, UNICEF Regional Office, New Delhi.	Steering, Monitoring and Reviewing the UBS Programme.
State Level	Urban Development Department; UNICEF Zone Office.	Coordination and Monitoring of Programme in UBS Districts.
District Level	District Collector UBS Coordinator, UNICEF Zone Offices	1. Formulation of the District Plan of Operations.
		 Administration and Management of the UBS Programme in the District.

Set-up for Monitoring and Management

Organisational The UBS Programme has five management and coordination Committees at different levels. The Committees will help execute the UBS policy, review the progress of the Programme and suggest modification the Their functions and composition are as Programme. follows:*

Steering Committee at the National Level

Functions: i. Establish a national policy relating to the UBS Programme.

> ii. Evaluate the State level UBS Programme efforts.

Leadership: -The Joint Secretary (UD)

Members: The Director (UD)

The Deputy Secretary (UD)

representative each from the Ministries of:

i. Human Resource Development

ii.Health

- UNICEF Programme Officer
- Chief, TCPO
- Director, NIUA
- And others coopted.

Frequency of meetings: Half yearly

Programme Review Committee at the State Level

Functions:

Execute policy pertaining to i. Programme.

- ii. Integrate and ∞-ordinate all development efforts of related agencies.
- iii.Resolve constraints and conflicts experienced by the UBS projects at the district level.

For details See Annexure 2.

Leadership:

Secretary (UD)

Members:

- Director (Municipal Administration)
- Town Planner
- Chief Engineer (PHED)
- Director Department of Health
- Director, Department of Social Welfare
- Director, Department of Education
- Collectors/District Commissioners (UBS) of districts
- UNICEF Zonal Representative
- Any others co-opted.

Frequency of meetings: Quarterly

District Coordination Committee at the District Level

- Functions: i. To execute the UBS Programme in the district as per the operational guidelines issue by the Ministry of Urban Development;
 - ii. to integrate and co-ordinate development efforts of related agencies at the district level; and
 - iii.to resolve constraints and conflicts experienced by the projects at the town level.

Leadership: -

District Collector/Development Commissioner

- Joint Collector
- UBS Coordinator
- District Women and Child Welfare Officer
- Deputy Executive Engineer, Public Health
- Deputy Director, Social Welfare
- District Education Officer
- District Medical and Health Officer

- Project Officer
- Any others coopted.

Frequency of meetings : Once in two months

Project Management Committee at the Town Level

Functions: i. To formulate operational guidelines within the framework of the programme;

ii. to facilitate basti level project implementation;

iii.to review and monitor UBS project
 implementation; and

iv. to ensure availability of all requisites for project implementation.

Leadership: - The Chief Executive (or the Mayor/ President where deemed necessary) of the local authority.

Members: - The UBS project staff

- Heads of municipal departments

Heads of other governmental department agencies

- UBS Coordinator

- Basti Development Committee representatives

Any others coopted.

Frequency of meetings : Once a month.

Basti Development Committee at Basti Level Functions: - To assume leadership and responsibilities in the basti; and

> to enhance community participation for self-reliance

Leadership: Community organiser of the area

Members: - Neighbourhood volunteers

- Any others coopted.

Frequency of meeting: Once a month (at least).

FINANCIAL RESPONSIBILITY

The UBS is a national programme that allows for the participation of the Government of India, State Governments/Local Bodies and UNICEF. The cost of the programme will be shared between them in the proportion of 20,40 and 40 respectively. It is a 'Plan' scheme and will continue during the Seventh Plan period. The total outlay expected to be incurred on the scheme will be about Rs. 27.60 crores. The UNICEF will contribute 9.2 million U.S. dollars both in cash and in kind. The details of the outlay are as shown below:

Agency	Rs. in crores	Remarks
UNICEF	11.04	Exchange rate of Rs.12
State Govt.	11.04	per dollar is used for conversion of 9.2
Central Govt.	5.52	million U.S. dollars.

The amount to be made available to various towns will be in proportion to the size of the slum population in each town. The towns have been categorised in the following manner:

Categories	Slum Population
A	30,000 - 60,000
В	18,000 - 30,000
С	4,000 - 18,000
D	1,000 - 4,000

The allocation of funds on the above basis will be as follows:

		e	(Rs. in	lakhs)
Category	Α	В	С	D
		ř		
Start-up year	8.00	5.00	4.00	2.50
Continuing year	15.00	10.50	9.00	6.00
Total 1986-89	23.00	15.50	13.00	8.50

The average annual allocation per town will be Rs.5.75 lakhs for the 'A' category town; Rs.3.875 lakhs for the 'B' category town; Rs.3.25 lakhs for the 'C' category town and Rs.2.125 lakhs for the 'D' category town. A sum of rupees five crores has been set aside for this scheme in the Central Sector during the Seventh Plan period. This amount may be spent on the basis of reimbursement during the period as shown below.

Year	Amount (Rs. in crores)	Remarks
1986-87	1.25	This amount will be
1987-88	1.25	released on a Central Govt. grant under thi
1988-89	1.25	scheme.
1989-90	1.25	
Total	5.00	

OPERATIONAL GUIDELINES

Selection of Areas

Under the UBS Programme the district will be the planning unit. All the towns in the selected districts will be covered in phases.

Criteria for Selecting the Districts*

- i. Where the urban growth rate is disturbingly fast;
- ii.where basic services are not available to a majority of the slum population, and
- iii.where it would be possible to implement the scheme along with other UNICEF assisted programmes such as ICDS, DWCRA and SIAD as well as with other Government sponsored programmes such as the IDSMT and EIUS.

Selection Procedure and Authority

The State Government in consultation with and with the concurrence of the UNICEF Zone Office will recommend the selection for approval by the Ministry of Urban Development.

Criteria for Phasing of Towns for Implementation

- i. Large towns should be selected first.
- ii.Where the municipal authority agrees to provide sufficient supervisory and infrastructural facilities including assigning a Senior Municipal

^{*} Selection of UBS Districts has been completed. See Annexure 3.

Officer to manage the implementation of the UBS project.

Selecting Project Areas

Within towns and cities, the Programme will focus on bastis which will be selected, using the following criteria:

- i. Where a majority of the residents are living in poverty; and
- ii.where people have little or no access to basic services.

For operational purposes, bastis will be divided into neighbourhoods of 20-25 households each represented at the municipal level by a resident volunteer.

PROGRAMME DEVELOPMENT

KEY FUNCTIONS OF THE FUNCTIONARIES
PLANNING FOR THE UBS PROGRAMME
PLANNING AT THE DISTRICT LEVEL
PLANNING AT THE TOWN LEVEL
PROCESS FOR PREPARING MINI PLANS
PROCESS FOR PREPARING PLAN OF ACTION
PROGRAMME IMPLEMENTATION

PROGRAMME DEVELOPMENT

Functionaries

After approval of the districts to be taken up for implementing the UBS programme, the State Government will appoint District UBS Co-ordinators for each The programme will depend mainly selected district. District **UBS** four types of functionaries: Coordinator, Project Officer, Community Organiser and Resident Community Volunteer.

The purpose, role, functions and responsibility of these functionaries have been briefly worked out.* The terms and conditions, and their employment status will be discussed separately in detail subsequently.

KEY FUNCTIONS OF UBS FUNCTIONARIES

of the District Coordinators

Job Description i. To help the Collector plan, implement, monitor and evaluate the UBS Programme in the district.

- ii. To formulate district plan of operations with the help of all the related Government departments.
- iii. To enthuse the town administration to implement the UBS Programme.
- iv. To help them recruit and train the town level UBS functionaries.
- v. To guide and facilitate the local authorities and the UBS project staff to prepare the plans of action.
- vi.To facilitate release of funds and ensure proper implementation of the Programme in the towns.

For details see Annexure 4.

Job Description i. To plan, implement and manage the UBS Programme at of the Project the town level. Officers

- ii. To arrange for adequate orientation and training of all officials directly or indirectly involved in implementing the UBS Programme in the town.
- iii.To assign detailed tasks to COs and monitor their achievements and progress.
- iv. To promote actions at all levels to catalyse or strengthen new initiatives that could help the communities develop their problem solving capacity and participatory skills.
- v. To develop necessary documentation such as progress reports, case studies, survey reports and evaluation reports corresponding to the Programme.
- vi. To help the District Collector and the Coordinator to conduct reviews of all town level UBS projects for monitoring and course corrections.

Job Description i. To assist the Project Officer in formulation, of Community implementation and management of the plan of Organisers action.

- ii. To implement, monitor and manage the UBS Programme at the basti level.
- iii.To catalyse ∞ llective initiatives. through neighbourhood groups, Basti Development Committees, for the well - being of the communities under his jurisdiction.
- iv. To continously train the Neighbourhood Volunteers to motivate and mobilise the community for self action.

of the Neighbourhood Volunteers

- Responsibility i. To create a conducive atmosphere in his/her neighbourhood and encourage all residents to participate actively and voluntarily in the UBS Programme.
 - ii. To help the Community Organiser plan, implement and monitor the UBS Programme in his neighbourhood.

PLANNING FOR THE UBS PROGRAMME

The UBS Programme provides for the preparation of plans at three spatial levels.

- Plans of operation at the level of districts.
- ii. Plans of action at the level of towns.
- iii. Plans of action at the level of neighbourhoods.

PLANNING AT THE DISTRICT LEVEL

Preparation of District Plan of Operations:

The Coordinators will be provided with a standard proforma.* The formulation of the UBS Plan of Operations will consist of the following steps:

- i. Analysis of the situation of the urban poor in the district.
- ii.Determining priorities for the districts.
- iii. Preparation of a plan consisting of:
 - proposed programme and actions
 - financial requirement.

Steps towards situational analysis:

- i. The Coordinator will prepare the plan in collaboration with the district heads of sectoral departments such as Health, Water, Sanitation, Education and Social Welfare.
- ii.Sectoral analysis and proposals will be the responsibility of the respective sectoral departments.



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^{*} See Annexure 5.

- iii.Each department will complete the sectoral formats
 from the proforma: 'Analysis of the situation of
 the Urban Poor' focusing on
 - Major problems in their sector affecting the urban poor.
 - Bottlenecks/constraints affecting their department in overcoming the problems.
 - Proposals to overcome the problems.

Preparing Plan of Operations

The Coordinator in consultation with the Collector will formulate the Plan of Operations. The Plan based on the situational analysis, will mention:

- the towns selected for the first, second and third phases of the Programme;
- ii. specific objectives to be achieved during the Programme period;
- iii.the Programme activities, and while proposing the activities, priority will be given to those activities that
 - are in conformity with the UBS objectives and the specific objectives laid down for the district and those that
 - will directly reach the urban poor especially the women and the children;
- iv. staff requirements for implementing the plan, and
- v. financial requirements.

Approval and Sanction of District Plans

- The District Coordinator will submit the plan of Operation to the State Secretary (UD/LSG) and the UNICEF zone representative.
- ii. The Secretary (UD/LSG) will approve the plan after ensuring
 - that the plan conforms to the GOI/UNICEF guidelines and the MPO; and
 - that the UNICEF zone office representative has communicated to him in writing his willingness to support the plan.

PLANNING AT THE TOWN LEVEL

The local authority of each UBS town will set up a project cell consisting of

- i. Project Officer (PO)
- ii. Community Organiser (CO)
- iii.Support Staff.
 - The Commissioner/Chief Executive of the local body will be responsible for the overall performance of the staff and project implementation. The District Co-ordinator will provide technical and programme guidance.
 - Depending on the size of the target slum population brought under the project it will employ Community Organisers (COs).
 - Each Community Organiser will be required to look after 2000 families.
 - In towns where there are three or more Community Organisers a Project Officer will be appointed.

PROCESS FOR PREPARING MINI PLANS

Basis for preparing list of needs is the community self survey or the base line survey.*

The objectives for conducting a base line survey are to understand

- the problems and immediate needs of each and every house in the neighbourhood,
- ii. the nature and magnitude of the problems and needs of the neighbourhood as a whole, and

^{*} For format see Annexure 6.

iii.the type of help and participation every family is willing to offer.

Neighbourhood Volunteers (NVs) with the help of the Community Organiser and literates of the community will conduct a base line survey in their neighbourhood.

Need for Self Survey

The objectives of self survey are:

- The process of giving and eliciting information itself is a way of making people aware of their problems and needs.
- ii. It will sharpen their observation and will set them to think about their problems and possible solutions.
- iii. The process will help in building up their confidence in themselves.
- iv. It will help them to realise their potential which they can utilise to solve their problems, and weaknesses, for which they can seek outside help.

The Community Organiser will train the volunteers in conducting the survey.

After the training, the neighbourhood will be surveyed:

- The Volunteer will be accompanied by at least one assistant, so that while one person asks for the information the other can record it.
- The survey team will contact every house in the neighbourhood.

- After completing the survey the data will be tabulated and analysed.
- The Volunteer will discuss the analysed data with the neighbourhood residents.
- All of them together, with the guidance of the Community Organiser, will finalise the List of Needs for their neighbourhood.
- All these Lists of Needs will be discussed, pruned and prioritised in the Basti Development Committee to form the Mini Plan* for the basti.

PROCESS FOR PREPARING PLAN OF ACTION

The Plan of Action** will be prepared within the framework of the District Plan of Operations,

Personnel to be Involved

- i. Project Officer.
- Representatives of voluntary agencies.
- iii. Heads of the sectoral departments.
- iv. UBS Coordinator (as a guide and facilitator).

Preparation of the Plan

- All the Mini Plans linked together will form the basis for preparing the Plan of Action.
- The Project Officer will discuss the structural plan with the officers of the

^{*} For format See Annexure 7.

^{**} For format see Annexure 8.

sectoral departments and representatives of the voluntary agencies to see what activities or what part of the activity can be financed or supported by them.

Example

- i. The Water Department might have a budget to install 100 handpumps, in the poor areas of the towns. The Project Officer in this case can persuade the department to use this fund, or at least part of it, in the UBS project area.
- ii. Similarly if a voluntary agency has taken up the immunisation programme, it can be persuaded to cover the children of the UBS project area.
 - Funding of each activity proposed in each Mini Plan will be discussed thoroughly. The Project Officer will try to procure funds from whatever existing programmes in the town there are by persuading all departments and agencies to converge all their efforts in the UBS Project areas.
 - Only the remaining activities or the inputs required to strengthen the existing efforts in the project areas will be proposed under the UBS Programme.

Example

The proposed activity is to have 20 handpumps in each of the five bastis that is, a total of 100 handpumps in these bastis.

The Water Department agrees to instal 50 handpumps in these bastis.

The remaining 50 handpumps are proposed to be funded from the UBS budget.

Financial Components

The Plan of Action should lay down:

- Agencywise financial commitments for each action component.
- Detailed budget disaggregated into neighbourhoods.
- iii.About 60% to 70% of the total UBS budget for the town will be utilised on the Mini Plans.
- iv. Utilisation of the balance of 30% will be determined by the local authority on the basis of other priorities perceived by it as important for the development of the project area.

Contents of the Plan of Action

The document should have

- Detailed action components disaggregated into neighbourhoods.
- It should lay down objectives and targets to be achieved through each activity/action component.
- It should chart out responsibilities of persons, agencies, departments and so on to implement each activity of the programme.
- It should lay down the expected outcome against each action component within a time limit.

Steps Involved

- The Plan of Action with all the Mini Plans attached, will be submitted to the District Coordinator.
- The Coordinator will share the Plan with the UNICEF zone office and get their agreement in principle.

Approval and Sanctioning of Town Plans The Chief Executive Officer of the local body will submit the Plan of Action to the District Collector and to the UNICEF zone office. The Collector will approve the Plan after ensuring that it

- i. Conforms to the GOI/UNICEF guidelines and the MPO;
- ii. falls within the framework of the District UBS Plan approved by the State; and
- iii.that UNICEF zone office has communicated to him in writing its willingness to support the Plan.

PROGRAMME IMPLEMENTATION

The total number of UBS towns during 1986-89 will be 200.* This will include some of the spill-over projects from the previous MPO. All the projects will be initiated within the first three years to help their consolidation in the last two years. No project will be initiated after December 1987. 110 towns will be covered in the first phase and the remaining in the second phase.

The implementation will be spread over two stages:

Stage - I Training of town level project staff; community organisation; volunteer training; baseline data collection and surveys of project areas; community education and awareness; motivating self-help community action; preparation of Mini Plans for each community and neighbourhood; and Plan of Action for the town.

^{*} See Annexure 3.

Stage - II

Continued community education and awareness regarding child survival and development interventions; creches and pre-school centres (balwadis); water supply and sanitation; education and economic activities for women; functional literacy, and other appropriate interventions sought or deemed necessary by the community.

Community Organisation and Participation

People are the main resources and functionaries for implementing the UBS Programme. Therefore, after the training, the first step of the Community Organiser will be to

- establish rapport with the community;
- get familiar with the areas; and
- help people identify and select volunteers for their neighbourhood.

(All the three steps can be done simultaneously)

Building Rapport with of People of the Community

- i. Visit all the neighbourhoods in the bastis
- ii. Introduce oneself in each neighbourhood
 - give name, background,
 - the project one is associated with, what benefit it can bring to them,
 - how community people can work with Organiser to obtain advantages from the Project.
- iii.Visit all houses and make informal contact with the people.
- iv. Try to talk to as many as possible individually or in small groups, about the Project, role of organiser and people's role in the project.
- v. Let the people speak out even though it may be unrelated to the project.

vi. Make a mental note of those who show more interest in the Project and who are more aware and vocal about the problems.

Become Familiar with the Project Area

- Simultaneous to rapport building with people, get familiar with the areas;
- the geographical location;
- socio cultural features; number of families, ethnic groups, languages spoken, whether or not the ethnic or caste groups live clustered together;
- the resources available as for example, people; skilled people in the community educated youth and so on; services such as schools post office, clinics, material; facilities such as community centre, buildings or big rooms for balwadis, creches, and so on, open space that can be utilised as a playground;
- this infomation should be collected informally through observation and talking to the people;
- community profile based on the information should be prepared;
- this profile will be helpful to guide, suggest and assist people in formulation and implementing the plans.

Selecting Volunteers

Ask people about their preferences for a representative if necessary, assist them to identify volunteers. The volunteers will be trained by the Community Organisers.

Basti Development Committee

The Neighbourhood Volunteers, along with the CO will form the Basti Development Committee (BDC). One BDC will not have more than 20 volunteers. In a community where there are more than 20 volunteers, two BDCs will be formed. The CO will help, guide and assist the

Ws to conduct base line survey, formulate the list of needs and finalise the Mini Plan for the basti.

Community Education

While the Plan of Action is being formulated and finalised, community awareness and education programmes can be started on each of the five programme components. The communication methods used for this purpose should be:

- Simple;
- low cost;
- interesting;
- possibly indigenous;
- and in their native language.

Some of the effective communication methods are:

- interpersonal communication
- films
- posters
- folk theatre/puppet shows
- demonstrations.

APPOINTMENT AND TRAINING OF THE UBS FUNCTIONARIES

APPOINTMENT AND TRAINING OF THE UBS FUNCTIONARIES

New Appointments

Effective implementation of the UBS Programme which visualises action at various levels of administration, right from the community-town level upwards would necessarily require a trained, motivated and responsive staff.

Procedure and Criteria to Appoint a District Coordinator

After approval of the district to be taken up for implementing the UBS programme, the State Government will appoint a senior official called the District UBS Programme Coordinator. The following criteria are recommended for the selection of the Coordinator:

- He/She should be a senior Government Officer below the level of a District Collector.
- ii. He/She should work on a full time basis as District UBS Programme Coordinator. However, he/she may perform other functions as the situation demands, without any prejudice to the UBS.

Employment Status and Basis of Remuneration

He/She may be placed in a scale that will permit him/her to coordinate the UBS programme in the District.

Briefing and Training

For the initial orientation of the UBS Coordinators, immediately after their appointment, the Ministry of Urban Development will send them a briefing note and operational guidelines for the UBS Programme.

The Ministry with the help of the National Institute of Urban Affairs will also arrange for training of the Coordinators. In addition it will assist in the formulation and implementation of the Plans of Action and help monitor and evaluate the district UBS Programme.

Training of the UBS Functionaries at Town Level The local authority of each UBS town will set up a project cell consisting of:

- i. Project Officer (PO)
- ii. Community Organiser (CO)
- iii.Support Staff.
 - The Commissioner/Chief Executive of the local authority will be responsible for the overall performance of the staff and project implementation.

Procedure and Criteria to Appoint Project Officer Where there are three or more than three Community Organisers the local authority at the town level will appoint a full time Project Officer to implement the UBS Programme. The selection of Project Officer should be based on the following criteria:

- He/She should have an understanding of the problems of the urban poor.
- ii. He/She should be a senior town level official.
- iii.He/She should preferably hold a Master's or Bachelor's degree in Social Work or in the Social Sciences.

Basis of Remuneration and Employment Status

- The salary scale of the Project Officer will be determined by the Local Authority in agreement with the UNICEF.
- ii. The local authority should absorb him on a permanent basis within three months of joining.

Procedure and Criteria for Selecting Community Organisers Each Community Organiser will look after a cluster of around 2000 families. Therefore, the number of Community Organisers to be appointed will depend on the size of the target slum population brought under the project

- He/She should have worked in a Community Development Project.
- ii. He/She should have the understanding of the problems of the Urban Poor.
- iii.He/She should have a friendly and pleasing personality.

Basis of Remuneration and Employment Status

- The scale of salary of Community Organiser will be determined by the local authority in agreement with the UNICEF.
- ii. The Community Organisers will be absorbed on a permanent basis within three months of joining.

Training

The Ministry of Urban Development with the help of the NIUA will arrange for training the Project Officers and Community Organisers. The thrust will be towards participatory planning, implementation and monitoring of the UBS Programme.

Neighbourhood Volunteers

The UBS Programme rests on community participation.

To facilitate the participatory approach the help of volunteers, who will be the representatives of the people, will be sought.

The Neighbourhood Volunteer will act as a development catalyst and will work as a bridge between the people and the government functionary, that is, the Community Organiser.

Need for a Non-Official Functionary

- It is not possible to appoint too many root workers on a long term basis because the programme has to be low cost.
- part of the community, volunteers are continuously in touch with the people and are aware of the people and are aware of the problems and needs faced by them.
- They are selected and accepted by the community as motivators and mobilisers.

and Selection of Volunteers

Identification The Volunteers will be selected by the residents of the neighbourhoods. Community Organisers will only assist in identifying the Volunteers. Criteria for selecting Neighbourhood Volunteers:

- As the programme focuses on women and children their participation is most vital. Therefore, a Volunteer should preferably be a woman.
- She should have leadership qualities.
- The community and she should be familiar with each other.
- She should be willing to devote some time every day to work for the Programme.
- She should not have any ulterior motives.
- Most of all, the people should accept her as their representative and leader.

Orientation and Training of the Neighbourhood Volunteers The Neighbourhood Volunteers will be constantly trained and exposed to new ideas by the UBS cell. As and when the need is felt, the community should also be involved in the training workshops.

The Neighbourhood Volunteers should be informed about

- The concepts and principles of community development
- Aims and objectives of the UBS Programme
- Their role and responsibilities in implementing the Programme in their neighbourhood
- The leadership traits expected of them
- Need for improving and how to improve access to services such as health, education and nutrition.

They should be imparted with skills necessary:

- To conduct baseline surveys
- To be able to document information on child survival and other UBS activities for example, number of births, number of deaths (neonatal, postnatal, infant mortality, child death and so forth).
- To periodically monitor and evaluate the Programme.

MONITORING AND EVALUATION

MONITORING AND EVALUATION

The Programme will be managed and monitored by a hierarchy of committees formed at different levels to discuss the progress report prepared by the Programme functionaries. Monitoring formats have been devised for this purpose keeping in view the monitoring mechanism at all operational levels. The formats are in two parts.

Part I* of the format will mention in detail:

- Problems encountered during the month that prevented the completion of the task planned for the period.
- ii. Statement of major achievements resulting from the conduct of the activities listed in Part II of the format.
- iii.Directions and guidance from the committee constituted at respective levels that would help avoid recurrence of the constraints.
- iv. Major activities scheduled for the next month as well as the expected outcome.

Part II* of the format will mention in detail:

- The targets established for each of the activities achieved during the month;
- ii. reasons for any difference between targets and actual performance;
- iii.the financial status, giving the total requirement, the amount received and the amount accounted and unaccounted for during the month.

^{*} See Annexure 9.

Monitoring will be done simultaneously with programme implementation and will be done by the people, the Neighbourhood Volunteers, and the UBS staff. The programme will be managed and monitored at the following operational levels:

At the Basti Level A monthly progress report will be prepared by the Community Organiser consolidating all the UBS efforts made at the field level. The report prepared at Basti Development Committee (BDC) level will provide a basis for discussion at the monthly Project Review Committee where the progress will be reviewed against the annual targets laid down in the Plan of Action. The BDC will meet every month and will be accountable to the basti it represents.

At the Town Level Monitoring at the project level will be the responsibility of the Executive Officer/Commissioner of the municipality. The Executive Officer/Commissioner will submit a monthly progress report to the District Collector with a copy to the UNICEF zone office representative.

At the District Level At the district level, the District Coordinator will be accountable to the District Collector/District Development Commissioner. The District Collector will ensure that a monthly project report is submitted to him and the district review is held with the Chief Executive Officers of all towns and a progress report

sent to the Director, Municipal Administration, or a two monthly progress report to the State Secretary (UD).

At the State Level

The State UBS review will be held once every four months. The Secretary (UD) will send a monthly D.O. letter forwarding the consolidated progress report received from the Collector, with his comments to the Ministry (UD) and the UNICEF zone office.

At the National Level

An annual review will be held at the Ministry level, chaired by the Secretary, Urban Development. The national level Steering Committee will also meet once every four months.

The process of monitoring and review will be oriented to focus specifically on:

- achievement of physical targets established by
 each project at the beginning of each year,
- constraints that need solution, and
- any discernible impact seen as a result of project interventions, for example, change of people's attitude towards:
 - i. school attendance by their children,
 - ii. taking children to the centre for immunisation,
 - iii. involvement in local self-help actions,
 - iv. maintenance of common amenities.
- need for revision of targets,
- need for course-correction.

ANNEXURES

- 1. GUIDELINES FOR UNICEF ASSISTANCE
- 2. UBS COMMITTEES
- 3. UBS DISTRICTS
- 4. JOB DESCRIPTION OF FUNCTIONARIES
- 5. FRAMEWORK OF DISTRICT UBS PLAN OF OPERATIONS
- 6. FORMATS FOR NEIGHBOURHOOD BASELINE SURVEY
- 7. FORMATS FOR FORMULATION OF MINI PLAN
- 8. FORMATS FOR FORMULATION OF PLAN OF ACTION
- 9. FORMATS FOR MONITORING UBS

GUIDELINES FOR UNICEF ASSISTANCE

Annexure - 1

GUIDELINES FOR UNICEF ASSISTANCE PROGRAMME ACTIVITIES

The Programme will assist marginalised urban population to upgrade basic services especially for children and women in the selected districts. UNICEF has committed itself to contribute to this endeavour and, in particular to assist the child survival protection and development interventions. According to needs and resources, UNICEF will selectively support the following activities:

Immunisation

On certification of non-availability appropriate cold chain equipment may be provided. It may include refrigerator, vaccine, carriers and cold boxes.

Home Based Diarrhoea Management Training of field workers in communications; supply of communication materials such as posters, films and other audiovisuals; equipment for ORT demonstrations.

Health and Nutrition Education Appropriate equipment required for training and supplies such as weighing scales, growth monitoring aids, growth charts and other support communication material.

Training

Cost of training of traditional birth attendants, para-medicals, volunteers and the mothers in child care, family welfare and birth spacing.

Research and Studies Low cost, short-term studies on specific health problems affecting the urban poor and on the efficiency or impact of Health Programmes undertaken in the project area.

Water Supply

UNICEF will provide the India Mark-II handpump head, the connecting rod, the cylinder and rising main GI pipes. The Programme will support only India Mark II handpumps for both deep and shallow well application. Also it will underwrite the full cost of handpump caretakers' training. Any additional assistance will be determined by the UNICEF zone office in consultation with the town authorities at the time of Plan formulation.

Low Cost Sanitation UNICEF will provide a grant of 40 per cent of the cost of the sub-structure, not exceeding Rs. 500/- for the individual latrines. It will also provide 60 per cent of the cost of providing multi-sector latrines to the primary school attended by the children of the project areas.

the number and estimates for these should necessarily be approved in advance by the UNICEF Programme Officer (Water & Environmental Sanitation) in each zone and the final payment will be subject to the completion of construction, including the superstructure.

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UNICEF will bear the full cost of training the local masons prior to initiating latrine construction work.

It will also provide whatever publicity and mass communication material available and underwrite the cost of sanitation education programmes.

Early Childhood Learning Facilities The implementing agencies should provide space and building for balwadis/creches and ensure continuity of the activity after the project period. UNICEF will provide educational supplies, Salter scales, and pay 50 per cent honorarium to the balsevikas, subject to a maximum of Rs. 100/- for a maximum of 3 years. It will also underwrite full training cost of these workers and costs of providing health and nutrition education and community training for parents.

Creches

Equipment to establish creches too will be considered along with a subsidy towards the honoraria to voluntary creche workers for a maximum period of three years.

Women's Economic Development UNICEF will meet the full cost of training women in income skills and will allocate small grants to a limited extent to serve as collateral to bank loans; low cost equipment and supplies for community level crafts to serve training-cum-demonstration purpose will be provided to women's groups and/or cooperatives as a contribution to their fixed capital; teaching aids for functional literacy and learning opportunities too will be supplied.

OPERATIONAL LEVELS

Capacity
Building and
Staff Support

UNICEF will provide the salaries of the Core Staff on a time bound basis. The State/Local Authority will ensure absorption of staff in their regular budget once the UNICEF assistance is withdrawn. The core staff consists of District Co-ordinator, Project Officer, and Community Organisers.

At the District Level UNICEF will reimburse the salary (excluding T.A. and D.A.) to the District Coordinator for a maximum period of three years on condition that the State Government will ensure the absorption of such officers in the regular establishment thereafter. UNICEF will also provide a car to the Coordinator to supervise the programme. However, the cost of P.O.L. Driver and maintenance will be borne by the State Government. UNICEF will bear the cost of his pre-service training to equip him to be a trainee himself. He will be provided with training equipment.

At the Town Level UNICEF will fund the salaries of the Project Officer and Community Organiser for a period of two years.

Salary assistance will automatically cease if posts are not made permanent within three months or if the functionaries remain on a temporary basis for more than three months.

Where deemed necessary UNICEF will provide two-wheeler conveyance.

Besides salaries and conveyance, UNICEF will also bear the cost of training the Core Staff.

Basic audio-visual and other equipment required to implement the programme will also be provided. The UNICEF zone office will determine the extent of assistance required in this regard after studying the already available facilities.

Community Participation

- i. Funds for community participation to develop public awareness, motivation and organisation.
- ii. Training to upgrade the professional capacity of municipal functionaries, community organisers, community volunteers, parents and resident groups to neighbourhood planning implementation, management and evaluation of self-help activities.
- iii. Funds to facilitate learning opportunities for children, youth and women who have not been able to benefit from the educational system, and to develop sports and other cultural activities organised by the neighbourhood committees.
- iv. Equipment, supplies and small rolling funds to establish community information service centres, as well as cooperative initiatives which may lead to demonstrate the feasibility of larger self-help undertakings to improve the community environment and the quality of living of children and women.

Account Procedure and Financial Management

The funds received under the project should be deposited in a separate account by the local authority and should be separately accounted for. This is

because there are a number of schemes sanctioned by State and Central Governments which are more or less of a similar nature.

Channelling of Funds

Zone offices will be permitted to release the supply and non-supply assistance to the projects directly. However, UNICEF will endorse a copy of the release order to the State Secretary (UD/LSG).

The State Government will release the Central and State share of the Programme through the UBS District Coordinator. In the last quarter of the financial year the State Government will prefer a consolidated claim in respect of the Central Government share released to the Programme. When these credits are revised against the Central Government the Accountant General's Office will routinely transfer the funds to the State Government.

UBS COMMITTEES

Annexure - 2

UBS COMMITTEES STEERING COMMITTEE

Location

At the Ministry of Urban Development, Government of India, New Delhi.

Task

To establish national policy relating to Urban Basic Services community development and evaluating regularly the State level UBS Programme efforts in developing the urban poor's problem solving capacity and their wellbeing.

Responsibilities

This Committee will be the principal policymaking body that will provide and execute policy pertaining to the Urban Basic Services (UBS) Programme.

It will lay down guidelines for the allocation of funds to each UBS district and evaluate the performance every quarter, of all projects coming under the Programme and will stipulate course directions where deemed necessary. Also, a six-monthly National Review will be conducted by this Committee.

It will also be responsible for initiating and implementing a suitable strategy for training the Programme Coordinators.

Frequency of meeting:- Half yearly

Leadership	- The Joint Secretary (UD)
Members	- The Director (UD)
	- The Deputy Secretary (UD)
	 A representative each of the Ministries of:
	(a) Human Resource Ministry
the second of the	(b) Health
	- UNICEF Programme Officer
	- Chief, TCPO
	- Director, NIUA
	- And others coopted.

PROGRAMME REVIEW COMMITTEE

Location

Urban Development Departments of the State Governments.

Tasks

To execute policy pertaining to the Urban Basic Services (UBS) Programme, integrate and co-ordinate all development efforts of related agencies and resolve constraints and conflicts experienced by the Projects at District level.

7. Identify and submit for consideration by the Ministry-level Programme Steering Committee areas of policy that needs revision or elaboration.

Accountability

This Committee will periodically send, preferably every month a communication to the UBS Programme Steering Committee of the Ministry of Urban Development detailing the programme progress in the District.

Frequency of meeting:- Quarterly

- The Secretary (UD)
- The Director (Municipal Administration)
- The Chief Engineer, PHEED
- Town Planner
- Director, Department of Health
- Director, Department of Social Welfare
- Director, Department of Education
- Collector/District Commissioner of the UBS Districts
- UNICEF Zone Office Represent- ative

- Any others coopted

DISTRICT COORDINATION COMMITTEE

Location

At the Headquarters of the UBS Districts.

Task

- To be responsible for
- (a) executing the UBS Programme in the district as per the operational guidelines issued by the Ministry of Urban Development,
- (b) integrate and co-ordinate all development efforts of related agencies for the purpose and
- (c) resolve constraints and conflicts experienced by the Projects at the level of towns.

Responsibilities

- 1. Study meticulously the policy governing the Programme and conscientiously endeavour to execute the same.
- Initiate and nurture and monitor the UBS projects in towns within the UBS districts.
- 3. Ensure that the policy is understood by all concerned, especially those responsible for implementing the project at every level.

- 4. Initiate and direct action to provide for appropriate orientation and adequate training on a continued basis to those responsible for implementation of the Project at every level.
- 5. Promote, co-ordinate and integrate the participation and/or co-operation of all relevant Governmental and non-governmental agencies interested in the shelter and community development efforts in areas designated for the Project.
- 6. Take prompt action at the earliest notice, to intervene and resolve constraints and conflicts that could impede progress of the Project at any of the operational levels in the area.
- 7. Introduce appropriate incentives to generate and sustain popular enthusiasm of project personnel and the communities and maintain a high quality of participation.

Accountability

- 1. Meet every two months and review the Programme implementation progress.
- 2. Submit to the State Secretary (UD) a two-monthly progress report with a copy to the Programme Steering Committee and the UNICEF Zone Office.

Frequency of Meeting: Once in two months.

Leadership	- District Collector/Development Commissioner
Members	- Deputy Development Commissioner
	- District UBS Programme Co- ordinator
	 Chief Executives (and a UBS staff representative) of the UBS Towns.
•	- Any others coopted.

PROJECT MANAGEMENT COMMITTEE

Location

At the Municipal level.

Task

To formulate operational guidelines within the policy framework of the Programme, facilitate Basti-level project implementation through regular review of performance and assist the District Programme Coordination Committee in monitoring the implementation of the programme.

To assess, encourage and facilitate project performance at the Town level ensuring the availability of all requisites and the presence of all conditions vital for the smooth functioning of the Project.

Responsibilities

- 1. Be conversant with the policy relating to the Programme and also other Government policies that may directly or indirectly influence its implementation and/or impact.
- Transmit and ensure that the operational guidelines for Programme implementation are properly adhered to by the Project staff and beneficiaries.

3. Regularly assess:

- (a) Project performance at input/output/outcome levels.
- (b) the community initiative and participation in Project activities and
- (c) the efficiency of Town-level monitoring of progress.
- 4. Co-ordinate, guide and assist the UBS Project Cell of the town in the performance of its duties.

Accountability

The Committee will send a monthly Progress Report to the District Collector/Development Commissioner with a copy to the UNICEF Zone Office.

Frequency of meeting: Monthly

Leadership		- The Chief Executive (or the Mayor/President where deemed necessary) of the local authority.
Members		- The UBS Project staff
	* * *	- Heads of municipal departments
		 Heads of other governmental departments & non-governmental agencies.
		- District UBS Programme Coordinator
		- Basti Development Committee Representatives
		- Any other coopted.

BASTI DEVELOPMENT COMMITTEE

Location

At the Basti.

Task

To assume leadership and responsibility in the basti, on self help basis, to improve the physical, educational and social wellbeing of the constituent community, with special attention paid to the children and women.

Responsibilities

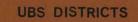
- Bring all elements of the community together and work towards the eventual realization of a self-reliant community capable of initiating and sustaining on its own, a continuous participatory development plan for the Basti.
- 2. Orientate the community to the aims and objectives of the project.
- Enhance the community's problem-solving capacity by training and developing the skills for
 - (a) community dialogue,
 - (b) needs identification and
 - (c) action prioritization as tools of self-help.
- 4. Create opportunities to help the community develop a sense of participatory-pride and satisfaction by creating opportunities for them to involve in and experience in community action.
- 5. Seek and maintain good working relations with other grass-root organizations in and around the basti.
- 6. Convene a meeting of the Resident Community Volunteers monthly and diligently follow-up its decisions.

Accountability

The Basti Development Committee is accountable primarily to the community it represents. However, in operational matters, it will receive administrative and technical guidance from the Community Organiser of the area.

Frequency of meeting: Monthly (at least)

Leadership	- Community Organizer of the Area
Members	 Resident Community Volunteers (representing the neighbourhood units)
	- Any other coopted



Annexure - 3

UBS DISTRICTS

LIST OF THE 36 DISTRICTS SELECTED FOR UBS

State	District		Name of the town implementation to start			
		in 1986		in 1987		-
Andhra Pradesh	Mahboob-	Mahboob-	Α	=		87,360
	nagar	nagar Gadwal	С	_		30,970
		Wanaparty	C	: -		28,750
		Narayanpet	C	-		27,860
	Ananthapur	Ananthapur	Α	-		119,010
		Hindupur	В	-		70,000
		Tadipatri	В	-		54,000
				Kadri	C	53,000
				Penugonde	В	50,000
	Cuddapah	Cuddapah	В			70,000
	-	Proddalur	В			50,000
	Nalgonda			Nalgonda	В	60,000
				Suryapete	В	60,000
				Bhongir	C	40,000
				Mirydaguda	C	30,000
	Srikakulam			Srikakulam	В	60,000
Orissa	Sambalpur	Sambalpur	Α	=		110,290
		Jhar suguda	В	-		54,860
		Bargarh	В	-		50,000
		Burla	C	-		24,690
		Hirakud	C	_		21,670
				Bhajaraj nagar	В	53,860
				Deogarh	C	13,580
				Barapali	CCC	13,580
		8		Padampur	C	10,370
	Puri	Puri	Α			101,000
		Bhuba- neswar	Α	_:		219,000

State	District Name of the town implementation to start				Population	
		in 1986		in 1987		
	Kalahandi	Bhawani- patna	С	_		37,800
		Khariar (NAC)	С	-		11,450
		Junagarh (NAC)	D	-		10,200
	Keonjhar	Keonjhar	С	_		28,060
	11001171141	Anandpur	C	_		24,500
		Barbil	C	=		22,000
	Bolangir	Bolangir	В	_		57,750
	Dorangii	Titilagarh	c	-		19,800
		Patnagarh	C	-		13,600
	Sundargarh	Sundargarh	С	_		23,700
	Surdar garn	Rourkela (CT)	Α	-		105,600
			ST)	. =		
Kerala	Ernakulam	Cochin	Α	-		552,410
Metala	2	Kothe- mangalam	C	40 10		33,110
		Moovattu-	С	-		25,310
		puzha	~			25,280
		Alwaye Perumbaroor	C C	-		23,190
				'Tripuni- thara	В	43,650
				Amgamaly	C	28,330
				Parur	C	26,280
	111	Allerou	Α	_		169,930
	Alleppey	Allepey	c	_		61,330
		Kayamkulam Shertallai	C	_		40,490
	m	Thanjavur	Α	_		181,460
Tamil Nadu	Thanjavur	Kumbakonam	Α	. - -		141,640
		Nagapatnam	В	_		82,800
		Mannargudi	В	-		51,740

State	District	Name o implem start	Population			
35		in 1986		in 1987		
				Adiram- patina	С	21,180
				Kuthanallur	C	19,440
				Tiruvaiaru	C	14,000
				Papanasam	C	12,980
				Kuttalam	C	10,410
Karnataka	Tumkur	Tumkur	Α	_		109,230
rar ra carra		Kunigal	C			13,020
		Pavagada	C	=		14,500
		Koratagere	D	-		8,900
				Tiptur	C	30,500
				Sirsa	C	27,600
				Madhugiri	C	18,090
				Chiknayak- nahalli	С	15,600
				Gubbi	C	12,000
				Kayatha- sandra	C	10,000
				Turuvekere	D	9,000
				Huliyur	D	8,600
				Y.N Hoskote	D	7,500
				Huliyur Durga	D	9,600
Pondicherry	Pondicherry	Pondicher- ry/Karaikal	Α	, -		100,000
)	Kamrup	Gauhati	Α	_		258,000
Assam	realit up	Nalbari	C	-		12,000
				Rangie	С	9,000
				N.Gauhati	D	7,000
				Palasbari	D	4,000
				Tittu	D	3,000
Manipur	Imphal	Imphal	Α	_		156,622
a mirpur		Jiribam	D			4,390
				Lamali	D	2,940
				Sekmai	D	3,990
				DOMEST		

State	District	rict Name of the town implementation to start			
		in 1986		in 1987	
Tripura	N.Tripura	Dharam- nagar	С	-	30,000
		Kailashahr Kamalpur	C D	-	14,000 6,000
West Bengal	Darjeeling	Siliguri	A	-	153,800
west bengar	bar jeering	Darjeeling	В	_	66,000
		Kurseong/ Kalimpong	Ċ	-	30,000
Mahamaahkaa	Ratnagiri	Ratnagiri	С	18 10	47,040
Maharashtra	Rachagili	Chiplun	C	_	27,250
		Khed	D	-	10,200
	Sindhudurg	Sawantwadi	С	= .	18,670
	Stridiludurg	Malwan	Č		17,320
		Vengurla	C	-	11,830
		Rajapur	D		8,890
Cuiarat	Baroda	Baroda City	Α	-	467,490
Gujarat	barcua	Dabhoi	C	· -	37,890
		Padra	C	_	24,230
		C. Udepur	C	-	14,310
				Farjan	C 11,970
					D 8,350
				Sarokheda	D 7,980
				Wadhodia	D 6,230
				Bahadurpur	D 5,180
					D 5,330
				Fertilizer-	D 5,330
				nagar	• • • • • • • • • • • • • • • • • • •
	Rajkot	(Informatio	n aw	waited)	
Diban	Patna	Patna	Α	-	813,960
Bihar	racia	Dinapur	В	_	58,690
		Makamah	В	-	51,050
		Barh	c	_	31,870
		Fatwah (NA)		-	21,250

State	District	Name of the town implementation to start				Population
-		in 1986		in 1987		
		Phulwari Masurhi	C	⁾		22,720 19,390
				Khagaul Dinapur Cantt.	C C	34,160 23,270
				Maner Kakhtianpur Khusrapur	C C D	19,390 11,360 8,460
Uttar Pradesh	Lucknow	Lucknow Malihabad Kakori	A C C	=		1,007,690 11,260 11,150
				Charbagh/ Alambagh	C	30,860
				Amausi Gasaomgunj Nagran	D D D	7,690 6,610 6,560
Delhi	Delhi	Trilokpuri Seemapuri/	A A	-		120,000 110,000
		Seelampur Nabikarim/ Kasabpura	Α			50,000
		Nizamuddin/ Sarai Kalek				40,000
		Sawan Park/ Kabir Nagar		-		35,000
Rajasthan	Bhilwara	Bhilwara Mendal Jahazpur Gangepur	A C C			122,330 13,390 12,330 11,430
				Shahpura Gulabpura Asind Mandalguli	C C C C	19,330 15,000 9,460 9,000
	Banswara	(informatio	n aw	waited)		

State	District		Name of the town implementation to start			Population	
	-	in 1986		in 1987			
Tommu C	Anantnag	Anantnag	С	_		40,000	
Jammu & Kashmir	Aranciag	Bijbehara	D	-		10,000	
Rashilli		Kulgam	D	_		8,000	
		Mattan	D	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -		6,000	
Madhya Pradesh	Indore	Indore	Α	_		827,070	
radilya Tradesii	112010	Mhow	Α	-		75,700	
		Depalpur	D	=		8,340	
				Sarver	D	7,950	
				Mhowgaon	D	7,750	
ui-salaa 1	Una	Una	D	_		9,160	
Himachal Pradesh	Una	Gagret	D	-		4,500	
				Mehatpur	D	3,860	
				Basdehra	D		
				Daulatpur	D	2,340	
Haryana	Faridabad	Faridabad	Α	_		330,860	
izit juizi		Palwal	C	-		47,330	
		Hodal	C	-		18,740	
		Hathin	D	-		6,550	
		Hassanpur	D	-		5,110	
Punjab	Ludhiana	Ludhiana	Α	=		606,250	
runjab	13001120110	Khanna	В	-		50,640	
		Jagraon	C	-		39,640	
				Rajkot	C	17,110	
				Samrala	C	10,812	
				Machhiwara	C	9,620	
				Hullanpur Dakha	D	8,120	
				Doraha	D	7,480	
				Payal	D	5,220	
				Hathur	D	5,190	
Meghalaya	East Khasi	Shillong	A	-		107,670	
_	Hills	Municipali Mawlai	ty C	_		20,280	

State .	District	imple	Name of the town implementation to start		
		in 1986		in 1987	
		Nongthy- mmai Pynthor	С	-	21,560
		Umkharh	D	-	10,730
		Shillong Cantt.	D	-	6,670
		Madanrting	D	_	6,160
		Cheera- punjee	D		6,100
Nagaland	Kohima	(Informati	on awai	ted)	
Category	B - Projec C - Projec	t covering t covering t covering t covering	18 - 30 4 - 18	0,000 slum p 0,000 slum p 0,000 slum p	opulation opulation

JOB DESCRIPTION OF FUNCTIONARIES

Annexure 4

JOB DESCRIPTION OF FUNCTIONARIES DISTRICT CO-ORDINATOR

Function

To help the District Collector plan, implement, monitor and evaluate the UBS Programme in the District.

Responsibilities

- Planning, administration, management and monitoring of the Urban Basic Services (UBS) Programme at the District Level.
- Promote action at all levels to catalyze and strengthen initiatives that would help effective implementation of the UBS Programme.

Tasks

- 1. Formulate District Plan of Operations, within the framework of the Master Plan of Operation (MPO) 1985-90.
- 2. Assist each Town/City level UBS Project staff to prepare the Plan of Action and ensure proper implementation of the same within the framework of the District Plan of Operations.
- 3. Co-ordinate the Town/City level Plans of Action in the District.
- 4. Monitor the UBS Programme both at the District and Town/City levels.

Duties

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- Provide assistance in the selection and appointment of Town/City level UBS Project staff (Project Officer, Community Organisers and Resident Community Volunteers), and ensure their availability for the implementation of the UBS Projects.
- Arrange for adequate orientation and training of all Project staff likely to be involved in planning and implementation of the UBS Projects.
- Ensure timely availability of all material and financial inputs,
 necessary for the efficient implementation of the UBS Projects.
- 4. Keep the District Collector/Deputy Commissioner informed through monthly reports and other memos of the progress on the UBS Programme as well as Town/City level UBS projects with specific reference to problems that may arise in connection with the implementation of the programme/projects, and steps taken or need to be taken to solve them.
- 5. Pay regular visits to projects and attend project meetings to acquaint with their needs, main concerns and constraints and offer advice on way to approach them.
- 6. Introduce systematic reporting, reporting formats, questionnaires etc., for preparing necessary documentation such as progress reports, survey reports, case studies and evaluations etc.; required for planning and implementation of the UBS Programme.

also of the performance of the field-level officials and volunteers.

- 8. Promote action at all levels to catalyse or strengthen new initiatives that could help the communities develop their problem solving capacity, participatory pride, satisfaction and confidence.
- 9. Pay regular visits to the Project areas (Bastis) to acquaint with their needs, concerns and constraints and monitor the progress.
- 10. Prepare necessary documentation such as progress reports, case studies, survey reports, and evaluations corresponding to the programme and introduce reporting and recording formats, questionnaires, etc. required for its effective implementation.
- 11. Monitor the various components of the Programme in order that they are consistent with the objectives, targets and administration procedures of the Programme.
- 12.Ensure that the Community Organisers will submit activity reports immediately after the completion of any major project activity.
- 13. Ensure that the Monthly Project Performance Report is sent to the District Collector/Development Commissioner within five working days of the monthly meeting of the Project Management Committee.

COMMUNITY ORGANISER

Function

To assist the UBS Project officer in the formulation, implementation and management of the Plan of Action.

Responsibility

To catalyse collective initiatives, through neighbourhood groups and Basti Development Committees, for the well-being of communities that come under his/her supervision.

Tasks

- 1. Formulate UBS Plan of Actions for the Bastis within the framework of the Project (Town) Plan of Action and guidelines that may be laid down by the project Management Committee.
- 2. Implement, monitor and manage the UBS Programme at the level of Bastis.

Duties

- Initiating and sustaining on their own, a continuous plan of participatory development for the community through a series of mini-plans for each neighbourhood.
- Enhancing the community's problem solving capacity through leadership and skill development programmes and arranging for them easy access to the existing governmental and non-

governmental services and facilities.

- 3. Pay regular visits to the homes in the area to familiarise himself/herself with each neighbourhood.
- 4. Study and acquaint himself/herself with the neighbourhood of a minimum of 2,000 low income families, assigned to him/her for development.
- 5. Conduct orientation and training sessions for the selected Resident Community Volunteers informing them of the:
 - a) concepts and principles of community development
 - b) objectives of the project
 - c) their role and responsibilities in the implementation of the project
 - d) leadership traits expected of them
 - e) methods of working with people
 - f) its administration and monitoring style
 - g) health, referral services, first aid service, and nutrition
- 6. Ensure that each neighbourhood group under his/her supervision meets every month, and the minutes are received by him within 5 working days of such meeting.
- 7. Follow-up all complaints and requests from such meetings, till solutions satisfactory to the community are found.
- 8. Convey the minutes to the supervising officer after taking necessary follow-up action and brief him on his meetings, seeking assistance and/or advice where necessary, for further action.

- Prepare a map detailing boundaries of housing units and lanes of the assigned area.
- 10.In consultation, get the residents to identify Community Volunteers to represent them and assist in the implementation of the Project.
- ll.Arrange community development training for the identified leaders, and with their help conduct a baseline survey to identify problems, aspirations, needs and resources of the community as a pre-requisite for the formulation of a sound Plan of Action.
- 12.Encounter the neighbourhoods with the survey findings to prioritise needs and decide on creative participatory-action programmes called "mini-plans".
- 13. Encourage neighbourhoods to concentrate first on activities that are within their reach and ability that could give them participatroy pride, satisfaction and confidence.
- 14. Help provide an adequate institutional framework for the neighbourhoods to implement, monitor and evaluate the mini plan of action.
- 15.Monitor the progress of the communities towards the objectives, and the targets of the Project.

- 16. Keep the UBS Project officer informed, well in advance of any impending interference with or infringement of the Project work which needs his intervention.
- 17.Act as liaison between the community and the project administration in all development matters.

COMMUNITY VOLUNTEERS

Task

Create conducive atmosphere in his/her community and encourage all residents to participate actively and voluntarily in programmes designed to promote their physical, mental and social well-being on a self-help basis.

Responsibilities

- Acquaint and update with concepts, strategies and methods of community organisation, participation and development, and maintain healthy relations with residents of the area and be familiar with their needs, aspirations and susceptibilities.
- 2. Promote initiatives for community action to solve common problems on self-help basis and develop community pride to look after itself without much external intervention.
- 3. Act as a link between the community organizations/officials and the residents in the provision and maintenance of Primary Health Care facilities.

Duties

- Visit the neighbourhood regularly, learn of their problems, needs and aspirations and provide necessary advice, assistance and guidance to the residents particularly in matters of personal hygiene, improved child-care and environmental sanitation.
- Attend all training and orientation programmes designed to equip, augment and strengthen his/her capacity to liaise between the agencies and the neighbourhood.
- Utilise local resources, both people and material, in health education activities.
- Collect child-related data of the neighbourhood and update same regularly.
- 5. Perform health communicator/educator functions in the field of preventive and promotive health and also general well-being of the community through inter-personal and group discussions.
- 6. To arrange referral services for needy residents in consultation with the Community Organizer and officials of other relevant agencies.
- Ensure atleast a weekly dialogue with the Community Organizer and other Community Workers in the neighbourhood.
- 8. Organise groups for family health programmes including immunization and health education and assist PHC workers/Project Officers to facilitate the execution of such programmes in the

neighbourhood.

- 9. Prepare lists of children for immunization work, and liaise with the Health Officers in the area to maintain atleast a 90% coverage of identified number at all times.
- 10. Help in the control of diseases.
 - 10.1 Carry out health education activities, particularly for the prevention of diarrhoea and worm infestation.
 - 10.2 Assist mothers, through demonstrations and talks, to acquire skills to handle oral rehydration work and treatment of simple diarrhoea.
 - 10.3 Assist municipal field assistants in night blood filming programmes for Filaria control.

11. Health and Nutrition.

- 11.1 Encourage and promote breast feeding.
- 11.2 Educate mothers in the proper handling/use of growth charts for self evaluation.
- 11.3 Assist PHC workers in nutrition intervention programmes by involving mothers in nutrition demonstration programmes and preparation of balanced diet.
- 12. Deploy simple audiovisual on health communication work.
- 13. Render first aid promptly to the needythrough home services such as dressing of wounds, treatment of simple ailments etc.
- 14. Maintain and replenish stocks necessary to perform first aid and other functions in the delivery of primary health services.

FRAMEWORK OF DISTRICT UBS PLAN OF OPERATIONS

Annexure 5

FRAMEWORK OF DISTRICT UBS PLAN OF OPERATIONS

(to be submitted by the District Collector for the approval of the State Government)

This document, once approved by the State Department Urban Development sets out the broad framework for UBS operations in the urban areas of the approved district.

UBS operations in the district will be subject to the parameters laid down in this document. Any reasonable deviations require prior endorsement by the State Government in consultation with your UNICEF Zone Representative.

For any major deviations that may tend to change the nature and character of the programme and/or its physical or financial targets, the prior approval of the State and UNICEF, is a sine qua non.

TABLE 1	Town Population
TABLE 2	Problem Statement
TABLE 3	Sectoral Financial Allocations
TABLE 4	Justification and Objectives
TABLE 5	Plan of Operations Framework
TABLE 6	UBS Programme Budget
TABLE 7	Programme Monitoring
TABLE 8	Work Plan Assignment of Responsibilities

TABLE - 1

TOWN POPULATION

Name of Town	* Class	Popul	ation	Growth	
Name of Town	Class	1971	1981	rate 1971-81	
PHASE I TOWNS (selected for project initiation during year)			-		
PHASE II TOWNS (selected for project initiation during year)					
PHASE III TOWNS (selected for project initiation during year)					

^{*} State whether NAC, Municipalities, Major Panchayat or Corporation Projects have to be initiated in all towns above 5000 pop. before 31 March 1988 as per the UNICEF/COI agreement. Therefore, please indicate yearwise distribution of towns for initiation of project work.

TABLE - 2

SUMMARY OF PROBLEMS

affecting the urban areas of the District

% Year of Data

Poverty

1.3* % urban population living below poverty line

Employment

- 2.1 % unemployed (urban)
 - % marginally employed (urban)

Health

- 3.1 Infant mortality rate (urban)
- 3.2 % of children (3-1 yr.) not immunised
- 3.3 % urban child deaths due to:
 Water related diseases

Tolubou ulboubo

EPI diseases

Education

4.2 % Not enrolled for primary education (urban)

Primary school dropout rate (urban)

^{*}Important: The item nos. given below relate directly to the item nos. of the Situation Analysis done by you earlier.

4.3 % Not literate

Male: Female: Total (urban)

4.4 Urban children (2-5 years) not attending Balwadi/Anganwadis

Water, Sanitation & Shelter

% urban population:

- 5.1 Without access to safe water
- 5.2 Without access to sanitary latrine facilities
- 5.3 Living in slums and other substandard dwellings.

urban poor)	conditions of and s	ZZ VZCC WCIIVO	a, w the	
*				
•		98		

TABLE - 3

NON-UBS FINANCIAL ALLOCATION FOR URBAN AREAS

(Current Budgets)

(in Rs.'000s)

	year allocation	Projected for			
	arrocacion	year	year		
Urban Health					
EPI∕∞ld chain					
Diarrhoea management					
Health infrastructure development in urban areas					
Urban Water, sanitation & Shelter					
Water					
Sanitation					
Shelter		- =			
Urban Education					
Primary school construction					
Primary school maintenance	er (a				
Mid-day meal programme					
Social Welfare			4		
Urban ICDS					
TOTAL:					

TABLE - 4

DISTRICT UBS PROGRAMME

1.	Justification:
Stat	te briefly reasons for selection of the district
2.	Specific objectives to be achieved during the Programme period
IMPO	DRTANT
Α.	Formulate these objectives on the basis of the situation analysis of the urban poor done earlier.
В.	Ensure that the objectives correspond and contribute to achieving the overall objectives of the UBS Programme.

TABLE - 5

PLAN OF OPERATIONS FRAMEWORK

(To be formulated to respond to the problem statement in Table 2)

A B C

A	Б				
PROBLEMS to be tackled by this Plan of Operations	MAJOR ACTIVITIES proposed to tackle the problem in Column A (please number each activity)	PHYSICAL TARGETS for all towns			
e.g Lack of parental aware- ness of disease preven- tion, nutrition etc. and lack of town-level health education staff.	e.g.l- Recruit and train voluntary health guide each per every slum household.	e.g.2000 voluntary health guides year year year 400 1000 600			
		year year			

TABLE - 6

UBS PROGRAMME BUDGET

GOI/Municipal/UNICEF financial commitments to the Programme are as follows:

Activity No.	BUDGET year for first year's implementation				BUDGET year for next two years' operation					
from col. B on Table 5	GOI	STATE	MUNICI- PALITY	UNICEF	TOTAL	Ø1	STATE	MUNICI- PALITY	UNICEF	TOTAL
							e			
										16.5
i.		,								
					15					
TOTAL										

TABLE - 7

PROGRAMME MONITORING & MANAGEMENT

Briefly explain how the district level. Also Coordination Committee.	Programme w	will be monit composition	tored of	and the	managed at District	the UBS
			 			1

TABLE - 8

WORK PLAN - year....

Assignment of major responsibilities

	Activity	Action	by	Supervised by	Target date for comple- tion
1.	Discussion with towns selected for project initiation in year				
2.	Formation of town level UBS Cells/training of full-time UBS functionaries				
3.	Visits to project areas to develop community rapport				
4.	Formation of Neighbourhoods Development Committees				
5.	Training of Resident Community Volunteers for each neighbour- hood			ē.	
6.	Benchmark survey of neighbourhoods				
7.	Finalisation of neighbourhood development plans				-di
8.	Consultation with other government agencies in towns				
9.	Town level UBS programme formulation workshops				
10.	Finalisation of Plans of Action for each (First Phase) town				
11	Submission of town plans to District Collector				
12	Approval from District Collector				
13	Commencement of Phase II of town level projects				

MAP (OF THE DISTRIC	T INDICATING URBAN SETTLEMENTS	
	*		

STAFF REQUIREMENTS

NB: All UBS posts should conform to the appropriate post levels and salary scales now existing in the State.

Post	Post level	Salary	Proposed budget source
District Coordinator Clerk			
Driver			

No.	Name of town	Post	No./Year	r of appoin	ntment
	cown		year	year	year
1		Project Officer Community Organiser	-		
2		Project Officer Community Organiser			
3		п			-
4		n n			
5					
6					
7					
8					

URBAN BASIC SERVICES PROGRAMME

Analysis of Situation of the Urban Poor and
District UBS Plan of Operation

District	
State	

ANALYSIS OF SITUATION

of the Urban Poor

(with special reference to children & women

of

DISTRICT:	
STATE:	

This document should reflect the latest recorded status of the District's urban areas and, therefore, must be filled by the respective government departments dealing with the sectoral services such as Health, Education and Water.

The UBS Plan of Operations for the District will be studied in the context of this analysis and therefore, special care needs to be taken to provide the latest reliable data available with you.

PART 1 - DEMOGRAPHY

1.1 District Population

		1971	1981	% Growth rate 1971-81	Estimated population 1991
District	Total				7
Urban	Total Male Female				
Rural*	Total				
Scheduled Caste	Populatio	on Urban Rural			
Scheduled Tribe	Populatio	on Urban Rural			

Data Sources: Census of India - Table No.
District Census Handbook
State Planning Department

1.2 District Population - 1981 : Agewise distribution

		0-lyr.	2-5yrs.	6-9yrs.	10-14yrs.	15-55yrs	55 & above
Service Control of the Control of th	Urban Rural		í				
	Total						

- 2 If 1981 Census data (age-wise) are not available, use the 1971 percentages to estimate the population in different age-groups.
- * Rural figures requested in this document are for purposes of comparison with urban sector.

1.3 Urban Poor Population

	Population belo	ow poverty line	Source of infor- mation or basis
	8	Number	for estimate
District (Total) District (Urban)			

3 Data Source: Sixth Plan/Draft Seventh Plan State Planning Department

PART 2 - EMPLOYMENT & OTHER

2.1 Employment

	No.employed	No. marginally employed	No. unemployed	Source of information
District Urban				

4. Possible Sources: Census of India

National Sample Survey Other District Studies

2.2 Urban Self-Employment

	1981 or latest available	Source of infor- mation
No. in Services (domes- tic, loaders, sweepers, etc.)		
No. in Trades (leather work, cottage industry, vending, hawking)		
No. in Transport (Rickshaw pullers, car- ters, taxi drivers, etc.		

2.3 Socio-economic Research/Training Institutions/ Establishments in the Districts

Institutes/establish- ments	Field of specialisa- tion	Type of research/ training involved in

PART 3 - HEALTH

3.1 Mortality/Morbidity Rates

District (Urban)	Rat	ie	Source of information
	1971	1981	intormation
Birth Rate/100 population District Urban Rural			
Death Rate/100 population District Urban Rural			
Infant Mortality Rate/1000 population (aged under l year)			
District Urban Rural			
Child Death Rate/100 population			
District Urban Rural			
Maternal Mortality/100 population			
District Urban Rural			

5 Possible Sources:

District Plan

Municipal records (Office of the Registrar of Birth & Deaths)

Indian Council for Medical Research

3.2 Immunisation and Prophylaxis

	% Urban children (under 2yrs.) covered		Source of information	7th Plan estimate for coverage
	1980-81	year*		
Coverage of children under 2 years by:				
BCG				
DPT				
Polio				
T.T. (for women)				* 12
Measles				
No. of women given Iron Folic Acid Tabs.				
No. of children given Iron Folic Acid Tabs.				
No. of children given Vitamin A				

3.3 Major diseases causing death of children under 5 yrs.

(Give % against total child deaths)

 Respiratory diseases Water-borne diseases: Gastro-enteritis etc. Injuries/accidents EPI diseases 	e.	Cause	Year*	Source of information
	3.	Water-borne diseases: Gastro-enteritis etc. Injuries/accidents		

^{*} Fill in latest information available wherever year is not specified.

3.4 Other Health Programmes in Urban Areas

	Town covere	ed	Inputs provided
Name of Programme	Name	No. of people reached	by the programme
			• • • • • • • • • • • • • • • • • • • •

3.5 Health Infrastructure (Urban) - Latest Status

Infrastructure	Maintained by			
2	Health depart- ment	Munici- pality	Others	
Medical colleges		-	3	
Hospitals (urban) Primary/urban health centres		- ÷		
Dispensaries/sub centres				
Family planning centres				
Ayurvedic dispensaries				
Allopathic dispensaries				
Doctors				
Vaids			7.	
Nurses/Dais				

Department/Sector:	

SITUATION ANALYSIS

Major problems, in your sector, affecting the urban poor in your District.	Bottlenecks/constraints preventing your Dept. from overcoming the problems and raising the present level of services.	Proposals to overcome the prob- lems. (State the manner in which your Dept. could tackle the problem if resources are available.)

Note: This is a specimen format to be duplicated for each sector.

PART 4 - EDUCATION

4.1 Primary Education Infrastructure

	1971		1981		7th Plan	7th Plan estimate	
	Total Dist.	Urban	Total Dist.	Urban	Total Dist.	Urban	
No. of primary schools No. of teachers No. of students in '000s Teacher/Pupil Ratio							
No. of schools having latrines							

4.2 Primary School Enrolment/Dropout Rates

District	Enrolmen	nt in p	Source of		
8 <u>z</u>	1980-81		Year		information
	No.	8	No.	8	
Enrolment % of 6-15 years population					
Total District					
Urban					
Rural					
Dropout Rate					
Total District					
Urban					
Rural					

4.3 Literacy Rates

	1971		1981			Source of	
	Total	Male	Female	Total	Male	Female	information
Literacy Rate							
Total District				9			
Urban							
Rural							

4.4 Pre-school Education (Urban)

	Total District	Urban	Source of information
No. of Anganwadis (excluding ICDS), Balwadis and other pre-schools			
No. attending the above			
No. attending as a % of 2-5 years population			

4.5 Enrolment in Adult Education Centres

	198	30-81		Year		Source of		
	Total	Male	Female	Total Male		Female	information	
Total District								
Urban								
Rural								

4.6 Vocational Training Centres for Non-School Going Children/Youth

No. of centres	Skills trained	No. attending	Source of information
	ā		
			-

PART 5 - URBAN WATER SUPPLY, SANITATION AND SHELTER

5.1 Drinking Water Supply

	Year*	7th Plan target	Source of information
No. of Town with piped water schemes.			
Average piped water supply per capita in urban areas			
% urban population having access to:			
Piped water			g.
Handpumps	i.		
Open wells			
% urban population having individual household water connections inc. handpumps			
No. trained handpump caretakers in the urban areas		, 30	

5.2 Sanitation

	Year*	7th Plan targets	Source of information
% Urban population using:	8		
Private latrines	÷ 1	21	
Community latrines			
Public latrines			
Open space			

5.3 Shelter (Urban Poor Only)

District estimates of urban population living:	1980	Year*	% change	Source of information
On pavements In recognised slums				
In unrecognised slums In poor, dilapidated houses	,			
In resettlement colonies Total:				
Total as a % of district urban population				

5.4 Water, Sanitation & Shelter Programmes in Urban Areas

Name of programme	Town	covered	Inputs provided by the programme
	Name	No. of people reached	by the programme

PART 6 - CHILD/MOTHER WELFARE

6.1 ICDS Anganwadis

Town	No. of Blocks	No. of Anganwadis	No. of Teachers	No. ICDS blocks to be added during year*
·				

6.2 Other regular activities conducted through the Anganwadis (e.g. Nutrition Education/Child Care Education/Prophylaxis distribution, etc.)

Town	Nature of activities	No. of anganwadis	Number reached						
	activities	arganwaurs	Mother	Children					
	,								

FORMATS FOR NEIGHBOURHOOD BASELINE SURVEY

FORMAT FOR NEIGHBOURHOOD BASE LINE SURVEY

Α.	GENERAL INFORMATION			Neighbou	irhood Id	entifica	tion No:		
				Name of Town	Basti_				
				Distric	t _				
		T					****	1,2,21	I
S.No.	Name of the house- hold head	Total c	ccupants	No. of families	No. of	cnilaren		Adults	Total
	ibid fead	Male	Female		0-lyr.	2-5yrs.	6-15yrs.	16 +	
1.									
2.									
3.								-	- K
4.									1
5.									

B. BIRTH Number of births in past 12 months

S.No.	Place of birth	Household 1	Household 2	Household 3	Household 4	Household 5
1.	At home					
2.	Centre					
3.	Hospital					
4.	Any other					

C. MORTALITY

Number of deaths in past 12 months.

s.	Reason	Hou	sehol	d 1		Hous	ehold	2		Hous	ehold	3		Hous	ehold	4		House	ehold	5	
No.		0-1	2-5	6-15	15+	0-1	2-5	6-15	15+	0-1	2-5	6-15	15+	0-1	2-5	6-15	15+	0-1	2-5	6-15	15+
1.	Respiratory disorder																				
2.	Cholera/ Typhoid																				
3.	Accident/ Suicide																				
4.	Diarrhoea																				
5.	T.B.																				
6.	Measles	•																			
7.	Polio																				
8.	Tetanus																				
9.	Whooping cough																				
10.	Diphtheria																				

s.	Reason	Hous	seholo	1 1		Household 2				Household 3			Household 4				Household 5				
No.		0-1	2-5	6-15	15+	0-1	2-5	6-15	15+	0-1	2-5	6-15	15+	0-1	2-5	6-15	15+	0-1	2-5	6-15	15+
2	Premature birth																				
2.	Old age																				
3.	While giving birth to child																				
4.	Any other		8																		

D. MORBIDITY

Number of children who suffered any of the following illnesses/diseases during last six months

S.No.	Illness/disease	Household 1	Household 2	Household 3	Household 4	Household 5
1.	Diarrhoea					
2.	Tetanus				8	
3.	Polio			8.		
4.	Whooping cough			*		
5.	Diphptheria					
6.	Measles					
7.	Skin disease					
8.	Malaria		7		g is	

DISABILITY

Number of children suffering from :

S.No.		Household l		Househo	Household 2		Household 3		Household 4		old 5
		0-5yrs	6-15yrs	0-5yrs	6-15yrs	0-5yrs	6-15yrs	0-5yrs	6-15yrs	0-5yrs	6-15yrs
1.	Physical disability										
2.	Mental retardation						9				
3.	Speech defect						_				
4.	Visual impairment										
5.	Hearing defects										

E. IMMUNISATION

where were the children immunised?

S.No.		Household l	Household 2	Household 3	Household 4	Household 5
1.	Private doctor					
2.	MCH centre	ī				
3.	Anganwadi			ī		
4.	Camp					
5.	School					
6.	Hospital					
7.	Not immunised					

Number of infants who have had following vaccinations

S.No.		Household 1	Household 2	Household 3	Household 4	Household 5
1.	B.C.G. (once)					
2.	D.P.T. (thrice)					
3.	Polio (thrice)					
4.	Tetanus (pregnant mothers)					

F. MEDICAL FACILITIES

where does the family go for treatment ?

S.No.		Household l	Household 2	Household 3	Household 4	Household 5
1.	Dispensary					
2.	Hospital					
3.	Private					
4.	Vaid					
5.	Quack					

Who helps in child deliveries ?

S.No.		Household 1	Household 2	Household 3	Household 4	Household 5
1.	Hospital					
2.	MCH Centre		š.			
3.	Private doctor					
4.	Trained dai					
5.	Experienced elder					

G. EDUCATION

S.No.	Attendance	Household 1	Household 2	Household 3	Household 4	Household 5
1.	Sch∞l					
2.	Creche					
3.	Balwadi					
4.	Anganwadi			y.		

DROPOU'I'

S.No.		Household 1	Household 2	Household 3	Household 4	Household 5
1.	Male					
2.	Female					
3.	Class					
4.	Age					
5.	Reasons					
	- Marriage					
	- Illness				-	
	- Job					
	- Any other					

H. OCCUPATION

16 years and above

S1.		Hous	ehold 1.	Hous	ehold 2	Hous	ehold 3	Hous	ehold 4	Hous	ehold 5
No.		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
1.	Labourer										
a.	Skilled										
b.	Unskilled										
2.	Seasonal Labourer										
3.	Rickshaw puller/ scooter/taxi driver					5					
4.	Clerk/Peon										
5.	Vendor/Hawker										
6.	Weaver										
7.	Self employed										
8.	Sweeper										
9.	Domestic servant										
10.	watchman										
11.	Tailor										
12.	Unemployed										
L3.	Any other								-		

6-15 years

	· · · · · · · · · · · · · · · · · · ·	House	ehold l	House	ehold 2	House	ehold 3	House	ehold 4	House	ehold 5
S1. No.	Occupation	Male	Female								
1.	Labourer										
a.	Skilled										
b.	Unskilled									ļ	
2.	Seasonal Labourer										
3.	Rickshaw puller/ scooter/taxi driver										
4.	Clerk/Peon										
5.	Vendor/Hawker										
6.	Weaver										
7.	Self employed					161					
8.	Sweeper										
9.	Domestic servant										
10.	Watchman										
11.	Tailor										
12.	Unemployed										
13.	Any other										

I. SHELTER, WATER AND SANITATION

S1. No.		Household 1	Household 2	Household 3	Household 4	Household 5
1.	Shelter		4			
	a. Pucca		_			
	b. Kutcha					
2.	No. of Rooms					
	a. one	7				
	b. two					
	c. three					

Sl. No.	Source of Drinking Water	Household 1	Household 2	Household 3	Household 4	Household 5
1.	Piped Water					
	a. Individual					37
	b. Collective					
2.	Handpump					
	a. Individual					
	b. Collective					
3.	Wells/Ponds					
4.	Any other					
S1. No.	Latrine Facility	Household 1	Household 2	Household 3	Household 4	Household 5
1.	Private latrine					
2.	Community latrine					
3.	Public latrine				1	
4.	Open space					

J. PROBLEMS AND NEEDS

What are the three major problems affecting your neighbourhood?

S1. No.		Household 1	Household 2	Household 3	Household 4	Household 5
1.	Children's health					
2.	Family health					
3.	Water					
4.	Sanitation					
5.	Shelter					
6.	Children's education					
7.	Jobs					
8.	Recreation facilities					
9.	Roads					
10.	Drainage					NI NI
11.	Electricity					
12.	Any other					

K. CONTRIBUTIONS

In what way can you help the community in meeting these needs?

Sl. No.		Household 1	Household 2	Household 3	Household 4	Household 5
1.	Cash donation					
2.	Providing labour					
	a. Skilled			-		
	b. Unskilled				3	
3.	Give ideas/ suggestions				4.00	
4.	Help supervise the work				×	
5.	Cooperate in whatever way possible					

L. COMMENTS BY THE NEIGHBOURHOOD VOLUNTEER:

1.	Is the neighbourhood covered by any scheme aimed at improving the living conditions of its people?	Yes/No
2.	If yes, what is the scheme?	
3.	Are the people of your neighbourhood satisfied with its work?	Yes/No
4.	If no, why?	
5.	Is there any Government agency working in your area	Yes/No
	Name of the agency	
6.	Is there any voluntary agency working in your neighbourhood?	Yes/No
7.	If yes, what is its name and nature of work?	

FORMATS FOR FORMULATION OF MINI PLAN

Annexure 7

TTTTT TIME	MINI	PLAN
------------	------	-------------

(Based on the Lists of Needs of the Neighbourhood)

FORMATS FOR THE FORMULATION OF MINI PLAN

Name of Basti
Identification No
Location of Basti
City/Town/NAC
District

PART I

GENERAL INFORMATION*

1.1 General Information

	Year
Size of the neighbourhood	
Number of houses	
Number of families	
Population	
Total	
Male	
Female	
Population in age-group of	
0-1 years	
2-5 years	
6-15 years	
16 and above	,
Number of births	
Total	
Male	
Female	
Number of deaths	
Total	
Infants	
Children	*
Adults	

^{*} Data in this proforma will be from the Base line Survey.

1.2 Employment

	Year		
	Male	Female	
Adults (over 15 yrs) in the family:			
Skilled labourer			
Unskilled labourer			
Seasonal labourer			
Rickshaw Puller/Carter/ Scooter-Taxi Driver	-		
Clerk/Peon			
Vendor/Hawker	9		
Sweeper			
Domestic servant			
Self employed			
Unemployed			
Total:			

2. HEALTH, WATER SUPPLY AND SANITATION

Indicators	Year	•••••
	Number	% of total neighbourhood population
Immunisation coverage (number) B.C.G. D.P.T. Polio Measles T.T. (Women)		
Health infrastructure MCH centre PHC Dispensary Private clinics Vaids/Hakims Hospitals		· · · · · ·
Number of households having access to: Piped water supply - Individual - Collective Handpumps - Individual - Collective Wells/Ponds Others		
Number of houses having Private latrines Community latrines Public latrines Open spaces		a

3. EDUCATION PROFILE

Indicator	Year		
	Number	% to total population age groups 6-15 years	
Number of children attending			
Schools			
Balwadis			
Anganwadis			
Number of adults attending adult literacy classes			
Total			
Male			
Female			
ē.			

4. SHELTER PROFILE

Indicator	Number
Families living in: Pucca structures Kutcha structures	
Families having One room Two rooms	

PART II

Is the neighbourhood covered by any scheme aimed at improving the living condition of its people?

Yes/No

If yes, what is the scheme?

Since when has it been under operation?

Has it been effective? Give details.

If no, what are the reasons for its ineffectiveness?

PART III SITUATIONAL ANALYSIS

Major problems affecting the urban poor in the neighbourhood	Proposals to overcome the problems
*	
and the second of the second o	

PART IV

Activities and projects to tackle the problems	Physical targets for the neighbourhood year	Costs year
8		•
	- -	
u u		

FORMATS FOR FORMULATION OF PLAN OF ACTION

Annexure - 8

PLAN OF ACTION

FORMATS FOR THE FORMULATION OF PLAN OF ACTION

City/Town/NAC

District

Date of Submission

Approved by

Date

PART I

SOCIO ECONOMIC PROFILE

DEMOGRAPHIC AND ECONOMIC PROFILE OF THE TOWN

1.1 Town Population

Population	1971	1981	% Change
Total			
Male			41
Female			

1.2 Town Population: Age wise Distribution

Percent of population in	1981		
age-group	Number	% to total population	
0-4 Years		- IN	
5-9 Years		* 1.	
10-14 Years			
15-29 Years			
30-59 Years		,	

1.3 Mortality Rates

Mortality Rates	1971			1981		
	Male	1	Female	Male	-	Female
Birth Rate/1000 population						
Death Rate/1000 population						
Infant Mortality Rate/1000 population (aged under lyr.)						
Child Mortality Rate/1000 population (1-4 Yrs.)						

1.4 Employment

	No. Employed	No. Marginally employed	No. Unemployed	Source of information
Male				
Female				

2.2 Urban Self-Employment

	1981 or latest available	Source of information
No. in Services (domestic, loaders, sweepers, etc.)		
No. in Trades (Leather work, Cottage industry, vending, hawking)		
No. in Transport (Rickshaw pullers, carters, taxi drivers, etc.)		

1.6 Urban Poor Population

Period	Estimates of population living below the poverty line		
Per 10d	Number	% to total population	
Sixth Plan estimates 1984-85			

1.7 Employment (Urban Poor Area)*

	Year		
	Male	Female	
Adults (over 15 yrs.) in the			
family:	٠		
Labourer in construction, factory, restaurant, homes, etc.			
Seasonal labour			
Farmer			
Rickshaw Puller/Carter/ Scooter-Taxi Driver			
Clerk/Peons	-		
Vendor/Hawker			
Self employed			
Unemployed			
Total			

^{*} Fill in this information from column 1.2 of the Mini Plans.

1.8 Slum Population*

Recognised Slums/Bastis	Population 1	Year (Estimates)
Recognised Siuns/Bastis	Number	% of total population
1		
2		
3		
4		
5		
6	,	
7		
8		
9		
10		
Total		

^{*} Fill in this information from column 1.1 of the Mini Plans.

Part II

2. HEALTH, WATER SUPPLY AND SANITATION (Town)

2.1 Immunization

	1980-81	Year
Immunization coverage % of children under 2 yrs.		
B.C.G.		* *
D.P.T.		
Polio		
T.T. (for women)		-
Measles		

2.2 Health Infrastructure

	Maintained by		
	State	Local Body	Private
Hospitals (Urban)	4		
Primary Health Centres Dispensaries			
Family Planning Centres Ayurvedic Dispensaries	,	a	
Allopathic Dispensaries Doctors	-		11-7
Para Medics			
Nurses/Dais			

2.3 Water Supply

	Year	7th Plan Targets
(a) Average drinking w supply per capita	ater	
(b) Percent of populat having access to:	ion	
i. Piped water s ii. hand pumps iii. open wells/po iv. others (speci	nds etc.	

2.4 Sanitation

	Year	7th Plan Targets
Percent of population using:		
(a) Private latrines		
(b) Community latrines		
(c) Public latrines		
(d) Open spaces		

2.5 Immunisation Coverage % (Urban Poor)*

Year....

By Slums/Bastis	BCG	DPT	Polio	TT for women	Measles
1				II.	
2	=			. "	
3					
4					
5					
6					
7				a .	
8					
9					
10					-

^{*} Calculate % on the basis of data in Mini Plans Section 2.

2.6 Water Supply (Urban Poor)*

	% houses having access to			Year	• •	
By Slums/Bastis	Piped wat	ter			Wells/ ponds	Other (specify
	Indivi- dual	Collec- tive	Indivi- dual	Collec- tive		
1						
2				Tr.		
3			-			
4						
5						
6						
7						
8						
9						
10						

^{*} Calculate % on the basis of data in Mini Plans Section 2.

2.7 Sanitation (Urban Poor)*

=	% houses having access to Year				
By Slums/Bastis	Private latrines	Community latrines	Public latrines	Open space	
1					
2					
3					
4	,				
5					
6					
7		·			
8					
9					
10					

^{*} Calculate % on the basis of data in Mini Plans Section 2.

3. Education (Town)

3.1 Literacy Rates

Literacy Rate	1971	1981	% growth rates
Total			
Male			
Female			

3.2 Primary School Enrolment/Dropout Rates

Enrolment % of 6-14 Years Population	1971	1981	% growth rates
Total		a	
Male	id.		
Female			

3.3 Enrolment in Adult Education Centres

Enrolment % of 15 and	1971	1981	% growth rates
Above Age Group Population			
Total			
Male			
Female			

3.4 Education Profile (Urban Poor)*

By Slums/Bastis	Enrolment in pre school as % of population 2-6 yrs.		Enrolment in primary schools as % of popu- lation in 6-15 years		Enrolment in adult education centres	
	Male	Female	Male	Female	Male	Female
1						
2						
3						
4						
5	2	H				r
6					2	
7						a.
8						
9						
10						

^{*} Calculate % on the basis of data in Mini Plans Section 3.

4. Shelter Profile *

Katcha houses	One	Two rooms	More than two rooms
1			I .
			H ₁ c
1			

^{*} Fill in this information from section 4 of the Mini Plans.

PART III

5. CHILD/MOTHER WELFARE

5.1 ICDS Anganwadis

Town	No. of Anganwadis	No. of Teachers	No. of Children	No. ICDS Blocks to be added during 7th Plan
		В		
			a.	

5.2 Other regular activities conducted through the Anganwadi (e.g. Nutrition Education/Child Care Education/Prophylaxis distribution, etc.)

Town	Nature of Activities			reached
	Activities	Anganwadis	Mother	Children
	1 1 2			
		FE		
	A-7-4			
		,		

PART IV

Situational Analysis

Major problems affecting the urban poor in the neighbourhood	Proposals to overcome the problems
	*
-A.	
	As the property of

UBS PROGRAMME FOR THE TOWN

Specific objectives to be achieved during the Programme Period

Important

- A. Formulate these objectives on the basis of the Situational Analysis of the Urban Poor done earlier.
- B. Ensure that the objectives correspond and contribute to achieving the objectives of the district UBS Plan of Operations.

PLAN OF ACTION

(To be formulated to respond to the problems statement in Part III)

(A) PROBLEMS to be tackled by this Plan of Action	(B) MAJOR ACTIVITIES proposed to tackle the problem in Column (A) (please number each activity)	(C) PHYSICAL TARGETS for all Bastis e.g. 2000 Voluntary Health Guides		
e.g Lack of parental awareness of disease prevention, nutrition etc. and lack of health edu- cation staff.	e.g.l - Recruit and train Volun- tary Health Guide each per every slum household.	Year	Year	Year
				0
				<i>s</i> i
•				

PROGRAMME MONITORING AND MANAGEMENT

	**

MAP OF THE TOWN I	INDICATING URBAN POOR SEITLEMENTS
(6)	

FORMATS FOR MONITORING UBS

Annexure 9

FORMATS FOR MONITORING UBS*

	Basti: Town: District:
Da	te:
-	
1.	State two or three major achievements resulting from the conduct of the activities listed in Part II of this form:
2.	What problems, if any, did you encounter during this month that prevented you from completing the task planned for the period?
3.	Which directions/guidance/decisions from the Project Management Committee would help you avoid recurrence of the above mentioned constraints (see question 1)?
4.	What are the major activities scheduled for next month? Also give the expected outcome.
*	This proforma will be duplicated to cover Monitoring Reports of State Director (UD), District Coordinator, Project Officer and Community Organiser.

ACTIVITIES PLANNED			EXPECTED OUTCOME		
	u u				
m.			*		

Part I	1		
Date: _			_
CHILD	SURVIVAL	&	DEVELOPMENT

	IMMUNIZATION	lst dose	2nd dose	3rd dose
		15c dose	ZIM GOSE	Jiu dosc
Children	(under 1 year)			
-BCG	,,			
-DPT				
-MEASLES				
-TT for p	regnant women			(4)
OTHER (CSD ACTIVITIES	YEAR'S TARGET	ACHIEVED THIS MONTH	CUMULATIVE THIS YEAR
1. # Growth	n charts introduced			
2. # Adults	s educated in:			
2.1 Grov	wth Monitoring			
	e based Diarrhoea agement (ORT)			
2.3 Fam:	ily Spacing			
	rition & Food paration			
2.5 Adm	inistering First Aid			
discussi	isual-cum-health ions sions held in Bastis			
3.2 Part	cicipants			

4.	Health education	9		-4
	4.1 Sessions held in Bastis			
	4.2 Participants			
5.	# Dais trained			
6.	# First Aid posts:			
	6.1 Newly opened this month			
	6.2 Total functioning this month		el .	
7.	# Children medically checked and followed up (by project)			
	7.1 in Anganwadis/Balwadis/ Creches	-		
	7.2 in Primary Schools			
8.	# Balwadi children receiving food supplementation through SNP			

LEARNING OPPORTUNITIES FOR WOMEN AND CHILDREN

	OTHER CSD ACTIVITIES	YEAR'S TARGET	ACHIEVED THIS MONTH	CUMULATIVE THIS YEAR
9.	# Preschools:			
	9.1 Started this month			
	9.2 Total functioning this month			
	9.3 Total children attending this month			

10.# Literacy centres:		
10.1 Started this month		
10.2 Total functioning this month		я.
10.3 Participants this month:		
- Wamen		
- Children		
- Others		
<pre>11.# Women trained this month in income generating activities (state types of activities):</pre>		
ll.1 Women earning for first time this month due to new skills		A) / /
11.2 Wamen receiving income generation loans this month	e .	
11.3 Total amount (Rs.) of loans released this month to women's groups for income generation activities:		
- From banks		
- From UBS projects		

- Other Govt. budget through	
- UBS intervention	
Total:	
11.4 Total amount of loans repaid this month	

WATER & SANITATION

ACTIVITIES	YEAR'S TARGET	ACHIEVED THIS MONTH	CUMULATIVE THIS YEAR
12.# Hand pumps installed in			,
12.1 Community			
12.2 Balwadis			
12.3 Anganwadis (ICDS)			
12.4 Primary Schools			
13.# Standposts constructed	á		:
14.# Caretakers trained			
15.# Masons trained	25		
16.# Pumps repaired this month			
17.# Wells renovated and made sat	fe L	,	
18.# Latrines constructed in:			
18.1 Households			
18.2 Communities			
18.3 Balwadis			
18.4 Anganwadis (ICDS)			
18.5 Primary Schools			

19.# Latrines converted to water seal		
20.# Sanitation education camps held		
21.# Participants in camps		
22.# Smokeless chulas installed		
23.# Ventilators installed		

COMMUNITY ORGANISATION

24.# Basti Committees formed	
25.# Basti meetings held	
26.# Volunteers joined	
27.# Trained:	
27.1 Volunteers	
27.2 UBS staff	
27.3 Non UBS Govt. staff	
27.4 NGO workers	

I certify that the above statement conforms to the accounts and records kept in our office for audit purposes.

Date:	Designation	
Name of official	Signature	

	QUARTERLY FINANCIAL STATEMENT (Please submit this statement on or before 20th January, April QUARTER July & October of every year) Town:								
7	ÆAR		585					Dist	rict:
5	SECTION I-FUNDS AVAILABLE THIS QUARTER State:								
		GOI	STATE	MUNICIPAL GOVT.	NGOs	COMMUNITY	UNICEF	TOTAL	REMARKS
Α.	ALLOCATION FOR THE YEAR								
В.	BALANCE BROUGHT FORWARD FROM LAST QUARTER								
c.	FUNDS RECEIVED THIS QUARTER	×							
D.	TOTAL AVAILABLE FOR THIS QUARTER (B.C)								
	SECTION II-EXPENDITURE THIS OUR	RTER	-						

ACTIVITIES	ŒI	STATE	MUNICIPAL COVT.	NGOs	COMMUNITY	UNICEF	TOTAL	REMARKS
I CHILD SURVIVAL DEVELOPMENT (CSD) ACTIVITIES (including) immunisation, growth charts, diarrhoea (management)							,	
Family planning education								į į
Health & nutrition education				-1				
SUB TOTAL:								

	ACTIVITIES	GOI	STATE	MUNICIPAL GOVT.	NGOs	COMMUNITY	UNICEF	TOTAL EXP PER QUARTER	REMARKS
II.	LEARNING OPPORTUNITIES FOR WOMEN AND CHILDREN Pre-schools, school health, literacy classes for dropouts, etc.								
	Economic activities for women and women's education/training.								
	SUB TOTAL:								
III	.WATER SUPPLY & SANITATION Sanitation (inc. school latrines, smokeless chulas, ventilators, etc.).								
	Caretaker & sanitation education							N.	·
	SUB TOTAL:								- 2
IV.	COMMUNITY ORGANISATION Funds to support community initiatives						ā		
	Volunteers training & community education						1		* **
	SUB TOTAL:								× ×

		T							
	ACTIVITIES	ŒI	STATE	MUNICIPAL GOVT.	NGOs	COMMUNITY	UNICEF	TOTAL EXP PER QUARTER	REMARKS
v.	PROJECT STAFF Salaries/training						F . A		
	Travel/transport of project staff								
	SUB TOTAL:								
	TOTAL EXPENDITURE FOR THE QUARTER (I+II+III+IV+V)								
								L	
	Balance funds c/f to next quarter (DE)								
					•				
	Estimated funds required for the next quarter	259	= ,						
I certify that the above statement conforms to the accounts and records kept in our office for audit purposes.									
Date Name of official Designation Signature									
	RIBUTION (Please tick off)								
FROM TOWN LEVEL			FR	FROM DISTRICT LEVEL				FROM STATE LEVEL	
TO DISTRICT COORDINATOR through Chief Executive				TO STATE DIRECTOR (UD) through District Collector				TO JT. SECRETARY (UD) GOI through State Secretary	
COPY TO UNICEF ZONE OFFICE			∞	COPY TO UNICEF ZONE OFFICE				COPY TO UNICEF ZONE OFFICE	