

## PROJECT COMPLETION REPORT

# HUMAN INSTITUTIONAL DEVELOPMENT (HID)



Near Housing Colony Phase-II, Bye-pass Road, Layyah  
Ph: 0606-412571

## TABLE OF CONTENTS

| <b>Sr.</b> | <b>Topic</b>              | <b>Page #</b> |
|------------|---------------------------|---------------|
| 1.         | Acronyms                  | 03            |
| 2.         | Executive summary         | 04            |
| 3.         | Acknowledgement           | 05            |
| 4.         | District Layyah profile   | 06            |
| 5.         | Project at a glance       | 07            |
| 6.         | Background of the project | 08            |
| 7.         | Project objectives        | 08            |
| 8.         | Project components        | 09            |
| 9.         | Methodology/Strategy      | 09            |
| 10.        | Targets Vs achievements   | 10            |
| 11.        | Activities                | 10            |
| 12.        | CO, VO& LSO formation     | 12            |
| 13.        | Objectives                | 14            |
| 14.        | Pictorial view            | 14            |
| 15.        | CMSTs Trainings           | 15            |
| 16.        | Staff trainings           | 15            |
| 17.        | Lesson learned            | 16            |
| 18.        | Best practices            | 18            |
| 19.        | Recommendations           | 19            |

## ACRONYMS

|             |                                       |
|-------------|---------------------------------------|
| <b>CO</b>   | Community Organization                |
| <b>VO</b>   | Village Organization                  |
| <b>LSO</b>  | Local Support Organization            |
| <b>CMST</b> | Community Management Skill Training   |
| <b>ADO</b>  | Awami Development Organization        |
| <b>PPAF</b> | Pakistan Poverty Alleviation Fund     |
| <b>MIS</b>  | Management Information System         |
| <b>MDP</b>  | Members Development Plan              |
| <b>VDP</b>  | Village Development Plan              |
| <b>LEP</b>  | Livelihood Enhancement and Protection |
| <b>CPI</b>  | Community Physical Infra structure    |
| <b>CNIC</b> | Computerized National Identify Card   |
| <b>PO</b>   | Partner Organization                  |
| <b>HID</b>  | Human Institutional Development       |
| <b>NGO</b>  | Non Government Organization           |
| <b>GLA</b>  | Government Lines Agencies             |
| <b>HH</b>   | Households                            |

## EXECUTIVE SUMMARY:

The skill art of organizing people for some particular objectives and leading them to the stage of self –reliance. In this project people were realized, sensitized and arranged in groups to sort out their local problems, identification of their needs, prioritization of their needs and formation of integrated strategies and methodologies to solve their own problems with their own collective action approach. In the result of this process people of community become highly motivated for the collective action.

This also provides self help motivation for the solution of their own problems and platform for the social strategies and development on the practical basis. Formation of 351 new Community Organizations in 5 union councils of Layyah and in 2<sup>nd</sup> tier formation of village organization (15) and in the end form their institutions as Local Support organizations (LSO) is a remarkable step.

The provision of basic managerial skills, sectorial skills and courses among members of community organizations, local activists and the CMST training enhanced the capacity of the poor to cope with the occurring problems.

The improvement in the standard of life gives them the concept of saving and internal lending.

The human institutional development project has capacitated the marginalized and the most neglected segment of society especially women and empowered them.

## ACKNOWLEDGMENT

Awami Development organization (ADO) would like to thank the following supporters for their contributions in the completion of Human Institutional Development HID Project funded by Pakistan Poverty Alleviation Fund PPAF. We are grateful for the unflinching support from the PPAF Support Office Islamabad , Especially Mr.KhurasRiaz .We are also thankful to our social activists, Mr. Allah Bux , Mr. M.Asam ,Mr. Akhtar ,Mr. M.Afzal ,Mr.Rasheed Ullah ,Mr.Akhter Wenjaira ,Mr.M.Hussain cheena ,Mr.M.Saeed ,Mr.AllahBux ,Mr.M.Javaid, Mr.Iqbal Sindhar, Mr.Jamshed Iqbal ,Mr.Manzoor Sumraa ,Mr.Malik Husnain Mr.M.Riaz Attari, and all Community organization's members. Special thanks to our Executive Director Mr. Shaikh Shahzad Gull and Mr. SaifUllah Al hussainy for his continuously advising and guiding us throughout the implementation process and for allowing us to experiment and explore new venues.

Our special thanks to the female Cos members, local communities at the union council, Tehsil and district level, the local and regional media, print and electronic, local CBOs. We are extremely grateful to the field teams for making the project successful venture and for making it possible for ADO to reach out to the female groups in most remote areas of the Layyah.

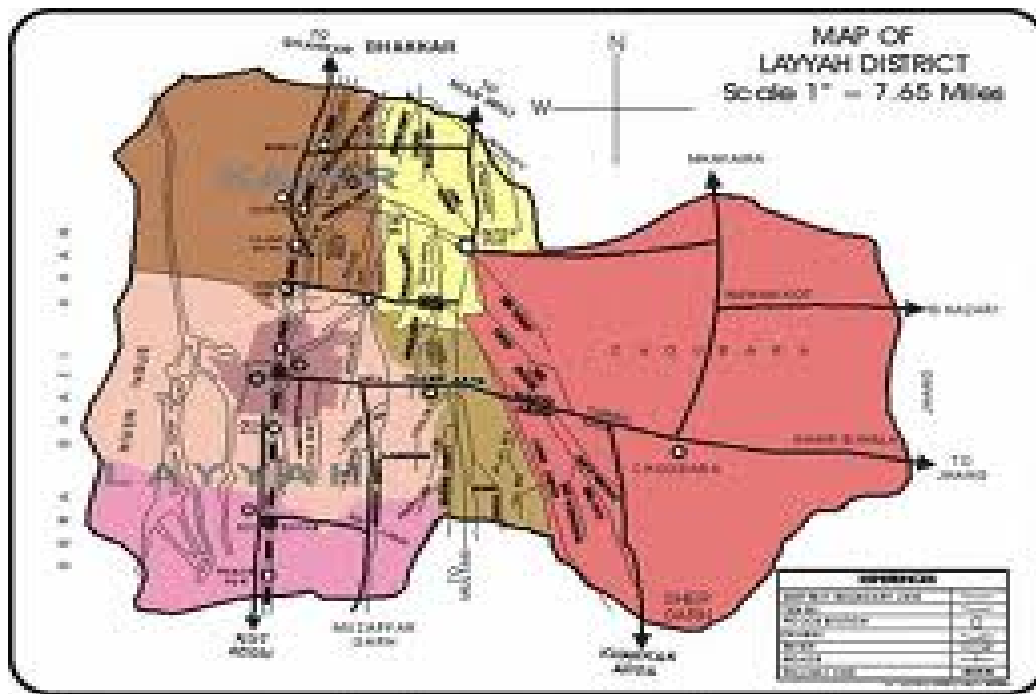
## DISTRICT LAYYAH PROFILE

The word Layyah is derived from "Lae" which is a common bush of river Indus, Lae bushes grow near the bank of Indus River and city also located on the bank of Indus that's why it is called Layyah.

District (formerly spelled as Leiah) is bounded to the North by **Bhakkar District**, to the east by **Jhang District**. The **Indus River** flows to its Western side across which lies district Dera Ghazi Khan and to the south Muzaffargarh District. District Layyah has an area of 6291 square Kilometres and comprises three Tehsils

### 1. Layyah-2 Chaubara 3-Karor

**DISTRICT LAYYAH DECLARED AS POOREST DISTRICT OF PUNJAB PROVINCE.  
(1998 CENSUS REPORT).**



## BACKGROUND OF THE PROJECT

### PROJECT AT GLANCE

|                                  |   |
|----------------------------------|---|
| <b>Title of the Project</b>      | <b>Human Institutional Development</b>  |
| <b>Period of the Project</b>     | <b>Jul 2011 to Jun 2013</b>   |
| <b>Donor Agency</b>              | <b>Pakistan Poverty Alleviation Fund</b>  |
| <b>Implementing Organization</b> | <b>Awami Development Organization(ADO</b>   |
| <b>Target Area</b>               | <b>Union Council Jaman Shah, Sarishta thal,<br/>Ladhana, Layyah thal Jandi , Chowk Azam<br/>Rural</b> |

Awami Development Organization (ADO) is one of the leading organizations playing vital role in promoting participation, efforts for poverty alleviation, collective actions, and right based activism at district level for the last 14 years. Having a firm belief that all citizens, groups/organizations and their networks are the most effective presenters to address problems of their communities; it envisages socio-economic and political transformation of the society through peoples' participation in all issues and processes concerning their lives.

The organization strives for creating a society based on the principles of equality, peace coexistence, democracy, good governance and justice so that everyone has equal opportunities to realize and utilize his/her potentials.

The proposed program is an advanced but most needed intervention (due to recent socio-political developments) in Pakistan. None the less it is rooted in the existing strategic areas of work of ADO. As such it would be rolling out its plan of action on the existing strength and ground. This way the initiative would not only keep momentum of our strategic direction but would also contribute to higher level of social development results with minimum level of resource and time consumption.

## **PROJECT COMPONENT**

1. Human Institutional Development
2. development Initiatives under Human and Institutional Development

## **METHODOLOGY/STRATEGY**

Project initiation meetings were organized at village and union council level and support mechanism to develop and achieve set targets.

### **Project Achievements**

- Info and resource material of all components were developed for its wider use and more focus was given on pictorial training manuals.
- Community Organizations (COs) were formed at Mohallah level and village organizations were formed at village level. Members of the village organizations (VOs)



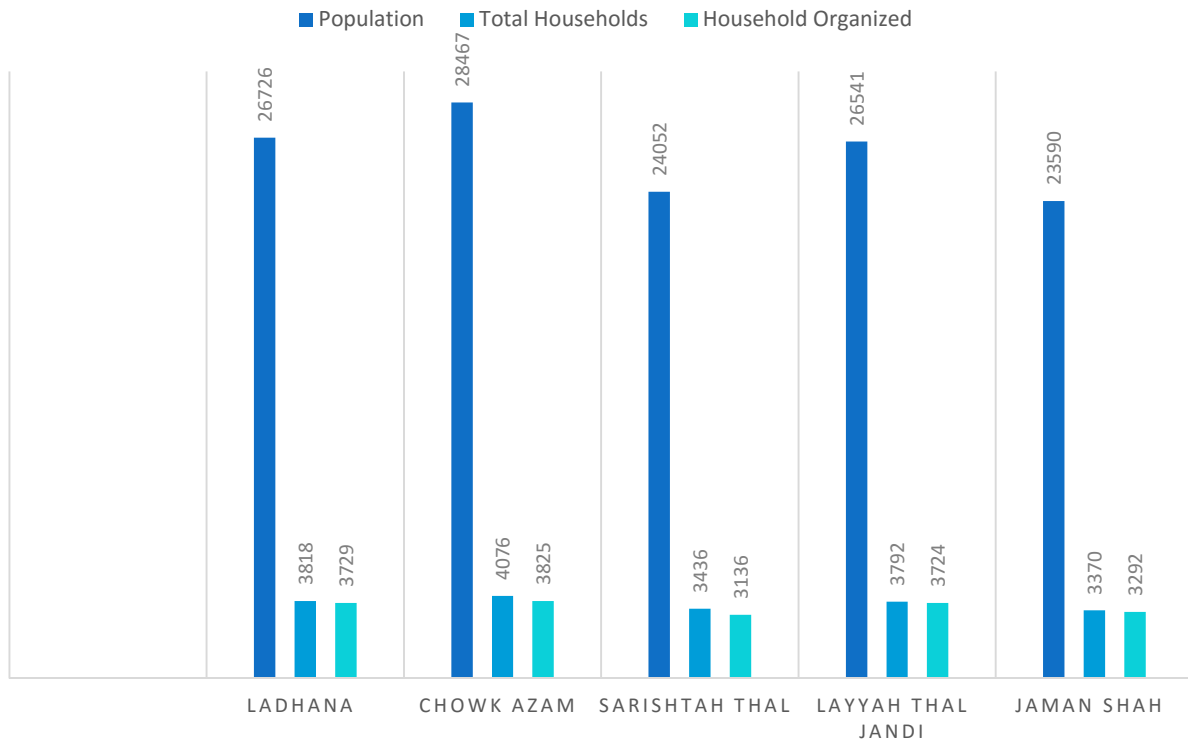
were from the community organizations. ADO was also formed local support organizations (LSOs) at union council level. Members of these support organizations were from village organizations.

- Capacity building initiatives were organized for community organizations to improve their managerial skills at village level. Training workshops were also organized for village organizations to improve infrastructure, educations and other development initiatives at village level. Right based training initiatives organized for members of local support organizations. These organizations were mainly responsible to improve service delivery in their respective U/Cs.
- Village profiles and situation analysis reports with were developed of each village to plan other development interventions in sequential order. All data was consolidated at district level and was shared with PPAF for further planning.
- Saving schemes were introduced among all members of community organizations and ADO was encouraging them to open their bank accounts and deposit their savings in the bank on periodic basis.
- Each member of community organization was responsible to make his/her Computerized National Identity Card and registered himself/herself as a voter in voting list. ADO have also had plan of voter education at village level.
- ADO built linkages of local support organizations (LSO) with other support and donor organization to seek funds for their village development plans at provincial and national level.

- ADO developed linkages of LSO members with GLAs especially health, education, animal husbandry, agriculture extension and public health to develop mechanism of service delivery improvement at village level.
- Fifty percent membership was given to the women and was also encouraged not only to participate in the different programmatic interventions but also represent themselves at managerial positions. ADO tried to form mix group of male and female at community level however in some areas of separate community groups of male and female were formed due to cultural barriers.
- ADO has developed output and outcome level reporting formats with the help of PPAF and reported it on periodic basis.
- ADO has developed follow-up mechanism with the help of support group to document results at village level.

| ACTIVITY                                    | TARGET           | ACHIEVEMENT      |
|---|------------------|------------------|
| Area  | 5 Union Councils | 5 Union Councils |
| CO Formed                                   | 351              | 351              |
| VO Formed                                   | 15               | 15               |
| LSO Formed                                  | 5                | 5                |
| CMST (Community Management Skill Training ) | 31Event          | 33               |
| VO Leadership Management Training           | 30Pax            | 30pax            |
| LSO as “Apex Institutions” Training         | 15Pax            | 15Pax            |
| VDPs  |                  | 15               |

## HID COVERAGE IN 5 UNION COUNCILS OF TEHSIL LAYYAH



## ACTIVITIES

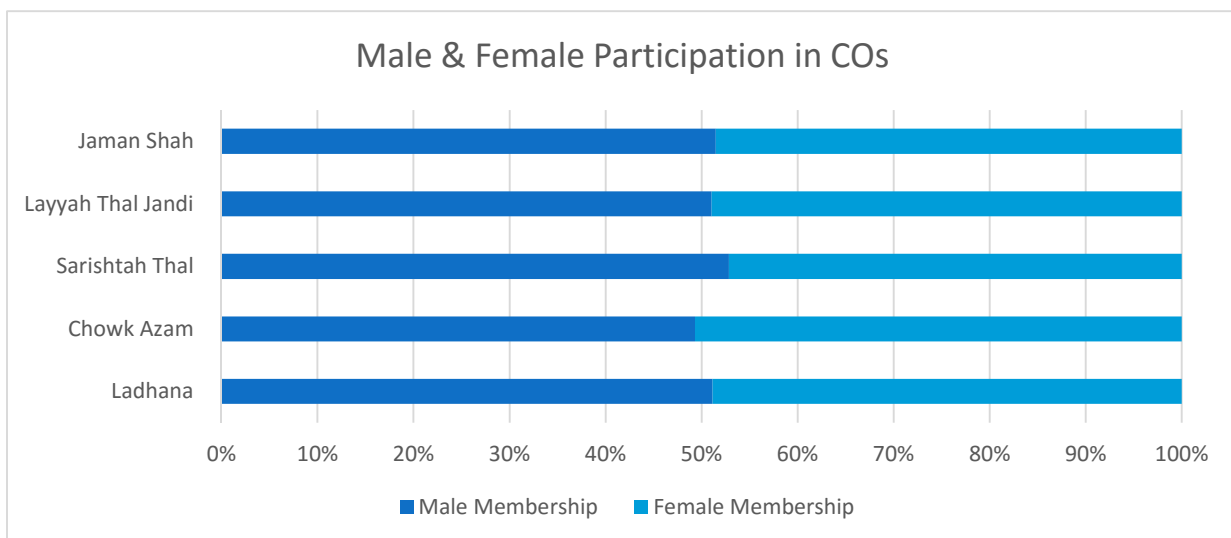
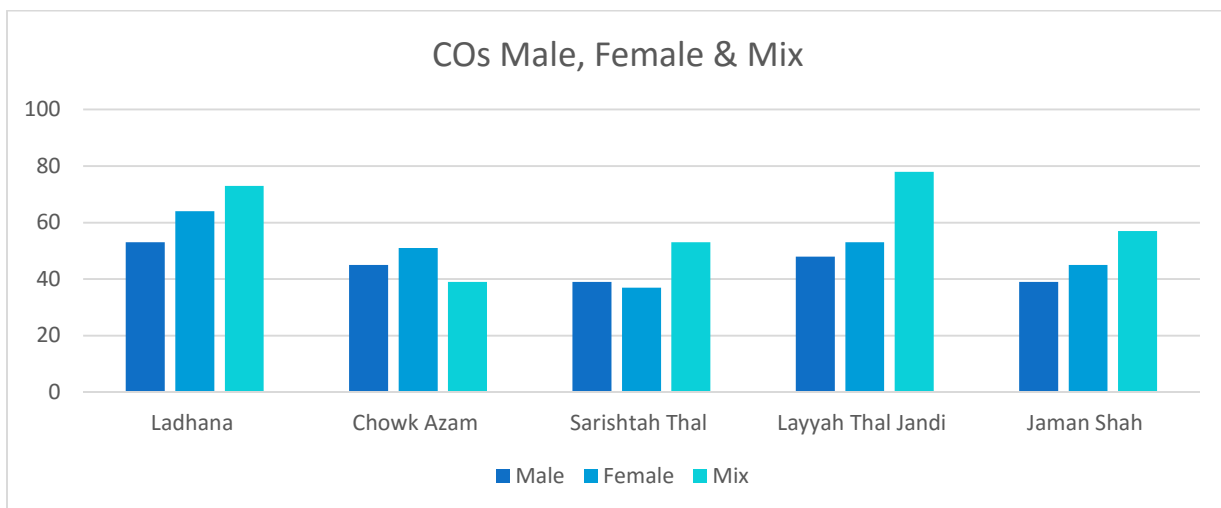
To accomplish this project following activities were adopted.

- ❖ AREA IDENTIFICATION
- ❖ SITUATION ANALYSIS
- ❖ FIRST CONTACT
- ❖ PROGRAM INTRODUCTION
- ❖ CO- FORMATION
- ❖ VO FORMATION
- ❖ LSO FORMATION
- ❖ BANK ACCOUNT OPENING
- ❖ REGISTRATION OF LSOS IN SOCIAL WELFARE DEPARTMENT.
- ❖ CAPACITY BUILDING TRAININGS
- ❖ MANAGEMENT INFORMATION SYSTEM (M.I.S)
- ❖ MEMBER DEVELOPMENT PLAN (MDP)
- ❖ VILLAGE DEVELOPMENT PLAN (VDP)

## CO FORMATION

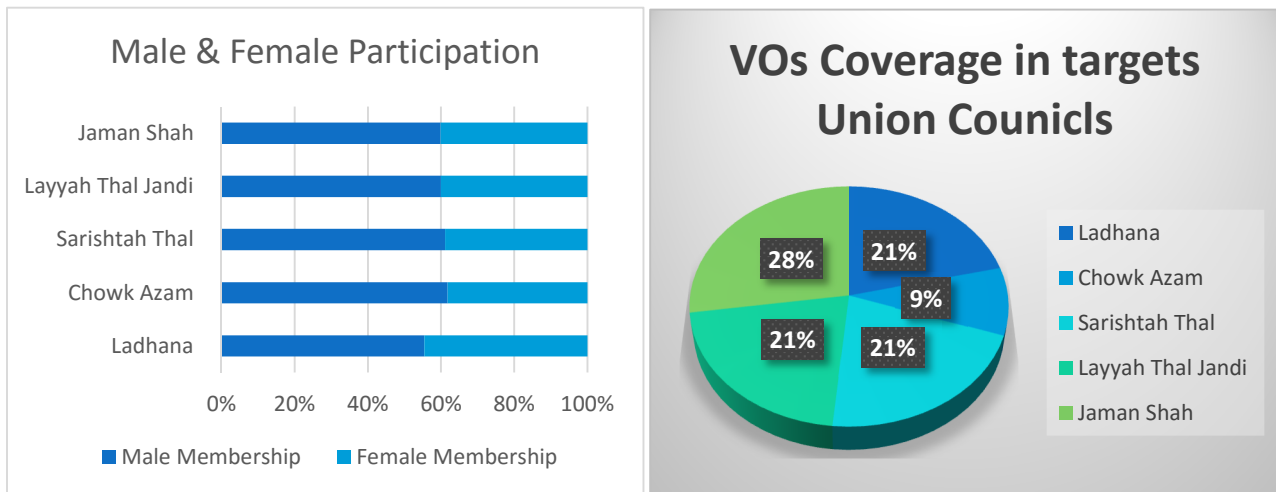
After the area selection, social organizers contacted meetings in the villages with local community and give orientation about the project.

After the Program introduction community show their interest/wiliness to organize then social organizer formed community organization, community members select/elect their President and Manger, and took members for CO from each HH (one member). Social organizer facilitate the process and give information about the objective of CO formation, share the development approaches, share the roles and responsibilities of President, Manger, CO members and how to conduct the CO meetings.



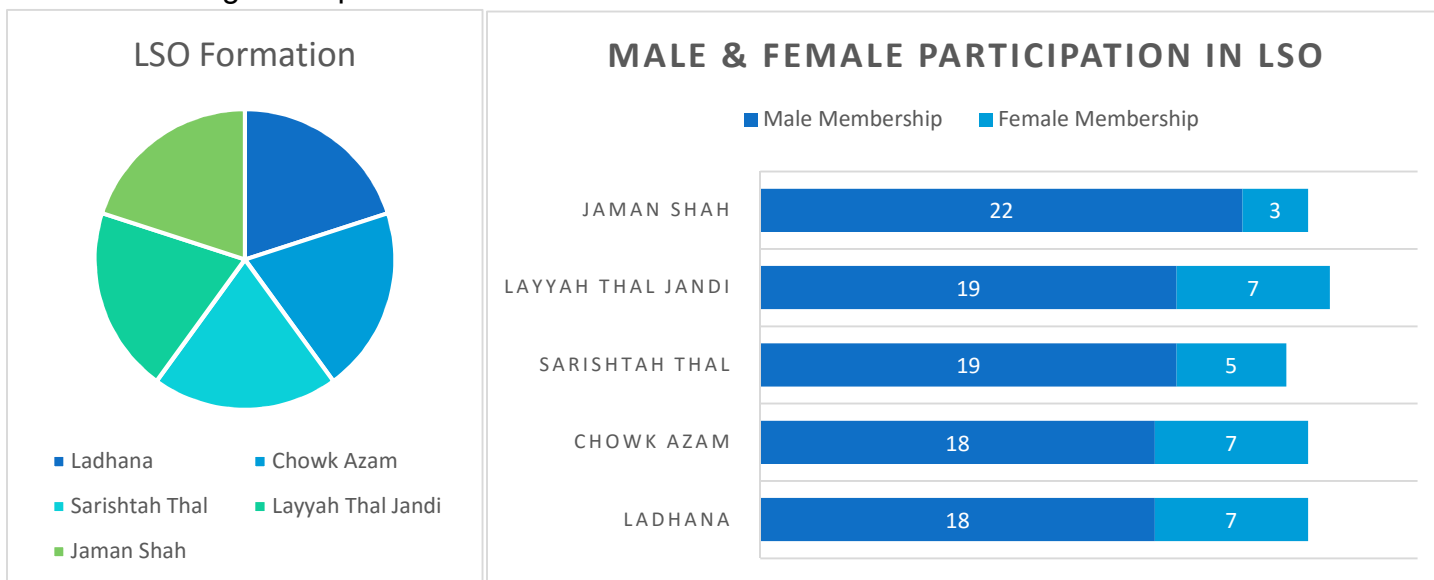
## VO FORMATION

VOs were formed after the formation of COs .All COs of the area gathered and formed their village organizations, with the process of election they select their President, manager and Finance Manger of their VO.



## LSO FORMATION

Local Support Organization of Union Council Level formed at the third tier of the project .All VO of a Union Council first selected their general body and then select their executive members through transparent election.



## OBJECTIVES OF CO FORMATION

- 1- Identified the collective issues of the village and priorities the issues.
- 2- Unity between the members as well as in community at the village level.
- 3- Networking or linkages with Government Departments and with NGO's.
- 4- Access to basic needs
- 5- Disaster Risk Management
- 6- Awareness rising regarding clean and healthy environment.
- 7- Remove the bad traditional trends and promote good trends.
- 8- Behavioral change in community
- 9- Solve the local issues through self reliant efforts.

## PICTURES OF CO, VO& LSO FORMATION



## Capacity Building trainings:

After formation of CO, VO and LSO, ADO has arranged capacity building trainings for the executive members of the community organizations. The main objective of the training was to build the capacity of local community so that they could be able to identify their needs, priorities their needs and support to implement the project and keep the proper record and to build their capacities for the linkages with the line departments to solve their problems.

### TRAINING DETAIL

| Sr.# | Title                                     | No of Trainings | No of Participants | Facilitator        |
|------|---|-----------------|--------------------|--------------------|
| 1    | Community Management and Skill Trainings. | 33              | 689                | Mrs. Beenish Rafiq |
| 2    | VO's Leadership Management Training       | 1               | 30                 | Mr. Fahad Liaqat   |
| 3    | LSO as Apex Institution's Training        | 1               | 15                 | Mr.Muhammad Zubair |

### STAFF TRAINING

| Sr.# | Title                                  | No of Trainings | No of Participants | Facilitator                   |
|------|--|-----------------|--------------------|-------------------------------|
| 1    | Human Institution Development Training | 1               | 7                  | Mr.FahadLiaqat                |
| 2    | Training on Linkages                   | 1               | 7                  | Mr.Niaz Ahmed Shah<br>Gillani |
| 3    | Report Writing and Case study Writing  | 1               | 7                  | Mr.SaifUllah Al<br>Hussaini   |

## **Collective Actions:**

### **CNIC Formations**

Rural community is most illiterate and unaware about the importance CNIC for this purpose CNICs a large number of Maila were arranged at hamlet level in collaboration with NADRA. And 6560 members of the rural community were facilitated in CNIC Formation at their door step.

### **Birth Registration**

Birth registration culture has been developed at community level through strong mobilization. To practically achieve this 371 birth registration were registered in all UCs.

### **Chickens distribution**

At community organization CO level chicken were distributed to promote poultry at village level so that small scale business at self help bases could be promoted.

### **Bio-Diesel plant production**

At Ladhana UC the members of CO collectively took a remarkable step in the production of bio-diesel plant with self help passion agriculture experts and the ADO team of HID provided a technical assistance in the entire process. It was first time in the history of Layyah that the poor peasants took such types of initiatives in the with self-help bases.

### **Plantation**

Every year all the community organizations celebrated plantation season with zeal and zest. They promised to preserve the natural resources and a green revolution at community level. This environment friendly social action is a compulsory action at CO level.

### **International Day Celebration**

All the international days are enthusiastically celebrated at community level including Women Day, Environment Day, and Labor Day etc.

### **Arranging seminars and Cultural Shows**

Traditional Mailas and local cultural events are passionately celebrated at community level and the members of all the CO, VO and LSO are well awaked about the importance of these events.



## LSO Registration

Three major LSO has been registered under the Society Act Government of the Punjab so far.

Integrated Approach strengthened the project especially Livelihood LEP component proved to be very fruitful for HID.

- Poverty Scoring showed the real picture of the rural poor identification.
- Situational Analysis presented an overall scenario of existing conditions. Situational Analysis became the basis for the project's activities and strategies.
- Detailed work plan and a linear reporting structure ensured a balanced functioning of the project.
- Continuous visits were the most effective mean of propagating the saving message.
- Involving local social and cultural elite such as teachers, Imams, opinion leaders to generate enthusiasm and help to spread the message, was another crucial effort in this project.
- Involving activist who has string working bases proved helpful results oriented.
- Training for all field workers gave a sense of team work among the members .It also taught basic communication skills.
- People in general understood the importance of :
  - CNIC
  - Birth/Death Registration
  - Voter Registration
  - Nikah Registrations
  - Importance of linkages with government and non government Institutions.

## Best Practices

- 1- Organized the community
- 2- Capacity building of Community Organizations
- 3- Strong relationship with in community
- 4- Strong monitoring mechanism
- 5- Regular follow up meetings with community
- 6- community involvement and participation
- 7- Need base schemes
- 8- Introduction Poverty Score card to identify the ultra poor and vulnerable poor
- 9- Identify Case studies
- 10- Women involved in decision making process
- 11- Linkages development with GLA's, Donors, NGO's.
- 12- Right based Advocacy Campaign
- 13- Conduct house hold survey
- 14- People linked with the line departments.

## Recommendations

- 1- All other intervention (LEP, CPI) should be start with the recommendations of ID team.
- 2- Continuous intervention required for old Cos.
- 3- Funds should be allocated for Linkages development activities.
- 4- Continuous trainings and refresher courses required for field staff as well as office staff.
- 5- Exposure visits are necessary for strengthen of the human institutions.