

**DAK LAK PEOPLE'S COMMITTEE**  
**Department of Planning and Investment**

# **Decentralized Socio-Economic Development Planning Procedures**

**Dak Lak Province**



**Buon Ma Thuot**

**August, 2007**



*Implementation Guideline*



**DAK LAK PEOPLE'S COMMITTEE**  
**Department of Planning and Investment**  
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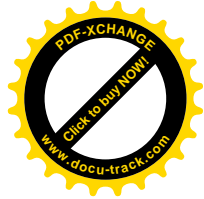
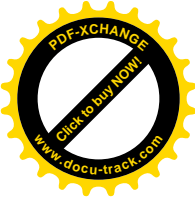
# **Decentralised Socio-Economic Development Planning Procedures**

## **Dak Lak Province**

**Buon Ma Thuot**  
August, 2007



**DPI**  
**Dak Lak**



DAK LAK PEOPLE'S COMMITTEE

SOCIALIST REPUBLIC OF VIETNAM  
Independence - Freedom - Happiness

Ref 2134/QĐ - UBND

*Buôn Ma Thuột, 22/08/2007*

### DECISION

Approving and issuing the decentralized socioeconomic development planning

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### PEOPLE'S COMMITTEE OF DAKLAK PROVINCE

Pursuant to Law on organization of people's council and people's committee dated 26 November, 2003;

Pursuant to Law on State budgets on 16 December, 2002;

Pursuant to the Official Document No. 1973/TTg - QHQT, dated 01 December, 2006 by Prime Minister approving the second phase of RDDDL project – funded by Germany;

According to the Implementation Agreement of RDDDL-phase II signed between GTZ and PPC on 08 February, 2007;

At request of DPI director in the Submission Letter No. 422/TTr-KHĐT dated 14/8/2007, requesting the approval on the decentralized socioeconomic development planning procedures;

### DECIDES

**Article 1.** To issue together with this decision the “decentralized socioeconomic development planning procedures”.

**Article 2.** Head of PPC office, Directors of Departments: DEM; DPI, DoLISA, DoF, DARD, DOET, DoH; Chairmen of DPCs and relevant organizations are responsible for executing this decision since its signing date.

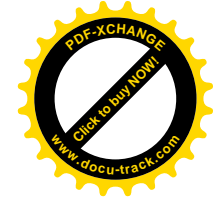
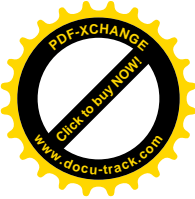
#### Sent to:

- MPI (report);
- as in Article 2;
- Provincial Party, People's Council (report);
- Chairman, Vice Chairmen of PPC;
- Head of PPC office;
- PPC sections: Agri-forestry, trading, foreign Affairs;
- Filing

#### CHAIRMAN

(signed and sealed)

Lu Ngoc Cu



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**DENCentralized Socio-economic  
Development Planning Procedures**

(issued together with the Decision No. 2134/QĐ-UBND,  
Dated 22/08/2007 by Dak Lak Provincial People's Committee)

**I. DEFINITIONS**

**1. Decentralized socioeconomic development planning:**

- Decentralized socioeconomic development planning (hereafter referred to as planning) is a process where villagers develop their own village development plan to contribute to the socio-economic development planning at commune and district levels.

- Village planning: the process where villagers participate in the development of their own village plan;

- Commune Planning: the process of the development of the socio-economic development plan at commune level based on village and commune priorities;

- District Planning: the process of the development of the socio-economic development plan at district level based on commune plans and district priorities;

(The formats for village and commune development planning are annexed to these guidelines).

**2. Medium term development plan:** consists of socio-economic development targets, projects/programs, major solutions and respective activities aiming to achieve the objectives set for the planned medium term period (normally 5 years) in order to improve the local livelihood.

**3. Annual development plan:** is a plan developed for 1 year period, consists of targets to be achieved, solutions and respective activities aiming at attaining the socioeconomic development targets of the medium term plan.

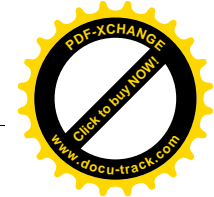
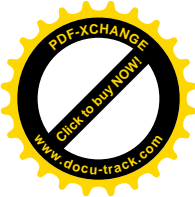
**4. Target plan:** consists of targets which a village or a commune intends to achieve within the planned period.

**5. Activity plan:** consists of the specific activities to achieve the target plan. These should be further specified in terms of quantity, time frame, location and responsibilities of relevant stakeholders.

Activity plan of a village includes:

a. List of activities:

- + Technical assistance activities, public services such as: extension, instruction on formation of credit groups, training on use of clean water, rural sanitation; disease control; household economics...



- + Infrastructure activities: making, upgrading rural roads; building irrigation system (small dam, canals); buying animal breeds, seedlings, etc.
- b. Contribution of villagers (might be land area, cash, man-day, materials) to implementation of planned activities;
- c. Village involvement in management, monitoring the plan implementation

**6. Approval of plan:** is the decision at the responsible level for implementation of the plan based on the available financial and personnel resources.

**7. Implementation and monitoring** is the process of implementation and monitoring of the approved activities by the responsible administration.

**8. Evaluation** is the process where relevant administration levels carry out the evaluation of the implementation of target plans in terms of progress and quality of the implemented activities. Evaluation takes place twice a year, one before planning process (the first 6 month evaluation) and one in the end of the year (annual evaluation).

### **9. Participatory Rural Appraisal (PRA) Tool Box**

- PRA is a tool for villagers to discuss and analyze their situation and living conditions based on their own knowledge and experience. PRA helps them to identify development priorities and development measures to improve the village situation. These measures can then be integrated in a village development plan, which the villagers can implement and monitor together.

- The PRA toolbox includes 12 tools which are attached to these guidelines. These tools are used to analyze the current situation, potentials, identify the problems and reasons, find out respective possible solutions and identify relevant activities for the various sectors, i.e. agriculture and forestry, infrastructure, health and education and other relevant sectors.

## **II. DECENTRALIZED SOCIO ECONOMIC DEVELOPMENT PLANNING PROCEDURES**

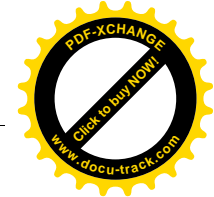
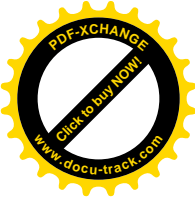
The procedures comprise 5 stages:

- + Stage 1: Preparation
- + Stage 2: Planning
- + Stage 3: Plan Approval
- + Stage 4: Implementation and monitoring
- + Stage 5: Evaluation of plan implementation

### **Stage 1. Preparation**

#### **1. Preparation of relevant documents and stationery**

- Preparing the documents as basis for planning: Resolution on socioeconomic development of the Communist Party and People's council at respective levels; sector plans, development plans of specific areas in the district & communes; annual orientation plan on SED of the province, district.



- Based on these documents and also considering the possibility of mobilizing the available resources at district and commune levels, District People's Committee organize the development of district general orientation plan as basis for communes to develop their plans.

- Collecting basic information of village, commune; Commune People's Committee is responsible for this activity, applying the table forms (Forms 1-2). The result of data analysis is a basis for setting the development targets by the Village Management Board with support from commune staff and for identification of suitable solutions according to the local situation.

- Preparing funds, stationery required for planning such as papers, pens, particularly at village level

## **2. Propaganda:**

- District People's Committee instructs sectors, organizations, social organizations at the same level, mass media and Commune People's Committees to disseminate information on the participatory planning approach to every village.

## **3. Formation of facilitation teams:**

- District Facilitation Team members are from: Finance and Planning Section, relevant sections and organizations, e.g. Economic Section, Women Union, Farmer Association, Agricultural Extension Station etc.

- Commune Facilitation Team members are from: Office of the Commune People's Committee (Commune People's Committee Secretary, Cadastral Officer, Accountant, Statistics Officer), social organizations, such as Fatherland Front, Women Union, Farmer Association, Youth's Union, etc.

- A facilitation group is established in order to provide guidance on the planning procedures at village and commune levels and to provide information and guidance on set long-term objectives at district and commune levels as a basis for consistent village planning.

## **4. Provision of Training:**

- District People's Committee assigns Finance and Planning Section in coordination with the District Facilitation Team to organize training courses on planning procedures and PRA:

- + Participants: facilitation teams at commune and village level (3-4 participants per village from the village management boards, Women Union and Youth Union, etc.).
- + The Commune People's Committee is in charge of arranging the venue, formation of the Commune Facilitation Team and mobilizing the participants for the trainings.

- Time: in mid-April annually

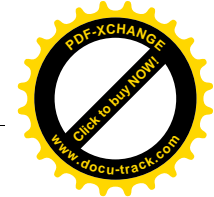
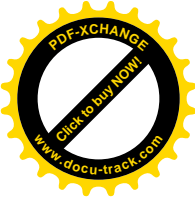
### **Stage 2. Planning**

#### **1. Village Planning**

##### ***a. Medium term planning: (between 10 – 20<sup>th</sup> May)***

- The medium-term plan at village level is developed for a 3-5 years period based on PRA to assess the village situation. The medium-term plan is a basis for elaborating the annual plan. The commune and district facilitators (who have been trained) coach the working group in using the PRA tools and in facilitating the planning process.

Medium term planning includes 4 steps:



**Step 1: 1<sup>st</sup> village meeting**

- Participants: all villagers and facilitators (from commune level); at least 30% of participants are women,
- Meeting chaired by Head or Vice-Head of the Village Management Board
- Content of meeting: (1) The village head informs villagers of objectives, contents and duration of the planning process; (2) By voting the village meeting nominates the members of the Planning Working Group (approximately 20 members), which should be headed by either the Head or Vice-Head of the village. Members of the Planning Working Group can be the representative of social organisations, representatives from different wealth ranks of households, from the various ethnic groups and key farmers, with at least 30% women and at least 3 members trained in planning (the Planning Working Group is responsible for collecting the basic information on socioeconomic situation of their village and making the village plans).
- Meeting duration: max. half a day.

**Step 2: Assessment of village situation** (duration: max. 2 days)

- The Planning Working Group selects PRA tools, which are relevant to the village situation.
- The Planning Working Group is divided into 3-4 sub-groups who are given relevant PRA tools to assess the situation for certain sectors and topics. The sub-group leader takes notes collects the opinions of the group members.
- The sub-groups propose activity plans for their areas;
- The assigned sectors and topics should be relevant to the experience and knowledge of the respective sub-group members; women's issues should be assessed by women sub-group.

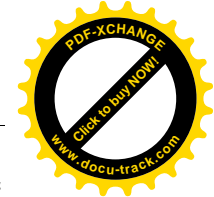
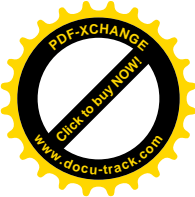
**Step 3: Village Planning Working Group meeting**

- After assessing the village situation by sub-groups, the head of Planning Working Group organizes a group meeting:
  - + Representatives of sub-groups present the outcomes of the sub-group work and proposed activities to the Planning Working Group for discussion and comments.
  - + Comments and questions by members of other sub-groups
  - + By scoring, the Planning Working Group puts the activities in prioritized order based on need, gender, feasibility, feasibility based on own resources, and viability with local conditions.
- Based on the scoring outcomes, the Planning Working Group lists the activities in prioritized order. This is considered as the draft medium-term village plan to be presented in the 2nd village meeting (Form 3).
- Note: The leader (or the assigned secretary) of the Planning Working Group integrates the activities proposed by the sub-groups into an activity list.

**Step 4: Second village meeting**

- Participants: as in the 1<sup>st</sup> village meeting
- Meeting chaired by Head or Vice-Head of Village Management Board
- Contents of the meeting: on the basis of the draft mid-term plan proposed by the Planning Working Group, gender-specific prioritization of the proposed activities to develop the official medium-term plan.





- Implementing Approach: The Village Head informs on the objectives and contents of the meeting

- + Splitting the participants into a men's and a women's group
- + Each group identifies its leader who is responsible for note taking. Subsequently, a scoring exercise takes place for prioritization of the proposed activities.
- + Group leaders present the results in plenary.

- The head of the Planning Working Group is responsible for combining the results of both groups reflecting their priorities equally and present in the plenary. This is the official medium term plan, which will be submitted to Commune People's Committee.

- Duration of the meeting: half a day

#### ***b. Annual Village Planning (20-30 May):***

Prior to the annual village planning exercise, the Village Head summons the Planning Working Group from the previous year. In case a previous member is not available anymore the Village Head nominates new persons from the respective groups or organizations; the membership of the Planning Working Group should be ensured as regulated under Step 1 (medium term planning). The Planning Working Group prepares the village plan according to following steps:

#### ***Step 1: Evaluation of village situation and plan implementation of the previous year:***

- Issues to be evaluated:

- + Strength and weaknesses in farming activities, improvement of livelihood and living conditions for villagers;
- + Major outcomes of the production activities in the year;
- + Implementation of the planned activities in terms of: progress, quality (positive and negative aspects), management of funds (from government, donor, villagers' contribution); monitoring and impacts on people's living conditions,...

- Duration: 2 hours

#### ***Step 2: Planning:***

- Based on the evaluation under step 1 and medium-term village plan, the Planning Working Group discusses and selects the activities (based on the prioritized order in the medium-term plan); additional activities can be proposed if required.

- Select the activities which are highly necessary and feasible to be included in the plan. Classify the activities into 2 groups:

- + (1) the activities to be implemented by the villagers themselves (with their own resources),
- + (2) max. 2 activities to be implemented in commune or district funds

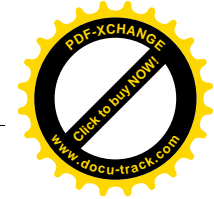
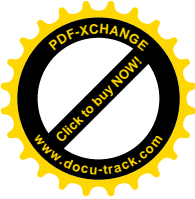
- Prioritizing the selected activities by scoring (form 4)

- Duration: 2-3 hours

#### ***Step 3: Plan Agreement***

- A village meeting is organized to gather villagers' opinion on the developed plan. This meeting is to be chaired by the Head of Village Management Board (or might be





incorporated in another village meeting on other issues, provided that the plans can be completed to be submitted to Commune People's Committee in time)

- Note: If the annual planning coincides with the medium term planning time-wise, the process will be:

- + As soon as the medium term plan is completed, the Planning Working Group will select some activities (from the medium term plan) to put in the plan for next year, which will be agreed upon right in the village meeting (following the step 2 and 3)
- Duration: 2-3 hours

## **2. Commune Development Planning** (duration: 1 day; time: early June)

### ***Step 1. Basis for the planning:***

- Five year and annual District Party's Resolution; Five year and annual District People's Council Resolution; district orientation plan
- Commune Party's resolution, Commune People's Council's Resolution, commune data;
- Village annual plans.

### ***Step 2. Establishment of the Planning working group:***

- Commune People's Committee establishes the planning working group, with the following members: representative of Commune People's Committee (Chairman or Vice-Chairman as group head); Commune People's Committee office manager, cadastral officer, statistics officer, accountant ...

### ***Step 3. Plan Preparation***

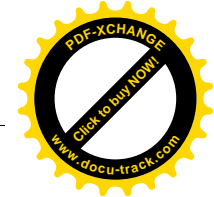
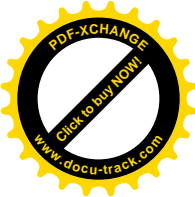
- analyze, evaluate the implementation status of the current year plan.
- Use of table forms (see annex):
  - + Set and aggregate basic data and targets for villages from village target plans by using Forms 1-2
- Prepare separate public service and public investment lists by selecting priorities from the village annual action plans (Form 4) equally considering women and men's priorities.; included priorities should focus on technical services; propose max 2 activities for each village with budget support from commune and district
- Propose additional needs for commune
- Prepare proposed commune development plan using the annexed Forms 1-2, public service list (Form 5) and investment list (Form 6).

### ***Step 4. Organization of Commune Development Planning:***

- Commune Chairperson summons a Commune Development Planning workshop:

#### Participants:

- + Representatives of Commune Party, Standing Member of Commune People's Council Committee
- + Representative of Commune People's Committee and relevant staff such as , Commune officer, Accountant, Cadastral Officer, Extensionist, socio-economic etc.)



- + Representatives of commune social organizations such as Women Union, Farmer's Union, Youth League etc.
- + Representative of Village Management Boards from all villages (Head or Vice-head)
- Commune Development Planning Workshop:
  - + Commune People's Committee representative presents the draft commune plan, including the analysis of commune situation, implementation status of the current year plan and estimation for implementation during the second half year, draft target plan, draft public service list and investment list
  - + Where village priorities have not been considered in the draft commune plan, Commune People's Committee Chairman should explain the reasons why it was not done to get village's agreement on it.
  - + Representatives from villages get the possibility to explain and defend their village plans if necessary.
- After completion, the Commune Development Plan submitted to District People's Committee and Finance-Planning Section for aggregation.

### **3. District planning**

#### **a. Basis for District Planning**

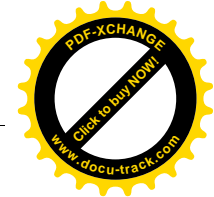
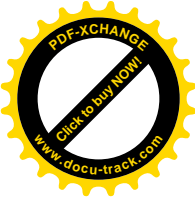
- 5 year resolution of District Party and People's Council, District 10-year development plan and 5-year plan of District People's Committee
- Orientation plan from Provincial People's Committee
- Commune Development Plans
- District's availability of resources (allocated budget from province level, national programs, district budget, donor's and villagers' contribution).

#### **b. Timing of District planning:** approx. 20 June - 15 July annually

#### **c. Planning**

##### **Step 1: Aggregation of plans:**

- District People's Committee assigns District Financial and Planning Section to lead the evaluation on the plan implementation in the first half of the year and a forecast plan implementation, taking into account the commune priorities for the preparation of the draft socio-economic development plan.
- The integration of commune priorities into district plan is as follows:
  - + Aggregate and adjust the targets from commune development plans
  - + Integrate commune priorities into the lists of public service and investment needs and sort them by sector
  - + Based on the availability of district budget (investment budget, professional budget, specific programs and other sources), integrate the sorted commune priorities into respective budget lines focusing on poverty reduction and priorities for ethnic minorities
- The draft plan is then sent to all relevant sections and organizations for comments.
- Adjust the draft plan based on the comments by all relevant sections and organizations, and present the adjusted plan to Standing District People's Committee for consideration.



### **Step 2 Organization for district planning by District People's Committee:**

- Participants: Standing District Party Committee, Standing District People's Council, Standing District People's Committee

Representatives from District People's Council Office, District People's Committee Office and all district sections; 'district social organizations; representatives from all communes

contents of meeting:

- + District People's Committee (or district FPS) presents the draft plan, explains the approach and contents of the plan
- + Relevant sections and organizations present the commune priorities to be included in district plan.
- + Participants give comments and propose adjustment (where required) to the draft plan

### **Step 3: Finalization and submission of the district plan:**

- Planning and Finance section is responsible for finalizing the draft plan and presenting it to District People's Committee for approval before submission to Department of Planning and Investment.

### **Stage 3. Plan approval:**

#### **1. At district level:**

- Timing: early January annually;
- After receiving targets from Provincial People's Committee, District People's Council summons a meeting for plan approval and formulation of a resolution. Based on the resolution, the Finance and Planning Section advises the District People's Committee on allocating targets respectively to relevant communes and sections.

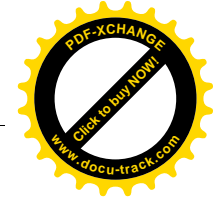
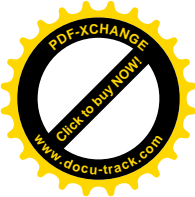
#### **2. At commune level:**

- Timing: at the end of January annually
- After receiving plan from District People's Committee, Commune People's Committee is responsible for allocating the targets to villages for implementation.
- The allocated commune and village targets are displayed in the commune centre for information of the public.

### **Stage 4. Organization of implementation:**

#### **1. At villages:**

- After receiving plan from commune, Village Management Boards inform and guide the villagers to carry out the plan, and list difficulties encountered during implementation of plan to report to Commune People's Committee for instruction and support. The village plan including the allocated targets is displayed at the community centre for information of the villagers.
- For the activities and works implemented at village level, villages establish 2 groups: implementation group and monitoring group. These groups are responsible for implementation, management and supervision of implementation of the village plan.



- Commune People's Committee is responsible to support the villages during plan implementation;

- In case of external funding the Commune People's Committee receives external funds through commune bank account and release these funds to villages, together with villages sign the implementation contracts of the respective activities, help villages to submit the cost estimate of construction works to district level for approval; take part in supervising and receiving the complete works; collect all accounting documents required for the settlement of accounts with the external funding agency ; publicize all supported funds for information of the villagers.

## **2. At commune level:**

- After receiving plan from district, CDP is to inform, instruct and guide relevant sections, villages to implement successfully the plans.

- For the work implemented by the commune, it is a must to form an implementation committee and a monitoring committee in order to ensure compliance with prevailing government regulations on investment and construction management.

- On a monthly to quarterly basis, Commune People's Committee shall report on the implementation progress to District People's Committee. Commune People's Committee shall also prepare an annual completion report (evaluation report) to District People's Committee PC by end of the year.

## **Stage 5. Evaluation**

### **1. At village level:**

- Before a new village planning event, the Village Head and the Planning Working Group shall evaluate the implementation of the previous year plan, focusing on:

- + Strengths and weaknesses during the implementation process.
- + Quality and progress of work.
- + Impact of the implemented activities on villagers' lives.
- + Financial transparency of the implemented activities

- The evaluation results shall be presented by the Head of the Village Management Board in the planning meeting; and shall also be sent to the Commune People's Committee for aggregation.

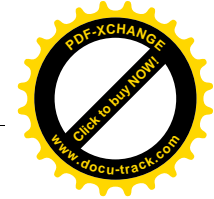
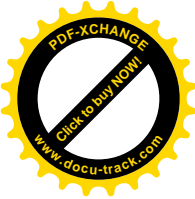
### **2. At commune level:**

- Twice every year Commune People's Committee organizes the evaluation on the achievement of the planned targets, once at the start of the planning process (the first 6 month evaluation) and once at the end of the year (annual evaluation).

- The evaluation should focus on quality and progress of completed activities, advantages, strengths and weaknesses during the implementation process as well as the problems still to be solved; achievement of the targets assigned by higher level, comparison between the actual implementation against approved plan and the respective progress in the previous year. This evaluation report should be forwarded to District People's Committee.

### **3. At district level:**

- Based on the reports from communes and the general situation in the entire district, the Finance and Planning Section aggregates, analyses the received commune development plans and cooperates with the other sections at district level to help District People's



Committee prepare the evaluation of the implementation of the district plan. The evaluation takes place twice a year, once at the start of the planning process (the first 6 month evaluation) and once in the end of the year (annual evaluation).

### **III: ORGANIZATION OF IMPLEMENTATION**

#### ***1. Progress of implementing decentralized socioeconomic development planning:***

- in 2008: implementing in 4 districts: Lak, Ea H'leo, Ea Kar, Krong Nang
- in 2009: implementing in 8 districts: Lak, Ea H'leo, Ea Kar, Krong Nang (cont.); Ea Sup, Buon Don, Ma Drak, Krong Bong.
- in 2010: implementing in all 13 districts and Buon Ma Thuot City: Lak, Ea H'leo, Ea Kar, Krong Nang; EaSup, Buoon DDoon, Ma Drak, Krong Bong (cont.); Krong Buk, Krong Pak, Cu Mgar, Krong Ana and communes of Buon Ma Thuot City

#### ***2. Responsibilities of relevant organizations***

a. Director of Department of Planning and Investment: to instruct District People's Committees to apply this planning approach in developing annual plans; together with RDDL to guide districts in forming working groups, district ToT trainers pool and to organize trainings for these groups;

b. Director of Department of Finance: to advise Provincial People's Committee on allocating state budgets to District People's Committees for implementing the decentralized socioeconomic development plan; to provide guidance on allocation, utilization, management and settlement of provided budgets for the various levels.

c. Departments, organizations managing the specific programs: Department for Ethnic Minorities; Department of Planning and Investment, Department of Labour Invalids and Social Affairs, Department of Finance, Department of Agriculture and Rural Development, Department of Education and Training, Department of Health: to coordinate the integration of specific programs budgets to maximize the use of the available resources.

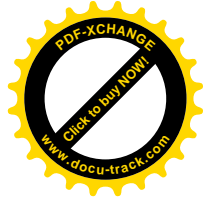
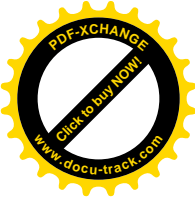
d. District People's Committees: to organize trainings, instruct communes and villages in making the plans following the procedures; provide district orientation plan as basis for commune planning; integrate commune plans (aggregated from village plans) into the district plan; integrate various financial sources (state budget, national program funds, budgets for public services such as extension and external funds) and mobilize funds from people for implementation of the selected activities; support at least one to activities for each village from district and commune funds (priority on public service requests and technical support).

e. Regularly monitor and coach the implementation process in commune and village levels.

f. RDDL considers its budget and coordinates with Department of Planning and Investment, District People's Committees to support trainings and coaching on the planning procedures for districts, communes and villages.

#### ***3. Reporting system***

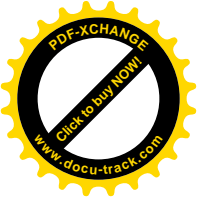
- Annually, the departments and District People's Committees report to the Provincial People's Committee (and Department of Planning and Investment) on the allocation of budgets, on the integration of various budget sources and programs under their



responsibility, on the application of the planning procedure, the implementation of the plans and the implementation results.

- Department of Planning and Investment regularly monitors and coaches the implementation process in the local areas; processes and aggregates the reports from departments, districts in order to reveal the shortcomings, problems to propose improvements to Provincial People's Committee.

**CHAIRMAN**  
**Lu Ngoc Cu**  
(signed on 22.08.2007)



## **ANNEX 1: PLANNING FORMS**





## DPI Dak Lak

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