

Public Works Department

Community-Based Contractor Operations Manual

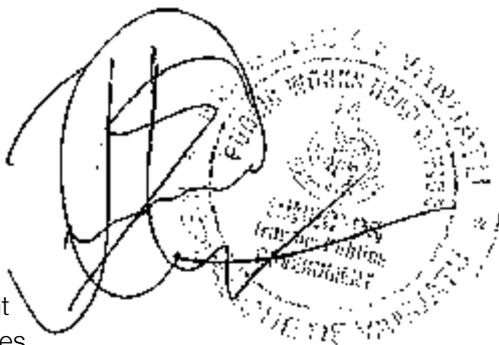




This document was prepared by Public Works Department (PWD) a branch of the Ministry of Infrastructure and Public Utilities (MIPU)

Approved by

Junior Shim George
Acting Director, Public Works Department
Ministry of Infrastructure and Public Utilities



This version: 1.0

Prior to this version: N/A

VERSION

Date Issued:

01.00

27/06/2017



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Introduction

The Community Based Contractor (CBC) program is an initiative of Public Works Department (PWD) to enable engagement of communities in labour based preventative maintenance of roads and airports. This means people in communities can work together to maintain roads and airports with minimal equipment and use money earned to benefit the community as a whole. This manual is a guide to the implementation of the CBC program across all provinces in Vanuatu.

Purpose

This manual sets out the steps and procedures to implementing this strategy in partnership with provincial and area district administrations and traditional authorities.

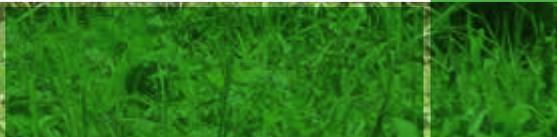
Prior to commencing the procedures outlined in this manual, signed Partnership Agreements must be in place with local authorities as outlined in the Partnership Establishment Guide.

Key objectives

- Provide cost effective, labour intensive, methods of routine maintenance for the provincial islands road network
- Advance the strategy of decentralization with provincial governments and local authorities
- Provide a reliable income source to rural communities
- Promote ownership and maintenance of the public road network by communities

Who should use this manual

This manual is designed to be used by PWD Provincial Community Partnership Officer (PCPO), Divisional Managers (DM), divisional engineers, Provincial Finance Officers (PFO) and PWD head office (PWDHO) managers, finance officers, procurement and contract officers and engineers. This is a guide for the CBC program and outlines the background of the program the processes required to successfully establish and sustain the program's operations. It should be used by staff working on the CBC program.



1. Operations

1.1 Background

In 2014 the Ministry of Infrastructure and Public Utilities (MIPU) commenced formal development of a decentralization and partnership strategy. This was in direct response to the Government of Vanuatu’s move to decentralization in recent years. MIPU aims to build stronger partnerships with provincial and local government and traditional authorities and communities to improve service delivery in the provinces.

These developments represent a significant change in the way MIPU does its work. These changes, effectively enable provinces and area districts to take more responsibility in managing their infrastructure in partnership with MIPU. This will require significant effort in partnership building and change management. Implementing this strategy will take time and patience.

Importantly it represents a new approach to MIPU engaging in partnership with provincial and local area councils, traditional authorities, and its client communities.

An important component of this strategy is the formalization and development of a Community-Based Contractor (CBC) framework to enable greater engagement of local island communities in performing the work required for basic maintenance of roads and airports. The scope of works intended to be carried out by community groups covered by this operations manual is:

- clearing the road verges of grass and other vegetation
- maintenance of the road and airports drainage system
- ensuring good roadside visibility
- other labour-intensive activities as determined from time to time.

1.2 Development of provincial partnership

Ministry of Infrastructure and Public Utilities (MIPU) and Public Works Department (PWD) policy is to integrate its decision-making and operations with each province’s development planning. MIPU and PWD seek to build the capacity of Provincial Administrations (PAs) in understanding and managing their own road networks, with the intention that the PA become delegated roads administrators for their provincial road networks as and when they are able.

This integration happens through cooperative planning and implementing with PAs and local area councils. It is MIPU and PWD policy to plan and execute work through the formal governance structures of the province wherever possible.

Thus PWD representation by the appropriate PWD officers at provincial and area council level meetings is essential.

Below shows the main meetings and documents at these levels and the PWD officers who should be represented at them.

Provincial Government	Technical Advisory Commission (TAC)	Area Council
Annual Budget Meeting Held in November Annual Administration Meeting Held in May	Monthly meeting The first meeting of the year, business plans for each TAC member will be presented	Quarterly Meeting
Who to attend		
<ul style="list-style-type: none"> • Senior Community Partnership Officer (SCPO) • PWD Divisional Manager (DM) • Provincial Community Partnership Office (PCPO) 	<ul style="list-style-type: none"> • PWD Divisional Manager • Provincial Community (DM)Partnership Office (PCPO) 	<ul style="list-style-type: none"> • Partnership Office (PCPO)

1.3 Legal context

1.3.1 Decentralization

The following legislation applies to decentralisation as follows:

- *Decentralization Act 1994 [Cap 230]* Defines powers and responsibilities of the Provinces (“Local Government Regions”)
- *Decentralization (Amendment) Act No. 24 Of 2010* The Public Service Commission (PSC) devolved some powers to Secretary Generals of the provincial administrations and established three new public service positions at the provincial level to strengthen local administration: Assistant SG, cashier, and planner.
- *Decentralization (Amendment) Act No. 16 Of 2013* Describes the functions and responsibilities of area councils. The provincial administrations allocate budget to the area councils. This is managed through the Financial Service Bureaus located in each province.

Area councils were created by government to recognise the dual systems of governance in Vanuatu and provide enhanced opportunities for stakeholder engagement. The state and customary levels are represented by the provincial administrations and area councils respectively and PWD is able to utilise this structure to ensure ownership and involvement throughout the communities.

1.3.2 Labour and employment

The community based contractors are independent contractors and are therefore not considered to be employees in terms of the *Employment Act (Cap 160)* and subsequent amendments. The work is nevertheless carried out Contractor’s representatives are entitled to training in all aspects of social safeguards as well as technical skills. Independent contractors are not eligible for any benefits under the *Worker’s Compensation Act (Cap 202)*.

The national community based contracting system to be implemented is embedded within the framework of decentralized government, through both traditional and formal government. The operational structure outlined in Figure 1, shows how the structure enables community contracting operations to flow through the three levels of governance in the formal and traditional systems in coordination. The diagram also shows the key officers who maintain these operational linkages.



Grass after CBC contractors have cut grass, East Coast Road, Santo

2. Operations

2.1 CBC program establishment

Selection of communities to participate in the CBC program depends on the division's work plan on the road network that is selected for routine maintenance. PWD wants to promote ownership of roads through this program meaning that communities engaged are traditional landowners of boundaries where the road network runs through. This must not be confused with the road itself as the road boundaries and features belong to the state. The following points outline the processes required for establishing the CBC program:

1. From the Division road network plan

- Roads and road sections are identified for CBC

2. PCPO commences partnership consultation phase with the following stakeholders

- Provincial Council
- Provincial TAC
- Area Council
- Communities for only the specified roads
 - » registration of communities to participate in the CBC program
 - » communities register as a business

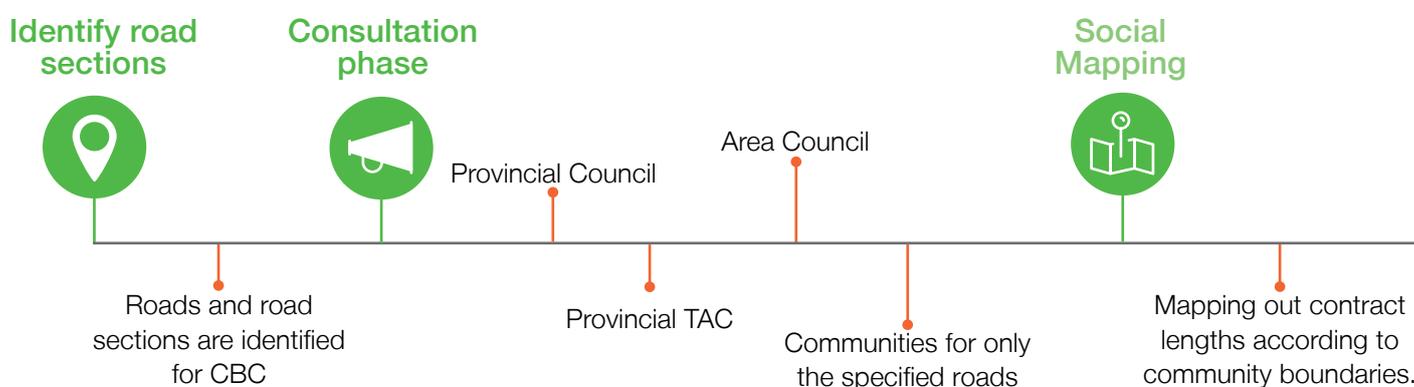
3. Social mapping

- Mapping out contract lengths according to community boundaries - lengths must be 5km or more.

4. Issuing of contracts

- Issuing of contracts
- Division prepares contracts
 - » contract is sent to operations at PWDHO
 - » procurement & contracts unit review contract
 - » contract is sent back to division with instructions to sign
 - » community representatives sign the contract
 - » division sends contract back to contracts & procurement at PWDHO
 - » PWD Director signs the contract
 - » contracts/procurement writes down the agreement date
 - » contract is executed
 - » procurement of work & safety equipment

Timeline for establishment



2.2 Provincial CBC launch

After the completion of the CBC establishment processes, the CBC program will be launched by PWD and the provincial government. The PCPO must ensure that the following is completed:

- Preparation of Partnership Agreement (PWD /Provincial Government)
- Organize launch ceremony (PCPO) in consultation with Provincial government.
- Conduct launch ensure work & safety equipments are given out to communities
- Sign Partnership Agreement.

2.3 Contract supervision

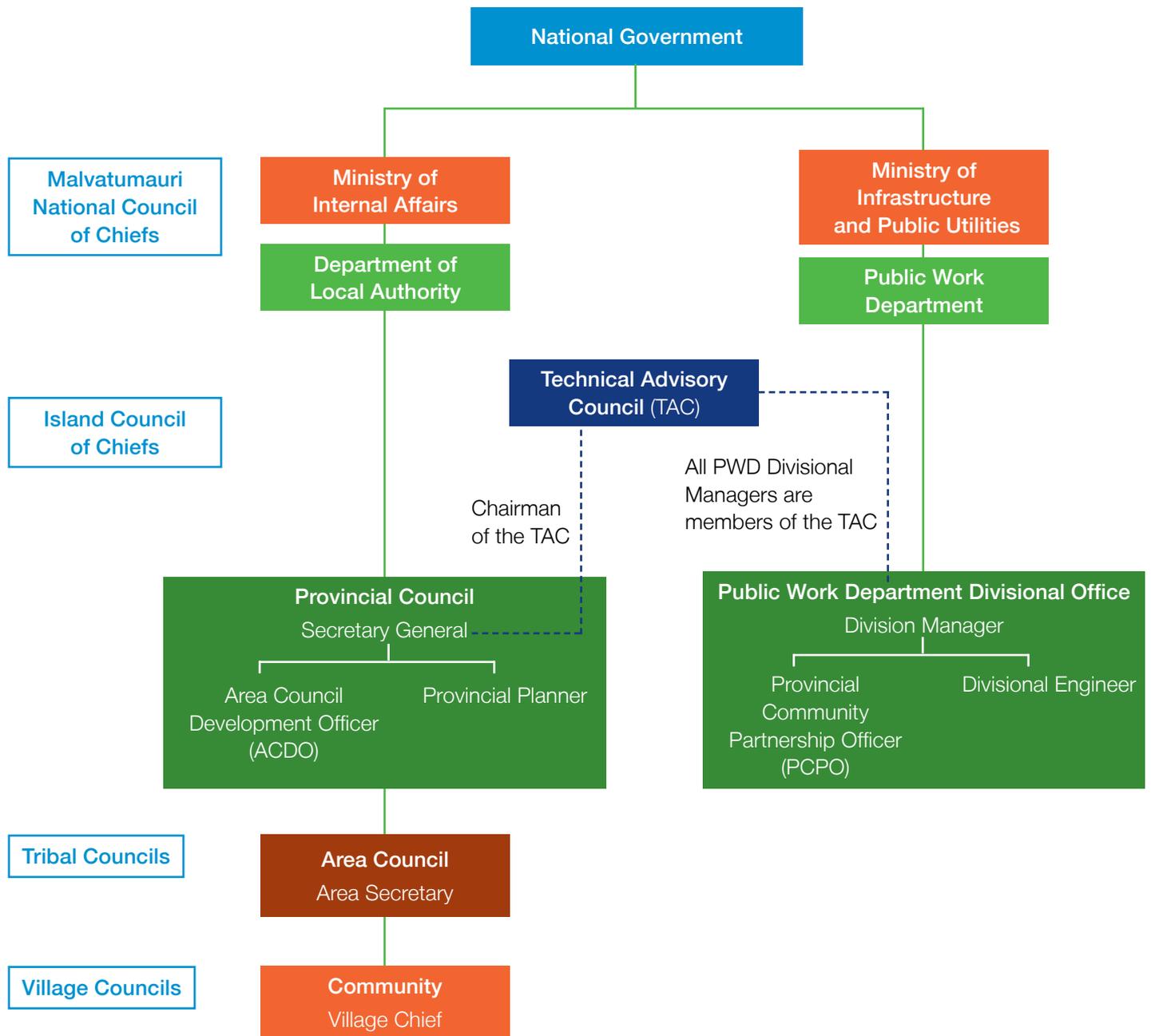
Supervision of contractors performance is an essential aspect of the CBC program. Upon performing the works, the PCPO must ensure that communities comply with all conditions of the contract. Activities to be supervised by PCPO per cycle includes:

- Grass cutting
- Drain clearing
- Tree pruning
- Workplace Health & Safety:
 - » camp set up
 - » water
 - » rubbish
 - » use of safety gear and equipment as per WH&S module
 - » toilets
 - » traffic cones.

Issuing contracts



2.5 Operational structure



2.6 Community-Based Contractor training

The PCPO must ensure that training is given to communities before works commence for the first cycle. The two main trainings are:

- CWS induction training
- Social & Environment Safeguards Training.

2.4.1 CWS induction training

This training covers the 4 main aspects of the contract and includes;

- Administration
- First Aid
- WH&S
- Technical aspects of work

2.4.2 : Social & Environment Safeguard Training.

This training requires the delivery of all the modules covered in the SES Facilitators Guide. PCPO are to arrange for the following to ensure the training is delivered:

- catering
- transport
- equipment hire
- training materials

2.7 Payments

Payments should take two weeks if payments documents are complete and in order. Before payments are processed, PCPO must check that work has been completed to meet contractual obligations.

The following documents must be prepared and submitted:

1. Community to submit:

- Attendance Register
- Invoice

2. PCPO must prepare:

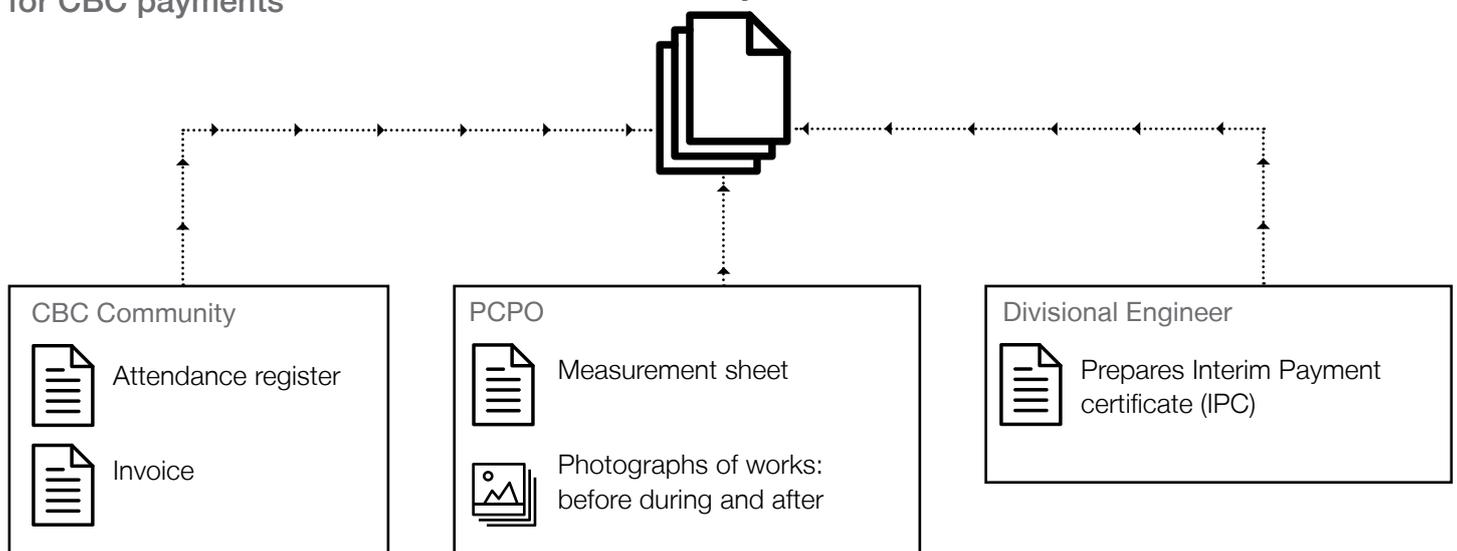
- Measurement Sheet
- Photographs of works - before during and after Civil Engineer to prepare the IPC (interim payment certificate)

3. PCPO must submit the following:

- PCPO to submit “pay pack” to DM for sign-off with stamp from division:
 - » if it’s less than 1 million, PFO will make payments to community
 - » if it’s more than a million, all documents are sent to PWDHO
- LPO is prepared by Finance Unit at PWDHO
- Director signs off
- Finance Department process payment
- PFO access payment details; informs PCPO who then informs community on when payment is made
- Cheque is collected by PFO from Provincial FSB and deposits it into community bank accounts.

Documents for pay-pack for CBC payments

CBC Pay Pack



2.8 PCPO reporting

2.8.1 Tablets

(Refer to user guide)

PCPO must have their tablets with them at all times for reporting, supervision, documentation, photographs, data collection and other related work activities. Forms included on the tablets are:

- Site visit report
- Incident report
- CWS Training register
- Grievance form
- Data capture form for communities
- Parts request form
- PCPO expenses
- Vehicle log book - to be completed monthly that:
 - » records all usage
 - » identify usage whether personal/work
- Request to use government (G reg) vehicle
- Other forms attached to the PSC manual

2.8.2 Reporting requirements

The following reports must be prepared and submitted by PCPO

PCPO Report	Report due
PCPO Weekly report due every Friday	Sent to SCPO weekly on Fridays
Site visit report	Submit daily during work cycle and attach as an attachment to the weekly report
Vehicle log book	Monthly

2.9 Resources for PCPO

PCPOs are given the following resources and these resources excluding credit and fuel remain the property of the Vanuatu government;

- Tablets
- Quad bike
 - » **Uses of quad bike**
Quad bike are strictly for work purposes only. For personal use, PCPOs can use PSC Form 9-1: Use of Government vehicle during non-official hours.
- Other PWD transport
 - » PCPOs are allowed to use other PWD vehicles for site supervision if the quad is broken down and/or the DM has given permission. Under no circumstance will the PCPO use PWD vehicle if the division is busy with operations.
- Laptop
- Tool kit
- Safety boots
- Safety vests
- Credit for phone - 1,000VUV per week
- Stationeries and fuel.

 **Damages and misuse will be the responsibility of the PCPO (for repairs and replacement).**

2.10 Uses of accountable imprests

The accountable imprest is a fund allocated to the PCPO for expenses directly related to undertaking work.

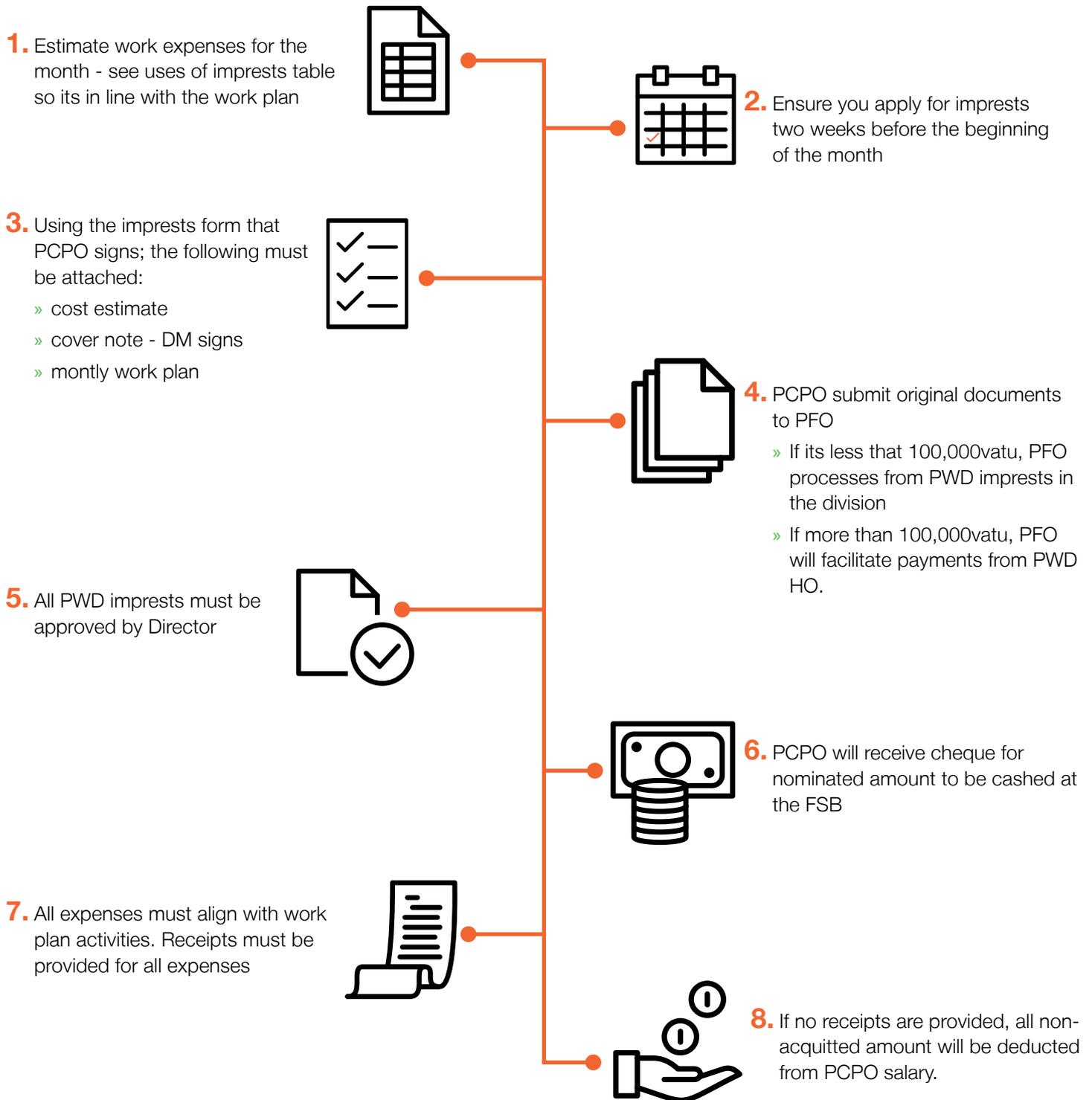
Imprests to be use for	Imprests is NOT to be used for
<ul style="list-style-type: none"> ✓ Launch ceremony logistics <ul style="list-style-type: none"> » catering » kava » charter flights » presents/gifts » venue hire » transport ✓ Training ✓ Fuel - work related ✓ Phone credit/data - 1,000VUV per week for work related calls ✓ Catering for partnership establishment consultations. 	<ul style="list-style-type: none"> ✗ PCPO lunches ✗ Entertainment (personal) ✗ Personal food ✗ Personal phone calls and data ✗ Items for communities outside scope of works: gifts, other equipment, food, tobacco



North Tanna Community

2.10.1 Applying for imprests

To apply for imprests, PCPO must observe the following:





Social and Environmental Safeguards Training, Mangaliliu Community, Efate



Lelepa Community, Efate Ring Road

3. Roles and responsibilities

3.1 Principal agents and functions

Agency	Officer	Functions in CBC
Public Works Department	Senior Community Partnership Officer (SCPO)	<ul style="list-style-type: none"> Acts as Project Coordinator for Community Based Contractors (CBC) at the national level Monitors performance of and directs PCPOs
	Division Manager (DM)	<ul style="list-style-type: none"> Acts as project coordinator for CBC at provincial level Lead PWD agent in province PWD representative at Technical Advisory Council (TAC) Final approval of all contracts
	Civil Engineer	<ul style="list-style-type: none"> Acts for DM when delegated PWD representative in TAC meetings Technical counterpart to PCPO who is responsible for all technical aspects of the contract
	Provincial Community Partnership Officer (PCPO)	<ul style="list-style-type: none"> Acts as project coordinator for CBC at the area council level Acts as the link between PWD and provincial administrations Responsible for negotiating contracts with communities Responsible for social safeguard sensitisation, awareness and compliance. First point of contact for community complaints and disputes.
Provincial Administration	Secretary General	<ul style="list-style-type: none"> Chief Executive Officer of the Provincial Council and senior public servant in the province Chairperson of TAC Responsible for all books, records and documents of the PC Responsible for coordinating the services and activities of all other public sector agencies within that region Member of CBC project management team at provincial level
	Provincial Planner	<ul style="list-style-type: none"> Responsible for the development planning and all matters relating to physical planning of the province Member of CBC project management team at provincial and area district level
	Provincial Cashier	<ul style="list-style-type: none"> Ensures that all communities are registered for business licenses
Local Area Council	Area Secretary	<ul style="list-style-type: none"> Only public servant at area district level Acts as project administrator for CBC at the area district level First line inspector of CBC works for his/her local area
Council of Chiefs	President	<ul style="list-style-type: none"> Member of project management team at provincial and area levels First line of dispute resolution in cooperation with PCPO
Nakamal	Chief	<ul style="list-style-type: none"> First point of contact for PWD with nakamal Final approval of CBC involvement by nakamal Countersigns contract with head of CBC group Member of CBC project management team at nakamal level
	Head of CBC Group	<ul style="list-style-type: none"> Signs contract on behalf of CBC group First point of contact for PWD on contractual and related issue Supervisor of works for village, responsible for quality control, timely delivery of works and social safeguards compliance

The oversight of this program is the joint responsibility of the PWD together with the provincial government and local area councils. The following key officers are responsible for the implementation of CBC:

- Community Works Supervisor (CWS)
- Area Secretaries (AS)
- Provincial Community Partnership Officer (PCPO)
- Senior Community Partnership Officer (SCPO)

- The longer term plan is for provincial governments to steadily take over the administration of the program. However, in the interim, the key responsibilities, tasks and indicators are outlined in the following tables.

3.2 Community Works Supervisor (CWS)

Key Responsibility Areas	Tasks	Indicators
Administration	<ul style="list-style-type: none"> • Attend all training courses conducted by the program • Disseminate this training to contracting group • Keep attendance register of all daily workers 	<ul style="list-style-type: none"> • Training courses attended at commencement of contract • Attendance recorded on PCPO Training Register (refer to appendices). • Record that community members have received copy of the Contractors Task and Safety Guide • Attendance register (refer to appendices). completed and submitted to PCPO weekly.
Monitoring	<ul style="list-style-type: none"> • Reports to PCPO the performance and status of contracts i.e. satisfactory or not satisfactory completed 	<ul style="list-style-type: none"> • Contract performance updates daily during work cycle
Safety	<ul style="list-style-type: none"> • Keep safety equipment and allocate it and ensure it is returned • Ensure Contractors are working according to the Contractors Task and Safety Guide • Ensure that contractors set out hazard cones and are wearing all safety apparel while working. • Record and report any safety incident or injury 	<ul style="list-style-type: none"> • Safety Equipment Lists maintained • Contractor safety procedures are adhered to as per Contractors Task and Safety Guide • Traffic warning signs or road works signs are put out before work commences on-site • Safety Incident Reports (refer to appendices) completed

3.3 Area Secretary (AS)

The area secretary is a public servant at the local government level. They ensure the smooth operation of the contracts within their areas, which is approximately 20 to 30 contractors per area.

Key Responsibility Areas	Tasks	Indicators
Administration	<ul style="list-style-type: none"> Assist the PCPO with identifying the legitimate boundaries and leaders of nakamals Register nakamals as business entities Be the first line of dispute and grievance resolution, and record these 	<ul style="list-style-type: none"> Nakamal registration Implement (acts as first point) Dispute and Grievance system Document dispute resolution with PCPO
Monitoring	<ul style="list-style-type: none"> Regularly monitor each contractor's road conditions and provide work instructions Assist with technical and other training of contractors via ward councils or tribal councils. 	<ul style="list-style-type: none"> Inform PCPO of any contractor issues and attend
Safety	<ul style="list-style-type: none"> Ensure that contractors set out hazard cones and are wearing all safety apparel while working. 	<ul style="list-style-type: none"> Traffic cones are set out before work commences

3.4 Provincial Community Partnership Officers (PCPO)

Responsible for the program at the province level and key liaison link between PWD and the provincial administration, area councils, chiefs and communities.

PCPO counterparts are the Provincial Planner, Area Council Development Officer and the Area Secretaries.

Supports about 100 to 200 contractors and 6 to 12 area secretaries.

Key Responsibility Areas	Tasks	Indicators
Administration	<ul style="list-style-type: none"> Organises and conducts setting out of new sections of road on divisions rural road network work plan Performs the induction, and ensures contractors are aware of their contractual obligations, and issues a copy of the contract to the contractors; Ensures contractors are registered as businesses and have bank accounts; Manages the replacement of contractors. 	<ul style="list-style-type: none"> Conducts training of CWS and completes PCPO Training Register (refer to appendices). All forms and documentation as per operations manual are signed and completed correctly for approval
Monitoring	<ul style="list-style-type: none"> Manages on average 100 contractors, visiting them on a regular basis and compiling regular inspection reports, as instructed by the Division Manager (DM) and the Senior CPO, to monitor the performance and well-being of the contractors; 	<ul style="list-style-type: none"> Regular site meetings with contractors to discuss operational issues. Summary of interactions recorded on PCPO Site visit Reports (refer to appendices). Formally inspect each contractors section daily during the contract duration of two weeks and monitor the contractor's performance, both in productivity and quality, and submit weekly reports to the Senior CPO and DM.
Safety	<ul style="list-style-type: none"> Encourages the contractors to work safely and acquaint themselves with the Community Contractor's Task and Safety Guide Issues new contractors with a Community Contractor's Task and Safety Guide, safety equipment, safety clothing and trains them in the use of them 	<ul style="list-style-type: none"> Ensures that all injuries are reported and Incident Reports completed. Contractors are issued with the Community Contractor's Task and Safety Guide. Work and safety equipment are distributed to all community contractors

3.5 Senior Community Partnership Officer (SCPO)

Key Responsibility Areas	Tasks	Indicators
Administration	<ul style="list-style-type: none"> • Develop the CBC operations manual and other supporting guides • Develop an awareness toolkit for the PCPOs to use in conducting awareness in the communities • Develop the Community Based Contractor’s Task and Safety Guide 	<ul style="list-style-type: none"> • All forms and documentation as per operations manual and Community Based Contractor’s Task and Safety Guide are completed correctly and for approval
Monitoring	<ul style="list-style-type: none"> • Manages PCPOs, visiting them once a month and compiling weekly reports submitted by PCPOs. • Schedule quarterly meetings and training sessions for PCPOs • Keep a log of activities including CBC incident reports and social safeguards incident report. 	<ul style="list-style-type: none"> • Regular (weekly) meetings with PCPOs to discuss operational issues; • Collates Monthly Reports
Safety	<ul style="list-style-type: none"> • Monitor and supervise PCPOs so they comply with all safety procedures and they ensure community contractors also comply with these. • Arrange procurement of safety equipment with the assistance from procurement unit • Assist community contractors in making arrangements for purchases of safety equipment, especially those that are quite expensive and hard to get from Port Vila or Santo. 	<ul style="list-style-type: none"> • Compiles Incident Reports • Safety equipments are procured and dispatched to all communities registered to participate in the CBC program

4 Data capture and storage

The PCPO is responsible for the administration of the program at the provincial level, and reporting and submitting data to the SCPO for national collation.

To do this efficiently and accurately, the PCPO must ensure that forms and information is submitted on time.

Information to be managed includes:

Data Details	Hard Copy	Electronic Copy
Record of all payments made to contractors	Grouped by Province	Server, Audit datasets and IMS
Monthly records of the condition of contractors sections	Grouped by Province	Server and IMS
Contractors attendance records	Grouped by Area Council	Server and IMS
Contractors bank account details	Contractor's folder	Server, Audit datasets and IMS
Contractors representatives particulars	Contractor's folder	Server and IMS
Scanned copies of the contractors business license	Contractor's folder	Server and IMS
Scanned copies of contractors contracts	Contractor's folder	Server and IMS
Records of Safety equipment issued to contractors	Contractor's folder	Server and IMS
Digital photographs of contractors representatives	No hard copy	Server and IMS
Geospatial data of the contractors sections	Maps on request	GIS dataset and IMS

5 Grievances

If a community raises a complaint, the PCPO is to

1. Ask the community to put it into writing
2. Check that the details of the written request is consistent with the verbal complaint
3. Consult with all parties and establish

Key issues:

- Examples of grievances
 - » Boundaries
 - » Payment
 - » Labour hire

If it is an Social and Environmental Safeguards (SES) grievance, the PCPO must explain the cause, why there is an issue.

The PCPO must identify strategies to resolve the key issue(s) and communicate this with the SCPO

The PCPO must submit Grievance Report to SCPO and communicate the resolution to all parties.



Peter Jeremiah PCPO Taefa (centre) with White Sand Community, Tanna



Dorinda Uguna, PCPO Sanma



Seth Simeon, PCPO Malapa

Appendices

Provincial Community Partnership Officer Site Report



PCPO name

Date

Division

Island:

Community:

Site Visit Date

Safety wear and equipment

	Yes	No	Comments
Are the all contractors wearing safety vests?			
Are the all contractors wearing safety gloves?			
Are the traffic cones in use for the work site?			

Work equipment

What work equipment are the contractors using?

Are the contractors using recommended safety wear?

Grass cutter

Rakes

Safety boots

Hats

Lawn mower

Bush knives

Safety goggles

Raincoats

Shovels

Wheelbarrow

Other

Other

On-site Health & Safety

	Yes	No	Comments
Has the community constructed pit latrines?			
Has the community constructed a camp?			
Has the community constructed a rubbish disposal site and provided bins / bags for non solid waste?			
Has the community provided drinking water?			

Contract performance

Is the work progressing on schedule? Yes No

What is the estimated date of completion for work?

If work is not progressing on schedule, what is the main reason for this?

- | | |
|---------------------------|-----------------|
| Weather | Grievance |
| Lack of community workers | Community event |
| Illness | Other |

Please briefly outline what actions need to be taken to ensure the community can complete the work

Site photos

Please take photos of the work completed from Community Based Contractors

Were photos of work site taken? Yes No

If yes, please attach photos to an email and send to SCPO

Date report sent to SCPO PCPO signature

Community Work Supervisor Training Register



PCPO name

Date

Division

Island

Community

Date of training

Training venue:

Name of Module

Completion status

Yes

No

Technical aspects of work and measurement

Contract management issues

Essential workplace health & safety

Basic administration

Basic first aid

PCPO signature

Date

Please ensure you attach the [Training Attendance List](#) when submitting this report

Community Based Contractor Incident Report



PCPO name

Date

Division:

Island:

Community:

CWS name

Name of injured person

Date of incident

Time of incident

Type of injury

Cause of injury

Did the injured worker receive medical treatment?

Yes No

If yes, where did the injured person receive medical treatment?

On site First aid station Hospital

Did the injured worker return back to work site?

Yes No

Home Other

Brief description of incident

Was the incident witnessed?

Yes No

Does the incident require PWD head office support?

Yes No

Name of witness

Did the incident require police assistance?

Yes No

Has a detailed report of the incident been filed by the PCPO to the SCPO?

Yes No

Date report sent

Please ensure photos of the incident are attached to detailed incident report

PCPO signature

Date

Community-Based Contractor Meeting Minutes



PCPO name

Date

Division:

Island:

Community:

Meeting date

Venue:

Meeting agenda:

Attendees:

Meeting Notes, Decisions, Issues:

Community-Based Contractor Meeting Minutes

Minutes

Action items

Next meeting date

Venue:

Date report sent to SCPO

PCPO signature

Community Based Contractor Data capture Form



PCPO name

Date

Division:

Island:

Community:

Villages in community:

Name of chairperson:

Name of assistant chairperson:

Name of contact person 1:

Name of contact person 2:

Mobile number of contact person 1:

Mobile number of contact person 2:

Bank Account Details

Name of Bank:

Account Number:

Name of signatory 1:

Signature of signatory 1:

Name of signatory 2:

Signature of signatory 2:

Name of signatory 3:

Signature of signatory 3:

Name of signatory 4:

Signature of signatory 4:

Community works Supervisors (CWS)

Name CWS 1:

CWS 1 mobile number:

Name CWS 2:

CWS 2 mobile number:

Name CWS 3:

CWS 3 mobile number:

Name CWS 4:

CWS 4 mobile number:

Community Based Contractor Partnership Agreement



Between

Public Works Department (PWD) and Provincial Government (PPG)

This memorandum of understanding seeks to define the background, objectives and strategic partnership between the Public Works Department (PWD) and Provincial Government.

OBJECTIVE

The objective of this Partnership Agreement is to seek cooperation and partnership between both parties in the implementation process of road maintenance works through community engagement.

Background

Public Works Department (PWD) will use Community-Based Contracting (CBC) to maintain roads through labour-based preventative maintenance methods with the assistance of the Provincial Administration and its area councils. It will involve mainly the communities in the surrounding road network area to use local resources and labour for maintaining roads without the use of heavy machinery.

Undertaking:

This Partnership Agreement seeks to define the opportunities and the responsibilities of the two parties. The following summarises the undertaking by the PWD and the provincial government.

1. Public Works Department (PWD)

- a. The Public Works Department consent to cooperate and build strategic partnership with the Provincial Government in consulting and engaging and contracting communities to carry out road maintenance works using labour-based preventative maintenance methods and the utilization of local resources for an agreed amount of money according to PWD's standard work rates.
- b. Upon the execution of this Partnership Agreement, the PWD will need PPG's assistance in community consultations in the said areas.
- c. After successful consultations with the communities, the PPG and the PWD will work together to implement CBC contracts.
- d. PWD will only consider disputes regarding contracts.

2. Provincial Government

- a. The PPG will assist the PWD by solving all internal community disputes.
- b. The PPG Area Council Strengthening Officer and the Area Council Secretaries of the said areas shall form part of the CBC Operations team headed by the PWD Provincial Community Partnership Officer and the Provincial Divisional Manager.

It is agreed that all the information in respect to this Partnership Agreement shall be highly confidential and restricted to the parties only.

The above terms will only bind the parties upon their agreement to work together in implementing the CBC Program.

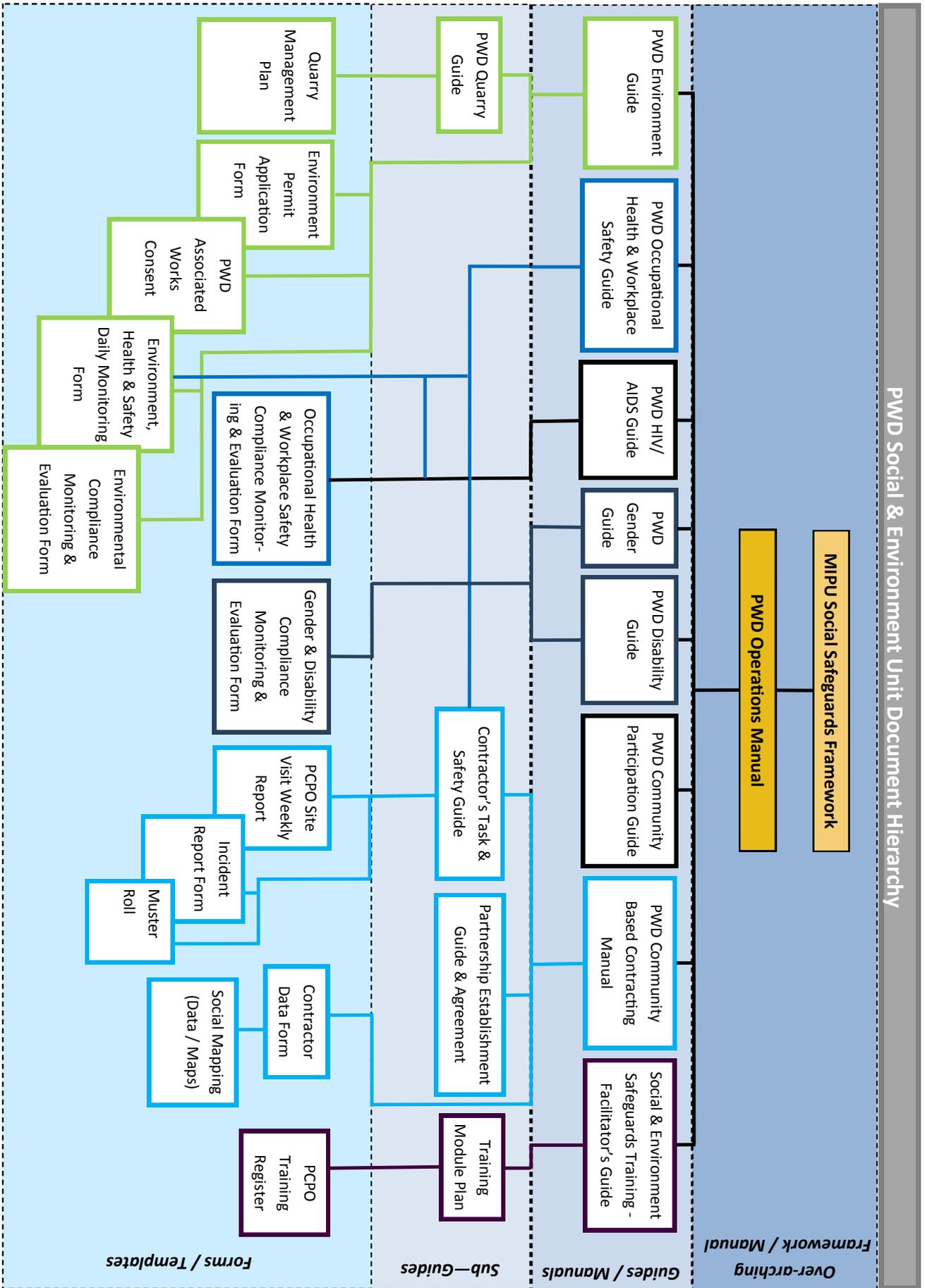
Signature of Director-General MIPU

Signature of Secretary-General ofProvince

Date:

Date:

PWD Social and Environment Unit Document Hierarchy Chart



List of abbreviations

AC	Area Councils	LPO	Local Purchase Order
ACDO	Area Council Development Officer	MIPU	Ministry of Infrastructure and Public Utilities
AS	Area Secretary	MNCC	Malvatumauri National Council of Chiefs
CLS	Community Liaison Specialist	MIS	Management Information System
CPO	Community Partnership Officer	M&E	Monitoring and Evaluation
CT&SG	Contractor's Task & Safety Guide	PA	Provincial Administrations
CWS	Community Work Supervisor	PEG	Partnership Establishment Guide
DFAT	Department of Foreign Affairs and Trade	PFO	Provincial Finance Officer
DM	Divisional Manager	PP	Provincial Planner
DoFT	Department of Finance and Treasury	PWD	Public Works Department
FSB	Finance Service Bureau	PWDHO	Public Works Department Head Office
GIS	Geographic Information System	R4D	Roads for Development Program
GoV	Government of Vanuatu	SES	Social and Environmental Safeguards
GPS	Global Positioning System	SG	Secretary General
IBC	Island Based Contractors	TACs	Technical Advisory Councils
HRM	Human Resource Manager	VTSSP	Vanuatu Transport Sector Support Program
ICC	Island Council of Chiefs		
LBPM	Labour Based Preventative Maintenance		

Key contacts

Public Works Department (PWD) Offices

PWD Head Office

Nasituan Building
George Pompidou Area
PMB 9044
Tel: 22888

PWD Shefa - Workshop and laboratory

Private mail bag (PMB) 9044
Tel: 22555

PWD Malampa

Lakatoro Office
PO Box 9
Tel: 48490
Fax: 48497

PWD Sanma

Luganville Office
PO Box 147
Tel: 36316

PWD Tafea

Isangel Office
PO Box 26
Tel: 88689

PWD Penama

Saratamata Office
PO Box 240
Tel: 38825

Provincial Administration Offices

Shefa Provincial Council

PMB 9062
Tel: 22752
Fax: 22785

Malampa Provincial Council

Lakataro Office
PO Box 22
Tel: 48491

Penama Provincial Council

Saratamata Office
PO Box 8
Tel: 38348

Tafea Local Government Council

Isangel Office
Tel: 88664
Fax: 88638

Sanma Provincial Government

P.O.Box 239
Luganville
Santo
Tel: 36712

Torba Provincial Government

P.O.Box 13
Sola
Vanua Lava
Tel: 33500

PUBLIC WORKS DEPARTMENT

Nasituan Building
George Pompidou Area
Port Vila, Vanuatu
PMB 9044
T: 22888

