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Department of Environment and Natural Resources

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DENR MEMORANDUM CIRCULAR

No. 2002-19
Series of 2002

SUBJECT : Guidelines for the Selection, Appraisal, Approval and Monitoring and Evaluation of Projects Implemented under the DENR CLASP

Pursuant to DENR Special Order No. 2001-660 dated November 5, 2001, creating the Committees/Teams for the Development and Implementation of the DENR-Community Livelihood Assistance Special Program (CLASP), the following guidelines governing the selection, appraisal, approval and monitoring and evaluation of DENR-CLASP projects are hereby adopted:

Section 1. Rationale

DENR-CLASP is in response to the government's call for wealth creation and poverty reduction in resource-dependent communities of the country. CLASP aims to provide livelihood opportunities to local communities, peoples organizations (POs), non-government organizations (NGOs) and local government units (LGUs) by serving as an information exchange and coordinating center for facilitating access to available technologies and funding from the DENR.

Through the CLASP, DENR shall identify and introduce environment and natural resources related livelihood technologies; provide information and extend technical support for the selection of appropriate technologies; prepare business plans; source funds for the development of projects; provide support services such as training, research and development of model sites; market assistance; and dissemination of necessary information. DENR shall also continuously provide the necessary policies to sustain the implementation of CLASP.

Section 2. Objectives

The objectives of this Circular are as follow:

- 2.1 to provide an orderly and clear procedure in the selection, appraisal and approval of project proposals under CLASP
- 2.2 to establish appropriate procedures and methodologies in the monitoring and evaluation of the physical and financial aspects of projects

- 2.3 to guide program participants, field staff and other concerned units on the implementation of CLASP livelihood projects.
- 2.4 to secure maximum management intervention to sustain the nationwide implementation of the program.

Section 3. Scope and Coverage

This order shall cover sustainable livelihood activities proposed and initiated by the DENR Field Offices with the POs, LGUs and other stakeholders. The activities shall be within the scope of the government's call for poverty reduction and wealth creation in the Philippines.

Section 4. Services Provided by CLASP

The following specific services shall be provided by the CLASP:

- 4.1 Identification and introduction of ENR-related livelihood/wealth creating projects that can be adopted by upland, coastal, urban, and other communities;
- 4.2 Provision of technical assistance for selection of appropriate technology, preparation of livelihood or business plan, sourcing of funds to start the implementation of livelihood projects or to expand existing ones that have the potential for sustainability and commercial viability;
- 4.3 Provision of support services on skills training for project beneficiaries and cooperators, project management, product development, marketing strategies, and networking/linkaging, among others.
- 4.4 Conduct of policy, operation, and necessary researches and strengthening the CLASP Information Management System that aims to ensure the sustainability of the ENR livelihood programs and projects;
- 4.5 Establishment of livelihood prototype/demonstration or model sites, documentation of success stories, and conduct of Information, Education and Advocacy campaign.
- 4.6 Formulation and preparation of general livelihood guidelines and standards for strategic interventions of all sectors concerned in support to the National CLASP Framework Plan of the DENR.

Section 5: Criteria/Requirements for the:

5.1 Selection of Livelihood Projects

The criteria for the selection of livelihood projects for promotion by the CLASP are the following:

- 5.1.1 Development of ENR in an environmentally sound and sustainable way
- 5.1.2 Technological viability, e.g., applies technologies and/or indigenous knowledge developed, tested and validated by the DENR and other institution.
- 5.1.3 Market/economic viability, or can potentially lead to a commercially viable project that can contribute to wealth creation in the local communities
- 5.1.4 Local adaptability and acceptability
- 5.1.5 Practical applicability and has the confidence of the CLASP implementation Committees about its potential success
- 5.1.6 Can potentially elicit support from other sources of assistance, e.g., LGUs, business companies, NGOs, etc.

5.2 Selection of Beneficiaries

The following are the target beneficiaries of the project:

- 5.2.1 Local Communities/Indigenous Peoples (IPs)
- 5.2.2 People's Organizations (POs)
- 5.2.3 Non Government Organizations (NGOs)
- 5.2.4 Local Government Units (LGUs)
- 5.2.5 Other Government and Non-Government Institution

5.3 Selection of Sites

The sites for the project should have all of the following:

- 5.3.1 Committed and supportive LGU
- 5.3.2 At least one functional and good performing people's organization (PO) that is actively involved in ENR or poverty alleviation projects

5.3.3 Public Land, e.g., within CBFM and NIPAS Multiple Use Buffer Zones and other suitable areas

5.3.4 Accessible areas

Section 6: Prescribed Format for Project Proposals

Attached, as Annex 1 is the prescribed outline for proposals whose funding is requested through the DENR-CLASP. It includes the instructions/guide on how to fill up various items in the said outline

Section 7: Process Flow For The Preparation, Processing And Approval Of Project Proposals

7.1 Attached as Annex 2 is the process flow indicating the Offices, Committees/Teams, actions to be taken by concerned Officials including the pertinent documents for project proposals under the DENR-CLASP.

7.2 The aforementioned process flow also includes the roles and responsibilities of the DENR-CLASP Steering and Technical Committees, and the Regional/Provincial Livelihood Assistance Teams as per DENR Special Order No. 2001-660.

Section 8: Monitoring and Evaluation

8.1 The DENR-CLASP Steering Committee is mandated to oversee the development and implementation of DENR-CLASP. As such, it shall coordinate the periodic assessment of the overall plan of the program.

8.2 The Technical Committee created through the aforementioned DENR Special Order shall assist the Steering Committee in the performance of their functions as well as in monitoring and evaluation of livelihood projects and other related functions.

8.3 The Regional/Provincial Livelihood Assistance Teams is also authorized to monitor and evaluate the progress of program implementation within their areas of responsibility and shall provide support to the authorized personnel from the National Steering and Technical Committees.

8.4 Attached as Annex 3 is the Monitoring and Evaluation flow chart for approved livelihood projects.

Section 9: Incentives

In recognition of the successful implementation of projects by various stakeholders, the DENR shall provide incentives and/or rewards to CLASP project implementers. The CLASP Technical Committee shall prepare specific guidelines on rewards and incentives in consultation with all concerned parties/offices.

Section 10: Funding

- 10.1 The guidelines in the reprogramming of programs, projects and activities authorized the regional offices to set aside an operational budget for the CLASP. Likewise, the DENR Central Office is authorized to earmark some amount to serve as seed money for livelihood projects and the operational requirements of the CLASP Steering and Technical Committees.
- 10.2 For succeeding years of program implementation, the concerned DENR Regional Offices are authorized to include DENR CLASP in their list of priority programs and thrusts and such shall be included in their respective PPAs/MFOs.

Section 11: Sustainability

All foreign and special programs/projects of the DENR adopting community based ENR management, as a strategy should include a livelihood-CLASP component consistent with the provisions of his circular.

The CLASP National Steering Committee, Technical Steering Committee and Regional Teams shall provide management interventions and other institutional support system to sustain the program.

This Order shall take effect immediately.



HEHERSON T. ALVAREZ
Secretary

PROJECT PROPOSAL FOR FUNDING UNDER CLASP

□ *Date of Submission*

1. **PROJECT TITLE** (state the name of the project. The title should be concise and captures what the project is all about)

2. **PROJECT PROPONENT** (state the name, designation and office of the person proposing the project)

3. **TARGET BENEFICIARIES** (state the name of group or organization, number and location)

4. **IMPLEMENTING AGENCIES** (indicate the lead and cooperating agencies or entities implementing the project)

5. **PROJECT SITES/LOCATION** (indicate the barangay, municipality/city, province, and region where the project is located)

6. **PROJECT BACKGROUND/RATIONALE** (state the background and importance of the project, identification of core/problem/need to be addressed, the problem's causes and effects)

7. **PROJECT'S RELATIONSHIP TO NATIONAL AND DENR PRIORITIES**
(discuss how the project will support or contribute to national and DENR priorities)

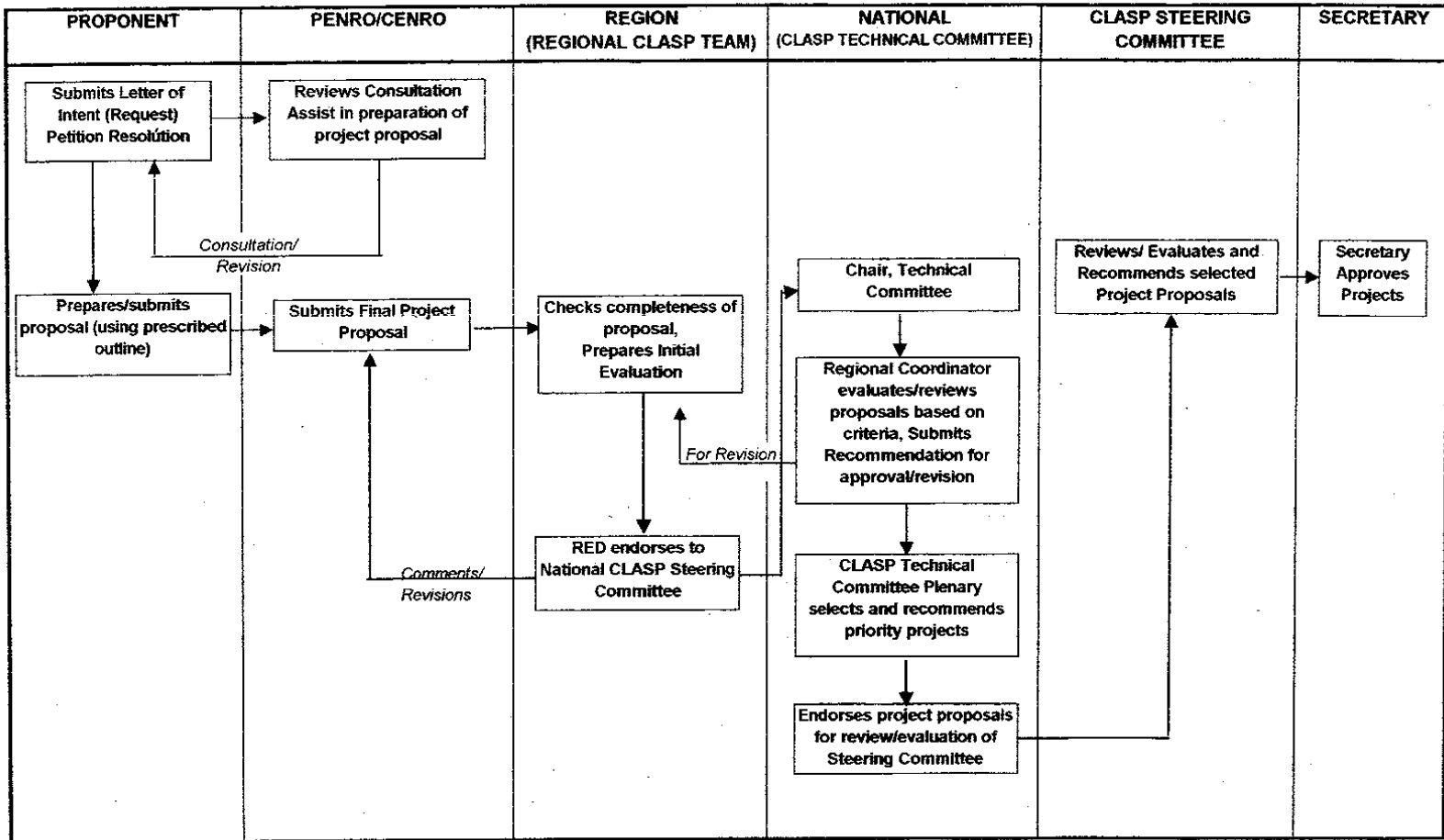
8. **PROJECT OBJECTIVES** (state the goal or purpose of the project)

9. **METHODOLOGY** (describe how the project will be undertaken or the process involved in implementing the project)

10. **EXPECTED BENEFITS** (state social, economic, environmental benefits that can be derived from the project. Make a projection of future economic/financial benefits or income)

11. **PROJECT MANAGEMENT** (define organizational structure, staff requirements and working procedure)

Process and Documents Flow: Selection, Appraisal and Approval of CLASP Projects



Process and Documents Flow: Monitoring and Evaluation of CLASP Projects

