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# USAID SAFE WATER QUARTERLY REPORT

Year I: December 2019 – March 2020

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Year I: December 2019 – March 2020

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## **PREFACE**

The United States Agency for International Development (USAID), through its Mission to the Philippines, has contracted DAI Global, LLC (DAI) as the implementing partner for the Safe Water activity under Contract No. 72049220D00002. The effective date of the contract is December 2, 2019 to December 1, 2024. DAI partners with five organizations—Orient Integrated Development Consultants, Inc.; Lutheran World Relief, Manila Observatory, Geosciences Foundation Inc., and CEST Inc.

This report describes the accomplishments of the project from its inception on December 2, 2019 (Quarter 1) to March 31, 2020 (Quarter 2), and a summary of the planned activities for the next quarter.

## ACRONYMS AND ABBREVIATIONS

ADB	Asian Development Bank
BACIWA	Bacolod City Water District
BCWD	Butuan City Water District
BMRB	Buayan-Malungon River Basin
BWSA	Barangay Water and Sanitation Associations
CCC	COVID-19 Coordinating Committee
CDC	Center for Disease Control
CMS	Central Management System
CMT	Crisis Management Team
COP	Chief of Party
COR	Contracting Officer's Representative
COVID	Coronavirus Disease
CSO	Civil Society Organizations
DCOP	Deputy Chief of Party
DENR	Department of Environment and Natural Resources
DILG	Department of Interior and Local Government
DOH	Department of Health
ECQ	Enhanced Community Quarantine
EMMP	Environment Management and Monitoring Plan
FAS	Financial and Accounting System
GAP	Gender Action Plan
GEWE	Gender Equality and Women's Empowerment
GFI	Geoscience Foundation, Inc.
GHG	Greenhouse gas
GIS	Geographic Information System
GSCWD	General Santos City Water District
HO	Home Office
IMT	Incident Management Team
ISOS	International SOS
LGU	Local Government Unit
LTTA	Long-Term Technical Assistance
LWUA	Local Water Utilities Administration
MEL	Monitoring, Evaluation and Learning
MO	Manila Observatory
MOU	Memorandum of Understanding
NEDA	National Economic and Development Authority
NGO	Non-governmental Organizations
NWRB	National Water Resources Board
OCAT	Organizational Capacity Assessment Tool
PAMB	Protected Area Management Board
PAWD	Philippine Association of Water Districts
PBSP	Philippine Business for Social Progress
PCP	Project Continuity Plan

PCSD	Palawan Council for Sustainable Development
PLDT	Philippine Long Distance Telephone
PPC	Puerto Princesa City
PPCWD	Puerto Princesa City Water District
PPP	Public-Private Partnership
PSA	Philippine Statistics Authority
PW	Protect Wildlife
PWSSMP	Philippine Water Supply and Sanitation Master Plan
SURGE	Strengthening Urban Resilience for Growth with Equity
SDG	Sustainable Development Goals
SFP	Security Focal Points
SOA	Schedule of Authorities
SOW	Scope of Work
STTA	Short-Term Technical Assistance
SW/A	Safe Water/ Safe Water Activity
TNA	Training Needs Analysis
TOR	Terms of Reference
UFF	Unified Financing Framework
UNICEF	United Nations International Children's Emergency Fund
USAID	United States Agency for International Development
WASH	Water, Sanitation and Hygiene
WASHFIN	Water, Sanitation and Hygiene Finance
WC	Watershed Council
WD	Water District
WHO-JMP	World Health Organization -
WRM	Water Resource Management
WSP	Water Service Providers
WSS	Water Supply and Sanitation



## EXECUTIVE SUMMARY

This report presents the accomplishments of the Safe Water Project (SW) for the first (December 2019) and second quarters (January to March 2020) of its implementation. The project implementation commenced on December 2, 2019 after USAID executed the contract with DAI Global LLC (DAI), the prime contractor, on November 21, 2019.

Safe Water is the flagship project of USAID in the Philippines for water and sanitation sector development. It is an \$18 million initiative over a five-year implementation period spanning December 2019 to December 2024. The primary purpose of SW is to improve the water security of water-stressed communities in the Philippines. Water security is characterized by: i) increased access of underserved or unserved communities to safe water supply and sanitation services; and ii) more sustainable water management of surface and groundwater resources to meet human, economic and ecosystem needs. The project has three inter-related objectives: increased access to resilient water supply and sanitation services; improved water resource management; and strengthened water sector governance. The project will operate in Manila for national level activities and oversight of field offices and in three target sites, namely: Puerto Princesa City and Palawan Province, Bacolod City and Negros Occidental Province, and General Santos City and Sarangani Province.

During the first quarter of the project (through December 2019) the DAI start-up team and the Deputy Chief of Party (DCOP) implemented critical initial project activities, such as ensuring compliance with local laws on employment, office registration, opening of the project bank account and establishing offices. They began mobilization of core team members and developed the project recruitment system.

Building on preliminary work in Q1, between January and March 2020, the Team focused on preparing the deliverables listed in *Table 1*. The Team submitted all deliverables on time.

TABLE 1: STATUS OF IMMEDIATE CONTRACT DELIVERABLES

IMMEDIATE DELIVERABLES	DUE DATES
1. Mobilization Plan	December 31, 2019
2. Branding and Marking Plan	January 15, 2020
3. Gender Action Plan (GAP)	January 15, 2020
4. First Year Work Plan (inclusive of Environment Management and Monitoring Plan or EMMP and the Communications and Outreach Plan)	February 2, 2020
5. Monitoring, Evaluation and Learning Plan	February 15, 2020

In addition to producing the deliverables in Table 1, the Team undertook the following core activities in Quarter 2:

- Conducted the consultation meetings and co-design workshops in Manila and the three field sites (See Co-Design Workshop Report in Annex A). These co-design workshops enabled the Team to validate the integrated approach of the project and the initial activities in the year 1 work plan. They also informed the prioritization of watersheds, namely: Montible in Palawan, Buayan- Malungon in Sarangani and Siguel for General Santos, and Bago and Malogo in Negros Occidental. They validated the need for hydrological studies to assess the state of the target sites' water resources and water balance accounting;
- Revised the first year work plan to reflect the agreements and additional baseline and qualitative information generated by the co-design workshops;

- Agreed with NEDA on the priority SW activities to support the Philippine Water Supply and Sanitation Master Plan and the Unified Financing Framework;
- Continued project management activities, particularly recruitment and procurement; and,
- Started the discussions with Water.org, PBSP/Water Alliance and PLDT Group on partnership agreements with SW related to water household financing of WSS services through MFIs, water demand management, and water resource protection and conservation, respectively.

The Team's progress has been hampered by the COVID 19 pandemic. Since mid-March, the Team has worked from home in accordance with the government's directive for enhanced community quarantine and Safe Water's Project Continuity Plan, submitted to USAID in the first week of April. All field work and face-to-face meetings have been postponed. However, the Team continues to do desk work (illustrated below), conduct virtual meetings and communication with clients.

#### **OBJECTIVE 1: INCREASE ACCESS TO RESILIENT WATER AND SANITATION SERVICES**

- Assist in the collection of relevant documents and secondary data.
- Review capacity assessment tools and identify key outcome indicators for improved governance and management capacities of WSS and WRM capacity building interventions to inform diagnostic tools under the project.
- Coordinate with DILG on the issuance and implementation of the Salintubig 2020 guidelines.
- Communicate with target Year 1 beneficiaries (WSPs/LGUs, gov't agencies) regarding status of water and sanitation services to assess possible assistance.
- Gather additional information which can be processed and analyzed without going to the field.

#### **OBJECTIVE 2: IMPROVE SUSTAINABLE MANAGEMENT OF WATER RESOURCES**

- Work with GIS specialist to identify LGUs with forest losses/ forest degradation. Refine methodology for forest cover mapping/land cover mapping using remote sensing imagery.
- Consolidate socio-economic and biophysical information of priority watersheds from various sources.
- Identify potential catchments for SW assistance which will contribute to reduction in GHG emissions and improvement in the management of forests and forestland.
- Populate the geospatial database of SW using sources available online (hazard maps, geologic maps, soil maps, maps of protected areas, PSA census, etc.). Digitize geospatial datasets if their shapefile/kml/geojson formats are not available.
- Draft MOUs for partnerships.

#### **OBJECTIVE 3: IMPROVE WATER SECTOR GOVERNANCE**

- Review the Central Management System Guidelines for LGU-run water utilities; and, continue the preparation of the UFF Grants Protocol and the blended finance arrangement for household sanitation services.
- Prepare the detailed action plan on the support to NEDA for the implementation of the PWSSMP and UFF.

#### **CROSS-CUTTING**

- Finalize safe water's monitoring, evaluation and learning (MEL) plan and develop detailed mechanisms for collection of data anchored on the approved MEL plan.

- Prepare communication materials such as fact sheets, COVID-19 technical briefs for WSPs, and project templates.
- Identify GEWE online modules appropriate for SW and propose for mandatory completion for the entire team. Develop internal team guidelines for mainstreaming/ integrating GEWE into SW activity identification, implementation, monitoring and evaluation through checklists>

## I. INTRODUCTION

The Safe Water (SW) is the flagship project of USAID in the Philippines on water and sanitation sector development. It is an \$18 million initiative over a five-year implementation period, i.e., December 2019 to 2024. USAID designed the project to help the Philippine Government sustain its gains in sector development, address sector gaps, build from gains of the effective initiatives in previous water and sanitation related projects, and expand the scope to include resource management for sustainability of supply—in terms of both quantity and quality.

SW will contribute to the solutions to the following challenges:

1. *Access to Water Supply and Sanitation Services.* Approximately 12.4 million people in the Philippines still lack access to safe drinking water. Throughout the Philippines, there are still 332 waterless municipalities, where in each municipality more than 50 percent of households are still in need of access to clean drinking water. On sanitation, according to the 2017 Field Health Service Information System of the Department of Health (DOH), 85.09 percent of the population has access to basic sanitation services but no data is yet available for percentage of the population with safely managed sanitation services (definition includes having properly designed septic tanks and wastewater management services). The DOH, working with the World Health Organization (WHO), came up with a preliminary estimate of this magnitude showing only less than 20 percent of the population have access to safely managed sanitation services. This can be explained by poorly designed septic tanks and lack of wastewater management services. Many low-income households still rely on shared or unsanitary toilets (e.g. open pit, drop/hang system); and, more than four million people still practice open defecation. Even among those households that have access to improved sanitation, few are connected to sewerage or septage treatment facilities. Existing sewage collection/treatment systems serve only three to five percent of the population. Consequently, a large volume of untreated household wastewater ends up contaminating ground and surface water resources, creating serious public health concerns.

2. *Water Resource Management.* The Philippines has 18 major river basins, 142 critical watersheds and about 24 percent of forest cover. While the Philippines has an apparent abundance of water resources, these resources are unevenly distributed and face multiple threats to their ability to supply water on a long-term basis. These threats include the continued degradation of watersheds, poor water resources governance and allocation, and the increasing frequency of extreme weather events caused by climate change.



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Even among those households that have access to improved sanitation, few are connected to sewerage or septage treatment facilities

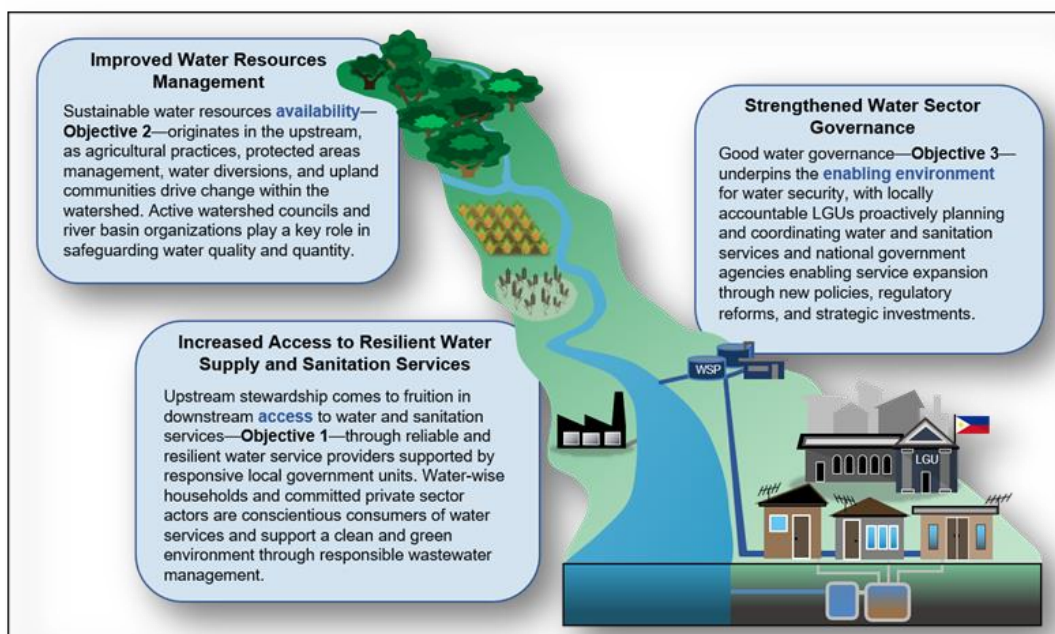
watersheds has exacerbated drought and flood conditions that occur with greater frequency, and there is increased competition among agriculture, energy and other sectors for ever-scarcer surface water resources. In response, cities, municipalities and industries have expanded their reliance on groundwater, which is accelerating the depletion of groundwater resources. In many coastal zones, this has led to saltwater intrusion into freshwater aquifers.

3. *Enabling Environment.* The Philippines water and sanitation sector is highly fragmented with no apex body; multiple national and local government institutions are involved in WASH governance and service delivery. Economic regulation (license to operate and tariff setting) is also fragmented and ineffective given conflicts of interest of regulatory bodies due to other mandates. Local Government Unit (LGU)-run utilities are not regulated and hence are not held accountable for standards of service. Financing requirements to meet the Sustainable Development Goal (SDG) target of universal coverage by 2030 is in the magnitude of PhPI.3 trillion, 25 times more than historical public investments.

## 1.1 ACTIVITY OVERVIEW

The primary purpose of SW is to improve the water security of water-stressed communities in the Philippines. Water security is characterized by: i) increased access of underserved or unserved communities to safe water supply and sanitation services; and ii) more sustainable water management of surface and groundwater resources to meet human, economic and ecosystem needs. The Integrated and Inclusive Water Security Framework (*Figure 1*) underpins the implementation plan of the project, which revolves around three objectives, as follows: 1) increased access to safe and resilient water supply and sanitation services, thereby contributing to the SDG target of universal coverage by 2030; 2) improved water resources management focusing on protection and conservation of resources, and efficient use of water resources; and, 3) strengthened water sector governance, primarily supporting the enactment of policies, regulatory reforms and strategic investments at the national and local government levels.

FIGURE 1: SAFE WATER INTEGRATED AND INCLUSIVE WATER SECURITY FRAMEWORK



The SW is tasked to work in three geographic sites to implement the activities related to Objectives 1 and 2. However, the project will move beyond the prioritized areas as successful models and approaches are scaled and sustained through collaboration and communication with water and sanitation service policy makers and service providers, as well as thought leaders at the basin, regional and national levels.

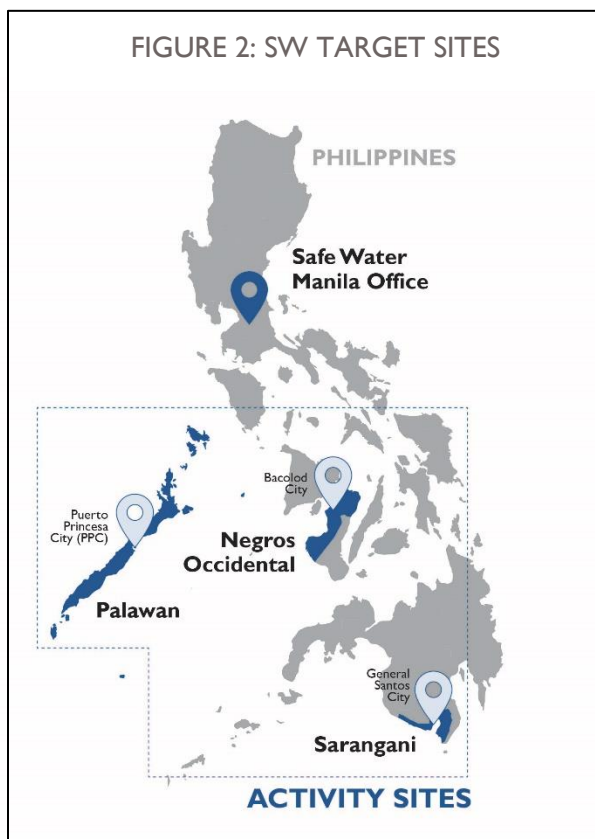
As regards Objective 3, the activities will be led from the Manila office of the project. The focus will be supporting NEDA’s efforts to lead the implementation of the Philippine Water Supply and Sanitation Master Plan, which covers eight key reform areas including institutional strengthening and regulatory reforms, and the new financing policy for the sector embodied in the Unified Financing Framework.

## I.2 TARGET SITES

SW field activities will focus on the following cities and provinces (Figure 2):

1. Puerto Princesa City and Palawan Province. This covers the Irawan watershed, presently the main source of raw water for Puerto Princesa City Water District (PPCWD), and the Montible watershed in order to diversify the raw water sources and address the increasing water shortage in PPC and neighboring municipalities.
2. General Santos City and Sarangani Province. The Buayan – Malungon River Basin (BMRB) encompasses seven watersheds that originate in three provinces (Sarangani, Davao Occidental and South Cotabato), connect in Sarangani Province, and discharge into Sarangani Bay along the Eastern edge of General Santos City. The BMRB— upstream of General Santos City—will also serve as the WRM demonstration site of the project.
3. Bacolod City and Negros Occidental Province. Initially the project may cover Mt. Managaksak along Mount Mandalagan Mountain Range, the headwaters of the Upper Caliban River. This river has been the supply source of the Bacolod City Water District (BACIWA). To diversify the sources of raw water and address the water shortage in the province, the project may also look into the three major watershed forest reserves in the province, namely: Bago River Watershed; Ilog-Hilabangan Watershed; and Kabankalan Watershed with total areas of 61,926 hectares, 10,211 hectares, and 432 hectares, respectively.

Based on initial consultations, data collection and analysis, the Team will focus activities in its first-year work plan on the following critical issues in these cities and provinces:

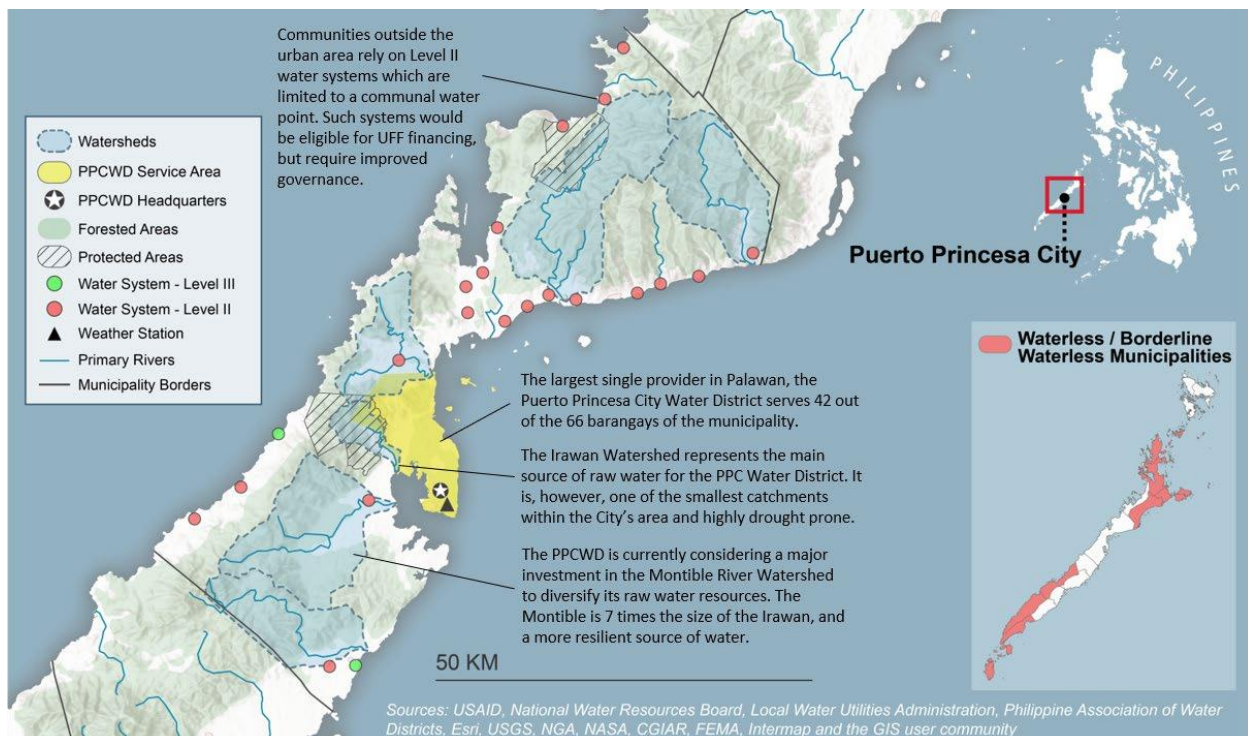


## 1.2.1 PUERTO PRINCESA CITY AND PALAWAN PROVINCE

Current water sources for Puerto Princesa City is severely inadequate, especially with the recurrent drought experienced by the Palawan (Figure 3). Palawan relies mainly on groundwater for its domestic water requirements. The area with available groundwater (shallow and deep well areas), however, is limited to only 2,242 sq. km. or 15% of the province’s total land area.<sup>1</sup> Surface water (from 28 rivers) is another source but is mainly used for agriculture. Apart from Puerto Princesa City Water District (PPCWD), all other service providers are small and do not have the economies of scale to shift from groundwater to surface water.

The PPCWD relies on the Campo Uno Facility in the Irawan River Watershed<sup>2</sup> as its primary source of raw water to meet the daily water needs of more than 40,000 customers. The Campo Uno flowrate has drastically declined from its average production of 750 cubic meters per hour, to a recent low of 81 cubic meters per hour in 2019, just 10.8% of its historical average production capacity. This year it is only slightly better at 20% of average capacity. This has placed the Water District in a state of emergency. PPCWD has progressively escalated its water crisis alert level, imposed water rationing in nearly all the 66 barangays it serves, and the City declaring a “state of calamity” to access disaster response funds. This situation highlights the urgent need for the PPCWD to institute WDM measures and diversify its raw water sources, with Montible and Lapu-lapu Rivers identified as the most plausible alternative sources.

FIGURE 3: WATER SECURITY SITUATION IN PUERTO PRINCESA CITY



<sup>1</sup> NWRB, 1981 cited in Palawan Provincial Physical Framework and Development Plan (PPFDP), 2014-2023

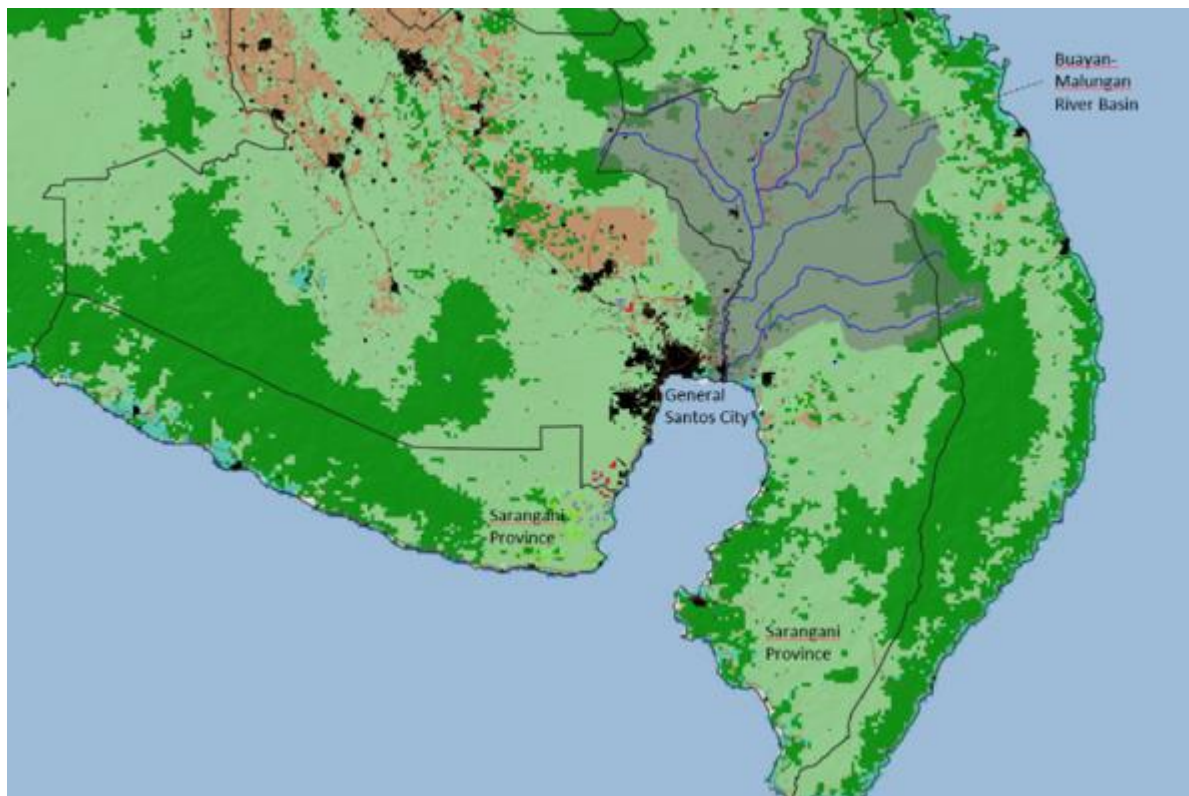
<sup>2</sup> The Irawan River Watershed, also known as the Palawan Flora and Fauna Watershed Reserve (PFFWR), is an 8,000-ha reservation site. It is home to the Tagbanuas who have Certificates of Ancestral Domain Claim on the area.

Eleven of Palawan’s 23 municipalities are considered waterless or borderline waterless, and just 14 percent of households have access to piped water from a utility. LGU operated water systems dominate, with a patchwork of 63 LGU-run systems in 11 LGUs and 116 barangay water and sanitation associations (BWSAs) providing services across the island. These water service providers have poor governance and rarely operate on commercial principles; thus, most are not financially viable.

## 1.2.2 GENERAL SANTOS CITY AND SARANGANI PROVINCE

The loss of forest cover and dominance of annual crops have contributed to the river basin’s highly fluctuating river flows, significant flood and landslide risks, and poor surface water quality. The BMRB encompasses seven watersheds which are the main water sources for Sarangani Province. The 1,505 sq. km. river basin was once covered with forest, but today less than 10 percent remains (*Figure 4*). The BMRB is home to about 300,000 people, of which an estimated two-thirds still practice shifting agriculture in designated public forest lands, and often lack any title or formal right to the lands they farm.

FIGURE 4: FOREST COVER OF THE BMRB AND SARANGANI PROVINCE



Water and sanitation service providers need to improve governance and management systems to provide better service and to be more aware of resource management. At present, most of the water service providers in General Santos City and in Sarangani province are run by Rural Water Service Associations (80%) and Barangay Water Service Associations (11%). There are only five Water Districts and three LGU-run water utilities in the Province. Under this situation, water infrastructure and services have not been able to meet the growing demand for water of the growing population. The

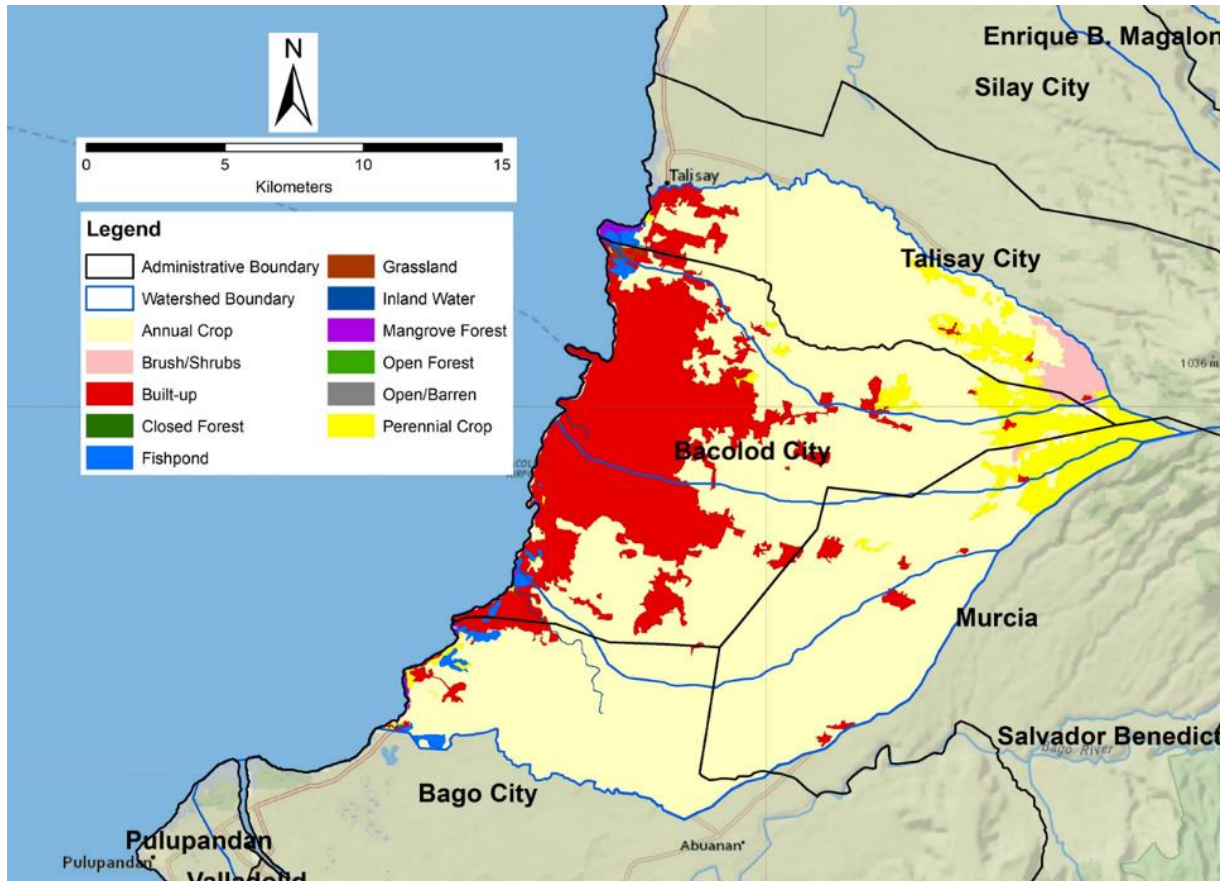


water service coverage for instance of General Santos City Water District (GSCWD) and the Malungon Water District is only 31% and 3%, respectively.

### 1.2.3 BACOLOD CITY AND NEGROS OCCIDENTAL PROVINCE

Negros Occidental’s economic hub, Bacolod City have huge and growing water supply and sanitation supply gaps. The NWRB has also rated Bacolod City as a water critical urban area. For its water requirements, Bacolod City relies mainly on groundwater sources which are now almost depleted and the sub-watersheds in the area.

FIGURE 5: BACOLOD CITY FOREST COVER MAP



Water demand in Bacolod City significantly exceeds supply by 40 percent. The Bacolod City Water District (BACIWA) serves only 38 percent of the population in its franchise area and is currently getting additional water supply from the Murcia Water District to help address water shortages. Bacolod Watershed is severely denuded and needs immediate rehabilitation.

### 1.2.4 FIELD AND NATIONAL IMPLEMENTATION

To address these challenges, the SW field offices will implement the project activities related to the expansion and improvement of water supply and sanitation services. This will be undertaken through capacity building, governance reforms, and facilitating access to financing. The team will also improve water resource management through strengthening of watershed management councils, assisting LGUs prepare water security plans informed by data and science, and improving water demand management.

In particular, the team will use economic tools and water use efficiency measures, including demand management among users.

On the other hand, the Manila office will lead national level technical assistance for enabling policies, institutional strengthening and regulatory reforms. The Manila office also maintains the national advisors and specialists who lead the development of strategic work plans, provide technical directions to the field staff and manage partnerships at the national level.

## 2. SUMMARY OF ACCOMPLISHMENTS

### 2.1 MAJOR START-UP ACTIVITIES

DAI mobilized a home office (HO) Start-up Team to work with the Safe Water Chief of Party, (COP), Deputy Chief of Party (DCOP), other Key Personnel and locally-hired staff in setting up the organizational, technical, logistical, financial, and institutional needs of the new USAID-supported activity in the Philippines. The Team implemented rapid and efficient start-up and mobilization activities, ensuring that Safe Water has the right infrastructure and setup for long-term success, while delivering immediate contractual deliverables. The following HO staff provided support and assistance from December to March 2020:

- [REDACTED] – Project Manager for Safe Water
- [REDACTED] – Technical Advisor
- [REDACTED] – Project Associate for Safe Water
- [REDACTED] – Start-up Manager
- [REDACTED] – Recruitment Specialist
- [REDACTED] – Start up Coordinator
- [REDACTED] – Technical Specialist. M&E support

#### 2.1.1 MEETINGS WITH USAID AND KEY COUNTERPARTS

On January 8, 2020, the Team held initial meeting with Ms. Joanne Dulce, Mr. John Edgar, Ms. Bea Conde, Mr. Jojo Calixto, Ms. Sandra Jansen, and other USAID staff. The meeting resulted in agreements on Safe Water start-up activities. The highlights of the meeting were the following:

- In the meeting, USAID asked that Zamboanga be changed with another suitable site in Luzon or Visayas in order not to focus too heavily on Mindanao. Using the same criteria in the proposal for the site selection, the Team short-listed and conducted a rapid assessment of the three potential sites: Batangas, Bohol and Negros Occidental. After a thorough review of the rapid assessment and the recommendation based on the criteria, USAID accepted Negros Occidental as the third site on February 14, 2020.
- In the same meeting, USAID advised the Team to conduct consultations and co-design workshops in the project sites. These workshops will henceforth be requisite activities for annual work plan preparation. Hence the Team conducted consultations with the national government counterparts, particularly NEDA and DILG (NWRB and LWUA were not able to attend the meetings), and co-design workshops in the three project sites. The Team conducted the following consultation meetings and co-design workshops in Manila and the three field sites:
  - January 27, 2020 - with NEDA and DILG (LWUA and NWRB were unable to attend)
  - February 18, 2020 - Puerto Princesa City and Palawan Province stakeholders
  - February 21, 2020 - General Santos City and Sarangani Province stakeholders
  - March 13, 2020 - Bacolod City and Negros Occidental Province stakeholders

These consultations/ co-design workshops enabled the Team to validate the integrated approach of the project and the initial activities in the year I work plan. They also informed the prioritization of watersheds, namely: Montible in Palawan, Buayan- Malungon in Sarangani and Siguel for General Santos, and Bago and Malogo in Negros Occidental. They validated the need for hydrologic studies to determine the state of the water resources and enable the estimation of the water balance. Stakeholders shared available information and resources that can be harnessed for the project’s activities and used to identify entry points for strategic interventions. The participants identified the priority technical assistance and capacity development measures to strengthen the capability and effectiveness of local stakeholders to carry out mandates related to the objectives of the project. The highlights of the co-design workshops are provided in Annex A of this report. After these co-design workshops, the Team proceeded with the refinement of the Year I work plan, detailing the activities and specifying the entry points for the project’s assistance.



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(Left photo) Negros Occidental Governor Jose Eugenio Lacson meets with the Safe Water Activity team led by USAID Contracting Officer’s Representative Joanne Dulce and Chief of Party Alma Porciuncula to discuss priorities for the program’s first-year implementation. (Right photo) Participants from the Negros Occidental Co-design Workshop joins the Safe Water Activity team in a group photo.

- [REDACTED] Chief of the Office of Environment, Energy and Climate Change stated the importance of highlighting the Indo-Pacific Strategy in the SW’s communications efforts, and to use stories to highlight the work of the project.
- The Contracting Officer provided a briefing on the contract and the key requirements for its execution. In the discussion there were items identified that needed contract amendment, such as the Performance Work Statement as a result of the change in one site, replacement of the Resilient Water and Sanitation Specialist, and the alignment of the dates of the year I with the fiscal year of USAID.
- The Team also discussed branding and marking, communication and environment management and monitoring with USAID leads to guide the preparation of SW’s related plans.

On February 13, [REDACTED] called for a meeting with SW and SURGE to underscore coordination of efforts in common sites and to have regular consultations to ensure complementation of efforts. After the meeting with Mr. Edgar, the SW and SURGE met to discuss the co-design workshops and related activities of SURGE in the General Santos and Puerto Princesa to avoid duplication. It was then agreed to give SURGE time in the co-design workshops of SW to present the related activities they are doing, and how these activities can support the work plan of SW.

SW Chief of Party and Resource Mobilization Specialist had a number of meetings with NEDA and USAID’s WASHFIN Team Leader to discuss activities to commemorate World Water Day in March and to discuss as well the planned study tour to the USA regarding EPA’s State Revolving Fund for Water. Both activities had to be cancelled however because of the COVID-19 situation.

The Team also met with the Water Districts of Puerto Princesa City, General Santos City and Bacolod City to hear first-hand account of the priority issues they need to address as well as long term plans. The need for new source development is very urgent in the case of Puerto Princesa and Bacolod Cities. General Santos City has presently enough groundwater sources to serve its current customers but as the District is serving less than 40 percent of the population in the franchise area, it has to plan for new source development, preferably from surface water.

The SW Chief of Party was also invited in this year’s convention of the Philippine Association of Water Districts (PAWD) to present the scope of SW and where it might have convergence points in the development agenda of the association.

The Team also met with potential private partners, Water.org, PBSP and PLDT Smart to introduce the project and explore common goals and the value proposition for a partnership.

## 2.1.2 LOGISTICAL, ORGANIZATIONAL, AND FINANCIAL ARRANGEMENTS

### HIRING OF SAFE WATER STAFF

A summary of Safe Water staffing status, by staff type and by location, as of March 31, 2020, can be found in *Table 2*. DAI recruited an additional 12 professionals during the period, bringing the total onboard staff to 14. These include the project Chief of Party, seven technical specialists (Resilient Water Supply and Sanitation Specialist, Private Sector Engagement Advisor, Livelihood and Partnerships Coordinator, Communications and Outreach Specialist, Water Resource Management Specialist, Monitoring Evaluation and Learning Manager, and GIS Manager), and four (4) operations support (Finance Manager, IT Manager, Project Accountant, and Finance Administrator for General Santos site office).

TABLE 2: SUMMARY OF TECHNICAL AND SUPPORT STAFF BY LOCATION  
AS OF MARCH 31, 2020

Categories	Total	Staff Type		Locations			
		Technical	Support	Manila	Palawan	Negros Occidental	General Santos
No. of staff on board	14	10	4	12	0	0	2
No. of staff resigned within the quarter	0	-	-	-	-	-	-
No. of staff for USAID approval							
No. of staff for recruitment	30	19	11	5	9	9	7
Total Long-Term Technical Assistance Staff	44	29	15	17	9	9	9

### OFFICE SPACES: MANILA, GENERAL SANTOS, BACOLOD, AND PUERTO PRINCESA

Lease agreements for the Manila office have been signed and executed. The Manila office is undergoing fit-out and is expected to be ready for occupancy by June 1, 2020 (construction is being delayed by the

COVID 19 quarantine). The General Santos City staff (currently two staff, the Finance Administrator and Livelihoods & Partnerships Coordinator have been hired) will co-locate with DAI’s Protect Wildlife project. The SW will assume the lease upon the latter’s conclusion in September 2020. Recruitment for the Puerto Princesa City and Bacolod City offices is still on-going.

In Manila, the SW office is temporarily located at Regus in Joy Nostalq Center along ADB Avenue in Ortigas Center, Pasig City. This serve as the temporary base of operation of the project while waiting for the completion of fit-out and delivery of furniture and equipment of the permanent office.

Ortigas Office  


**Regional Offices**

Puerto Princesa, Palawan  


Gen. Santos City/ Sarangani  


Bacolod City, Negros Occidental  

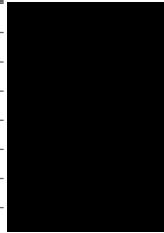

**LOCAL REGISTRATION OF ACTIVITY OFFICES**

DAI Global LLC is legally registered with the City Government Office of Puerto Princesa, and the City Government of General Santos. The registration granted DAI Business Permit to operate in the said cities subject to existing laws, ordinances, rules and regulations pertinent to the provisions of Republic Act 7160 otherwise known as the Local Government Code of 1991. The registration is valid up to December 2020 and is renewed annually. DAI is also registered with Revenue District Offices of the Bureau of Internal Revenue in both cities. Same legal registrations will be applied for in Bacolod City once the community quarantine due to COVID 19 is lifted.

**PROCUREMENT**

In support of various activities, completed the major procurements during the quarter in review:

**TABLE 3: BREAKDOWN OF MAJOR PROCUREMENTS DURING THE QUARTER**

DESCRIPTION	TOTAL (US\$)	DATE OF PURCHASE ORDER
IT – Cisco Maraki Cloud managed appliances, with licensed software		December 18, 2019
IT – 4 Units Laptop computers		December 18, 2019
IT – 4 Units Laptop computers		January 31, 2020
Office fit-out, improvement – Manila Office		February 28, 2020
IT – server desktops, laptops, printers, network switches, equipment racks		March 5, 2020
IT – server desktops, laptops, printers, network switches, equipment, racks		March 5, 2020
IT – server desktops, laptops, printers, network switches, equipment, racks		March 5, 2020
IT – server desktops, laptops, printers, network switches, equipment, racks		March 5, 2020
IT – server desktops, laptops, printers, network switches, equipment, racks		March 5, 2020

**OPENING OF BANK ACCOUNT**

The Safe Water bank account is open and functioning.

## PLANS FOR NEXT QUARTER

- Complete fit-out of the Manila office, and the two site offices in Puerto Princesa, and Bacolod City, including procurement and delivery of office furniture and fixtures.
- Coordinate delivery and installation of procured IT equipment to all project offices.
- Start procurement process of project vehicle for the Manila office.
- Complete the recruitment of remaining staff for the 3 site offices.
- Coordinate with Home Office for the conduct of TAMIS to all staff, and various financial modules (VFER, FAS, revised forms and reporting procedures, etc.) for all finance and operations personnel.
- Conduct comprehensive orientation to all staff on operational policies and procedures, including training on travel, procurement, and human resources.
- Finalize Project Security Plan, conduct security and emergency training for all staff.
- Roll out the MEL plan to all staff through the conduct of orientation workshop.
- Conduct gender sensitivity and trafficking-in-person trainings for all staff.
- Conduct a second security training for all staff.

### 2.1.3 START-UP TECHNICAL ACTIVITIES

Between January and March 2020, the Team focused on preparing the deliverables listed in *Table 4*. The Team submitted all deliverables on time; the status of each is summarized in *Table 4*.

TABLE 4: STATUS OF IMMEDIATE CONTRACT REQUIREMENTS

Immediate Deliverables	Due Dates	Status
1. Mobilization Plan	December 31, 2019	Accepted by USAID; no further work required
2. Branding and Marking Plan	January 15, 2020	Approved by USAID on March 19, 2020
3. Gender Action Plan (GAP)	January 15, 2020	USAID sent two rounds of comments on the GAP, and after the Team's revision, it was finally approved on April 17, 2020
4. First Year Work Plan (inclusive of the Environment Management and Monitoring Plan and the Communication and Outreach Plan)	January 30, 2020	USAID comments on the initial draft were incorporated to a final work plan submitted on January 30. Approved by USAID on February 15, 2020.  After the co-design workshops, the Team refined the work plan and submitted to the COR on April 6, and was accepted by the COR on April 23, 2020.
5. Monitoring, Evaluation and Learning Plan	February 15, 2020	The Team revised the MEL Plan to address the comments of USAID and to refine it based on additional baseline information gathered and feedback from the co-design work shops. The Team resubmitted the MEL Plan on April 15, and still awaiting final approval.

Quarter 2 planned activities focused on establishing more detailed baseline information, validating issues and priority sites and measures. Furthermore, starting with the co-design workshops, the Team planned to identify and establish contacts with key stakeholders, assess entry points for project assistance and review the status of the watershed management councils and identify relevant resources that can be leveraged for facilitating or enhancing project assistance. The Team accomplished what it set out to do in Quarter 2, but detailed baseline data gathering was cut short because of COVID-19.

Table 5 summarizes SW activities in Quarter 1 (December 2019) and 2 (January to March 2020). Project activities have been affected by community quarantine required by the government in view of the

COVID 19 pandemic. The quarantine necessitated that the team for work remotely and suspend all field engagements and field office set-up. As of this writing the quarantine is mandated until May 15, 2020. The situation is still evolving and is difficult to predict when normalcy is restored. In response to the situation, the Team prepared a project continuity plan up to July 2020. The plan outlined a multi-scenario plan detailing activities and the project’s response based on the length of the government-mandated lockdown. The plan will be updated on a regular basis. The project continuity plan is shown in Annex B.

TABLE 5: SUMMARY OF QUARTER 2 ACTIVITIES BY OBJECTIVE

Objective	Activities
Objective 1: Increase access to resilient water and sanitation services	<ul style="list-style-type: none"> <li>• Gathered data in the three focus geographic areas and established WSS baseline following the WHO-JMP classification. These include data on:               <ul style="list-style-type: none"> <li>○ Water service providers</li> <li>○ Number, levels of service and service connections for water districts</li> </ul> </li> <li>• Identified priority sites for WSS technical assistance for Year 1</li> <li>• Conducted initial mapping of potential sources of funds for WSS (potential sources include the 2020 Salintubig program, collaboration with Water.org, potential loans from domestic financial institutions, national grants)</li> <li>• Coordinated with DILG-Salintubig Program to identify municipalities in project sites with ongoing and proposed assistance</li> <li>• Conducted initial discussions with major water districts, Puerto Princesa City WD, General Santos City WD and Bacolod City WD to identify the areas for immediate assistance</li> </ul>
Objective 2: improve sustainable management of water resources	<ul style="list-style-type: none"> <li>• Implemented assessment of forest cover loss in priority watersheds as baseline for monitoring reduction in GHG emissions through avoided deforestation</li> <li>• Launched initial analysis of land uses in watershed areas</li> <li>• Identified watershed stakeholders</li> <li>• Gathering watershed management plans</li> <li>• Initiated discussions on partnerships with private sector and NGOs, particularly PBSP/Water Alliance (draft MOU being reviewed by PBSP); PLDT Group (areas of partnership identified) and Water.org (MOU being finalized). The activities of the partnership with Water.org will significantly contribute to Objective 1 as it pertains to facilitating household financing of water supply and sanitation services</li> </ul>
Objective 3: improve water sector governance	<ul style="list-style-type: none"> <li>• Agreed with NEDA and WASHFIN project activities that will be carried over to Safe Water, including: UFF grants protocol, utilization of the viability gap financing model, piloting of the central management system for LGU-run utilities, implementation of blended finance for household sanitation services if DOH prioritizes the project sites</li> <li>• Also agreed with NEDA to serve as technical secretariat to the regular forum with development partners</li> <li>• Co-developed with WASHFIN concept note for a forum with national stakeholders to present priority activities related to the UFF and PWSSMP implementation. The forum was scheduled to commemorate World Water Day, but had to be cancelled because of the COVID-19 outbreak.</li> </ul>
Project Management	<ul style="list-style-type: none"> <li>• Conducted co-design workshops</li> <li>• Refined Year 1 work plan</li> <li>• Revised MEL Plan</li> <li>• Continued staff recruitment and office set up</li> <li>• Prepared COVID 19 project continuity plan</li> </ul>



### **3. CORRELATION TO MEL PLAN**

Since the project does not have an approved MEL Plan yet, this section of the Quarterly Report will not be accomplished.

The Team submitted the MEL Plan on February 15, 2020. The COR reverted to the Team in March with her comments. The major comments were to provide more clarity in the causality of project interventions in the theory of change; some refinement in the definition of indicators in the PIRs; and the inclusion of indicators on water resource management, specifically, improvement in run-off, groundwater recharge and water quality. The Team submitted the revised MEL Plan to the COR on April 15 and is awaiting final approval by USAID. Furthermore, the delays in the field activities due to COVID-19 will affect the baseline data gathering for the MEL Plan.

## 4. RESULT BY RESULT ANALYSIS

Since the field offices have not been set up yet, the report for this quarter focuses on the activities done by the Manila-based Team only.

### 4.1 INITIAL FINDINGS AND QUARTER 2 HIGHLIGHTS

*Objective 1: Increased access to resilient water supply and sanitation services*

The Team gathered baseline data in the sites on list and profile of water service providers, levels of service, leading towards mapping of hotspots on poorest access and levels of service. We began development of critical contacts and stakeholders at the LGUs, PCSD in Palawan, DENR and DILG's local offices, water district, other water service providers, CSOs and private sector.

Based on consultation with stakeholders and given the gravity of the issues in the three major cities, Puerto Princesa, General Santos and Bacolod City, and their economic impact on the target provinces we decided to focus initially on these three cities. In addition, looking for the lowest hanging fruit on immediate investment opportunities for projects, our Resource Mobilization Specialist met with DILG to get the list of municipalities in the project sites that will be given grant allocation from the 2020 Salintubig Program. There are five (5) municipalities: Coron, Dumaran and Taytay in Palawan and Candoni and Isabela in Negros Occidental that are included in the 2020 Salintubig budget. The Team decided to prioritize them as well.

We initiated discussions with water districts and LGUs on their immediate technical assistance needs, as follows:

- For Puerto Princesa City Water District: review of the feasibility study and implementation plan for the new bulk water project tapping Montible River; assistance in the implementation of the septage management project under a joint venture agreement.
- For General Santos City Water District: assessment of a new surface water project tapping Malungon River.
- Bacolod City Water District: The immediate needs have not yet been identified pending the joint venture agreement for a concession. However, BCWD did say it will benefit from a water resource assessment, to especially determine bulk water sources.
- For Negros Province: assistance in the preparation of a water security plan for the province in coordination with the Water Summit Organizing Group, their existing WSS coordination platform, led by Congressman [REDACTED] and Governor [REDACTED].

For Salintubig grantees, our Resilient Water Supply and Sanitation Specialist has yet to discuss with concerned municipalities what assistance they will need to access the grant funds. Salintubig requires project preparation studies and design, and institutional preparation for the operation and maintenance of the facilities.



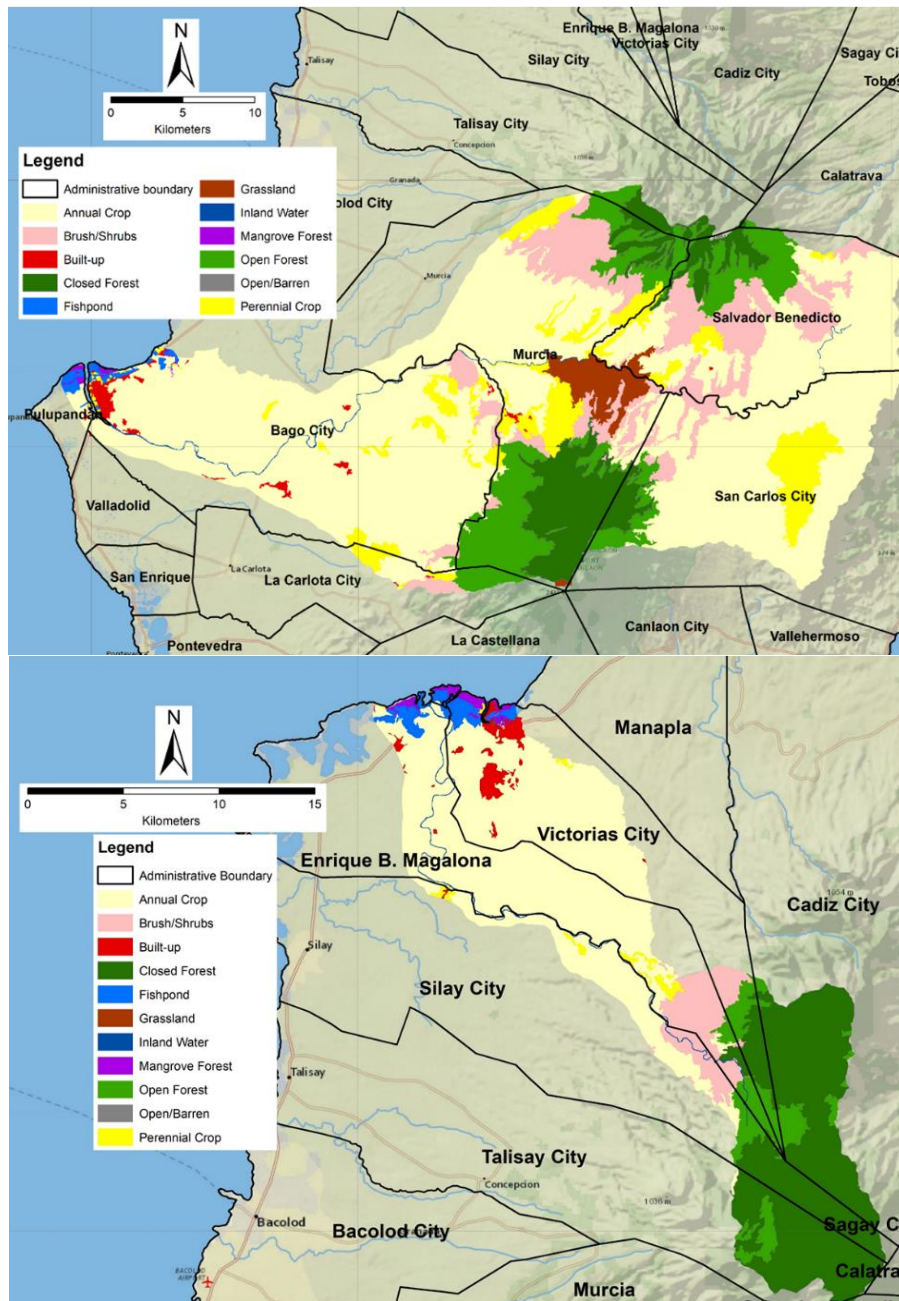
NAPC

Salintubig is short for “Sagana at Ligtas na Tubig Sa Lahat” Program

Objective 2: Improved sustainable management of water resources

The Team prioritized the following watersheds: Irawan and Montible in Puerto Princesa, Malungon and Siguel in Sarangani and General Santos City, and Bago and Malogo in Negros Occidental. The Team’s Water Resource Management Specialist and GIS staff assessed forest cover loss to establish baseline for monitoring reduction in GHG emissions through avoided deforestation. They started analyzing land use in watershed areas and gathering of watershed management plans.

FIGURE 6: BAGO (TOP) AND MALOGO (BOTTOM) WATERSHEDS: FOREST COVER MAPS



The Team also prepared the scope of work of Manila Observatory and Geosciences Foundation for the climate downscaling and hydrologic studies in the priority watersheds. The subcontracts are still being worked out.

In parallel to the stakeholder mapping under Objective I, the Team identified counterpart entities and listed contact persons for water resource management activities of the project. Our Private Sector Engagement Manager focused efforts on identifying private sector partners who can help with watershed reforestation, alternative livelihood development for communities that are dependent on the watershed, and demand management. In particular, we have initiated discussions with PBSP/Water Alliance; PLDT Group and Water.org.

### *Objective 3: Strengthened water sector governance*

The Philippine Water Supply and Sanitation Master Plan broadly defines the long term strategies of the sector, outlined in eight key reform areas: service delivery, institutional strengthening, particularly the legislation of an apex body for the sector, economic and resource regulatory reform, managing finite water resources, building climate resiliency, enabling access to greater financing, managing data and information, and driving research and development. The strategies need to be operationalized through specific actions and coordination of these actions assigned clearly to several agencies. These actions may be in the purview of a specific agency or require joint implementation by two or more agencies. As there is no existing apex body for the sector, NEDA is standing in as the overall coordinator. USAID's WASHFIN Project has started assisting NEDA with the action plan. NEDA will be obtaining approval from the NEDA Board's Infrastructure Committee and then socialize the plan to concerned government agencies and key stakeholders.

Similarly, for the Unified Financing Framework, NEDA will lead the effort to operationalize the policy. This entails advocating for higher national government appropriation to support technical assistance and capital investments in the form of viability gap financing; and leveraging of these resources with commercial credit or private equity. Furthermore, it entails preparing water service providers through capacity building and governance reforms to effectively implement and sustain capital investments through their economic lives.

The Team discussed and agreed with NEDA and WASHFIN project the list of activities supporting the implementation of the Master Plan and UFF Policy that will be carried over to Safe Water. These include:

- completing UFF grants protocol or the implementing guidelines on the allocation of grants and leveraging of commercial financing;
- application of the viability gap financing model in appraising the grant component of capital investments for service expansion;
- piloting of the central management system for community-based service providers under the municipal government; and,
- if DOH prioritizes the project sites, the implementation of blended finance for household sanitation services, using output-based aid mechanism. The latter will mix government grants for the poorest households and MFI financing for the household cost share for constructing improved household sanitation facilities.

The Team co-developed with WASHFIN the Concept Note for a forum with national stakeholders to present priority activities related to the UFF and PWSSMP implementation. The forum was scheduled to commemorate World Water Day but had to be cancelled because of the COVID-19 outbreak.

The Team agreed to serve as technical secretariat to the regular forum with WASH development partners. NEDA has used this as a platform for directing and rationalizing assistance of development partners and coordinating on-going projects for synergy. USAID projects have had the practice of performing this role since the Philippine Water Revolving Support Program.

## **4.2 ADDRESSING IMPLEMENTATION CHALLENGES**

Getting baseline information has been a challenge given the dearth of provincial or municipal level statistics and the disparate quality of data collection and management by LGUs. The Team is compiling information from different sources and determining plausibility. Recorded data collection is being complemented with interviews, and, once the travel restrictions are lifted, will be supplemented and triangulated through field visits.

The initial encounters with stakeholders yielded expressions of interest to work with the project team on local water security issues. However, we have yet to see firm commitment. We intend to present them with information derived from scientific and rational analysis when we start the engagement with them to compel action and commitment.

In General Santos City and Sarangani Province, the co-design workshops revealed conflicting approaches to address issues. Specifically, the City Government representative indicated the City's interest to enter a public-private partnership (PPP) arrangement for a bulk water project; while the Water District expressed its preference for developing, on its own, a surface water bulk water project. This is at least one issue that can be resolved through objective analysis of options.

The current and most pressing implementation challenge for the Team is the impact of the pandemic. Even before the quarantine, the COVID-19 outbreak caused cancellation of meetings, including the planned study tour to the US. With the enhanced quarantine starting mid-March, the Team has been working from home. While the Team continues to work on specific assignments (each team member sends in weekly work plans to the Chief of Party and reports progress at the end of each week) and organizes meetings virtually, and skype calls for team interaction, there are limitations. Virtual meetings are difficult to set up at the field sites. The technical staff we have been communicating with through emails and mobile phone have not been responsive. There are also delays with the on-boarding of staff, who have completed the recruitment process because of delays in completing pending commitments and travel restrictions. The Team continues to monitor the situation and is mindful of USAID guidance on COVID-19 pre-cautions.

We anticipate that even after the enhanced quarantine is lifted, there will be continued restrictions in movement and gatherings, and people will still be distracted from work with the pandemic. The re-engagement of NEDA and other national government agencies on the Master Plan and the UFF will likely be delayed. NEDA is tasked to prepare the COVID-19 recovery plan and may be pre-occupied with this assignment for some time. We will be watchful of any opportunity to include WASH agenda in this plan as we work with NEDA on the Master Plan and the UFF. Furthermore, the government has been

realigning the national budget to prioritize social amelioration and health related activities as part of its COVID-19 response. Although WASH has been intensively promoted as a means to prevent infection, physical investments specific to WSS services are not be part of the response initiatives yet. Thus, on-going realignment may reduce or delay in releases of national grants and LGU budgets for WSS investments.

### **4.3 PLANS FOR QUARTER 3 OF SW**

The enhanced community quarantine (ECQ) has been extended to May 15, 2020. The COVID-19 situation continues to evolve with no certainty of how things will be. We expect, that even with the lifting of the ECQ, there will still be restrictions on travels, gatherings, and precautions such as social distancing and use of protective gear. The Team lined up the following activities, assuming there will be travel, perhaps limited, allowed. This will enable our field teams to set up and with Manila team members to re-engage with project partners.

The project management team is preparing a re-entry plan or back to office guidelines post ECQ, commuting safeguards, travel safeguards and meeting precautions. DAI cannot underscore enough the safety and well-being of the staff and thus the management team will ensure there will be no compromises in this regard.

On Objective 1: Increased access to resilient water supply and sanitation services

- Continue baseline data gathering and continue to identify hotspots in terms of low coverage and poor quality of service
- Meet with project partners and get agreement on the agenda for project assistance and development activities
- Specific to Salintubig grantees, identify the immediate assistance needed to enable them to access the grant funding. While on ECQ, the Resilient Water and Sanitation Specialist has offered to review the program of works and detailed design that may have already been prepared by the LGUs, and/or review of the checklist of requirements and the compliance thereto
- Review the guidelines for setting up a Central Management System (CMS) developed by WASHFIN and conduct consultations with Salintubig grantees to establish willingness to pilot the system in their respective municipalities. The CMS is intended to bring under the mantle of the LGU's oversight and management disparate community-based service providers and require them to follow standards of service, and adopt the NWRB tariff setting methodology
- Review the Organizational Capacity Assessment Tool (OCAT) and assess applicability, and modifications needed, for WSPs in the project sites
- Review & Enhance Training Modules for LGUs (Business Planning, Ring-Fencing, Tariff Setting, Benchmarking) and prepare SOWs/ TORs for the module review and enhancement

On Objective 2: Improved sustainable management of water resources

- Prepare forest degradation maps to identify additional threat areas in priority watersheds
- Generate more detailed data base for priority watersheds and stakeholders based on inputs from the field

- Refine the data base on partners and stakeholders in each focus area and map out roles, resources they have, and on the other hand their needs for technical assistance and capacity building
- Present Year I work plan to political leaders, policy and decision makers in the focused areas e.g., LGU chief executives and watershed management bodies (PCSD, PAMB, etc.)
- Discuss with the River Basin Coordinating Office current watershed programs/projects in Safe Water Sites and determine how they can be made more effective
- Through MO and GFI, start the hydrologic studies in the priority watersheds
- Finalize the partnership agreements with Water.org, PBSP/ Water Alliance and PLDT Group
- Develop alternative livelihood development strategies. Relatedly, review sustainable farming and women-led livelihood experience of Cordaid and similar projects.

On Objective 3, the Team will pick up the conversation with NEDA on the support it needs to start the implementation of the Master Plan and the UFF. In preparation, the Team will undertake desk review of the following:

- Action plan for the Master Plan
- UFF implementing guidelines, and to continue the drafting thereof

We will conduct the donor coordination forum through Webex if face to face meeting not advisable yet

The cross-cutting activities that will be implemented in the next quarter are:

- Communicate with partners via email during the quarantine period to continue the relationship building with those we have already approached and to introduce the project to those we have not met yet
- Develop road map for private sector engagement across the three SW Objectives
- Finalize/ Sign the MOUs with Water.org, PBSP and PLDT Group
- Prepare Work Plan and Targets with Water.org
- Compile and conduct an Inventory of Relevant WSS Training Materials & Toolkits
- Assist MO and GFI in field entry for data gathering or interviews and monitor the implementation of their respective studies
- Finalize MEL Plan, GAP, project communications products (one-pager, presentation, banners, templates)
- Disseminate information about project's activities in USAID, news and other platforms.
- Conduct internal gender workshops at the national and regional levels to socialize the gender action plan and the branding and marking plan to all project staff, partners and stakeholders
- Develop internal team guidelines for mainstreaming/ integrating GEWE into SW activities



**USAID**  
FROM THE AMERICAN PEOPLE

# **ANNEX A: CO-DESIGN WORKSHOP REPORT**

## **USAID SAFE WATER**

### **PROJECT REPORT**

Palawan Co-Design Workshop (February 18)  
Sarangani Co-Design Workshop (February 21)  
Negros Occidental Co-Design Workshop (March 13)





## ACRONYMS AND ABBREVIATIONS

ADB	Asian Development Bank
ARDCI	Agricultural and Rural Development for Catanduanes, Inc.
BACIWA	Bacolod City Water District
BMRB	Buayan-Malungon River Basin
CADT	Certificate of Ancestral Domain Title
CBFMA	Community-Based Forestry Management Agreement
CBO	Community-Based Organization
CENRO	City Environment and Natural Resources Office
CEVI	Community Economic Ventures, Inc.
CHO	City Health Office
CLTS	Community Led Total Sanitation
CLUP	City Land Use Plan
CWA	Clean Water Act
DENR	Department of Environment and Natural Resources Office
DILG	Department of Interior and Local Government
EB	Enrique Magalona
ECAN	Environmentally Critical Areas Network
ECPC	Environmental Protection and Conservation Center
ENRO	Environment and Natural Resources Office
EO	Executive Order
FLUP	Forest Land Use Plan
GHG	Greenhouse Gas
LCCAP	Local Climate Change Action Plan
LGU	Local Government Unit
MBCCI	Metro Bacolod Chamber of Commerce and Industry
MFI	Microfinance Institution
MLGU	Municipal Local Government Unit
NGA	National Government Agencies
NGO	Non-governmental Organizations
NWTF	Negros Women for Tomorrow Foundation
PAGASA	Philippine Atmospheric, Geophysical and Astronomical Service Administration
PAMB	Protected Area Management Board
PAMP	Protected Area Management Plan
PCSD	Palawan Council for Sustainable Development
PEMO	Provincial Environmental Management Office
PES	Payment for Ecosystem Services
PHO	Provincial Health Office
PPCWD	Puerto Princesa City Water District
RBO	River Basin Organization
RBCO	River Basin Control Office
RWSA	Rural Water Supply Association
SGLG	Seal of Good Local Governance
STP	Sewage Treatment Plan

SURGE	Strengthening Urban Resilience for Growth and Equity
TA	Technical Assistance
TSKI	Taytay sa Kauswagan, Inc.
TWG	Technical Working Group
UHC	Universal Health Care
UNDP	United Nations Development Programme
USAID	United States Agency for International Development
Watsan	Water and Sanitation
WAQMA/ WQMA	Water Quality Management Area
WASH	Water, Sanitation and Hygiene
WD	Water District
WMC	Watershed Management Council
WMP	Watershed Management Plan
WRM	Water Resource Management
WSP	Water Service Providers
WSS	Water Supply and Sanitation
WS	Water Service
ZOD	Zero Open Defecation

## I. BACKGROUND

Co-design requires a foundation of trust and consensus building that is forged over time and through continuous and iterative exchanges to ensure results meet the needs of diverse stakeholders. Safe Water’s co-design process is not a single event or workshop, rather it is a commitment and explicit strategy of engagement with stakeholders during the program’s lifespan. Successful co-design is characterized by a shared understanding of 1) the problem; 2) its key drivers; 3) the opportunity landscape; and, 4) the ability and resources of stakeholders (managerial, operational, financial, and technical capacity). Through a guided process of discovery, ideation and development, the Safe Water team will give voice to both end users and the people who serve them. By doing so, informants turn into participants, contributors, and partners.

Safe Water organized co-design workshops in the provinces of Palawan (February 18), Sarangani and General Santos City (February 21) and Negros Occidental (March 13) engaging stakeholders to define a shared understanding of the problems on water security, its drivers, embedded assumptions, agree on priorities for the first year work plan and work on foundational activities with key stakeholders. These workshops served to build buy-in and align the Year I Work Plan with stakeholder-defined problems based on geographical constraints and experiences, rather than applying prescriptive solutions.



SAFE WATER / USAID

(Left photo) Negros Occidental Governor [REDACTED] meets with the Safe Water Activity team led by USAID Contracting Officer’s Representative [REDACTED] and Chief of Party [REDACTED] to discuss priorities for the program’s first-year implementation. (Right photo) Participants from the Negros Occidental Co-design Workshop joins the Safe Water Activity team in a group photo.

## II. ACTIVITY HIGHLIGHTS

The Safe Water team, partners and stakeholders agreed during the Co-Design Workshops about the need to engage the different actors in the sites. In *Table 1*, there are common categories of actors present in more than one site. The field teams (or specific technical specialists in lieu of field managers not yet onboard) will take the lead in identifying these specific actors, as applicable.

TABLE 6: MAPPING OF ACTORS PER SITE

PALAWAN	NEGROS OCCIDENTAL	SARANGANI
<ul style="list-style-type: none"> <li>• NGAs (DILG, DENR, PAGASA)</li> <li>• LGUs (municipalities, cities), especially Saluntubig grantees</li> <li>• ENROs (provincial, city, municipal)</li> <li>• PAMBs/ WMCs</li> </ul>	<ul style="list-style-type: none"> <li>• NGAs (DILG, DENR, PAGASA)</li> <li>• LGUs (municipalities, cities), especially Saluntubig grantees</li> <li>• ENROs (provincial, city, municipal)</li> <li>• PAMBs/ WMCs</li> <li>• HO (provincial, city)</li> </ul>	<ul style="list-style-type: none"> <li>• NGAs (DILG, DENR, PAGASA)</li> <li>• LGUs (municipalities, cities), especially Saluntubig grantees</li> <li>• ENROs (provincial, city, municipal)</li> <li>• PAMBs/ WMCs</li> <li>• HO (provincial, city)</li> </ul>

PALAWAN	NEGROS OCCIDENTAL	SARANGANI
<ul style="list-style-type: none"> <li>• HO (provincial, city)</li> <li>• WSPs</li> <li>• CSO Partners (Water.Org)</li> <li>• MFI partners (ASA Philippines Foundation, NWTF, TSKI, Lifebank Foundation, ARDCI and CEVI)</li> <li>• Academe (universities)</li> <li>• USAID Projects (SURGE and PROTECT)</li> <li>• Private sector (Dole plantations)</li> <li>• NGOs/ CBOs</li> <li>• PPCWD</li> <li>• PCSD</li> <li>• PGP Water Infra Dept</li> </ul>	<ul style="list-style-type: none"> <li>• WSPs</li> <li>• CSO Partners (Water.Org)</li> <li>• MFI partners (ASA Philippines Foundation, NWTF, TSKI, Lifebank Foundation, ARDCI and CEVI)</li> <li>• Academe (universities)</li> <li>• USAID Projects (SURGE and PROTECT)</li> <li>• Private sector (Dole plantations)</li> <li>• NGOs/ CBOs</li> <li>• Provincial Gov't (PPDO, PEMO)</li> <li>• Office of Cong. Benitez</li> <li>• Bacolod City LGU (CPDO, OBO)</li> <li>• MLGUs (Murcia, EB Magalona)</li> <li>• WSPs (BACIWA, Murcia WD, Talisay WD, Bacolod Bulk Water)</li> <li>• MBCCI</li> <li>• MFIs (NWTF, ASA)</li> </ul>	<ul style="list-style-type: none"> <li>• WSPs</li> <li>• CSO Partners (Water.Org)</li> <li>• MFI partners (ASA Philippines Foundation, NWTF, TSKI, Lifebank Foundation, ARDCI and CEVI)</li> <li>• Academe (universities)</li> <li>• USAID Projects (SURGE and PROTECT)</li> <li>• Private sector (Dole plantations)</li> <li>• NGOs/ CBOs</li> <li>• GSCWD</li> <li>• Regional Watsan hub</li> <li>• ECPC</li> <li>• WAQMA</li> <li>• BMRB Council</li> <li>• DENR-RBCO</li> <li>• RBOs</li> <li>• Community-Based Forestry Management Agreement (CBFMA) holders</li> </ul>

The Safe Water team also engaged participants in the co-design process by eliciting feedback from stakeholders on their priority issues and needs. These were done in relation to the program objectives while identifying what activities can be implemented and what are ongoing efforts already being implemented. Below is a summary of these feedback from the three sites:

TABLE 7: CO-DESIGN WORKSHOP HIGHLIGHTS FOR OBJECTIVE I

CO-DESIGN FEEDBACK	PALAWAN	NEGROS OCCIDENTAL	SARANGANI	COMMON TO TWO OR THREE SITES
<b>Objective I. Access to resilient water and sanitation services increased</b>				
Activities	<ul style="list-style-type: none"> <li>• Mainstream climate-smart planning using data, supply and demand scenarios and modeling</li> <li>• Strengthen WSS strategic business planning, including investment programming and financing strategies</li> <li>• Assist municipalities with DILG-Salintubig grants in 2020 to prepare proposals</li> <li>• Link households to micro-finance institutions for investing in water and sanitation</li> <li>• Build water security awareness among LGUs and WSPs</li> </ul>	<ul style="list-style-type: none"> <li>• Utilize the Negros Water Summit as engagement platform through follow up consultations and training workshops</li> <li>• Prepare consolidated data on demand and supply of WSS services and water resources, and complementation of existing efforts on WSS and water resources management (WRM) and map hotspots in poor service provision</li> <li>• Assess and provide capacity building of priority WSPs and LGUs</li> <li>• Identify strategic entry-points to apply a water security lens and integrate and synchronize WSS in LGU and WSP planning.</li> </ul>	<ul style="list-style-type: none"> <li>• Carry out climate and hydrologic studies to identify available water sources</li> <li>• Strengthen WSS strategic business planning, including investment programming and financing strategies</li> <li>• Link households to micro-finance institutions for investing in water and sanitation</li> <li>• Implementation of technical assistance to promote resilient WSS services.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish baseline on WSS service provision and map out hotspots</li> <li>• Map out hotspots for poor service provision based on climate and hydrologic studies and geo-located survey data,</li> <li>• Assess water service provider (WSP) needs for capacity, management and capital requirements and provide technical DFGassistance</li> </ul>

CO-DESIGN FEEDBACK	PALAWAN	NEGROS OCCIDENTAL	SARANGANI	COMMON TO TWO OR THREE SITES
				for priority needs <ul style="list-style-type: none"> <li>Map out and engage stakeholders and support joint planning by WSPs and LGUs for watershed protection</li> </ul>
Ongoing efforts	<ul style="list-style-type: none"> <li>Ongoing Province-wide Water Infrastructure Development Program</li> <li>EO mandating all LGU-run WSPs to ringfencing and establish an economic enterprise for WS.</li> <li>SURGE activities related to WSS: PPCWD business plan updating, trainings on ring fencing</li> </ul>	<ul style="list-style-type: none"> <li>Forthcoming study of seven major rivers</li> <li>Watershed rehabilitation program</li> <li>BACIWA and LGU efforts related to CWA and STP study</li> <li>Water Summit as entry point for coordination</li> <li>Existing financing facilities for WSS from MFIs (Dugganon/ NWTf and ASA)</li> </ul>	<ul style="list-style-type: none"> <li>Existing land use plan for BMRB</li> <li>Opportunity of WDs to expand to RWSA areas</li> <li>Availability of PHO data on WSS and health-related services</li> <li>ZOD as one of the SGLG indicators; on-going provincial program on ZOD/ CLTS</li> <li>Provincial appraisal system for WSS projects/proposals</li> <li>MSU assessment done with WD on water sources focusing on resorts</li> <li>Existing multi-department TWG on WSS at provincial level</li> </ul>	<ul style="list-style-type: none"> <li>Operations of Water.Org and MFIs</li> <li>UHC implementation</li> <li>On-going private sector initiatives on WASH e.g. save the children, RD Foundation</li> <li>Disaster funds as potential source of financing for prevention of water-borne diseases</li> </ul>

TABLE 8: CO-DESIGN WORKSHOP HIGHLIGHTS FOR OBJECTIVE 2

CO-DESIGN FEEDBACK	PALAWAN	NEGROS OCCIDENTAL	SARANGANI	COMMON TO TWO TO THREE SITES
<b>Objective 2. Improved watershed/ water resource management</b>				
Activities	<ul style="list-style-type: none"> <li>Conduct in-depth baseline analysis and identify priority watershed</li> <li>Downscale climate data for vulnerability and risk analysis</li> <li>Conduct hydrologic studies to assess available water sources</li> <li>Convene watershed actors and present data to identify priority actions and</li> </ul>	<ul style="list-style-type: none"> <li>Update data base for Bago watershed</li> <li>Review and facilitate agreements for watershed protection including private sector participation/ financing for co-management arrangements with the local community and DENR</li> <li>Provide TA in the formulation of conservation and protection plans</li> <li>Align watershed development and</li> </ul>	<ul style="list-style-type: none"> <li>Assist River Basin Management Committee, e.g., assist with preparation of manual of operations</li> <li>Develop alternative livelihood strategy and</li> <li>Facilitate stakeholders' agreements including private sector participation/ financing for watershed protection and</li> </ul>	<ul style="list-style-type: none"> <li>Validate and update watershed databases in coordination with the PEMO and DENR</li> <li>Assist LGUs, DENR and the Watershed Management Councils to align planning mechanisms (CLUP/FLUP/PAMP/ WMPs) and monitor their implementation</li> <li>Strengthen management councils, WMCs, TWG members and</li> </ul>

CO-DESIGN FEEDBACK	PALAWAN	NEGROS OCCIDENTAL	SARANGANI	COMMON TO TWO TO THREE SITES
	<p>establish platforms for coordinated planning</p>	<p>rehabilitation initiatives for the Bago Watershed with LGU planning and coordination mechanisms</p> <ul style="list-style-type: none"> <li>• Strengthen WMCs</li> </ul>	<p>restoration/rehabilitation to improve ecosystem services and reduce greenhouse gas (GHG) emissions.</p>	<p>other units related to watershed management</p> <ul style="list-style-type: none"> <li>• Study and replicate innovative financing schemes and/ or agreements for watershed protection</li> <li>• Assist LGUs and WSPs develop water demand management plans</li> </ul>
Ongoing efforts	<ul style="list-style-type: none"> <li>• PCSD: biodiversity assessment for Victoria-Anepahan; PCSD's upcoming workshop on crafting the CDP; and, river discharge study</li> <li>• DENR-CENRO Puerto: FLUP data and monitoring</li> <li>• ENRO workshop series</li> <li>• ENRO's series of workshops will focus on environmental guidelines</li> <li>• RBCO's UNDP grant and supported by USAID Protect Wildlife</li> <li>• Provincial Government's Flow Rate and Water Demand assessment</li> <li>• ECAN mapping</li> <li>• LGUs' State of Environment published in PCSD website</li> <li>• Water Quality Management Area (WQMA) in Palawan (Coron Watershed)</li> <li>• Puerto Princesa's LCCAP and climate resilient watershed management plan</li> </ul>	<ul style="list-style-type: none"> <li>• Livelihood SWp for reforestation program</li> <li>• Bago City has PES mechanism</li> <li>• Murcia-adopted NGP area for reforestation</li> <li>• TATAG Development Management</li> <li>• PEMO livelihood activities under Ridge-to-Reef program</li> </ul>	<ul style="list-style-type: none"> <li>• BMRB Master plan</li> <li>• USAID Surge's funding on one control map initiative to address land use issues</li> <li>• City's FLUP is already incorporated in the CLUP</li> <li>• Draft PES city /province ordinance</li> <li>• WAQMA resource mobilization</li> <li>• Collection of environmental user fees and discharge fees</li> <li>• TA fund to support studies and proposals targeted at accessing the People's Survival Fund</li> <li>• ADB-funded project working in the same watershed</li> <li>• Gensan has rainwater capture ordinance</li> </ul>	<ul style="list-style-type: none"> <li>• PAGASA data related to climate change</li> </ul>

Upon identifying the program activities as well as ongoing efforts, the Safe Water team and the

stakeholders also identified what opportunities can be strengthened and what threats must be addressed in order to achieve the first and second program objectives. A summary of the opportunities and threats is listed below:

**TABLE 9: OPPORTUNITIES AND CHALLENGES IN SW SITES**

OPPORTUNITIES	CHALLENGES
<ul style="list-style-type: none"> <li>• Watsan units in all LGUs</li> <li>• Lessons learned from existing partners with related initiatives, e.g. ASA realized the need to coordinate with the LGU/ barangay offices to provide water and sanitation facilities</li> <li>• Tourism sector involvement</li> <li>• Technology and innovations on water reuse</li> <li>• Existing PES mechanisms as a result of other TA or previous USAID projects</li> <li>• LGU- or private sector-led green development initiatives</li> <li>• Ongoing efforts that can be built upon or strengthened through SW coordination or TA support</li> <li>• Interest of advocacy groups</li> <li>• Cooperation of the LGUs</li> </ul>	<ul style="list-style-type: none"> <li>• Weak process on barangay planning</li> <li>• Availability of data but no systematic data gathering</li> <li>• Need to have science as evidence for interventions and not just on regulatory aspect</li> <li>• Data request need to be coursed through heads of institutions which may take time, limited data on sanitation</li> <li>• Lack of LGU champions for WSS</li> <li>• Road constructions may impact water supply</li> <li>• IP-related issues: land conflicts caused by new CADTs, non-timber product dependence, difficulty to meet financing requirements</li> <li>• Lack of wastewater treatment</li> <li>• Natural calamities, e.g. flooding</li> <li>• Available financing not being tapped</li> <li>• No existing coordination forum for WSS/watershed management in some sites/ areas within sites</li> <li>• No water security plan (Bacolod)</li> <li>• Production assessment charge of WDs not fully implemented</li> </ul>

### III. NEXT STEPS

These co-design workshops enabled the Team to validate the integrated approach of the project and the initial activities in the year 1 work plan. They also informed the prioritization of watersheds, namely: Montible in Palawan, Buayan- Malungon in Sarangani and Siguel for General Santos, and Bago and Malogo in Negros Occidental. Stakeholders also shared available resources that can be harnessed for the project’s activities and targets and entry points for strategic interventions. The participants also identified the priority technical assistance and capacity development measures to strengthen the capability and effectiveness of local stakeholders to carry out mandates related to the objectives of the project.

In succeeding annual work planning, as part of Safe Waters’ semi-annual “pause-and-reflect” sessions, the Safe Water team will review the progress of action plans with responsible stakeholder teams, allowing the Safe Water team to identify where activities are—or are not—achieving results, review the evidence base for interventions, and discuss if challenges and issues warrant rethinking of the plan. Counterparts will be included in learning events that allow for transparent discussion of successes and shortcomings. These discussions will be integrated in the next co-design workshops that will inform the year 2 work plan.

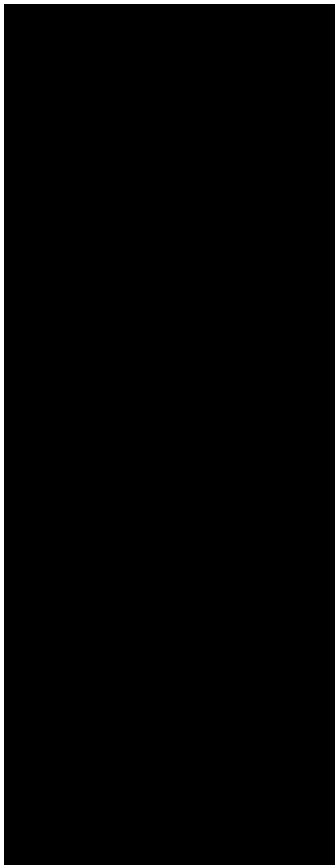
## ANNEX A-I. PARTICIPANTS

### PALAWAN CO-DESIGN WORKSHOP (FEBRUARY 18)

	PG-ENRO	Provincial Government of Palawan
	Acting Executive Director	PCSDS
	Chief Admin Officer	PCSDS
	Planning Officer	PCSDS
	PEO IV	City Government of Puerto Princesa
	Advocacy Program Coordinator	NTFP
	Executive Assistant II	LGU-Taytay
	Planning Officer I	LGU-Coron
	OIC-MPDC	LGU-Narra
	Sr. Project Manager	Water.org
	Program Manager	Water.org
	Project Officer	Water.org
	PPDA II	PGP Water Infra
		PGP Water Infra
	PPDA II	PGP Water Infra
	PPDA II	PGP Water Infra
	PPDA II	PGP Water Infra
	PPDA II	PGP Water Infra
	PPDA II	PGP Water Infra
	Deputy Director	ASA Philippines Foundation
	Site Manager	Protect Wildlife
	EDO	NTFP-EP/Palawan
	CDA-I	PG-ENRO
	SEMS	PG-ENRO
	FO	DENR-CENRO PPC
	SI I	DENR-CENRO PPC
	Faculty	PSU-PPC
	Faculty GS	PSU-PPC
	Acting Division Manager	PPCWD/ESD
	Spokesperson	PPCWD/OGM
	Faculty	WPU CFAS
	WMOB	PPCWD/ESD
	CPC	USAID-SURGE
	Component I Lead	USAID-SURGE



## SARANGANI CO-DESIGN WORKSHOP (FEBRUARY 21)

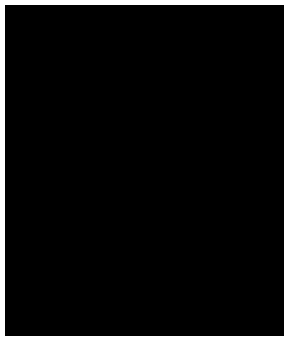


CPDC	LGU-GSC-CPDO
WWS	LGU-Sarangani
PC	KASILAK
RA	ASA Philippines Foundation
PM	Water.org
CPC	USAID-SURGE
Engr III	DILG-Sarangani
PHO II	PHO-Sarangani
Program Manager	Mahintawa
OM	KPS-SEED MFI
PC	Kasilak Foundation
DMO IV	DENR-CENRO
PE	USAID-SURGE
PE-CDI	USAID-SURGE
SEDS	NEDA XII
TSD Staff	PENRO Alabel
Executive Director	ECPC-PGO Sarangani
CRA	GSC WD
Dept. Manager	GSC WD
Dept. Manager	GSC WD
SUUG EMS	City ENRO
Planning Officer IV	City ENRO
Forester II	DENR-CENRO GSC
Dean	MSU- General Santos
Engr II	PHO Sarangani
DH	City ENRO
CENRO	DENR-CENRO
Chief PFWS	DENR R12

## NEGROS OCCIDENTAL CO-DESIGN WORKSHOP (MARCH 13)



<b>Designation</b>	<b>Office</b>
Planning Officer I	Bacolod City LGU
PEO IV	CPDO - Bacolod City
Supervising EMS	PEMO - Negros Occidental
Deputy Director	ASA Philippines
Strategic Projects	NWTF, Inc.
Plant Manager	Bacolod Bulk Water, Inc.
General Manager	Murcia Water District
Planning Officer	PPDO - Negros Occidental
Planning Officer	PPDO - Negros Occidental
CEO	MBCCI
Engineer II	OBO - Bacolod
Clerk III	OBO - Bacolod
LGOO IV	DILG - Negros Occidental
Comm I Chief	Talisay Water District
Environment Management Specialist II	Bacolod City ENRO



Stat II  
RSI  
District Officer  
Communications Officer

EB Magalona LGU  
EB Magalona LGU  
LGU - Bacolod  
LGU - Murcia  
Office of Cong. Benitez, 3rd District  
Office of Cong. Benitez, 3rd District

## **ANNEX B: SAFE WATER ACTIVITY PROJECT CONTINUITY PLAN**

The Project Continuity Plan is a document developed by the project leads in the HO and field to ensure that core functions of the project continue during a hibernation, relocation, or evacuation. The SW has established its project posture and developed its continuity plan based on an assessment of project staff and operational level of risk. International SOS and the CDC provide up-to-date information on countries and “risk levels.” For ease of DAI internal use these levels have been translated into DAI standard risk levels, as introduced below and further detailed in Annex B-1:

- Low Risk (2)—Low risk to staff in country and for STTAs;
- Medium Risk (3)—Increased risk in defined settings or associated with specific risk factors;
- High Risk (4)—High risk to all staff; and,
- Very High Risk (5)—Project staff infected with COVID-19, suspected infection or foreign governments call for ordered departures. DAI will transition the CCC to a Crisis Management Team to bring on more support and resources.

The Philippine Government upgraded the category of the COVID-19 crisis in the country from “community quarantine” (March 13) to “enhanced community quarantine” (March 16). Based on these developments, the Safe Water Chief of Party Alma Porciuncula and Deputy Chief of Party Jim Orprecio have designated the project as High Risk (4). Under a High Risk (4) status, projects execute measures including: suspend activities in hotspots; limit work and personal travel to essential movement only; implement work from home or hibernation as necessary; send additional guidance to all staff, brief and check on wellbeing; communicate with clients; discuss project deliverables with USAID; and update and follow Project Continuity Plan (PCP).

In the sections below, DAI presents background COVID-19 policies and restrictions that are in place, outlines the project’s current operating status and response actions, and introduces a contingency plan that addresses proposed actions in the event that COVID-19 developments will necessitate the modification or suspension of the Safe Water contract.

### **PROJECT OVERVIEW AND KEY COMPONENTS**

The USAID/Philippines Safe Water Project primary purpose is to improve water security of water-stressed communities in the Philippines. It is envisioned that after five years, local government units (LGUs), water service providers (WSPs), and watershed councils (WCs) in selected areas will have the information, incentives, and partnerships to identify and address barriers to a water-secure future—yielding, life-saving gains in access to water supply and sanitation (WSS) services by developing and reinforcing the systems that underpin and deliver vital WSS services, while protecting crucial upstream water resources. This will specifically address the needs of the unserved and underserved households in the Philippines’ most water-stressed communities for an inclusive, water-secure future. Safe Water Project is based in Pasig City, Manila and will operate field offices in Bacolod City, Negros Occidental; General Santos in South Cotabato; and Puerto Princesa in Palawan.

Safe Water currently employs LTTA staff based in the Manila office, and in one of the 3 project site offices, as illustrated in the table below.

TABLE 10: STAFFING LEVELS (AS OF 3/23/2020)

Total	Manila	Puerto Princesa, Palawan	General Santos City, South Cotabato and Sarangani	Bacolod, Negros Occidental
12	10	0	2	0

## NATIONAL AND LOCAL COVID-19 POLICIES AND RESTRICTIONS

As of March 23, 2020, the Philippines presents a HIGH risk of Coronavirus infection, with 462 confirmed cases and 33 deaths. On March 16<sup>th</sup>, in an address to the nation, Philippine President Rodrigo Duterte placed all of Luzon under an ‘enhanced community quarantine.’ This order requires that “strict home quarantine shall be implemented in all households; transportation shall be suspended; provision for food and essential services shall be regulated; and heightened presence of uniformed personnel to enforce quarantine procedures will be implemented.” President Duterte also placed all of the Philippines under a “State of Calamity” for six months—a status that allows for quick release of public funds to support COVID-19 response and control.

Critical impacts to the project execution are as follows:

- All domestic travel (air, land, sea) to/from Luzon is prohibited, except for shipment of food and medical supplies.
- All work, both for private and government offices, are suspended, except for personnel providing vital services considered “front-liners” such as medical and health, Philippine National Police, military, food logistics, and banking.
- Banks, supermarkets, restaurants that offer delivery services and pharmacies remain open.
- The Philippine National Police and Military are manning checkpoints at provincial, city and barangay borders. To be permitted access, individuals must pass health screenings and validate their employment status.
- Within barangays, officials are issuing quarantine passes that allow only 1 member of the family to go out to supermarkets, pharmacies and banks.

## SAFE WATER OPERATIONAL STATUS

Based on these executive orders, and the project’s own risk assessment, the Safe Water COP and DCOP have instituted the following:

- The Manila office is closed effective March 16, 2020 (note that the team has been operating in temporary leased space and has not moved into a permanent office), and activities and travel are postponed until the enhanced community quarantine over Luzon is lifted (tentatively scheduled on April 14, 2020).
- All staff members in Manila are stationed in their homes of record, or their home provinces, for telework under the remote supervision of their immediate supervisors. All staff are coordinating with team members to produce weekly work plans, with clear deliverables submitted to SW COP and DCOP.
- The two field staff members temporarily based at the Protect Wildlife (PW) office in General Santos City are stationed in their homes.

- COP, DCOP conduct regular check-ins (Team Meeting via Skype calls) every Friday to assess progress; and reporting on key accomplishments and set activities for the next week. The team members interact through email, skype calls, Viber, or mobile text messages or calls.
- Staff members are permitted to take their computers home to allow for remote work. In the absence of a HR & Office Manager, the DCOP recorded and maintains the ‘checked-out’ inventory.
- Staff with internet connectivity challenges that inhibit their ability to work are being authorized, on a case-by-case basis, to purchase mobile hotspots and/or credit loads. Approvals are issued by the DCOP.
- The Safe Water COP and DCOP are holding periodic conference calls with the Protect Wildlife COP and DCOP to review COVID-19 developments and government-issued restrictions; to make joint decisions regarding office closures, remote work arrangements; and to coordinate planning for finance actions. The Protect Wildlife DCOP issues regular updates and remote work guidance to all project staff; these messages are customized and distributed to the Safe Water team by the Safe Water COP and DCOP. SW staff are also included in the mailing list of the bi-weekly security advisory and COVID–19 related development and updates produced by the PW and SW Security Manager.

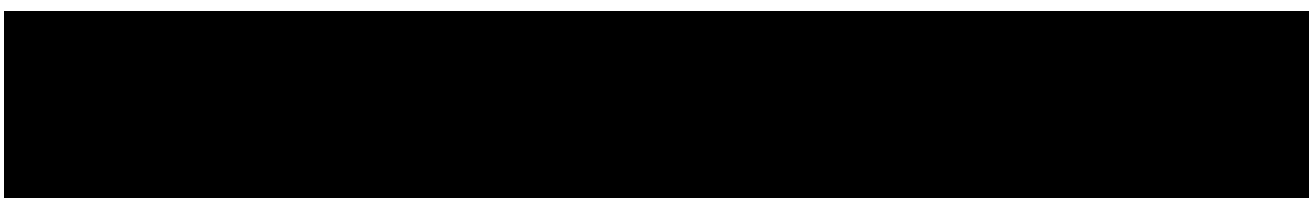
## CORE OFFICE FUNCTIONS AND SYSTEMS – STATUS

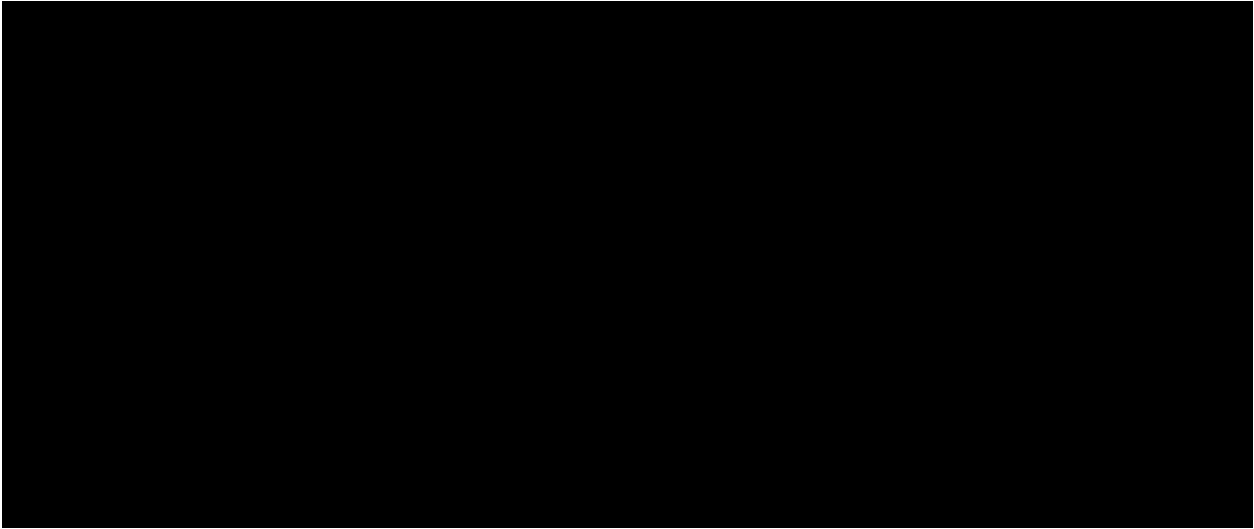
- **Operations:** The COP & DCOP are overseeing human resources management, and ensuring all staff working remotely are submitting weekly work plans. Procurement awards on the Manila office fit out, office furniture and equipment were approved before the quarantine, but the construction cannot be started until the quarantine is lifted and the delivery of the furniture and equipment suppliers will be delayed as advised by the suppliers.

The Team is continuing the set-up of operational systems and procedures. Recruitment of additional project staff is also on-going, and staff trainings related to field accounting systems and procurement, are being rolled out via a remote learning platform in coordination with HO support. This will allow SW to implement field activities as soon as the quarantine period is lifted. In coordination with PW team, timely COVID-19 status updates and directives, and security advisories are issued to staff.

The SW Team is also finalizing the MEL Plan based on the comments of USAID and revising the Year I work plan based on feedback gathered from co-design workshops in Manila and three project sites. The revised work plan will also include adjustments of targets and deliverables as a result of the change of one site, Zamboanga to Bacolod City and Negros Occidental Province, and the impact of the COVID 19 pandemic.

The SW project management is also finalizing the scope of work and budget of the implementing partners (Manila Observatory, and Geoscience Foundation, Inc.) to conduct hydrologic studies and water balance analysis in target river basin/watersheds. The study will inform the finalization of the targets for the Water Resource Management component of the project.



- 
- **Communications:** Project IT infrastructure is functioning well, and staff can access TAMIS, and official DAI email account through Outlook. Team members are communicating via email, Skype, mobile phone and Viber.
  - **Schedule of Authorities:** The Project SOA was recently issued by DAI Home Office. The schedule of authorities will be enforced in conjunction with the SW Field Operations Manual.

## TECHNICAL ACTIVITIES

The team is working on assignments that do not require on-site travel, based on the Year I Work Plan Section 3.1.3 – Key Activities by Objectives. Some counterparts and key stakeholders that can be accessed remotely are being ‘met’ to discuss project activities relevant to them. For example, the team is discussing scope of partnership agreements with CSO and private sector resource groups.

A list of priority activities that can be completed via remote work are presented below.

### OBJECTIVE I: INCREASE ACCESS TO RESILIENT WATER AND SANITATION SERVICES

- Assist in the collection of relevant documents and secondary data from relevant national agencies and provincial offices related to WSS for the mapping of hotspots and assessment of LGUs and WSPs in the target sites.
- Review capacity assessment tools and identify key outcome indicators for improved governance and management capacities of WSS and WRM capacity building interventions to inform diagnostic tools under the project.
- Coordinate with national partners on the implementation of WSS related initiatives:
  - DILG on the issuance and implementation of the Salintubig 2020 guidelines and identification of mentors and training institutions through the regional/provincial hubs;
  - NEDA on assistance for the operationalization of the PWSSMP; compilation and review of 8 action plans if already available; and,
  - Water.Org on areas of collaboration and work plan and targets.
- Draft MOU on collaboration with Water.Org.

- Provide latest available secondary data from NWRB regarding Water Permits in the three provinces for GIS plotting; Review and analyze how the Water Rights are distributed geographically and by usage and draw conclusions.
- Communicate with target Year 1 beneficiaries (WSPs/LGUs, gov't agencies) regarding status of water and sanitation services to assess possible assistance; Gather additional information which can be processed and analyzed without going to the field.
- Prepare questionnaires/templates for WSS/water utility profiling and diagnostic assessment that will be used to complement evaluation/identification of WSS hotspots.
- Retrieve and update standard WSS presentation materials for training workshops such as strategic business planning both for WDs and LGU-run utilities, ring-fencing, practical design of facilities, climate-proofing, performance contracting, operations and maintenance, and septage management program.
- Prepare standard MOU drafts for technical assistance outlining the scope of the technical assistance and responsibilities of each agency in the agreement; The document shall be refined and used before carrying out the technical assistance so that the beneficiaries are sort of bound to implement the project.
- Carry out preliminary population and water demand projections for all LGUs given the latest PSA records and the split between the three levels of water service; The projections will serve as guide in talking with the water utilities in estimating their water needs and the possible magnitude of the project.
- Carry out preliminary septage volume projections for the bigger cities given the water demand projections; The projections will also be used as guide in estimating the possible magnitude of the proposed project.

## **OBJECTIVE 2: IMPROVE SUSTAINABLE MANAGEMENT OF WATER RESOURCES**

- Coordinate with DENR / Provincial Government Environment and Natural Resources Office of Sarangani to gather relevant thematic maps of BMRB.
- Work with GIS Specialist to identify LGUs with forest losses / forest degradation. Refine methodology for forest cover mapping/land cover mapping using remote sensing imagery
- Update built up areas of priority watersheds.
- Consolidate socio-economic and biophysical information of priority watersheds from various sources.
- Identify potential catchments for SW assistance which will contribute to reduction in GHG emissions and improvement in the management of forests and forestland.
- Secure copies of watershed management plans of priority watersheds.
- Populate the geospatial database of SW using sources available online (hazard maps, geologic maps, soil maps, maps of protected areas, PSA census, etc.).
- Digitize geospatial datasets if their shapefile/kml/geojson formats are not available.
- Compile existing geospatial analyses/studies that had already been conducted in watersheds that are of interest to SW. Review B+WISER initiatives in Negros Occidental.

## **OBJECTIVE 3: IMPROVE WATER SECTOR GOVERNANCE**

- Discuss with WASHFIN the activities that will be carried over in Safe Water; turnover related outputs and agree on take-off points for re-engagement of counterpart; relatedly review the Central Management System Guidelines for LGU-run water utilities; continue the preparation of the UFF

Grants Protocol; and monitor the pilot implementation of the blended finance arrangement for household sanitation services that will be done by UNICEF and Water.org.

- Prepare the detailed action plan on the support to NEDA for the implementation of the PWSSMP and UFF.

## MONITORING, EVALUATION AND LEARNING

- Finalize Safe Water's Monitoring, Evaluation and Learning (MEL) Plan.
- Develop detailed mechanisms for collection of data anchored on the approved MEL Plan. This will provide specific data collection instruments and approaches, report templates, databases and others that will be used for the monitoring and evaluation of progress, outputs and results of the project implementation as well as formulation of learning that will validate the Theory of Change the project has envisioned to take place.
- Develop design for the training of the sites offices, LGUs and other partners on the project MEL system.
- Prepare Project Quarterly Progress Reports (Q1 & Q2 2020 Progress Reports, April 30, 2020).
- Develop Baseline Data Gathering Plan that is anchored on the Performance Indicator Sheets (PIRs) of output and outcome indicators reflected in the MEL Plan. This shall provide guidance how baseline data of various indicators would be collected, by whom, schedule and others.
- Communicate and coordinate with partner LGUs on the gathering of baseline data available from the records of the concerned offices, WSPs and others.
- Manage database of some indicators that would be collected from the LGUs.
- Others as may be instructed by the COP/DCOP.

## COMMUNICATIONS

- Finalize project one-pager with DAI Home Office and USAID Philippines approval.
- Develop three (3), or as needed, draft technical briefers summing up the approaches for each individual SW objective with corresponding infographic for each.
- Develop three (3) draft vertical rollup banners which highlight project background, results, sites, components and contact information. These rollup banners will be utilized for general use in SW trainings, workshops and other related events.
- Develop doc and ppt templates with proper branding and marking for SW use for Year I with DAI Home Office and USAID Philippines approval.
- Request from technical specialists any available generic presentations, maps, etc. in relation to their respective objectives for visual enhancement, branding and marking.
- Prepare communications and social media calendar identifying possible story pitches (news release, photo release or feature story) based on the revised Year I activities (Gantt chart).

## GENDER EQUALITY AND WOMEN'S EMPOWERMENT (GEWE)

- Identify GEWE online modules appropriate for SW and propose for mandatory completion for the entire team.
- Review and mainstream GEWE into SW project-related documents and presentations from technical team.
- Develop internal team guidelines for mainstreaming/ integrating GEWE into SW activity identification, implementation, monitoring and evaluation through checklists (which can be



incorporated in activity design templates, activity report templates, etc.) with COP/DCOP and DAI Home Office internal approval.

- Gender desk review including available training materials and gender analysis and mainstreaming tools; assessment of GAD resources of partners at national level and priority sites and training needs analysis (TNA). This will inform the development of a draft generic training design and program for stakeholders. Once team can proceed with on-site activities, we will explore with stakeholders the need for a GEWE training. For those who express the need, the generic training design and program will be tailored as needed.
- Develop draft GEWE assessment tools to be used for SW gender-sensitive institutional analysis.
- Consult with MEL Manager for the integration/ development of the gender database required in the M&E system.

Safe Water Team has also started drafting the Quarterly reports for December 2019 and the January – March 2020, due on April 30, 2020.

## SAFE WATER CONTINGENCY PLAN

This project contingency plan includes two primary sections, which 1) presents DAI's plan to secure project assets and sustain momentum of ongoing activities and program results if a work plan modification or suspension is put in place; and 2) illustrates DAI's rapid re-mobilization plan for return to normal operations once the circumstances allow.

### WORKPLAN MODIFICATION OR SUSPENSION – SECURING ASSETS AND MAINTAINING MOMENTUM

Given the high level of uncertainty and the project's intent to provide USAID with a clearer illustration of Safe Water's proposed response measures, DAI is presenting SW's plan for a modified or suspended work plan across two scenarios based on length of GPH community quarantine and travel restrictions: 1) One Month (April 14, 2020); and 2) Three Months (June 2020). If a work suspension would exceed three months, Safe Water would consult closely with USAID and DAI's home office to propose appropriate responses.

### ONE MONTH COMMUNITY QUARANTINE / TRAVEL RESTRICTIONS

If the community quarantine and travel restrictions are in place for one month, from March 15 to April 14, 2020, Safe Water will continue to operate as outlined in the Operational Status Report, and in the Technical Activities report. During the month-long community quarantine, staff would continue to work remotely. In order to meet contractual targets without an extension to Safe Water period of performance and calendar of deliverables, DAI would, in consultation with the COR, propose revision of implementation strategies and timelines; and phasing out select activities that could not be completed due to the shorter implementation timeframe.

Thanks to continued progress on project reporting and communications with project partners during the one-month period, DAI does not foresee significant challenges in affecting a return to normal operations. DAI projects that following the return to normal operations, it would take three- to four-weeks to reschedule and procure goods and services for fit out of field site offices, travel, stakeholder engagement and other activities with partners. We note that it is likely that partners will face similar

challenges with re-mobilizing their workforces and revising implementation schedules. DAI does not project a significant budget impact.

### THREE MONTH COMMUNITY QUARANTINE / TRAVEL RESTRICTIONS

In the event of a three-month quarantine period, Safe Water projects that significant modifications to the work plan would be required in order to meet contractual targets and deliverables. Over the course of this period, staff would continue to work remotely with clear tasks to be performed and frequent supervisory check-ins. The COP would also communicate frequently with USAID for guidance and direction on priorities related to activity and budget pipeline management.

For those staff whose scopes of work are not conducive to remote work or that are highly dependent on field operations and support to partners—such as administrative and technical associates—DAI would seek to adjust their scopes of work as feasible to contribute to adjusted SW needs and priorities. All LTTA would be retained and receive salaries, which will ensure Safe Water’s ability to execute a rapid re-mobilization to full operations.

The recovery period following a Three-Month Community Quarantine would be managed as outlined in the Annex B: Rapid Re-Mobilization.

### SUMMARY

All actions detailed in this Project Continuity Plan will be executed in close consultation with USAID/Philippines and the DAI Home Office. DAI will treat this Plan as a living document, making updates to respond to COVID-19 developments and guidance from USAID.

## ANNEX B-I: DAI GLOBAL RISK LEVELS AND RECOMMENDED MEASURES

Risk Level	Risk to Staff	Recommended Measures	Responsible
<b>Low Risk (2)</b>	Low risk to staff in country and for STTAs.	<ul style="list-style-type: none"> <li>• CCC and projects monitoring situation and new cases</li> <li>• Project Leadership disseminating information received from CCC with all staff as necessary as well as other COVID-19 situation updates</li> <li>• ISOS and CDC posters posted around the office, and staff following hygiene precautions</li> <li>• Project leadership monitoring guidance of local and international health authorities</li> <li>• Projects stop all travel to CDC Level 3 Alert countries. Staff who have traveled to those countries will be required to self-quarantine for 14 days.</li> <li>• Travel and project implementation within country continues.</li> <li>• STTA travel can continue so long as outbound and inbound international travel is cross referenced with ISOS travel pages: <a href="https://pandemic.internationalisos.com/2019-nCoV/cov-travel-restrictions-flight-operations-and-screening">https://pandemic.internationalisos.com/2019-nCoV/cov-travel-restrictions-flight-operations-and-screening</a></li> <li>• Inbound and outbound staff nationalities taken into account for purposes of travel planning</li> <li>• Personal international travel itineraries monitored to ensure limited staff and project exposure</li> </ul>	CCC and Project Leadership--HO and Field--(Project leaders, Ops leaders, Security Focal Points/SFP)
<b>Medium Risk (3)</b>	Increased risk in defined settings or associated with specific risk factors.	<ul style="list-style-type: none"> <li>• CCC and projects monitoring situation and new cases</li> <li>• Project Leadership disseminating information received from CCC with all staff as necessary as well as other COVID-19 situation updates</li> <li>• ISOS and CDC posters posted around the office, and staff following hygiene precautions</li> <li>• Project leadership monitoring guidance of local and international health authorities</li> <li>• Projects stop all travel to CDC Level 3 Alert countries. Staff who have traveled to those countries will be required to self-quarantine for 14 days.</li> </ul>	CCC and Project Leadership--HO and Field--(Project leaders, Ops leaders, Security Focal Points/SFP)

Risk Level	Risk to Staff	Recommended Measures	Responsible
		<ul style="list-style-type: none"> <li>▪ Travel and project implementation within country continues taking into account reported in-country hotspots and restricting travel to such areas completely</li> <li>▪ STTA travel can continue so long as outbound and inbound international travel is cross referenced with ISOS travel pages. <a href="https://pandemic.internationalisos.com/2019-ncov/ncov-travel-restrictions-flight-operations-and-screening">https://pandemic.internationalisos.com/2019-ncov/ncov-travel-restrictions-flight-operations-and-screening</a></li> <li>▪ Inbound and outbound staff nationalities taken into account for purposes of travel planning</li> <li>▪ Personal international travel itineraries monitored to ensure limited staff and project exposure</li> <li>▪ Project leadership assesses lease/purchase/use of transportation means to and from the office to avoid public transportation and exposure</li> <li>▪ Projects purchase hygienic supplies and place hand sanitizers across offices</li> <li>▪ Projects identify COVID-19 testing and treatment centers with ISOS recommendation</li> <li>▪ Projects identify professional cleaning services for potential disinfection of offices or vehicles in case of exposure</li> <li>▪ Projects discuss prevention measures with suppliers, subcontractors and partners</li> <li>▪ Projects limit visitors to the office based on individual risk exposure</li> <li>▪ Discuss hygiene measures with hotels used for STTA and conferences; try and limit big project events and conferences</li> <li>▪ Communicate with donor on measures and concerns</li> <li>▪ Projects Develop Project Continuity Plan</li> </ul>	
<b>High Risk (4)</b>	High risk to all staff.	<ul style="list-style-type: none"> <li>▪ Suspend activities in hotspots if not done already</li> <li>▪ Limit work and personal travel to essential movement only</li> <li>▪ Restrict STTA travel or cancel as needed</li> <li>▪ Purchase food and emergency provisions (see security plan guidance)</li> <li>▪ Discuss associated security risk due to paranoia, potential looting, and breakdown in rule of law as needed in your country of operations with the CCC or your Global Security PoC</li> <li>▪ International staff to confirm passport validity and visas</li> </ul>	CCC and Project Leadership--HO and Field--(Project leaders, Ops leaders, Security Focal Points/SFP)

Risk Level	Risk to Staff	Recommended Measures	Responsible
		<ul style="list-style-type: none"> <li>▪ HO project staff fill out the pre-evacuation sheets; request such from the CCC</li> <li>▪ Implement work from home or hibernation as necessary</li> <li>▪ Send additional guidance to all staff, brief and check on wellbeing</li> <li>▪ Communicate with clients</li> <li>▪ Routine check-ins with CCC</li> <li>▪ Discuss project deliverables with Donors</li> <li>▪ Review Project Continuity Plan (PCP) and stand by for activation</li> </ul>	
<b>Very High Risk (5)</b>	<p>Project staff infected with COVID-19, suspected infection or foreign governments call for ordered departures. DAI will transition the CCC to a Crisis Management Team to bring on more support and resources.</p>	<ul style="list-style-type: none"> <li>▪ If staff has traveled to any hotspot areas and exhibits some COVID-19 symptoms: <ul style="list-style-type: none"> <li>○ Send staff home right away and follow local or international guidance for self-quarantine</li> <li>○ Inform CMT</li> <li>○ Ask staff to be tested for COVID-19 and call ISOS for testing center guidance</li> <li>○ Clean the whole office thoroughly</li> <li>○ Conduct risk assessment based on CDC advice for all staff with direct contact to the suspected case; follow similar steps as with first suspected case as necessary</li> <li>○ Staff should not return to the office and work from home for 14 days or until test results come back negative</li> </ul> </li> <li>▪ If there is a confirmed case: <ul style="list-style-type: none"> <li>○ All staff should self-quarantine and test themselves following guidance</li> <li>○ Inform CMT</li> <li>○ Office, vehicles and all other project assets should be cleaned thoroughly</li> <li>○ Consider informing clients, subcontractors, partners, vendors, suppliers, etc. after discussions with CMT</li> <li>○ Depending on the nationality of the case (i.e., national vs international staff) the CMT will discuss evacuation options with ISOS</li> </ul> </li> </ul>	CMT and IMT

Risk Level	Risk to Staff	Recommended Measures	Responsible
		<ul style="list-style-type: none"> <li>○ If international staff ISOS will provide additional guidance for family management</li> <li>○ A family liaison will be appointed by the CMT to ensure well-being for everyone</li> <li>○ Activate PCP</li> <li>▪ Foreign embassies order evacuations               <ul style="list-style-type: none"> <li>○ CMT and IMT convene and discuss with ISOS feasible evacuation options</li> <li>○ Activate PCP</li> </ul> </li> </ul>	
<sup>2</sup> Recovery	DAI Comment: COVID - 19 cases under control, ISOS and CDC notice levels go back to Level 2/DAI equivalent Medium Risk (3). Foreign Embassies and other organizations return. DAI internal assessment suggests that return is feasible. This is not sequential and will be followed accordingly.	<ul style="list-style-type: none"> <li>▪ Key international staff return to respective countries</li> <li>▪ Continue monitoring</li> <li>▪ Prevention precautions still in place</li> <li>▪ STTA travel allowed</li> </ul>	CMT and IMT

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<sup>3</sup> CCC – COVID-19 Coordinating Committee, ISOS – International SOS, CDC – Center for Disease Control CMT – Crisis Management Team

## ANNEX B-2: RAPID RE-MOBILIZATION

Project Function	Impact of 3-month quarantine	Priority Recovery Measures	Recovery Timeframe	Responsibilities and Tasks
<b>Technical</b>	<ul style="list-style-type: none"> <li>Planned project activities for the period postponed or may be cancelled.</li> <li>Operations of partners especially at urban centers also ceased so they would also be catching up on their programs at the end of the quarantine period. They may not be immediately available for joint activities.</li> <li>While risk levels may be lower, some prevention precautions and restrictions may still be in place.</li> </ul>	<ul style="list-style-type: none"> <li>Review status of all technical team members (LTTAs and STTAs) and initiate safe return to work.</li> <li>Review Year I work plan vs targets - prioritize activities and propose revisions on implementation strategies and timelines.</li> <li>Initiate consultations with partners for the re-initiation of priority activities.</li> <li>Develop guidelines that will allow start of activities but with precautionary measures and in compliance with remaining restrictions.</li> <li>Start re-engagement with least affected partners, e.g., community level and LGUs. Site teams will be the first to be mobilized to the field.</li> </ul>	<p>Two months.</p> <p>We anticipate the recovery period in Manila will take longer than in project sites.</p>	<ul style="list-style-type: none"> <li>COP notifies USAID of return to work protocol.</li> <li>Component leads, site management and project management prepare a revised work plan for submission to USAID.</li> <li>Component leads review staff requirements for the recovery phase and implementation of revised work plan.</li> <li>Component leads review agreements, SOWs and contracts of STTAs, university research teams, technical service contractors and private sector partners for possible revision and extension.</li> </ul>
<b>Operations and Finance</b>	<ul style="list-style-type: none"> <li>Physical assets in offices have not been in use for a significant period.</li> <li>Suspension of procurement activities.</li> <li>Delayed payments due to the prohibition of travel and its impact on vendor workforce, and DAI restrictions on removing original receipts, invoices and back-up documentation from the office.</li> <li>Backlog of payments issued remotely that need to be entered into FAS and properly filed.</li> </ul>	<ul style="list-style-type: none"> <li>Initiate thorough cleaning of all offices and vehicles, and check-up of major equipment items.</li> <li>Provide guidance to staff notifying safe return to office spaces and remaining precautionary measures and restrictions.</li> <li>Check in with vendors for activity events, vehicle services, supplies, equipment and other materials and services; review/revise BPAs.</li> <li>Re-initiate procurement activities.</li> <li>Resume finance operations.</li> </ul>	<p>Within one week</p>	<ul style="list-style-type: none"> <li>DCOP, with Operations Manager, Finance Manager and Procurement &amp; Logistics Manager, lead re-mobilization in coordination with staff and vendors.</li> <li>Site Managers and logistics direct cleaning of site offices and vehicles.</li> <li>Office Manager direct cleaning of site offices and vehicles.</li> </ul>

## **ANNEX B-3: SAFE WATER KEY CONTACTS**

