

MINISTRY OF LOCAL GOVERNMENT, PUBLIC WORKS
AND NATIONAL HOUSING

DEPARTMENT OF PHYSICAL PLANNING



WORKSHOP REPORT

LOCAL LEVEL PLANNING
AND THE IDENTIFICATION
OF ACCESS INTERVENTIONS

28 AUGUST – 1 SEPTEMBER
CHIBANGUZA HOTEL, MREWA, ZIMBABWE



TATENDA C. MBARA

C. JAN SAKKO



FOR ASIST-AFRICA
INTERNATIONAL LABOUR ORGANISATION

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LIST OF ACRONYMS

AI	Accessibility Indicator
AP	Accessibility Profile
ASIST	Advisory Support Information Services and Training
ARDC	Association of Rural District Councils
CBU	Capacity Building Unit
DDF	District Development Fund
DDG	District Development Grant
DPP	Department of Physical Planning
HHD	Household Questionnaire (IRAP)
ILO	International Labour Organisation
IMT	Intermediate Modes of Transport
IRAP	Integrated Rural Accessibility Planning
NGO	Non Governmental Organisation
PAAP	Poverty Alleviation Action Programme
PDC	Provincial Development Committee
PRA	Participatory Rural Appraisal
RDC	Rural District Council
RDF	Rural Development Fund
RDDC	Rural District Development Committee
RTT	Rural Travel and Transport
SIDA	Swedish International Development Agency
VL	Village Questionnaire (IRAP)

EXECUTIVE SUMMARY

The findings of the *Rural Transport Study in Three Districts in Zimbabwe* that was undertaken in 1995-1996 indicated serious access problems in rural areas. The study was discussed in February 1997 during a national workshop organised by the Ministry of Transport and Energy, with the participation of line ministries, the World Bank, NGOs, and district councils. One of the recommendations of this workshop included the need for proper planning in districts to address access problems of the rural population. The introduction of IRAP as a local level planning tool is a follow up to that process.

The ILO/ASIST Programme has been assisting the Department of Physical Planning in its effort to explore ways and means to put access problems and the shortfall of technical capacity in Rural District Councils higher on the national agenda. ILO/ASIST produced a concept report entitled *An Assessment of Local Planning Structures and Capacity for Identification and Implementation of access Interventions*, in consultation with the Government. The report came out in July 2000 and was positively received by the Department of Physical Planning. It serves as an initial discussion paper for echelons within the Ministry of Local Government, Public Works and National Housing, and for Rural District Councils.

As a next step, ILO/ASIST and the Department agreed to organise a training workshop cum introductory training on *Local level planning and the identification of access interventions*. The participants included planners, engineers, and project officers from 12 Rural District Councils, 5 officers from the Department of Physical Planning, and 1 officer from the Capacity Building Unit within the Ministry. The honourable Dr. Ignatius Chombo, Minister of Local Government, Public works and National Housing opened the workshop. His presence at the workshop created a new momentum to raise and discuss rural access and transport issues amongst department officials and experts from the districts. A lecturer from the University of Zimbabwe and a technical advisor from ILO/ASIST facilitated the workshop.

The training workshop aimed to familiarise district planners, engineers, project officers, and DPP officers with a tool that can help them to improve the local planning capacity. The *Integrated Rural Accessibility Planning (IRAP)* tool takes access needs of communities and households as the starting point for developing appropriate infrastructure planning procedures to overcome typical rural access problems. It assesses the needs for improved access and transport to basic social and economic services, such as health centres, schools, safe drinking water, fuel wood, growth points, grinding mills, etc. The IRAP methodology contributes directly to building local planning capacity. It collects and processes planning data, and enables users to prioritise access needs and to identify the most appropriate access interventions. Both the Rural District Council and the community participate actively in this process.

Solutions for access problems cut across the various infrastructure sectors (water and sanitation, roads and structures, health, etc.). IRAP pays special attention to low-cost solutions in the implementation of appropriate infrastructure, to the appropriate siting of services, and to the promotion of Intermediate Means of Transport (IMTs).

The workshop was an introductory training for a broad group of district planners, engineers, project officers, and DPP officers, rather than on-the-job training for technical staff of one or a group of related districts. However, the 4-day workshop trained the participants in all key-aspects of IRAP. The workshop programme included fieldwork, planning, preparation, data collection, site assessment and analysis, and identification of appropriate access interventions. The workshop programme exposed participants to a reasonable degree of technical detail and enabled them to acquire the IRAP planning skills through learning-by-doing. Finally, the workshop discussed with the participants the suitability of the IRAP tool for Zimbabwe, and how it can eventually be modified to fit into existing local planning cycles.

The professional staff from the RDCs and the Department of Physical Planning concluded that the IRAP tool breaks new grounds in local investment planning and could be useful to apply to district planning in Zimbabwe. It has to be further specified how the IRAP tool can suit the existing different levels and types of planning, such as provincial and district planning, regional planning, statutory master and local planning, ward and village planning, and site planning. The participants considered the workshop successful as an introductory training and proposed that the next step in promoting the IRAP tool includes additional training to apply the procedure in an actual planning situation in one or a few districts. The Department of Physical Planning concluded that other levels and sections within the Ministry have to be further sensitised about IRAP. ILO/ASIST and the Department of Physical Planning should consider how the tool fits with other ideas about the development of a Rural Travel and Transport Policy. Also, the promotion of the IRAP tool within the Ministry and beyond is needed to allocate funds, or to mobilise support among decision makers to earmark part of the Rural District Fund and the District Development Grant for typical rural access interventions. Furthermore, support for planning tools like IRAP should also be built with likeminded programmes, such as the Capacity Building Programme, the Poverty Alleviation Action Programme, and others. Linking up with their training activities can have an immediate impact on the development of technical planning capacity in Zimbabwe.

1. INTRODUCTION

1.1 BACKGROUND

The findings of the *Rural Transport Study in Three Districts of Zimbabwe*, undertaken in 1995-1996 indicated serious access problems in rural areas. This study was discussed in February 1997, during a national workshop organised by the Ministry of Transport and Energy, with the participation of e.g. line ministries, the World Bank, NGOs, and district councils. One of the recommendations of this workshop included the need for proper planning in districts to address access problems of the rural population. The introduction of IRAP as a local level planning tool is a follow up to that process.

The ILO/ASIST and the Department of Physical Planning have been exploring ways and means to put access problems and the shortfall of technical capacity in Rural District Councils higher on the national agenda. Prior to the workshop ILO/ASIST produced a concept report entitled '*An Assessment of Local Planning Structures and Capacity for Identification and Implementation of access Interventions*', in consultation with the Government. The report, which came out in July 2000, was positively received by the Department of Physical Planning. It serves as an initial discussion paper for echelons within the Ministry of Local Government, Public Works and National Housing, and for Rural District Councils.

As a next step ILO/ASIST and the Department agreed to organise a training workshop cum introductory training on '*Local level planning and the identification of access interventions*'. District planners, engineers, project officers, and department officials were chosen as the target group for the training workshop. The workshop was held a few weeks following the appointment of a new Minister of Local Government, Public works and National Housing. The minister who was invited to officially open the workshop aptly expressed that closer attention should be paid to constraints that keep many rural people tangled in situations of poverty and lack of access to basic services. His presence at the workshop created a new momentum to raise and discuss rural access and transport issues amongst department officials and experts from the districts. The discussions were also a renewed call for expansion of the technical capacity of Rural District Councils to adequately intervene in the development process at local levels. Finally, the workshop contributes to the important process of administrative decentralisation in Zimbabwe.

1.2 WORKSHOP OBJECTIVE AND METHODOLOGY

1.2.1 Objective

The aim of the workshop was to familiarise a mixed group of Rural District Council planners, engineers, project officers, and DPP officers with a tool that can help them to improve the local planning capacity. Household and community access needs are the starting point in developing appropriate procedures. The IRAP planning tool is also introduced as an instrument to allocate scarce resources towards the most needed investments in different infrastructure sectors, such as health, education, water, housing, and transport facilities.

1.2.2 Methodology

The workshop is an introductory training for Rural District Council planners, engineers, project officers, and DPP officers, rather than on-the-job training for professionals from one or a group of related districts. However, the 4-day workshop trained the participants in all key-aspects of IRAP. The workshop programme included conducting fieldwork similar to the activities that are undertaken as part of an actual IRAP planning approach. Planning preparation, data collection, site assessments, and analysis and identification of appropriate access interventions were included in the workshop programme, aiming to expose participants to a reasonable degree of technical detail and enabling them to acquire the skills needed through learning-by-doing. Finally, the workshop discussed with the participants the suitability of the IRAP planning tool, and how it could eventually be modified to fit into existing local planning cycles in Zimbabwe.

1.2.3 Participants

Twenty out of the fifty-seven Rural District Councils were invited to send participants to the workshop. These twenty were chosen because of their present or potential capacity to implement the IRAP planning tool. The respective councils have either engineers (SIDA and DANIDA sponsored *Young Engineers Programme*) or planners in their district. Apart from participants from the districts, invitations were extended to the Department of Physical Planning, and the Capacity Building Unit within the Ministry. Twenty-two participants, including two resource persons, ultimately attended the workshop. These comprised five officers from the Department of Physical Planning, 12 from the RDCs (3 engineers, 3 planners and 6 project officers), and one officer from the Capacity Building Unit within the Ministry. A technical advisor from the ILO/ASIST Programme and a graduate planner from the University of Zimbabwe acted as workshop facilitators and organisers. A workshop programme and a list of participants are provided in Annexes 1 and 2 respectively.

1.3 OFFICIAL OPENING OF THE WORKSHOP BY THE HONOURABLE DR. IGNATIUS CHOMBO, MINISTER OF LOCAL GOVERNMENT, PUBLIC WORKS, AND NATIONAL HOUSING

Thursday 31 August 2000 - Morning Session

The Minister of Local Government, Public Works and National Housing officially opened the workshop on Thursday 31 August 2000, which was the third day of training. A group of distinguished guests, including the Provincial Governor of Mashonaland East, Mr. D Karimanzira, the Director of Physical Planning, Mr. P.I.Mbiriri, the Provincial Administrator, Mr. Mukwaira, the Murewa District Administrator, Mr. Mbetsa, and the Chairman and Chief Executive Officer of Murewa Rural District Council, Messrs Jonasi and Nyamukapa respectively, were present at the occasion.

The Minister told the participants he had deferred an important meeting feeling compelled to attend the opening session of the workshop, because of the importance of the workshop theme. In his address the Minister outlined the framework and structure that the Government has been putting in place, in consultation with private sector, NGOs and donor community, to implement a Rural Travel and Transport Programme.

Improved access and mobility are key-elements in this policy. He elaborated on the perception shared by many people of what transport signifies, and which has done little to improve the situation for those in areas outside the road network: “In general, a road is by definition a ‘TARMAC PAVEMENT’ and a transport mode a ‘MOTORISED VEHICLE’”. However, for the rural people, most travel is undertaken on paths and tracks in order to access BASIC NEEDS such as water, firewood and grain processing. Clearly, mobility and accessibility are crucial factors in alleviating poverty”. The minister emphasised the structures of RDC’s as the appropriate channel to address access problems of rural people. He called upon the participants to make sure that they learn from the workshop for the benefit of their activities in the RDCs. The full text of the Minister’s speech is provided in Annex 3.

In responding remarks on behalf of the ILO/ASIST Programme, which provided funds and technical support to the workshop, Mr. Jan Sakko expressed his appreciation for the Minister’s presence and official opening. He explained the reason for the ASIST Programme’s involvement in local investment planning, in relation to the ILO’s mandate in employment creation and promotion of decent work for women and men worldwide. ILO/ASIST supports national actors in increasing local employment opportunities by linking local investment planning to the increased use of appropriate technologies, local labour and resources in the implementation of infrastructure. The ILO, together with local and international partners, has built up considerable experience in this field, which is available to Zimbabwe. The full text is provided in Annex 5.

**1.4 OPENING REMARKS BY MR. P.I. MBIRIRI, DIRECTOR OF THE
DEPARTMENT OF PHYSICAL PLANNING, MINISTRY OF LOCAL
GOVERNMENT, PUBLIC WORKS, AND NATIONAL HOUSING**

Tuesday 28 August - Morning Session

The Director of Physical Planning, Mr. Mbiriri welcomed the participants to the workshop. He indicated that the new Minister of Local Government, Public Works and National Housing himself would address the participants in the official opening ceremony on Thursday 31 August. The Director noted that the workshop was a timely event to further build the capacity of RDCs in view of the various access problems that people in rural areas are confronted with. He explained that roads and paths that people use were not accessible all year around, and encouraged the participants to seek solutions for rural communities to overcome their difficulties e.g. in accessing grinding mills, health centres, schools, etc. He singled out the problems of women who bear the greatest travel and transport burden and challenged the participants to look for solutions which increasingly alleviate this burden. The Director ended by wishing participants fruitful deliberations.

**1.5 A REGIONAL PERSPECTIVE ON RURAL TRAVEL AND TRANSPORT BY
DR. FATIMEH ALI-NEDJADFARD, SENIOR TECHNICAL ADVISOR,
ACCESS AND RURAL EMPLOYMENT, ILO/ASIST**

Dr. Ali-Nedjadjard from ILO/ASIST presented an overview of rural access problems faced in various Sub-Saharan countries and their possible solutions. She focused on the time lost by households walking long distances to basic facilities and services, and explained the relationship between lack of access and poverty. She clarified the need for a planning tool that captures accessibility problems and identifies interventions to address these. She further emphasized the role of the communities in this process of identification, planning and implementation. The transparencies of her presentation are given in Annex 4.

**1.6 SUMMARY OF FINDINGS FROM THE RURAL TRANSPORT STUDY IN
THREE DISTRICTS OF ZIMBABWE, BY TATENDA MBARA,
ILO-CONSULTANT AND LECTURER IN THE DEPARTMENT
OF RURAL AND URBAN PLANNING, UNIVERSITY OF ZIMBABWE**

Mr. Tatenda Mbara, ILO-consultant tasked with the organisation of the workshop, started with the first training session. He highlighted the findings of the *Rural Transport Study in Three Districts of Zimbabwe*. The objective of this session was to give the participants insight into the characteristics of rural travel and transport patterns (presentation overheads are given in Annex 16). Before the facilitator started elaborating on the findings of the study, the participants were divided into three groups and enjoyed a group work session that addressed the following questions:

GROUP WORK SESSION 1

- (a) *What is your understanding of rural travel and transport?*
- (b) *What are the major problems associated with rural travel and transport*
- (c) *Who are the key stakeholders involved in rural travel and transport*

The contributions of Group Work Session 1 are shown in annex 6. In the ensuing discussion the gender dimension received considerable attention, supported by overhead sheets that elaborated on the number of tasks which most rural women undertake, the distances they walk, and the number of hours they work until late at night. Another topic of discussion was the constraints that some communities face in accessing commercial centres. An administrative regulation for locating commercial service centres (obviously formulated for good reasons) can create access problems for communities that are located far away from these service centres. For instance, there is a requirement that commercial centres should not compete with each other within a radius of 5 kilometres. One group came up with the observation that planners currently do not consider rural transport an issue, since local infrastructure, e.g. footpaths, tracks, etc., are not perceived as directly contributing to economic development. It was recognised that this conclusion is based on the perception that travel and transport in and around villages serves day-to-day activities of which the main function is perceived to be a social one. On the whole, the groups were able to identify the pertinent rural travel and transport problems as evidenced by annex 6.

2. INTRODUCTION TO IRAP

2.1 REASONS FOR LOCAL LEVEL PLANNING

Tuesday 29 August 2000 - Afternoon Session

The introduction to the IRAP planning tool started by articulating the reasons why authorities need to plan:

- because of a mandate or responsibility to provide certain services to the public
- because resources are scarce, and public services should respond to the important needs
- because the needs are many, the service has to be effective, i.e. it should accord maximum benefits to a large number of people

These general planning principles remain part and parcel of the IRAP planning tool. Subsequently, the presenter and the participants discussed why conventional planning approaches fail to address the actual needs of many rural people. They found that the conventional response in providing transport facilities is an important reason. Many people assume that rural transport serves an economic purpose, or triggers a response in terms of economic demand. The reality in many rural areas is however different. Travel and transport undertaken to meet basic needs is dominant, as evidenced by the Rural Transport Study.

The participants concluded that when planners start planning facilities for rural travel and transport, they should be aware of attitudes, social customs, gender patterns, and agricultural practices as important factors for achieving success.

2.2 THE IRAP PLANNING TOOL

The presentation started with the following caption:

*“We never do much about a problem until we know
how to define it”*

MOYNIHIN

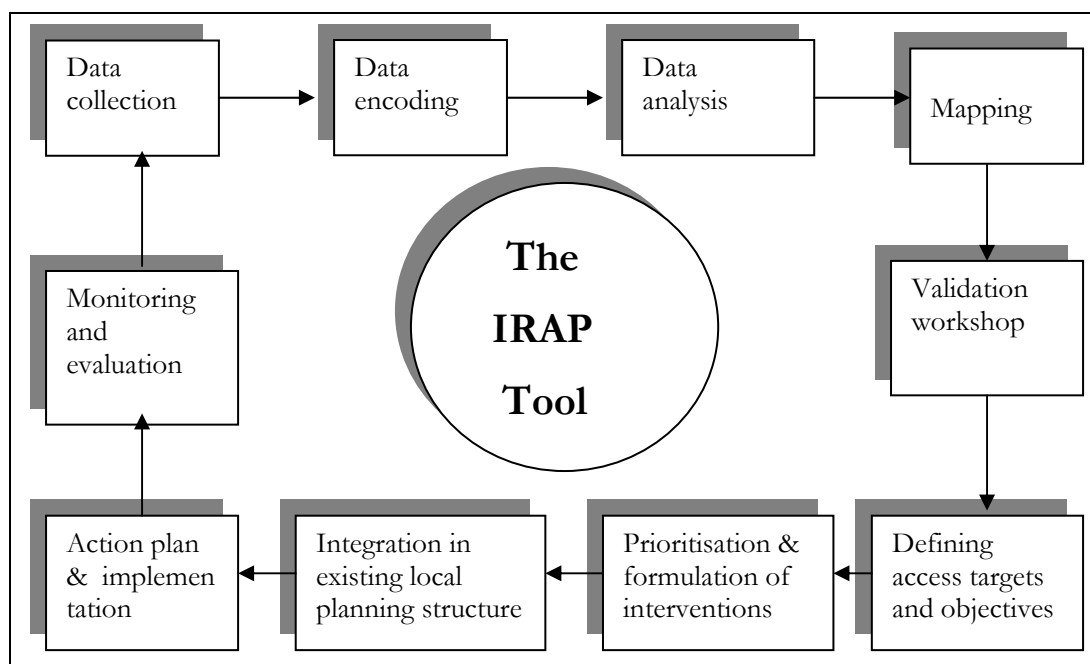
IRAP can be defined as a participatory planning tool that identifies and prioritises access needs of rural households in relation to basic, social and economic services.

The main features of IRAP are:

- It is a local planning tool that starts from the notion that lack of access of rural people to goods and services is one of the fundamental constraints to development.
- It uses households as the main focal point of the planning process and considers all relevant aspects of a household to access basic, social and economic services.
- It is a planning tool based on a comprehensive data collection system. However, IRAP remains focused on access, transport, and appropriate infrastructure facilities.
- It is a tool that uses a bottom-up approach involving communities at different stages of the planning process.
- It is a tool that looks at gender and gender patterns, when considering access needs of the various members of a household.

The application of the IRAP planning tool is illustrated in the following diagram:

BOX 1: THE INTEGRATED RURAL ACCESSIBILITY PLANNING TOOL



2.3 DATA COLLECTION

2.3.1 Data sources

The IRAP planning tool starts with collecting data about all relevant aspects related to access problems. Two main sources of data were explained. Primary data is first hand

information collected for the study in question, whereas secondary data is information already available from existing databases and publications.

The advantage of using primary data sources is that new field data are often more accurate and reliable. The disadvantage of collecting primary data is that it is resource-intensive. On the other hand, the collection of secondary data may be less resource and time consuming, but the conditions under which the data were collected are usually not well known, which holds the risk of including errors, etc. The decision to use primary or secondary data sources is dependent on the quality and reliability of the information for planning purposes. Since the use of particular data can have far-reaching consequences for the type of investments that are being planned and the place where the investments will be located, this dilemma deserves careful consideration. Hence, “no data may be considered better than wrong data”, or with different words:

“The extent to which poor data can be set right by more elaborate analysis is very limited”

D R . C O X

GROUP WORK SESSION 2

Participants were then divided into 3 groups and tasked to brainstorm about data topics that should cover the access needs in three infrastructure sectors: education, health, and water. The groups were further requested to ascertain the data that could be obtained from secondary sources. The groups were able to correctly identify part of the data requirements, such as location of facilities and services, topography, population and means of transport used. However, the group responses did not include data sources that inform about existing planning capacity, access targets, and perceived access problems. Regarding the availability of data from secondary sources, sector ministries, government departments and the Central Statistical Office were identified as the main sources. However, the groups did not consider the possible shortcomings of these data sources, in particular data from census reports, which are in most cases not fully up to date. Full group work contributions are shown in Annex 7.

2.3.2 Questionnaire design

The training proceeded with discussing the instrument for collection of primary data, the *survey questionnaire*. The training did not go into the details of conceptualising access issues, in terms of the various dimensions of access, how these can be deduced, and the limitations of survey questions to express these in measurable terms. Instead, the participants were taken through the questionnaires from the Rural Transport Study. The IRAP planning tool uses a *household* and a *village* questionnaire. The main purpose of the village questionnaire is to collect general information about travel and transport, community assets, and the availability, location and access to basic service. The village questionnaire is implemented through an interview with key-informant groups, e.g. comprising of the head of the community and a representation of community members.

The main purpose of the household questionnaire is to capture detailed aspects of access, travel and transport pattern of household members, including gender differences, aspects that are not easily revealed by a general community response. The household questionnaire is implemented as a door-to-door survey whereby questions are posed to the whole family and the head of the household in particular.

The most important questions of the household and village questionnaires were discussed during plenary sessions. Thereafter the participants were given time to screen the questions and to come up with comments or suggestions for alterations. The participants did not propose major changes. They spotted a few repetitions. Categories that were felt to be particularly relevant for Zimbabwe were Question HHD11: Visits to dip tanks, and HHD12: visits to funerals which were not covered in the Rural Transport Study in Three Districts of Zimbabwe.

2.3.3 Implementation and supervision

The instructions to enumerators are discussed in section 3.1 about the preparations for field work. The data collection process is managed by a data-coordinator who guides supervisors and enumerators. The structure of this process is pictured by an organogram shown on one of the overhead sheets in Annex 16. The coordinator can be the district planner. This person should have gained experience in data collection techniques and in managing a data collection process. The responsibilities of each team member were discussed in detail. The coordinator should be able to respond to special situations, guide supervisors in – if necessary – adjusting the questionnaires, and come up with solutions how to store the data, how to merge databases and keep them updated. The important role of the supervisor is to control the quality and reliability of the data during the process of data collection. Regarding the enumerators role, the facilitator emphasised the ‘dos and don’ts’ when collecting primary data through interviews (see also Annex 16).

2.4 DATA ENCODING AND ENTRY

Wednesday 30 August 2000 - Morning Session

The session started with the following caption:

*“Well organised data improves our
understanding of problems and help us to take
decisions wisely. Badly organised data are
little better than worthless”*

F r a n k O w e n , e t a l

Although a full exposition of the details of the coding process was beyond the scope of the workshop, some important steps in processing the collected data were put across. It is important that simple and comprehensible coding instructions are produced. This task is the responsibility of the survey coordinator. The coding steps, i.e. preparation of coding instructions, coding questionnaires and data entry were discussed and explained

with the help of handouts. One participant raised a question on how to treat answers that do not fit the pre-defined categories on the data entry form, or answers that do not match with the pre-coded answers. In such cases the supervisor, in consultation with the data-coordinator, should create new codes and newly approved codes have to be communicated immediately to all data entry clerks. Data entry has to be closely supervised to make sure that all information is being entered and processed correctly. The participants were made aware that computers only compute what has been entered, an activity that is illustrated by a popular saying: “GARBAGE IN - GABAGE OUT”. The output of the data processing is a computerised data base in spreadsheet format, comprising 4 sets of files: a master file, village files, sector files for a whole district, and sector files for each village.

2.5 DATA ANALYSIS

2.5.1 Accessibility Indicators

For the IRAP planning tool the purpose of data analysis is to define access priorities. The most important aspect of data analysis is the application of ACCESSIBILITY INDICATORS. Accessibility Indicators (AI) show the relative difficulty or ease of households’ physical access to goods and services. An AI can be used to rank and prioritise community needs according to their level of access. The computation of an AI is based on a fairly simple formula that relates number of households in a community to travel time to reach a particular service.

BOX 2 : BASIC FORMULA TO CALCULATE ACCESSIBILITY INDICATORS

AI	=	(HH * TT)(service i) where:
AI	=	Accessibility indicator
HH	=	Number of households in a given village or ward
TT	=	Average travel time to reach the indicated service

Example:

Putting figures to the above formula, the Accessibility Indicator (AI) for the water sector of a village with 50 households taking an average of 20 minutes to reach the water source is: $50 * 20 = 1000$.

Alternatively, where an acceptable target time for reaching a particular service has been defined (for example a relative maximum time to fetch safe drinking water) and is known for a particular area, the AI can be calculated as follows:

BOX 3 : CALCULATING ACCESSIBILITY INDICATORS WITH TARGET TIMES

AI	=	HH * (TT1-TT2)(service ii) where:
AI	=	Accessibility indicator
HH	=	Number of households in a given village or ward
TT1	=	Average travel time
TT2	=	Target travel time

Example::

Using the same figures as in the previous example, if the acceptable time is 10 minutes, the Accessibility Indicator is: $50 * (20-10) = 500$.

The calculation of accessibility indicators is undertaken for each sector separately, i.e. for accessing health centres, safe drinking water, schools, commercial service centres, firewood, and grain mills. The output is a set of accessibility indicators reflecting the needs per sector for a given area. The final step of analysis is ranking the accessibility indicators to prioritise needs. Put in order, a higher AI implies a more urgent need to address the access problem of the relevant village or ward. The ranking and prioritisation is undertaken for all villages and subsequently for all wards.

GROUP WORK SESSION 3

To reinforce the principles learned, participants received data for one sector emanating from the Rural Transport Study to calculate Accessibility Indicators (see Annex 8 for the group work instruction and results). Participants were comfortably able to calculate the accessibility indicators as well as to rank and prioritise the villages. The participants learned that accessibility indicators from different sectors should not be mixed, ranked and prioritised cross-sector wise, since different sector indicators reflect on different access problems which are not comparable at the same level. This was illustrated by the expression: ONE SHOULD NOT COMPARE APPLES WITH EGGS.

The session was concluded with an important remark: The access formula multiplies the number of households with the average travel time. One could imagine that the accessibility indicator is sensitive to large village populations. A community with a more than average number of households results in a relatively high access indicator which creates a ranking advantage. Hence, planners should balance the accessibility indicator against other important information from a particular area, which is an important activity for the validation workshop (Please refer to section 2.8).

2.5.2 Calculation of accessibility indicators with incorporated weight factors

Mr. Sakko, technical advisor of the ILO/ASIST Programme, continued the facilitate the training. He explained that the computation of AI - as discussed in Section 2.5.1 - provides the basic information needed to comprehend accessibility. However, the formula does not take into consideration which means of transport are being used, or the terrain conditions for travelling, or the relative importance of addressing an access problem based on people's day-to-day coping, etc. For example, village A and B may qualify with the same accessibility indicator, whereas the conditions to reach a health facility can be more difficult for people in village B than for people in village A. Although the variable 'time' encompasses some of these differences, it is not sufficient as comprehensive unit of measure. If we wish to emphasize the incidence of mobility and location problems (e.g expressed by the lack of IMTs, or passing difficult terrain), some factors need to be weighed into the Accessibility Indicator.

In a different case, where village access indicators are merged for ward or district planning purposes, and villages are accordingly ranked and prioritised, one still needs additional qualitative information to determine which villages are worse off in case of close rankings. Planners should be aware of extra information that influences the access status of villages.

The presentation overheads of this section are provided in Annex 16. To reinforce the principles learned, participants were provided with the same data from the Rural Transport Study and explained the steps how to incorporate weight factors into the calculation of accessibility indicators. Please refer to Annex 7 for a detailed description of the exercise.

GROUP WORK SESSION 4

- (a) *Identify relevant weight factors (e.g. terrain conditions) and apply a weight scaling (e.g. more difficult terrain conditions receive a higher weight)*
- (b) *Apply weights to each village and calculate weight factor total in case of multiple weight factors*
- (c) *Multiply the AI (per sector) by weight factor total and rank the villages or wards in order of priority*

Although this exercise took more time than the previous one, the participants were comfortably able to calculate weighted indicators. The plenary discussion after the calculations was important to enable participants to verify with others and to screen for possible errors. The participants further learned that adding weight factors to access indicators can result in changes in the ranking order of villages or wards, and subsequently to a shift in investment priorities.

2.6 ACCESSIBILITY PROFILES

The presentation of collected and analysed data, including the calculation of accessibility indicators per sector, is done in a most functional manner through *Accessibility Profiles*. An Accessibility Profile (AP) is an overview of the most important information from the household and village surveys, and related access data from the district. The overview is the accessibility status of households, villages and wards, specified by sector. The purpose of an AP is to provide a quick and easy reference for planning activities or for justifying the identification of a particular intervention.

The access profile is presented in a very brief document (about 10 to 15 pages) and can be done graphically, in tabular form, in brief wording, or a combination of these. The facilitator explained the table of contents of an AP. The session concluded by discussing an example outline of an AP. The facilitator circulated a profile designed by the ILO supported Integrated Rural Accessibility Programme in the Lao PDR among the participants to get an appreciation of how an AP is put together. The overheads used for this session are shown in Annex 16. An excerpt from a District Accessibility Profile is presented below.

BOX 4 : EXCERPT FROM A DISTRICT ACCESSIBILITY PROFILE

<i>Transport:</i>	<i>Education:</i>
- % of villages with all year round access	- % of villages with an incomplete school
- % of villages with no transport services	- % of villages without any type of school
- number of scotch carts per village	- number of teachers / rooms per school
	- population /class room ratio
<i>Water supply:</i>	
- % of villages using improved water source	
- % of villages where water quality is not satisfactory	
- number of pumps and bore holes in good order	

2.7 ACCESSIBILITY MAPPING

Thursday 31 August 2000 - Morning Session

Mapping is a tool to aid decision making, as it graphically portrays information that cannot be revealed by calculations. Maps for instance provide the opportunity to portray catchment areas of services in one quick overview. This was reinforced by the following slogan:

“Things heard but not seen are more easily misunderstood. Thus, anything that can be shown may be useful; so too is a message that paints a picture”

P a t r i c k F o r s y t h

The purpose of accessibility mapping was explained as:

- to portray graphically the geographical distribution of services and facilities in combination with the access needs in an area (through accessibility indicators)
- to assist in the identification of access problems and in the formulation of interventions
- to enhance communicating the information from access profiles to an audience

- to provide a common understanding among the various interest groups and organisations concerned with development issues
- to portray and evaluate the impact of access improvement projects and to guide future development actions

The procedures for mapping were explained and the facilitator elaborated on the preparation of a base map, the location of services, the determination of catchment areas, and the identification of access problems through access indicators. The participants saw examples of overlay maps for the health sector, showing:

BOX 5 : BASE MAPS FOR ONE SECTOR

- Overlay with target catchment area, within 5 kilometre radius of the health centre
- Overlay showing the actual catchment area of the health centre
- Overlay with average travel time per ward, village
- Overlay showing Accessibility Indicators

2.8 VALIDATION WORKSHOP

Throughout the training sessions the validation workshop had been referred to as an important component of the IRAP planning tool, because of the momentum in the planning process to compare collected aggregate information with the subjective views of community members. The participants were initially asked to state the ‘purpose of validation’ on pieces of cards. Their contributions are shown in Annex 11. Following the discussion and based on the contributions of the participants, the objectives of a validation workshop were defined as:

- To ascertain from the relevant communities whether the collected data, together with the analysis in draft access profiles, adequately represents the real situation on the ground. Or in other words, to balance survey data with subjective views.
- To give the communities the opportunity to participate in assessing the (urgency of) access problems in their respective areas, as well as in the identification of solutions that should be provided.
- To instill the rural communities with a good understanding of the relationship between different accessibility issues, and to prioritise and weigh solutions.
- To instill a sense of ownership and commitment of local communities regarding the choice of projects that can be implemented to address access problems.

This is also well reflected in the slogan with which the session started:

“If the target group does not participate in identifying the problems they wish to tackle, and prioritise among those problems, they may in the end not have a commitment to a project defined by others”

B . K e r s t a n

The facilitator pointed out that the collected data from the surveys are to be confirmed in the workshop. Hence, a final prioritisation of access problems and suggestions for interventions can only be made after the validation workshop has taken place. The purpose of the validation workshop is that all relevant information that can guide people to propose well-considered access interventions, is presented and discussed. Hence, the validation workshop must be adequately prepared for. Apart from the findings from the two IRAP questionnaires, other relevant data from the district may need to be made available to enable the communities to make informed decisions. Draft-accessibility profiles should be prepared for the workshop. The agenda of the meeting should be structured in such a way that people can express their views as individuals. The district planner plays a key-role as facilitator to this workshop.

The participants were subsequently asked to brainstorm on the participants to be invited for the validation workshop. They identified the following groups:

BOX 6 : SUGGESTED INVITEES FOR THE VALIDATION WORKSHOP

Village leaders such as headmen, VIDCO office bearers, representatives of line ministries, ward councilors, representatives of NGOs, women organisations, welfare organisations, traditional leaders, farmers' representatives, church leaders and representatives of main religious denominations, household representatives, etc.

3. IRAP IN ACTION: A FIELD INTRODUCTION TO COLLECTING ACCESS DATA

3.1 FIELD WORK PREPARATION

Wednesday 30 August 2000 - Afternoon Session

Fieldwork was made an integral part of the training workshop. This accorded participants an opportunity to test a set of key questions from the village and household questionnaires. During the morning session the participants were made aware of basic principles in which enumerators have to be trained when collecting primary data. An excerpt of the instructions to enumerators is given:

BOX 7 : EXCERPTS FROM 'DOs AND DON'Ts' IN PRIMARY DATA COLLECTION

The DOs:

- ❖ Introduce yourself and clearly explain to the respondents the purpose of the exercise before starting the interview
- ❖ Be familiar with all the questionnaires to be used
- ❖ Ask questions in a simple and clear manner preferably in the order presented on the form, unless there is a good reason to depart therefrom

Etc.

The DON'Ts:

- ❖ Do not put words in the mouth of the respondents
- ❖ Do not phrase questions in a manner likely to suggest answers
- ❖ Do not allow any other person to speak to the respondent during the course of the interview unless a consensus of key informants is required

Etc.

(For full details see Annex 16)

An extensive training in interview techniques and data recording was beyond the scope of the training workshop. The participants were divided into four groups. Each group was allocated to a pre-selected sample village. Two people of each group implemented the village questionnaire, the other two or three interviewed households. In addition to the interviews, the participants requested the community members to draw a

rudimentary map of the village area with basic access routes and location of basic social services. The instructions for field work are detailed in Annex 10.

The resource team had visited the villages prior to the deployment of participants. Arrangements were also made with the respective councilors to be present on the day of survey, for which the Chief Executive Officer and the engineer of Murewa Rural District Council provided great assistance. The councilors selected the household members for the household questionnaire. Councilors and household members were probed with the most important questions from the village and household questionnaires respectively.

3.2 FIELD WORK FEEDBACK

After the fieldwork, the participants shared their experiences during a brief plenary session, and commented on the organisation of field visits, the suitability and phrasing of questions, and on some technical concepts in particular.

BOX 8 : SPECIFIC COMMENTS FROM THE PARTICIPANTS ON THE QUESTIONNAIRES

- a) Questions which ask the respondents to provide percentages, appeared to be difficult, as the concept of percentage is novel to most people in rural areas. The percentages were mistakenly asked from the respondents. Calculation of percentages is in fact to be done by enumerators based on collected numerical concept that the respondents understand.
- b) The comment that consultation of a traditional healer/faith healer could have been some 3 or 4 years ago, is taken. The response categories of question HHD:9.5 should foresee in such answers.
- c) Some questions of the village questionnaire are difficult to answer. For questions inquiring about the number of assets (e.g. cattle), the key-informant should have a complete overview, or have the village records available on the spot. The suggestion to conduct the village questionnaire in the council office, to be able to refer to record books whenever possible, is taken.
- d) Since a village may be extending for more than 3 kilometres, the average value of the distance and travel time traveled to a service (calculated by the enumerator and based on several quotes) is a compromise. To get several reliable estimates from the community, the village questionnaire may have to be implemented over a longer time span, e.g a few days. If necessary, the enumerator should walk key-distances him/herself under the same conditions to record the appropriate times and distances.
- e) The suggestion to interview 5-10 informants simultaneously to get a better consensus, is also taken.
- f) Community members need some guidance in drawing a rudimentary village map. Instead of one respondent, a group of people can do the exercise together. These people should be availed with a big sheet of paper.
- g) In situations where father and married son live in the same homestead, the latter can also be interviewed as the head of the household in his own right.

Not all councilors showed up at the agreed time. The expectations of the respondents were high, regardless of the participants' explanation that the interviews were undertaken for training purposes. The communities expected funds to address the problems that were raised during the interviews (These are important aspects to be taken into account when interviewing for the purpose of an actual district planning exercise). Some respondents requested money in return for their answers (It is recommended to discuss this issue in coordination with the RDC). None of the participants had serious problems with implementing the IRAP questionnaires.

By and large participants did not experience difficulties in introducing the questionnaire. The translation from English to Shona did not cause major problems either. However, it is necessary that prior to the actual implementation of the IRAP planning tool in a district, all questions are translated from English into Shona or Ndebele, and back into English to detect possible differences in interpretation. It was acknowledged that some technical concepts have to be better phrased or explained. Abstract or scientific terms should be avoided. Enumerators have to be thoroughly trained to probe with further questions when they suspect inconsistent answers, such as in questions where 'distance' and 'time' are related. Some questions in the village questionnaire are repetitive. The facilitators explained that enumerators may have to reserve more time for the implementation of the village questionnaire, allowing communities to check village records, average distances, travel time to services. Such efforts will improve the reliability of the data. The lay-out of the questionnaires should allow for more space to record qualitative information. Further general feed back on the field work is provided in Annex 10.

3.3 ENCODING OF COLLECTED DATA

Thursday 31 August 2000 - Morning Session

The purpose of encoding answers is to make it easier to process the collected data. Data entry may be restricted to just entering numbers, regardless of the degree of detail and elaboration on a response sheet. Another advantage is that two encoded databases are easier to merge. A disadvantage of encoded data is that details 'get lost' in aggregate numbers, and it may become more difficult to trace, retrieve or print detailed answers to a question. As an introduction to encoding of data (instruction attached to the field work instruction in Annex 10), the participants were individually asked to:

- (a) Prepare a coding instruction sheet for questions HHD2:2.2, HHD7 and*
- (b) Code questions HHD2: 2.2 and HHD7*

Although the actual coding exercise presented no major difficulties, the participants needed more practice with this topic. Unfortunately, there was not enough time to complete and discuss the exercise, as the Minister of Local Government, Public Works and National Housing arrived for the official opening.

4. IDENTIFICATION AND IMPLEMENTATION OF ACCESS INTERVENTIONS

4.1 CATEGORIES OF ACCESS INTERVENTIONS

Thursday 31 August 2000 - Morning Session

Two main categories of access interventions were explained. The first category pertains to the improvement of MOBILITY, aiming to bring people more easily to goods and services that they require. Examples of mobility improvements are the provision of IMTs and construction of footbridges. The second category involves LOCATION OF SERVICES, which entails bringing goods and services closer to the people (PROXIMITY). Improvements in the location of services include the appropriate siting of health centres, grinding mills, water sources, etc., closer to the users.

4.2 SITUATIONAL ANALYSIS

The facilitator continued emphasizing the need to do proper analysis of access problems. Good analysis of the problem will be facilitative in identifying the most appropriate solutions to the access problems faced. To this end a simple situational analysis model can be used which assesses PROBLEM-CAUSE-EFFECT relations and further distinguishes between PROBLEM ANALYSIS, OBJECTIVE ANALYSIS and STRATEGY ANALYSIS. The application of such a model is best illustrated by an example, and a case of *lack of access to the grain marketing board* was analysed during this workshop session.

4.3 BASIC CONSIDERATIONS FOR IDENTIFYING ACCESS INTERVENTIONS

Once the problem analysis is done, there are a few basic considerations that determine the choice, feasibility and scope of interventions. The training workshop started by pointing out the reasons why authorities need to plan. Scarcity of resources was one of the criteria. The following questions provide guidance in identifying the most appropriate access interventions:

- What is the feedback from the validation workshop on preferred access interventions by the community?
- Which access interventions create the highest impact (e.g. in terms of time savings) and least cost (e.g. per household)?
- How much does the proposed access intervention cost?

- How can different access problems be addressed with the same intervention?
- What is the available budget of Rural District Councils (e.g. from the District Development Grant) for such interventions? Should other funding channels be accessed?
- How are funds from central Government ministries allocated and released to the local level, such as the Rural Development Fund, Public Sector Investment Programme, the Road Fund, etc.?
 - When, annually?
 - By sector? Be aware that access interventions cut across sectors
 - What is the required format for project proposals?
 - By which date should proposals be submitted?
 - Which other authority should be contacted?

4.4 PLANNING OF ACCESS INTERVENTIONS – CASE ANALYSIS

GROUP WORK SESSION 5

Finally, the facilitator gave the participants a planning case about a fictitious district. The case required them to plan with a set of given access indicators, and to identify a set of appropriate access interventions, guided by a district council budget of Z\$500,000. The full description of the case, including the group work contributions and comments, are given in Annex 11.

Although the exercise was based on fictitious data, the participants considered the presented planning case as realistic. One group responded that the situation with three villages, of which one or two are worse off than the other, is quite usual. It encouraged them to look for the most appropriate and cost-effective solution while staying focused on the biggest access problems. The three group presentations and the subsequent discussion about offered solutions confirmed this picture. The participants managed to use new planning information to alleviate conventional problems in a most appropriate manner, using scarce resources. The facilitator observed that participants tend to explore solutions that aim for increasing people's mobility more easily than solutions which improve the location of services directly.

4.5 ACCESS INTERVENTIONS – SITE VISIT

Thursday 31 August 2000 - Afternoon Session

4.5.1 Site visit

The purpose of the site visit was to appreciate the kind of potential access interventions that can be implemented to assist rural communities. Before setting off for the site, a brief background about the site was given by the Murewa RDC Engineer. The

local community wants to erect a crossing on the Chivake river to benefit mainly school children who have to walk an additional 4 kilometres to access a distant school. To this end, the local community has already collected 16 tonnes of concrete stones and started digging the foundations with no technical assistance or sound plan in place. When asked why they had proceeded with the project without seeking advice from a technical expert, their reply was that they were merely expressing their enthusiasm about the project. Further questions asked by workshop participants revealed that the communities had not firmly decided whether they want a crossing or a bridge that can be used by motorised vehicles, such as buses.

Friday 1 September 2000 - Morning Session

4.5.2 Feed back on site visit

The participants' observations on the site visit:

- When the participants reached the site, there was a high turnout of people. The level of expectation from the community was obviously high, as the local people thought that the workshop participants had come to resolve their problem. The RDC Engineer tactfully responded by outlining the purpose of the visit and further pointed out that the RDC was the appropriate body to be appraised of their request.
- The proposed project (crossing/bridge) is urgently needed as it would benefit school children as well as upgrading the status of the local school when enrolment increases.
- There appears to be a power struggle between some members of the local community and the ward councilor. Participants got the impression that the local councilor had not been informed about the project.
- The RDC has not been formally informed about the project and consequently the project has not been included in the RDC's Annual Development Plan.

Unfortunately, the exercise to carry out a problem analysis of the site could not be undertaken, due to time constraints.

5. ASSESSMENT OF IRAP AND PROPOSED INTEGRATION IN EXISTING PLANNING STRUCTURES

5.1 PRESENTATION FROM THE DEPARTMENT OF PHYSICAL PLANNING, MASHONELAND EAST PROVINCE

Friday 1 September 2000 – Morning Session

Mr W. Mutambanengwe made a presentation on behalf of the Department of Physical Planning, Province of Mashonaland East. He reiterated on the key features of IRAP and pointed out that it was an ideal planning tool to address the access problems in rural areas. He then dwelled on four planning approaches that are currently used in rural development planning and these are briefly discussed.

(A) REGIONAL PLANNING

This entails the planning of macro projects that span across districts and provinces. Local communities are involved in the preparation of regional plans. Incorporation of IRAP into regional plans may not be the right thing to do, as the former focuses on a wider scale while the latter addresses issues at a local level.

(B) RURAL MASTER PLANS

Master Plans are long term statutory documents for the management of land use in a district. A number of districts intend to prepare Master Plans and it is a requirement to address rural transport as an issue. Master Plans provide an ideal framework for the integration of the IRAP planning tool (it is legally binding). Some of the steps taken to prepare Master plans are similar to IRAP and it is mandatory to consult the public. After completing the study, Master Plans are made available for public scrutiny.

(C) DISTRICT DEVELOPMENT PLANS

These start at village level. Village development plans are produced with the inputs from the communities. They then culminate into ward development plans, which are collated into the district development plan. The bottom-up participatory approach augurs well with IRAP. There are however problems with the approach:

- Plans at the village level are just a passing event as they are not kept for future reference
- Most projects identified at the village level are not implemented due to lack of financial resources

- The lack of technical expertise at the local level results in projects that are not well-conceived
- At the district level, the RDC is interested in considering those projects that are accompanied by grants

(D) SITE SELECTION PLANNING

Site selection refers to the assistance rendered to local authorities and Government sister departments by the Department of Physical Planning. The assistance entails planning, siting and pegging of public facilities. In site selection, the issues of proximity and ease of access are taken on board. For instance the following standards would be applied:

- Primary school – maximum distance of 6 kilometres and 12 hectares in extent
- Secondary school – Maximum distance of 12 kilometres and 24 hectares in extent
- Rural Health Centre – Maximum distance of 10 kilometres to serve 5000-10000 people

There are other ongoing (community) development initiatives and planning programmes in which IRAP can be introduced. These include the Water and Sanitation Programme, The District Environmental Action Programme (DEAP) the Rural District Capacity Building Programme and the Community Action Project (CAP).

In conclusion the DPP representative underlined the need to make resources available in order to build capacity at the local level. Whatever approach is taken, there is need to have the requisite capacity. There is also a further need to increase awareness on IRAP amongst others within the Department.

5.2 CLOSING REMARKS BY MR. ROBERT ZIRACHA, ON BEHALF OF THE DEPARTMENT OF PHYSICAL PLANNING, MINISTRY OF LOCAL GOVERNMENT, PUBLIC WORKS AND NATIONAL HOUSING

In his brief closing remarks, the DPP Chief Planning Officer reiterated the need to build technical planning capacity at the local level, for which IRAP proves to be a very interesting tool. It generates new information, provides technical knowledge, including the participation of communities in the development process, and combines the development of planning skills with capacity building within the RDC.

Admittedly, planning at the local level needs further strengthening. Mr.Ziracha expressed the hope that funds will be made available to accompany the introduction of IRAP, which will lead to both planning and project implementation. He dismissed the potential failure of embodying IRAP under the pretext that there are no funds available, because IRAP can be accommodated within the existing planning structures. This should

be further probed with other sections in the Ministry. However, next IRAP courses should be undertaken as part of an actual district planning exercise.

Mr. Ziracha called upon the participants to provide detailed comments on the workshop to the facilitators and the DPP, which will be of help in planning future workshops. Finally, the DPP representative thanked the ILO/ASIST Programme for sponsoring and facilitating the workshop, the Murewa RDC engineer for her assistance in arranging the field work which contributed to host the event in Murewa district, the ILO consultant for the organisation of the workshop, and the participants for their active contributions.

6. WORKSHOP EVALUATION, CONCLUSIONS AND RECOMMENDATIONS

6.1 WORKSHOP EVALUATION

Friday 1 September 2000 - Morning session

At the last course day the participants were asked to evaluate the workshop. 16 participants completed a course evaluation form (Annex 14). A detailed overview of responses is presented in tables in Annex 15.

The overall impression of the quality of presentations, visual aids and handouts, group discussions, fieldwork and quality of venue and facilities was good. 27% of the participants cited the programme as 'very good', 65% as 'good' and 9% as 'average'. 69% percent found the programme very useful and 31% useful. The participants were generally satisfied with the time allocated for the explanation of concepts. 19% of participants pointed out that the time allocated for fieldwork was inadequate. All participants agreed that the workshop was worthwhile and recommended holding another workshop with another group in the near future.

Individual topics were highly rated. Overall, 29% thought the presentations were very good, 52% good, and 19% average. The summary of findings of the Rural Transport Study in Zimbabwe received the highest rating, namely 81%. The Participants found fieldwork and site visit the most interesting aspects of the training course. One third judged sessions like Data analysis and prioritisation, Mapping, Identification of access interventions as 'average', possibly because of a higher degree of technical detail.

In respect of additional comments or proposed adjustments to the programme, participants made varied observations. The most frequently cited suggestion was on holding the reception at the end of the workshop and to reduce the workload on the last day. The comments from participants in verbatim are given in Annex 14.

6.2 CONCLUSION AND RECOMMENDATIONS

6.2.1 Conclusions

The training workshop has achieved its objective of putting a planning tool across from which planners, engineers and project officers who are still expanding their skills and capacity, can immediately benefit.

The overall quality of the training workshop was high, e.g. illustrated by the active participation in group work sessions, the level of professional discussion, and not the least, evidenced by the results from the workshop evaluation (please refer to section 6.1 and Annex 14).

The significance of access and rural transport issues, and how the IRAP tool can help as *facilitator* and *capacity builder* was understood and appreciated. There is no doubt that the participants consider the IRAP tool as breaking new ground in local investment planning. It is encouraging that the participants have clear ideas how the IRAP tool can be modified to fit existing planning cycles. The value of the workshop as an introductory training is best illustrated by the response from the workshop evaluation (for details see Annexes 14 and 15):

BOX 9 : USEFULNESS OF THE IRAP TOOL

	<i>VERY USEFUL</i>	<i>USEFUL</i>	<i>NOT USEFUL</i>
USEFULNESS OF IRAP AS A PLANNING TOOL	69%	31%	-

6.2.2 The way forward

The professionals from the RDCs and the Department of Physical Planning concluded that the workshop is an introductory training. It has to be further specified how the IRAP tool can suit the existing different levels and types of planning, such as provincial and district planning, regional planning, statutory master and local planning, ward and village planning, and site planning. The next step in promoting the IRAP tool is extending the training to an actual planning situation, integrating IRAP into the planning cycles of one or a few districts. But rather than jumping to questions where-when-how?, it is recommended to consider a few strategic issues. The tool will need to be applied in district planning situations, which requires a promotion strategy, collaborating partners, and resources. During the workshop the Department for Physical Planning and ILO/ASIST already concluded that these issues should be thoroughly discussed when evaluating the organisation of the training. But a few observations can already be made. One is the recognition that other levels and sections in the DPP have to be further sensitised about IRAP's suitability. ILO/ASIST and the Department of Physical Planning should consider how the IRAP tool fits with other ideas in the Ministry about developing the Rural Travel and Transport Policy. Further promotion of the IRAP tool within the Ministry and beyond is needed to mobilise support among decision makers to earmark part of e.g. the Rural Development Fund, the District Development Grant, etc. for typical rural access interventions. Furthermore, support for planning tools such as IRAP, is also built with likeminded programmes, such as the Capacity Building Programme, the Poverty Alleviation Action Programme, and others. Linking up with their training activities can have an immediate impact on the development of technical planning capacity in Zimbabwe.

6.2.3 Recommendations

- (a) ILO/ASIST and the Department of Physical Planning plan are to hold an evaluation meeting on this workshop, during which the above issues will be discussed.
- (b) Similar workshops can be held in the near future, if possible with participants from more similar backgrounds. The composition of the target group is however strongly dependent on the objective of the training: introductory training for likeminded professionals versus training for relevant RDC staff to integrate IRAP into an existing planning cycle.
- (c) The duration of the workshop could be increased from three and half days to at least five days, in view of the fact that there was not enough time to complete all sessions (also refer to point (b)).
- (d) The questionnaires need to be revised in light of the suggestions given by the participants.
- (e) Liaison with other development initiatives such as the District Environmental Action Programme, the Capacity Building Programme, the Poverty Alleviation Action Programme, and the Community Action Project to explore the possibilities of the inclusion of IRAP into their planning systems.
- (f) There is greater scope to incorporate IRAP into Rural Master Plan preparation and it would be useful if steps can be instituted to ensure that this is done for those districts that are intending to prepare Rural Master Plans.

END

ANNEX 1

WORKSHOP PROGRAMME

MONDAY 28 AUGUST

17.00	Arrival and checking in.
19.00	Dinner

TUESDAY 29 AUGUST

08.30 – 08.45	Registration
08.45 – 09.30	Welcome and introduction
09.30 – 09.45	Workshop structure and Objectives
09.45 – 10.15	Rural travel and transport: A regional perspective by ILO/ASIST
10.15 – 10.45	Tea/coffee break
10.45 – 11.45	Summary of findings of the 1997 Rural Transport Study in Three Districts
11.45 – 12.00	Discussion
12.00 – 12.45	Introduction to local level planning and IRAP
12.45 – 14.00	Lunch
14.00 – 15.00	Data collection
15.00 – 15.30	Tea/coffee break
15.30 – 17.00	Data collection (Cont.) and Encoding

WEDNESDAY 30 AUGUST

08.30 – 10.00	Data analysis, Calculation of Accessibility Indicators, and Prioritisation
10.00 – 10.30	Tea/coffee break
10.30 – 12.30	Inclusion of weight factors, Prioritisation (cont.) and Access profiles
12.30 – 13.30	Lunch
13.30 – 17.00	Fieldwork, concluded by a brief feedback session

THURSDAY 31 AUGUST

08.30 – 09.15	Feedback on fieldwork
09.15 – 10.00	Official opening of the workshop
10.00 – 10.30	Tea/coffee break
10.30 – 11.30	Mapping and Validation
11.30 – 12.45	Identification of access interventions
12.45 – 14.00	Lunch
14.00 – 15.00	Identification of access interventions (cont.)
15.00 – 15.15	Tea/coffee break
15.15 – 17.00	Site visit

FRIDAY 1 SEPTEMBER

08.30 – 10.00	Feedback on site visit
10.00 – 10.30	Tea/coffee break
10.30 – 12.00	Group work on identification of access interventions - Planning case
12.00 – 12.30	Incorporation of IRAP into local level Planning (DPP)
12.30 – 13.00	Workshop evaluation and closure
13.00 – 14.00	Lunch and departure

ANNEX 2

LIST OF PARTICIPANTS

NAME:	ORGANISATION:
P.I. Mbiriri (Mr.)	Department of Physical Planning
R. Ziracha (Mr)	Department of Physical Planning
D. Chimhanda (Ms)	Department of Physical Planning
W. Mutambanengwe (Mr)	Department of Physical Planning
B. Mutyambizi (Mr)	Department of Physical Planning
M. Mutepfe (Ms)	Murewa Rural District Council
G. Machingura (Mr)	Murewa Rural District Council
L.D. Karimakwenda (Mr)	Rushinga Rural District Council
I. Masunungure (Mr)	Chipinge Rural District council
T.V. Madziyire (Mr)	Zaka Rural District Council
S. Nyachowe (Mr)	Zvimba Rural District Council
T. Mutandiro (Mr)	Gokwe Rural District Council
A. Raisi (Mr)	Bulilimamangwe Rural District Council
T. Chundu (Ms)	Hurungwe Rural District Council
L. Manzini (Mr)	Umguza Rural District Council
Manomano(Mr)	Mazowe Rural District Council
T.M. Chikonye (Mr)	Chirumanzu Rural District Council
E. Madzamatira (Mr)	Capacity Building Unit
M. Nyarirangwe (Mr)	University of Zimbabwe

T.C. Mbara (Mr)	University of Zimbabwe / ILO consultant
F. Ali-Nedjadjard (Ms)	ILO/ASIST
C.J. Sakko (Mr)	ILO/ASIST
E. Madondo (Mr)	ILO/ASIST

GUESTS AT THE OFFICIAL OPENING

Hon. I. Chombo (Dr)	Minister of Local Government, Public Works and National Housing
D. Karimanzira (Mr)	Governor of the Province of Mashonaland East
Mukwaira (Mr)	Provincial Administrator of Mashonaland East Province
Mbetsa (Mr)	District Administrator of Murewa District
Jonasi (Mr)	Chairman of Murewa Rural District Council
Nyamukapa (Mr)	Chief Executive Officer of Murewa Rural District Council

ANNEX 3

**OPENING SPEECH BY THE HONOURABLE DR. I. CHOMBO, MINISTER
OF LOCAL GOVERNMENT, PUBLIC WORKS AND NATIONAL HOUSING,
31 AUGUST 2000, CHIBANGUZA HOTEL, MUREWA**

Governor of Mashonaland East, Comrade Karimanzira
Chairman of Murewa Rural District Council, Comrade Jonasi
Director of Physical Planning, Comrade Mbiriri
Provincial Administrator, Comrade Mukwaira
District administrator, Comrade Mbetsa
ILO representative, Mr Jan Sakko
Workshop Consultant, Comrade Mbara
Ladies and gentlemen,

On behalf of the Ministry of Local Government, Public Works and National Housing, I feel greatly honoured, and welcome the opportunity to officially open this workshop. Although this workshop is unique in terms of the issues to be covered, it should not be viewed as an isolated event but as part of an ongoing process to address the accessibility needs of rural people.

In 1995, the Government of Zimbabwe commissioned a Rural Transport Study in three districts in Zimbabwe. The study was funded by the Swedish International Development Agency (SIDA) with technical support provided by the International Labour Organisation (ILO). This study, whose findings will be available to participants at this workshop, has indeed enhanced our understanding of the problems of rural travel and transport in rural areas.

Early this year, the Government constituted a Rural Travel and Transport Programme (RTTP) Steering Committee of relevant stakeholders comprising officials from government, private sector, donor agencies and non-governmental organisations. This programme is geared towards the improvement of rural mobility.

Mr Chairman, this workshop on local level planning and the identification of rural access interventions augurs well with Government policy to develop the rural areas where three quarters of the population reside. Post the attainment of our independence, the Government of Zimbabwe instituted a number of concrete programmes to develop rural areas. Such programmes have included:

- ◆ the provision of rural infrastructure through a rural service centre and growth points policy that would bring the rural population into closer contact with services and markets
- ◆ the provision of social infrastructure in the form of schools and health centres

- ◆ the rehabilitation and improvement of secondary and feeder roads as well as the provision of more permits
- ◆ the provision of dams, bore holes, deep wells, and
- ◆ the provision of wood lots

These measures were intended to improve the standard of life in rural areas by easing access to goods and services. I want to underline the word 'Access'. In respect of rural areas, it is my considered opinion that accessibility is of paramount importance. This does not only call for the improvement of mobility. It also entails bringing goods and services closer to the people so as to reduce the need to travel.

A fundamental question that can be asked is, by what means do the rural folks access these goods and services? I am aware that the transport sector in our country is heavily biased towards the road based motorised modes. This has led to a somewhat distorted view of what transport signifies and has certainly done little to improve the situation in those areas outside the road network. In general, a road is by definition "A TARMAC PAVEMENT" and a transport mode is "A MOTORISED VEHICLE". This, I believe, is the perception shared by many people. However, for the rural people most travel is undertaken in order to ACCESS BASIC NEEDS such as water, firewood and grain processing. Such needs do not require motorised transport. Perhaps we do not even consider these as important trips and yet the burden incurred is enormous.

Mr Chairman, I do not want to preempt the presentation that will be made later on this morning on the findings of the rural transport study. But I cannot explain the travel burden experienced by the rural people better than quoting from this study. The study concluded that the total amount of load carried by an average household for all trips by all modes was approximately 70 tonne kilometre per year. Head loading alone constitutes about 56 tonne kilometre, out of which approximately 50 tonne kilometres is the responsibility of women. Putting it differently, the annual burden incurred by the female members of the household is equivalent to someone headloading a 20 kilogram load from Harare to Johannesburg (a distance of about 1200 kilometres) and back, on foot!

Mr Chairman, the inability of rural people to access goods and services would result in isolation. In turn, isolation entrenches poverty. Writing about the rural transport problems, in Holland, a well-known author concluded that such poverty resulting from isolation could mean: "poverty of ideas, poverty of innovation, poverty of opportunity, poverty of health, poverty of income and even poverty of hope for a better future". Clearly, mobility and accessibility are crucial factors in alleviating poverty.

I hope my remarks have not sounded as if I am playing down the importance of the conventional transport system. Its importance cannot be over-emphasised. On a macro level it plays an important role in economic development. In rural areas, we are all aware of the importance of motorised transport in the transportation of farm inputs and crop marketing. However, I am arguing that conventional transport in some instances may be less relevant in addressing the needs of rural people due to the nature of trips undertaken. These trips as I have already said are for basic needs and within the vicinity of the village.

Clearly, the interventions to be implemented in addressing the access needs of rural people should be relevant and appropriate. I want to believe that this is the gist of this workshop. I am also reliably informed that the workshop will focus on the Integrated Rural Accessibility Planning (IRAP), a participatory planning tool that has been developed to address the access problems of rural communities by defining and prioritising access needs in relation to basic, social and economic services.

My address would be incomplete if I fail to mention the support provided by the International Labour Organisation (ILO) in funding the activities of this workshop. My Ministry through the Department of Physical Planning has since mid last year, closely worked with the ILO. This liaison culminated in the production of a report that assesses the capacity of local level planning structures in relation to the identification and implementation of access interventions, as well as this four-days workshop. We owe special thanks to the ILO.

Finally, let me finish by calling upon you as participants to participate actively and to make sure that you learn something for the benefit of your respective Rural District Councils and organisations. I wish you successful deliberations and I now have the honor declare this workshop on Local Level Planning and the Identification of Access Interventions officially open.

I thank you.

ANNEX 4

**PRESENTATION: A REGIONAL PERSPECTIVE ON RURAL TRAVEL AND
TRANSPORT, BY DR. FATIMEH ALI-NEDJADFARD, SENIOR TECHNICAL
ADVISOR ON RURAL TRAVEL AND TRANSPORT OF THE ILO/ASIST
PROGRAMME**

(INCLUDED AS SEPARATE SHEETS – NOT NUMBERED)

ANNEX 5

RESPONDING REMARKS AT THE OFFICIAL OPENING SESSION ON BEHALF OF THE ILO/ASIST PROGRAMME, BY MR. JAN SAKKO, TECHNICAL ADVISOR ILO/ASIST

Honorable Minister of Local Government, Public Works and National Housing
Governor of Mashonaland East
Chairman of Murewa Rural District Council
Director of Physical Planning
Provincial Administrator
District Administrator
Chief Executive Officer of Murewa District Council
Councilors of Murewa Rural District
Tatenda Mbara and dear participants

I am honoured to make a few remarks on behalf of ILO/ASIST which provides financial and technical support to this workshop.

The ILO as an organisation of the UN family carries out a mandate to promote decent work and social justice, together with our constituents: Government, Employers and Workers representatives. When our new Director General, Mr. Juan Somavia, took office last year he put new emphasis on creating employment opportunities for men and women, worldwide. The renewed attention for job creation responds to a global trend in which national economies struggle with the shadow-side of globalisation and structural adjustment, which has become visible in many sectors of the economy, including the public sector.

Allow me to explain what ILO's mandate has to do with relieving the transport burden of rural households and creating innovative approaches to plan for improved access. ILO/ASIST promotes integrated Rural Accessibility Planning (IRAP) in the African Region as part of the ILO's Employment Intensive Investment Programme. Employment-Intensive Investments offer great opportunities to alleviate poverty and to increase the number of local jobs. This is done through well-considered planning approaches, and through the construction of appropriate infrastructure. Like we discuss appropriate planning procedures, appropriate and cost-efficient technologies that increase the content of labour in local construction projects play a vital role as well.

There are good reasons to consider alternative approaches for doing investments. Various governments on this continent pay a high bill for poor planning, costing and delivery of public infrastructure. At the same time large parts of the country, especially rural areas can often not be fully serviced with infrastructure, as a result of scarce resources. ILO/ASIST works with national partners, such as the Ministry of Local Government, Public Works and National Housing, its line departments and the Rural District Councils to overcome part of these problems. The former speakers and the

presentations by the participants have extensively outlined what benefits are gained and which losses can be reclaimed as a result of improved rural transport and location of services. This means a lot for rural households, not the least for Zimbabwean women. I also bring to your attention the results of other ILO studies, done in Zimbabwe and Lesotho. Considerable job opportunities and returns on local wages can be gained in programmes that consider an appropriate choice of technology and increased use of local resources.

Poverty alleviation and improved access for the people in the districts, including access to job opportunities, remain the important goals of our support to the Ministry. The planning tool discussed in this workshop contributes immediately to broaden the capacity of planners and engineers to be sensitive to such goals. I emphasize that IRAP is a tool that can be used by many partners. It is our intention to promote and implement it in continuous dialogue with the Ministry, its departments and the Rural District Councils, to avoid a parallel planning process being set up. This workshop explores and strengthens the role of engineers and planners in planning and identifying appropriate access interventions with the communities. Part of the workshop is to discuss how the IRAP Planning Tool can fit into their work, and how it can facilitate district-planning cycles.

May I express a word of thanks to the participants. We have been discussing transport and access issues extensively. Your intelligent inputs already contribute to a further fine-tuning of the IRAP planning tool. I am proud of our work of the past few days. This workshop has already achieved its objective, i.e. to support you with a planning tool that can immediately be applied into the planning environment of departments and councils.

It is my wish that the Government and ILO/ASIST will work successfully together to promote this planning tool in Zimbabwe, and that we contribute with our efforts to making a difference in the lives of rural households.

I thank you for your attention.

ANNEX 6

PARTICIPANTS' PERCEPTIONS OF RURAL TRAVEL AND TRANSPORT

GROUP WORK SESSION 1

Tuesday 29 August - Afternoon session

GROUP WORK INSTRUCTION:

- (a) What is your perception of rural travel and transport?*
- (b) What are the major problems associated with rural travel and transport?*
- (c) Who are the key stakeholders involved in rural travel and transport?*

GROUP 1

(a) Perception

Rural transport is perceived as the movement of rural people or goods from home to other places using various modes as follows, to fields (by foot), to school (by foot), to grinding mills (using wheel barrows), to funerals (by foot), to service centres (by foot, bicycle, scotch cart, and bus).

(a) Major problems

- Lack of feeder or access roads from major road network to homesteads
- Bad state of existing roads and footpaths
- Lack of crossing points
- Poor road network
- Unreliable service from motorised modes

(b) Key stakeholders involved

- Villagers – men, women and children
- Service providers – business people, local authorities
- Community workers
- Non-governmental organisations

GROUP 2

(a) Perception

Rural transport is perceived as accessing basic services e.g. to markets, schools, clinics, grinding mills, banks, safe drinking water, and firewood. The modes of transport are walking, cycling, scotch carts, wheelbarrows, donkeys and buses.

(b) Major problems

- Lack of finance to pay for services
- Basic services are too far
- Lack of proper access infrastructure e.g. roads, bridges and footbridges
- No supportive Government policy
- Inadequate services
- Lack of capacity to plan and implement projects

(c) Key stakeholders involved

- Local community
- Local authority
- Central Government
- Non-Governmental Organisations

GROUP 3

(a) Perception

Rural transport is perceived as travel to destinations in and around the village for day-to-day activities. However rural travel and transport is not usually perceived as a key issue by planners.

(b) Major problems

- Service inadequacy
- Inappropriate location of services
- Rigidity of legislation
- Poor access infrastructure or unsuitable infrastructure
- Inadequate and unsuitable transport modes
- Cultural beliefs resulting in gender imbalance of the travel and transport burden

(d) Key stakeholders

- Women and men
- School children
- Rural District Councils
- Local leaders e.g. chiefs, headmen
- Service providers

ANNEX 7

BRAINSTORM ON REQUIREMENTS FOR SECTORAL DATA

GROUP WORK SESSION 2

Tuesday 29 August 2000 - Afternoon Session

GROUP 1

Data requirements on Education

- Location of existing educational facilities
- Population density
- Inventory of existing infrastructure
- Income levels
- Cultural levels
- Settlement pattern
- Type of terrain

GROUP 2

Data requirements on the health sector

- Location of existing health facilities
- Population size
- Location of homesteads
- Existing regulations/standards
- Existing access infrastructure
- Disease prevalence
- Mortality rates

GROUP 3

Data requirements on the water sector

- Location of water sources
- Distance
- Travel time
- Topography
- Physical obstacles
- Means of transport used
- Trip responsibility

ANNEX 8

CALCULATION OF ACCESSIBILITY INDICATORS

GROUP WORK SESSION 3

Wednesday 30 August 2000 - Morning Session

The data below (water sector) are from the household survey of the 1997 Rural Transport Study in Three Districts of Zimbabwe.

District	Village	Number of HHDs in Village	Average Travel Time	Accessibility Indicator	Priority
Rushinga	Rushinga A	173	28		
	Rushinga B	165	33		
	Rushinga C	166	30		
Chipinge	Chipinge A	158	64		
	Chipinge B	169	74		
	Chipinge C	168	49		
Zaka	Zaka A	176	55		
	Zaka B	172	81		
	Zaka C	166	86		

Extra information:

In Villages Zaka B and Chipinge A, an NGO has committed funds for the construction of boreholes.

TASK:

Calculate the Accessibility Indicators and rank the villages in order of priority.

ANNEX 9

CALCULATION OF ACCESSIBILITY INDICATORS INCORPORATING WEIGHTS

GROUP WORK SESSION 4

Wednesday 30 August 2000 - Morning Session

The table shows transport and terrain conditions in three districts. The different conditions should be weighted to properly calculate and rank the access indicators.

<i>District</i>	<i>Village</i>	<i>Terrain conditions & Transport mode used</i>	<i>Access. Indicator</i>	<i>Priority</i>
Rushinga	Rushinga A	Head loading on flat terrain		
	Rushinga B	Head loading on flat terrain		
	Rushinga C	Head loading on flat terrain		
Chipinge	Chipinge A	One quarter head loading on flat terrain and the other three quarters on hilly terrain		
	Chipinge B	Head loading on flat terrain		
	Chipinge C	Head loading on flat terrain		
Zaka	Zaka A	Half head load on flat terrain and the other half on hilly terrain		
	Zaka B	A third of the households use a barrow, the other two thirds head loading on flat terrain		
	Zaka C	Head loading on flat terrain		

The following weights for terrain conditions, in combination with means of transport used, can be applied:

Use of wheel barrows	:	1
Head loading on flat terrain	:	2
Head loading on hilly terrain	:	3

Extra information:

Funding has been secured to construct three deep wells in three villages with the greatest need.

GROUP WORK INSTRUCTION:

Please have a look at the terrain and transport conditions in and around all villages.

- (a) Identify the three villages where interventions shall be implemented, incorporating weights into the Access Indicators from group work session 3.
- (b) Does the priority order from the villages in group work session 3 change now that more attention is paid to typical terrain conditions and transport mode?

ANNEX 10

FIELDWORK ON DATA COLLECTION & FEEDBACK FROM PARTICIPANTS VILLAGE AND HOUSEHOLD QUESTIONNAIRES

Wednesday 30 September 2000 – Afternoon Session

OBJECTIVE:

The objective of the exercise is to get an appreciation in conducting a village level and household level questionnaires.

Participants will be divided into four groups. Each group will cover one village and conduct one village survey (2 participants) and one household survey (2 or more participants). Due to time constraints, only a few selected questions will be probed.

INSTRUCTIONS FOR FIELD WORK:

Village Questionnaire:

Two people are assigned to this task. You need to interview a key informant (e.g. a councilor or a village chairman). The interview should cover 11 questions, namely, VL1, VL2, VL4, VL5, VL7, VL8, VL9, VL12, VL13, VL15, and VL17. If time allows, the other questions can be asked as well.

Household Questionnaire:

The remaining members of the group will work as individuals and interview household members. The interview will target the head of the household but in his/her absence the next senior household member will be interviewed. The interview should cover questions, HHD2: 2.2, HHD4, HHD5, HHD6, HHD7, HHD8, HHD11, HHD14, HHD15 and 2.1 on Farming systems data.

TASKS:

- (1) Each group should prepare a coding instruction sheet and code Questions HHD2:2.2, HHD7 and 2.1 on farming systems data.
- (2) As individuals you need to make observations on any problems you encounter when administering the questionnaire. There will be an opportunity to share experiences during the fieldwork feedback session.

PARTICIPANTS' FEEDBACK ON THE FIELD WORK

ORGANISATION OF THE FIELD VISITS AND ENUMERATOR'S PREPAREDNESS:

- One councilor did not show up
- One councilor had planned another meeting; he showed up late and left earlier
- Some respondents were not prepared at all for the interview
- Some respondents requested to be paid for providing answers

RESPONDENT'S UNDERSTANDING OF THE QUESTIONS:

- Introduction of the questionnaire was not a major problem
- Despite enumerator's explanation that it was a sample exercise, the respondents took the liberty to submit long lists of projects proposals
- Some people are not very literate; the enumerator should have a skills to probe the same question in a different wording

TRANSLATION:

- Participants translated the English questions in Shona without too much problem
- Or in a mix of Shona and English
- Translation of particular terms went reasonably well, with a few noted exceptions

TECHNICAL CONCEPTS:

- Some question should be simplified in Shona, prior to implementing the questionnaire
- Concept of Intermediate Means of Transport (IMTs) is not understood as such, it is better to specify your inquiry
- Mixed use of the concepts of time (hours, minutes) and physical distance (kilometres) confused some of the participants

QUESTIONS PROPOSED FOR REVIEW:

- Questions inquiring about percentages, as the concept is not well understood in plain Shona
- Questions HH.G5. and HH.D2

OTHER COMMENTS:

- Village questionnaire should allow more space for qualitative explanations; recorded answers can be deduced later
- Many respondents considered it difficult to answer the questions on numbers of assets in the village, in absence of proper village records
- There are some noted repetitions in the village questionnaire

ACCESSIBILITY DATA AT VILLAGE LEVEL
(SAMPLE VILLAGE QUESTIONNAIRE)

Questionnaire Number

Village Name

Ward

District

Interviewer

Supervisor

Date

Sources of Data (Name and designation of key informants)

.....
.....
.....
.....
.....

VL1: VILLAGE CHARACTERISTICS

1. Terrain: Flat/ Rolling /Hilly/ Mountainous

2. Population:

Total	Male Adults	Female Adults	Children	Number of Households	Number of Female Headed Households

Is it possible to get a listing of households in the village by name and location?

No: Yes: (please attach to form!)

3. Sources of Income:

Main Source of Income: No. of Hholds Earning Cash:

Second Source of Income: No. of of Hholds Earning Cash:

Third Source of Income: No. of Hholds Earning Cash:

[Agriculture, Livestock, Fishing, Forestry, Regular Employment, Casual Labour, Brick making, Cash Remittances, Beer Brewing, Small Enterprise, Other (specify)]

VL2: VILLAGE STRUCTURE

1. Settlement Pattern:

- Clustered
- Clustered + Outlying Settlements
- Scattered Settlements

Do any households move temporarily to live near their farmland at peak Agricultural periods?

All Most..... Some Few None

VL3: TRANSPORT INFRASTRUCTURE

1. Distance to nearest motorable road:km

2. Quality of nearest road:

Used all year round: Used dry season only: Impassable:

3. Important footpaths:

Start	Finish	Length (km)	Number of water Crossings	Distance (km)

VL4: OWNERSHIP OF MEANS OF TRANSPORT

1. Ownership of means of transport:

Means of Transport	Households Owning	Number Owned	Number not working
Work Oxen			
Donkey			
Cart			
Sledge			
Bicycle			
Wheelbarrow			
Bicycle			
Motor cycle			
Motor car (sedan)			
Motor car (pickup)			

Tractor			
Tractor trailer			
Truck			
Minibus			
Bus			

VL5: TRANSPORT SERVICES

1. Distance to nearest transport services: KmMinutes walking
2. Type of services: Bus: Other:
3. Service route: From: To:
4. Is the service? Reliable: or Unreliable:
5. Frequency of service: times per week
6. Fares (One-way, in Z\$):
7. Details of common trips undertaken:

Destination	Fare Per person	Charge Per 50 kg sack	Travel time	Waiting time

VL6: MOST IMPORTANT LOCAL PLACES OF TRAVEL

1. Neighbouring Villages

Name of village	Distance (km)	How do People travel there (mode)	Usual means of travel (time/cost)

2. Travel to the Rural District Council offices

How far away? Distance:Kms.Mins.
 How do people normally travel there (transport means)?

3. Other Key Places of Travel:

Name of place	Distance (kms)	Travel (time/cost)

VL7: WATER SUPPLY

1. What are the sources of water supply in village?

Source	Percentage HHDs Using	Used all year round	Used Wet season only	Used Dry season only
Borehole				
Protected Well				
Unprotected Well				
Stream				

4. Average travel time in minutes taken:

Dry Season: Wet Season:

5. Average queuing time:

Dry season: Wet Season:

6. Who is responsible for collecting water:

Male Adults Female Adults Male Children Female Children

7. Average trip frequency: per day

8. What containers (& size in litres) are used to collect

water:.....

9. Means of transport Used to collect water:

- households headloading
- households using scotch cart
- households using barrow
- households using sledge
- households using bicycle

VL8: COOKING AND HEATING FUEL

1. Use of firewood:
 No. of Households collecting firewood No. of Households buying wood
2. Do any households use other cooking fuels: No ... Yes ...
 If Yes, what fuel?: No. of households using other cooking fuel:
3. Where do Households collect firewood?:
4. Collection of firewood details:

Location of collecting area	Distance in time (mins)	Distance in km

5. Who is responsible for collecting firewood:
 Male Adults: Female Adults: Male Children: Female Children :.....
6. Means of transport used to collect firewood:
 households headloading
 households using scotch cart
 households using barrow
 households using sledge
 households using bicycle
7. Do any Households sell firewood?
 If Yes, which transport means are used? No. households involved:
 Who goes? Male Adults: Female Adults:
 Male Children: Female Children :.....
8. Do any households buy firewood?
 If yes, which transport means are used? No. Households involved:
 Who goes? Male Adults: Female Adults:
 Male Children: Female Children:....

VL9: MAIZE GRINDING

1. Use of hammer mill: % of households going regularly to a hammer mill to grind maize.
2. Location of hammer mills:
Place : Distance to mill : Time taken :
3. On average, how often do households use the hammer mills: times per week?
4. Who is responsible for taking maize to the mill:
Male Adults : Female Adults: Male Children: Female Children:
5. Means of transport used:
..... households headloading
..... households using scotch cart
..... households using barrow
..... households using sledge
..... households using bicycle

VL10: CROP PRODUCTION

1. Write down the main crops grown and their % use:

Crop	% own use	% marketed		Crop	% own use	% marketed

2. Cultivated Fields
How many fields on average do farmers usually cultivate: 1 2 3 4 5
Do farmers cultivate separate fields for subsistence and cash crops?: Yes No
Typical distances to fields: Subsistence Crops:mins kms
Cash Crops:minskms
Are there any households who have no land, or very little land: Yes No
If Yes, how many households: How many of these are female-headed?:

VL11. CROP MARKETING

Estimates of crops marketed:

Crop	To whom sold?	Who goes?	Distance travelled	Time taken	Transport cost (Z\$)

1. Are there any traders who buy crops in the village? Yes: No:

VL12: PRIMARY EDUCATION

1. Is there a Primary School in the Village: Yes: No:
- If Yes Where is it located:mins metres
- What levels does it teach Grades To
- Number of Classrooms : Number of Teachers
2. If No school in village, Where do children go to school?
- How far: Min,Kms, Means of transport used?:
- Is the school accessible all year round? Yes: No:
- If not accessible all year round, give reasons:
- Too far
- Water crossing problems
- Other (Specify)

VL13: HEALTH FACILITIES

1. Use of rural health centre:
- Which rural health centre does the village use?:
- How far is it?Mins,Kms
- Means of transport used?:

How many qualified nurses are there?

Are medicines available? Yes No:

Is the health centre accessible all year round? Yes: No:

If not accessible all year round, give reasons:

Too far
 Water crossing problems
 Other (specify)

2. Use of hospital:

Which hospital does the village use?

How far is it?MinsKms

Means of transport used:

Is there a resident doctor at the hospital? Yes: No:

Are medicines available? Yes: No:

VL14: SMALL ENTERPRISES

1. Small Enterprise in the Village:

Type of enterprise	Number	Type of enterprise	Number

e.g. Consumer Shop; Farm Input Supply; Carpenter; Blacksmith; Crop Trading; Brewing

Do people in the village rent their vehicle / scotch carts out or use them to provide transport services? Yes No

If yes: How many households do this work?:

Are any of these women?:

How much do they charge? \$.....for a load over what distance? Kms.

VL 15: Markets

1. Where do villagers go to buy and sell goods:
- How Far? Mins,Kms
2. What means of transport is used?
3. Who normally goes to the market?

VL 16: Dip Tank

1. How far is the dip tank used by the villager? kms, Mins
2. Frequency of use times/week
3. Who goes?
Male Adults Female Adults Male Children Female Children

VL17: Perceptions on Transport and Access

1. What are the major access problems faced by the village?

Sector	Access problem being experienced is attributed to:			
	Distance	Terrain	Quality	Other(specify)
Water				
Education				
Health				
Grinding Mill				
Firewood				
Roads				
Markets				
Farm inputs				
Crop production				
Crop marketing				
Public transport				

2. Rank three sectors of concern using the indicators below:

- 1 = Biggest problem
- 2 = Second biggest problem
- 3 = Third biggest problem

Rank	Sector

3. What would be the most beneficial transport/access improvements to the three problems identified above?

Biggest problem
 Second biggest problem
 Third biggest problem

4. Would villagers be prepared to contribute, on self-help basis, to infrastructure improvements and maintenance? Yes: No:

Comment:

VL18: COMMUNITY PROJECTS CURRENTLY BEING UNDERTAKEN IN THE VILLAGE?

Project	Source of Funds	Responsibility		Community contribution	Cost of project
		Male	Female		

What are the main problems affecting the implementation of these projects?

VL19: CAN THE KEY INFORMANT(S) BEING INTERVIEWED DRAW A SKETCH MAP OF THE VILLAGE AND SHOW THE SERVICES AND FACILITIES USED BY THE HOUSEHOLD MEMBERS OF THE VILLAGE?

ACCESSIBILITY DATA AT HOUSEHOLD LEVEL
(SAMPLE HOUSEHOLD QUESTIONNAIRE)

Household Questionnaire Number

Village name:

Ward:

District:

Interviewer's Name:

Date:

Household Head's Full Name:

Respondents Name and Relationship:

HHD1: HOUSEHOLD COMPOSITION

1.1 How many people live in the household?

For each person (start with the Household head) give details as below:

Name	Relationship to household head /status* ?	Age	Sex
1. Head of Household			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Is there any household member, attached to your household, but not presently living with you? (include migrant workers/husbands, school children living away for part of the week). For each person give details:

Name / relationship	Age	Sex	Where do they live?	How often do they come home?	Amount of (Z\$) remitted to household?
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

HHD2: HOUSEHOLD POSSESSIONS

2.1 Homesteads:

a) How many houses does this household use? of which how many are:

Thatched roof Wood/mud walls	Thatched roof Wood/brick walls	Corrugated roof Wood/mud walls	Corrugated roof Wood/brick walls

2.2. Means of Transport (for each specify type of vehicle owned – private car, pick-up, truck; scotch cart and whether it is for own use (OU) or income generating (IG)):

Vehicles	Number Owned	Own use	Income generating	In working order	Not in working order
Cart					
Sledge					
Bicycle					
Wheelbarrow					
Motor Cycle					
Motor car (sedan)					
Motor Car (pickup)					
Lorry					
Tractor					
Tractor trailer					
Other (specify)					

Number of livestock owned:

Livestock type	Number	What are the animals used for?		
		<i>Ploughing</i>	<i>Transport (Own use)</i>	<i>income generation</i>
Cattle				
Donkeys				
Other (specify)				

- 2.4 Agricultural Land:
- a. How many acres of land do you own?
- b. How many acres did you plant last season?

2.5 Does the household have any idle land which has not been used this year?

If yes, what is the main reason for not using the land (tick)? .

..... Lack of labour, Land not fertile, Land too far away, Lack of draught power

Other (give details)

2.6 Does the household own any land outside the village? Yes/No. If yes:

What is owned Where How often visited

HHD3: SOURCES OF CASH INCOME

3.1 Does any household member travel outside the village for paid employment: If yes give the following details

Who goes? (Wife, Husband, Boy, Girl)	Where?	How often? (Frequency)	How do they travel?		Type of work/ employment	Earnings/ month
			Mode	Cost/ Time		

3.2 Identify the sources of cash income for the household:

Sources of income	Yes/No + Who earns	Estimate of Earnings per week	Approximate time taken (weeks)
1. Sale of agricultural produce			
2. Sale of livestock			
3. Casual labour in village			
4. Casual labour outside village			
5. Regular paid employment			
6. Cash remitted by relative			
Business Activity Details (e.g. beer brewing, crafts, brick making etc.)			
7.			
8.			
9.			
10.			

HHD4: GRINDING MAIZE

4.1 Does the household travel to a hammer mill to grind for grain milling? Yes: No:

If yes give the following details

Where is the mill? Distance (kms)	Who goes? (M, W, B, G)	How often (per fortnight)	How long to get there (mins)	Waiting time (mins)	Mode of transport used	Weight milled

If no Give details of how they grind their maize, Who?

How often? times/week

4.2 Does the household purchase maize meal? Yes: No:

If Yes give the following details:

Where is it bought? (Distance)	Who goes? (M, W, B, G)	How often?	How long to get there (mins)	Mode of transport used	Amount Bought

HHD5: COLLECTION OF WATER

5.1 Where (source) does the household obtain its water during:

a) The rainy season:

b) The dry season:

5.2 For each season's water supplies give the following details:

Season	Who goes? – Number of (M, W, B, G)	How many Trips per Day?	How long to get there? (mins)	Waiting Time (mins)	How Carried (Mode)
Rainy					
Dry					

5.3 List the number of containers the household uses to carry water:

Type	Number	Capacity (litres)

Are there any dangerous crossings you encounter on the way? If so specify:

- Hilly terrain
- Water crossings
- Other (specify)

HHD6: FUELWOOD COLLECTION

6.1 Which type of fuel does the household use for cooking:

Firewood Charcoal Paraffin Other

6.2 For firewood users:

Who goes? (M, W, B, G)	How may Trips per Week?	How long to Get there? (minutes)	Distance travelled (one way)	Collecting Time (minutes)	How carried (Mode)

6.3 Are there any dangerous crossings you encounter on the way? If so specify:

- Hilly terrain
- Water crossings
- Other (specify)

HHD7: EDUCATION

7.1 Are there any children in the household who attend school?
If so, please give details as below:

Primary School:

Name of school	Who goes? – Number of (B, G)	How many days per week?	How long to get there? (mins)	Distance in kms	Means of Transport

7.2 Are there any dangerous crossings you encounter on the way?

If so specify: ----- Hilly terrain
 ----- Water crossings
 ----- Other (specify)

Secondary School:

Name of school	Who goes? – Number of (B, G)	How many Days per week?	How long to get there? (mins)	Distance in kms	Means of Transport

7.3 Are there any dangerous crossings you encounter on the way?

If so specify: ----- Hilly terrain
 ----- Water crossings
 ----- Other (specify)

HHD8: COMMERCIAL CENTRES

8.1 Which main commercial centre (outside the village) does the household visit regularly?

For each commercial centre give details (put most important one first):

Commercial Centre	Who goes? (M, W, B, G)	Means of transport used	Purpose*			Travel Time/cost (minutes)	How often do they go?
			1 st	2 nd	3 rd		

*A. to sell produce, B. to buy food, C. to buy household items, D. to buy agricultural inputs, E. business, F. social reasons or G. other (specify)

- 8.2 For each commercial centre named, determine how often household members go there at different times of the year.

Commercial centre	Ploughing/planting Season	Growing season	Harvest/post Harvest season
1.			
2.			
3.			

HHD9: HEALTH

- 9.1 Which dispensary or health clinic does the household normally use for medical treatment:

Name Distance.....

- 9.2 What is the usual means of transport used?

Approximate time taken:(minutes)

Cost of travel if applicable: \$

- 9.3 How often have household members been treated there in the last month?

Who was ill? (M, W, B,G)

OR

When did a household member last visit?

- 9.4 Which hospital does the household use? Name Distance.....

What is the usual means of transport used?

Approximate time taken:(minutes)

Cost of travel if applicable:Z\$

How often have household members been treated there in the last year?

Who was ill? (M, W, B, G)

OR

When did a household member last visit a hospital?

- 9.5 When did any household member last consulted a traditional/faith/ healer?

How far travelled? (one way distance)kms

What is the usual means of transport used?

Approximate time taken:(minutes)

Cost of travel if applicable:Z\$

HHD10: TRAVEL TO OTHER PLACES (NOT COVERED IN PREVIOUS QUESTIONS)

10.1 Does any household member visit any other places in the village? For each place give details:

Facility	Who goes (M, W, B, G)	How many trips Per day/week	How long to get There (mins)	How travel
Church				
Other (Specify)				
Other (Specify)				

10.2 Does any household member visit any other places outside the village?
For each place give details:

Place	Who goes	Means of travel	Purpose	Travel Time	Travel cost	Number of times per week

10.3 How many trips outside the village have been made by members of the household in the past week (the week prior to interview)? Give details of each journey:

Who went? (M, W, B, G)	Number of times per week	Means and cost of Travel	Destination	Purpose of journey
1.				
2.				
3.				
4.				

HHD11: DIP TANK

1. Give details about trips to dip tank

Who goes? (M, W, B, G)	How often? (No. of times per week)	How far? (kms)	How long to get there (mins)	Waiting time (mins)

HHD11: FUNERALS

11.1 How often do members of the household attend funerals?times/month
 Average distance travelled (one way distance)kms
 Average approximate time taken:(minutes)
 What is the usual means of transport used?
 Cost of travel if applicable:Z\$
 Average duration of stay at a funeral hours

HHD13: CROP PRODUCTION (see separate questionnaire)

HHD14: HOUSEHOLD PERCEPTIONS ON

14.1 What are the major access problems faced by the village?

Sector	Access problem being experienced is attributed to:				
	Distance	Terrain	Quality	Mobility	Other(specify)
Water					
Education					
Health					
Grinding Mill					
Firewood					
Roads					
Markets					
Farm inputs					
Crop production					
Crop marketing					
Public transport					

14.2 Rank three sectors of concern using the indicators below:

- 1 = Biggest problem
- 2 = Second biggest problem
- 3 = Third biggest problem

Rank	Sector

14.3 What would be the most beneficial transport/access improvements to the three problems identified above?

Biggest problem

Second biggest problem

Third biggest problem

14.4 Would villagers be prepared to contribute, on self-help basis, to infrastructure improvements and maintenance? Yes: No:

Comment:
.....

HHD15: Can the household member being interviewed draw a sketch map of the village to show the services and facilities used?

ANNEX 11

PARTICIPANTS' PERCEPTIONS OF 'VALIDATION'

Thursday 31 August 2000 – Morning Session

“Assessing the importance and weighing the needs”

“To find out whether what-has-been-found came from the people”

“Putting value to something”

“Confirmation of the information gathered”

“Acceptance of the final data / results”

“The process of verifying gathered information with the source to ensure that it is acceptable”

“The correction and rectification of proposals by considering the views of stakeholders”

“To confirm whether data collected represent the situation on the ground”

“A process of updating data collected on certain facilities”

“Confirmation / verification”

“A way of assessing suitability”

“Degree of importance”

“Obtaining approval of the accuracy of a report”

“Confirmation of results”

ANNEX 12

**ANALYSIS OF A PLANNING CASE:
IDENTIFICATION OF APPROPRIATE ACCESS INTERVENTIONS
GROUP WORK SESSION 5**

Friday 1 September 2000 – Morning Session

OBJECTIVE

The participants are confronted with a planning situation for a fictional district, called 'Mouse Hill'. The objective of the exercise is to get an appreciation of solving planning dilemmas at local level, applying knowledge and skills acquired during the workshop on Accessibility Indicators and the identification of access interventions.

CASE DESCRIPTION

The case is pictured in the provisional map of Mouse Hill District. The map shows three villages A, B, and C located in different types of terrain, all in the vicinity of a district town. The three villages are within the administrative jurisdiction of the Rural District Council located in the district town. The accessible tracks, routes and roads are given, together with rivers, (dangerous) crossings, and location of basic social and economic services. The services indicated on the map are explained in the Reference box. The planning dilemmas are described in the three village proposals:

Village A

Village A would like to upgrade the poor gravel road to the district town to all weather standards. It is currently full of pot-holes and barely accessible for motorised transport. Cost are Z\$75,000 per km. Apart from better access to the district hospital, the upgrading of the road is expected to have significant impact on Mouse Hill sub-district as a whole (e.g. transport increase, etc.). Village A also wishes to apply for an RDC loan scheme of Z\$100,000 for purchasing IMTs. Village A is known for its creditworthiness.

Accessibility Indicators:

Commercial centre : 300 School : 300 Health post : 350 Mill : 0

Village B

Village B wants the dangerous crossing (!) to the commercial centre and the school be improved to all-year-around access. It can now only be passed during the dry season. During the rainy season people in village B travel via village A to the commercial centre and the school. However, with very heavy rainfall even the crossing from village B to village A is not passable. The primary school in village B has only 3 classes and not a permanent teacher. One extra class cost Z\$90,000. The village wishes to apply for a bicycle/wheel barrow loan scheme at the RDC for an amount of Z\$20,000. The people in Village B are not known for their credit-worthiness.

Accessibility indicators:

Commercial centre : 600 School : 200 Health post : 600 Mill : 0

Village C

Village C wants the dangerous crossing from their village to the commercial centre and school be reconstructed to all-weather standards. It will cost at least Z\$300,000 for a steel bridge. A timber bridge cost only Z\$160,000, but runs a serious risk of collapsing during the rainy season. This has happened twice before. 50% of the village population wants the 3 classes of the primary school in Village B upgraded to 6 (to achieve this Village B has to apply for at least 3 extra teachers through the RDC). Village C also prefers the crossing between Village B and A be upgraded to get access to the Mouse Hill health post if their steel bridge is not on.

Accessibility Indicators:

Commercial centre : 500 School : 300 Hospital : 1000
Mill : 300 health post : 300

The Rural District Council

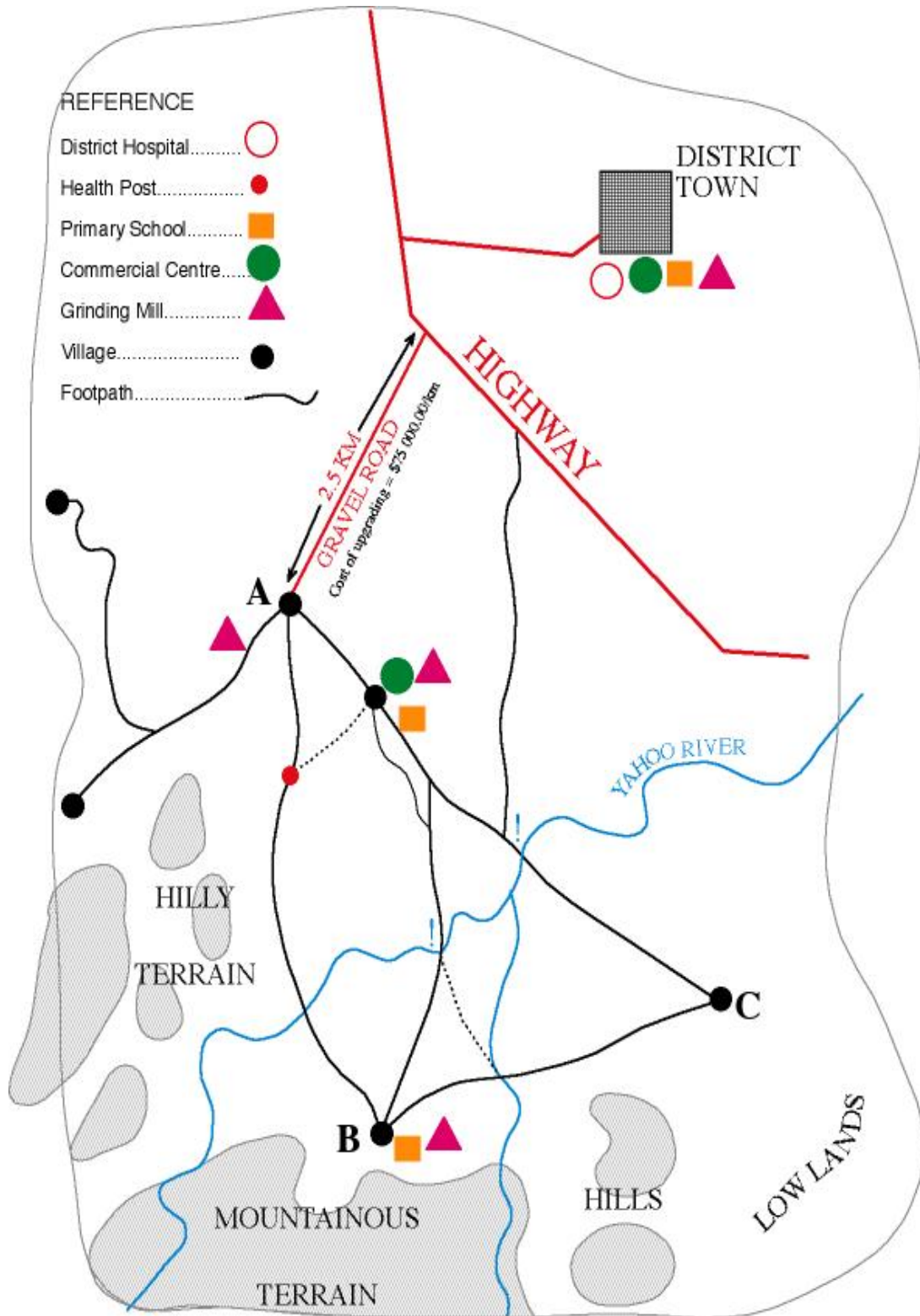
The councils annual budget for infrastructure and loan schemes in sub-district areas is Z\$500,000. The council is responsible for management of loan schemes. It is unlikely that the council will approve the construction of 2 bridges at 2 dangerous crossings over the Yahoo River.

GROUP INSTRUCTION:

You have the responsible position of RDC planner/engineer/project officer tasked with appraising the proposals of villages A,B, and C. The CEO has requested you to come up with a motivated plan to allocate the Z\$500,000 to the district, to be spent on infrastructure and loan schemes for the three villages.

What is/are the most favorable option(s) to spend the money, taking - amongst other factors - the accessibility indicators into account?

MAP OF FICTITIOUS SUB-DISTRICT 'MOUSE HILL'



MOUSEHILL SUB-DISTRICT

GROUP WORK SOLUTIONS ON PLANNING ACCESS INTERVENTIONS

GROUP 1

- Started with considering the A.I. of all villages, for all sectors
- For village A: access to District Hospital is important, but gravel access – repairing the potholes – is sufficient
- For village B: access to the Commercial Centre and School located on the other side of the river is really important; the dangerous crossing ! requires a footbridge.
- For village C: crossing the river to access the Commercial Centre and School is a problem; the people in village C are relatively badly served.
- Option I:

(a) Improve road from village A to District Town	187,500
(b) Crossing for village B to Commercial Centre and School	<u>300,000</u>
	487,500
(c) Balance to be spent on loan schemes	<u>12,500</u>
	500,000

- Option II:

(a) Timber bridge over Yahoo river near village C after re-assessing the risk factors	160,000
(b) Road from village A to District Town upgraded	187,500
(c) 1 extra class room for village B constructed	<u>90,000</u>
	437,500
(d) Balance to be spent on IMT loan scheme for village A	<u>62,500</u>
	500,000

GROUP 2

- Started considering the various accessibility indicators
- Concluded that village B and village C are most in need
- Option:

(a) Rehabilitate the road from village A to District Town	187,500
(b) Construct a bridge to pass the dangerous crossing from village B to Commercial Centre, School and Mill	160,000
(c) Construct one extra class room in village B	<u>90,000</u>
	437,500
(d) Village loan scheme for IMT's in village A	<u>62,500</u>
	500,000

- Group 2 proposed to create a new foot path (dotted line on the map) which starts after crossing the river between village and village B, which bends north and connects at the river crossing between village B and the Commercial Centre, School and Mill.

GROUP 3

- Access for village C is most important
- Upgrading the gravel road from village A to D.C. is not too urgent, As people can relatively easy walk the 2,5 km
- Option: (a) Steel bridge between village B and village A 300,000
(b) 2 class rooms in village B 180,000
(c) loans for village village B 20,000
500,000
- Group proposes to create a footpath, which starts from the Health Post and connects to the Commercial Centre, School and Mill (dotted line)

PARTICIPANT'S JUDGEMENT OF THE PLANNING CASE

- The case is quite realistic
- The options proposed by the various groups are explanatory and cover the most feasible solutions
- In normal planning situation one deals indeed with a set of villages of which 1 or 2 are worse off than the other.

ANNEX 13

**WORKSHOP PAPER PREPARED BY THE DEPARTMENT OF PHYSICAL
PLANNING, MASHONALAND EAST PROVINCE**

Friday 1 September 2000 – Morning Session

(INCLUDED AS SEPARATE PAGES - NOT NUMBERED)

ANNEX 14

WORKSHOP EVALUATION FORM

The purpose of this evaluation is to provide feedback on the workshop programme as well as assisting the organisers in improving the quality of future workshops. It would be greatly appreciated if you complete this evaluation form.

1. Overall quality of presentation:

Very Good	Good	Average	Poor	Very Poor

2. Quality of visual aids and handouts

Very Good	Good	Average	Poor	Very Poor

3. Group discussions

Very Good	Good	Average	Poor	Very Poor

4. Relevance of field work

Very Good	Good	Average	Poor	Very Poor

5. Quality of the venue, facilities and meals

Very Good	Good	Average	Poor	Very Poor

6. Usefulness of IRAP as a planning tool

Very Useful	Useful	Not useful

7. Was enough time allocated to:

- (a) explanation of concepts / theoretical aspects? Yes No

- (b) explanation and implementation of field work? Yes No

8. Give an overall impression of how each topic was presented and explained by putting a tick (✓) in the appropriate box:

Topic	Very Good	Good	Average	Poor	Very Poor
Findings of the 1997 Rural Transport Study in Zimbabwe					
The IRAP concept					
Data collection and encoding					
Data analysis & prioritisation					
Access profiles					
Mapping					
Validation					
Identification of access interventions					

9. What aspects of this workshop did you find most interesting?

10. What aspects of this workshop did you find least useful?

11. Would you recommend holding a similar workshop with a different group in future?

12. Please feel free to write any additional comments or proposed adjustments to the programme that you want to bring to the attention of the organisers

ANNEX 15

RESULTS FROM THE WORKSHOP EVALUATION

TABLE 1 : OVERALL IMPRESSION OF THE WORKSHOP

	<i>VERY GOOD</i>	<i>GOOD</i>	<i>AVERAGE</i>	<i>POOR</i>	<i>VERY POOR</i>
OVERALL QUALITY OF PRESENTATION	19%	81%-	-	-	-
QUALITY OF VISUAL AIDS AND HANDOUTS	50%	50%	-	-	-
GROUP DISCUSSIONS	19%	81%	8%	-	-
RELEVANCE OF FIELD WORK	38%	50%	12%	-	-
QUALITY OF VENUE, FACILITIES AND MEALS	12%	63%	25%	-	-
OVERALL IMPRESSION	27%	65%	9%		

TABLE 2 : USEFULNESS OF THE IRAP TOOL

	<i>VERY USEFUL</i>	<i>USEFUL</i>	<i>NOT USEFUL</i>
USEFULNESS OF IRAP AS A PLANNING TOOL	69%	31%	-

TABLE 3 : TIME ALLOCATION

	<i>YES</i>	<i>NO</i>
ADEQUATE TIME GIVEN FOR EXPLANATION OF CONCEPTS AND THEORETICAL ASPECTS	100%	-
ADEQUATE TIME GIVEN FOR EXPLANATION AND IMPLEMENTATION OF FIELD WORK	81%	19%

TABLE 4 : RECOMMENDATION FOR A SIMILAR WORKSHOP

	<i>YES</i>	<i>NO</i>
WOULD YOU RECOMMEND A SIMILAR WORKSHOP WITH A DIFFERENT GROUP?	100%	-

TABLE 5 : IMPRESSIONS OF EACH COURSE TOPIC

	<i>VERY GOOD</i>	<i>GOOD</i>	<i>AVERAGE</i>	<i>POOR</i>	<i>VERY POOR</i>
FINDINGS OF RURAL TRANSPORT STUDY	81%	19%	-	-	-
THE IRAP CONCEPT	44%	56%	-	-	-
DATA COLLECTION AND ENCODING	20%	60%	20%	-	-
DATA ANALYSIS AND PRIORITISATION	20%	53%	27%	-	-
ACCESS PROFILES	13%	74%	13%	-	-
MAPPING	20%	40%	40%	-	-
VALIDATION	20%	53%	27%	-	-
IDENTIFICATION OF ACCESS INTERVENTIONS	13%	60%	27%	-	-
OVERALL	29%	52%	19%	-	-

TABLE 6 : MOST INTERESTING ASPECTS

<i>ASPECT OF INTEREST</i>	<i>PERCENTAGE OF PARTICIPANTS</i>
FIELD WORK AND SITE VISIT	63%
GROUP DISCUSSIONS	25%
THE IRAP CONCEPT	19%
DATA COLLECTION AND CODING	19%
PRIORITISATION	6%
MAPPING	6%

COMMENTS IN VERBATIM

- 1) "For similar workshops in the future, the time should be five days so that participants will have time to discuss issues arising from the workshop".
- 2) "You should not try to overload participants on the last day. This day should be for workshop evaluation and departure. People tend not to concentrate on this day".
- 3) "It was a worthwhile outing".
- 4) "Could you please try to adjust upwards your per diems at least to what Government is currently offering? Costs like phone calls, ironing, entertainment, and tips are rising by the day".
- 5) "Group work should be easier and interesting".
- 6) "The reception should be made the last session of the workshop".
- 7) "Please have handouts ready during the workshop so that these can be used after hours to enhance understanding and appreciation".
- 8) "Do not introduce new topics and activities on the last day as these receive less concentration from audience".
- 9) "Time allocation to complete some activities e.g. encoding was inadequate".
- 10) "The Group activities were exciting".
- 11) "There is need to put more emphasis on explaining the whole concept of access interventions so that people have a better appreciation of the planning process involved".
- 12) "Programme organisers to take into account those participants who travel long distances e.g. from Bulilimamangwe or Gokwe".
- 13) "Cocktail or reception should be done when the workshop has wound up, i.e. participation becomes lousy if workshop continues a day after cocktail".
- 14) "Selection of participants to be for similar target group so that they share experiences of same level".
- 15) "The theoretical case should focus on the use of the Accessibility Indicators in order to bring out the IRAP technique".
- 16) "The field trip is useful and needs further sharpening to entrench the IRAP concepts".

ANNEX 16

PRESENTATION OVERHEADS OF THE TRAINING SESSIONS

WORKSHOP OBJECTIVES:

- Enhancing the participants understanding and significance of rural travel and transport
- Appreciating the importance of local level planning in providing appropriate access interventions for rural communities
- Appreciating how access problems and solutions can be identified and prioritised

Group Work Session 1:

PARTICIPANTS PERCEPTIONS OF RURAL TRAVEL AND TRANSPORT

- (a) What is your understanding of rural transport?**
- (b) What are the main problems associated with rural transport and what are the possible solutions?**
- (c) Who are the main stakeholders involved in rural travel and transport and what are their roles?**

GENERAL NEEDS FOR PLANNING:

- Scarcity of resources
- Important that the available resources maximise the benefits to a large number of people
- Because the needs are many, a prioritisation of needs is required

WHY IS THERE A NEED FOR LOCAL LEVEL PLANNING?

- Failure of traditional approaches to provide a more practical approach to the planning of rural infrastructure
- Decentralisation is an important and ongoing process that requires local government officials to develop planning skills (Job requires effective planning but resources are limited)
- At the local level, the economic response to the provision of transport is simplistic:
 - many assume that transport serves a wholly economic purpose
 - many assume that the provision of transport infrastructure and services triggers a response in terms of economic demand
 - many are unaware of attitudes, social customs, gender divisions, agricultural practices as important factors

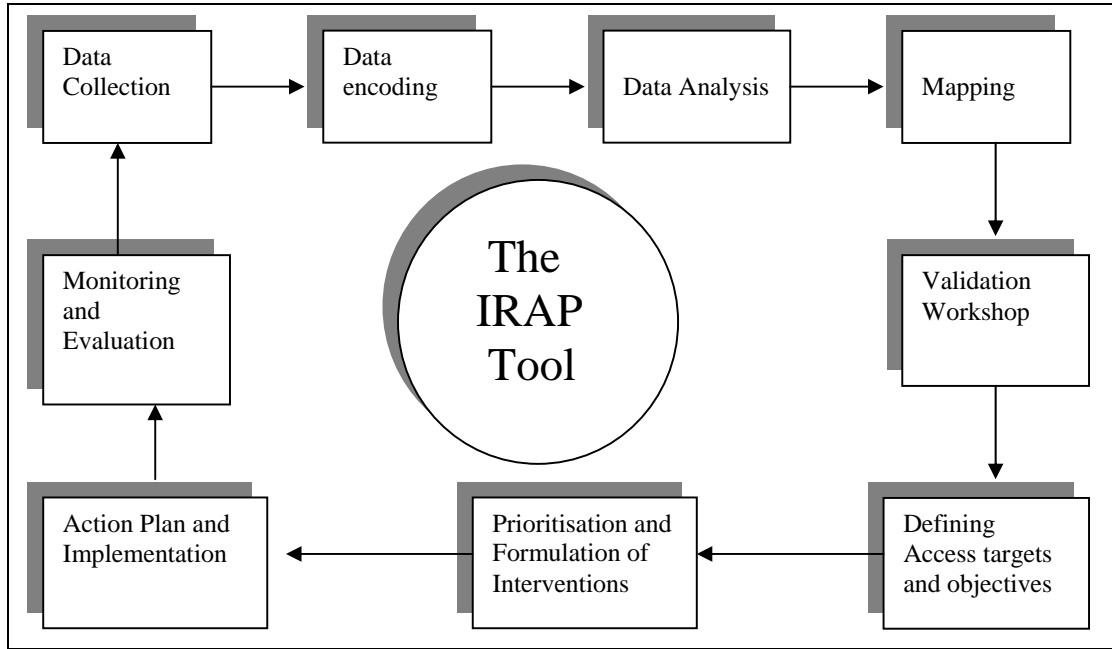
WHAT IS INTEGRATED RURAL ACCESSIBILITY PLANNING - IRAP?

Integrated Rural accessibility Planning (IRAP) is a participatory planning tool designed to define and prioritise the access needs of the rural population in relation to basic, social and economic services that a household requires. It emerged as a result of several studies conducted in a number of African and Asian countries.

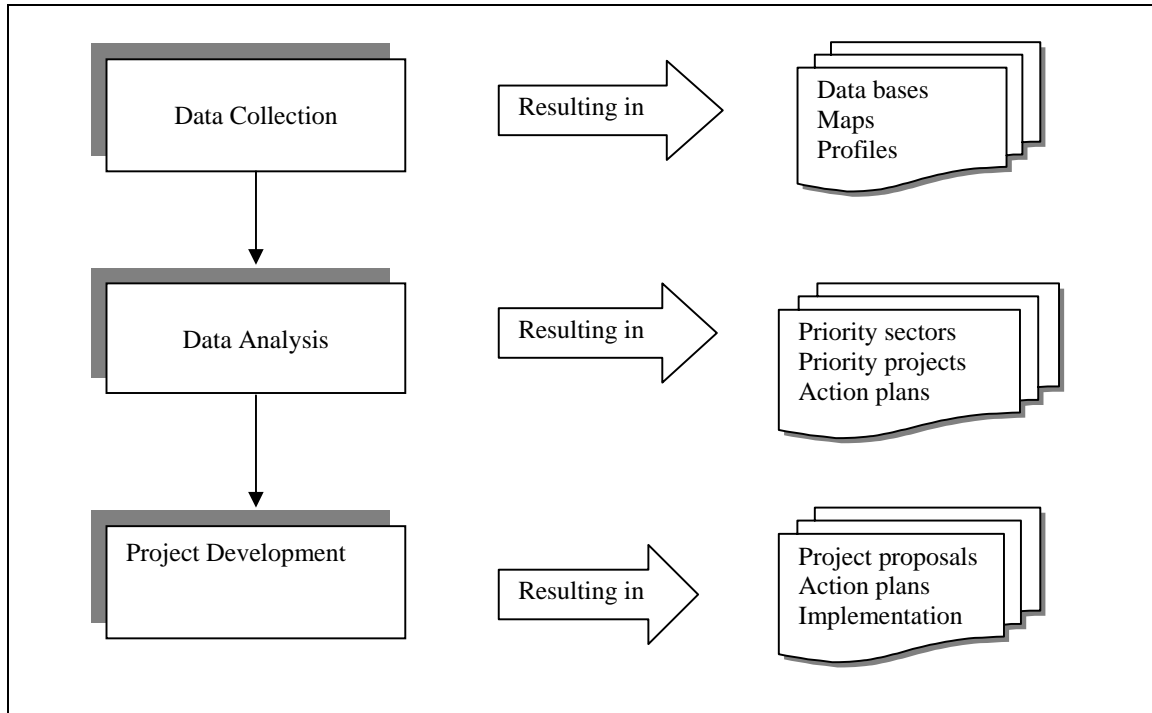
WHAT ARE THE MAIN FEATURES OF IRAP?

- A **local level planning process** based on the concept that lack of access of rural people to goods and services is one of the fundamental constraints to development
- Uses **household as the main focal point** of the planning process and considers all aspects of the household access needs for basic, social and economic purposes
- An approach based on a **comprehensive data collection system**
- A tool that uses a **bottom-up approach** involving communities at different stages of the planning process
- A tool that incorporates gender by considering access needs of all members of a household

THE IRAP PLANNING PROCESS



IRAP OUTPUTS



DATA COLLECTION

HOW ARE DATA COLLECTED?

PRIMARY DATA

- *Resource intensive*
- *Accurate*
- *Reliable*

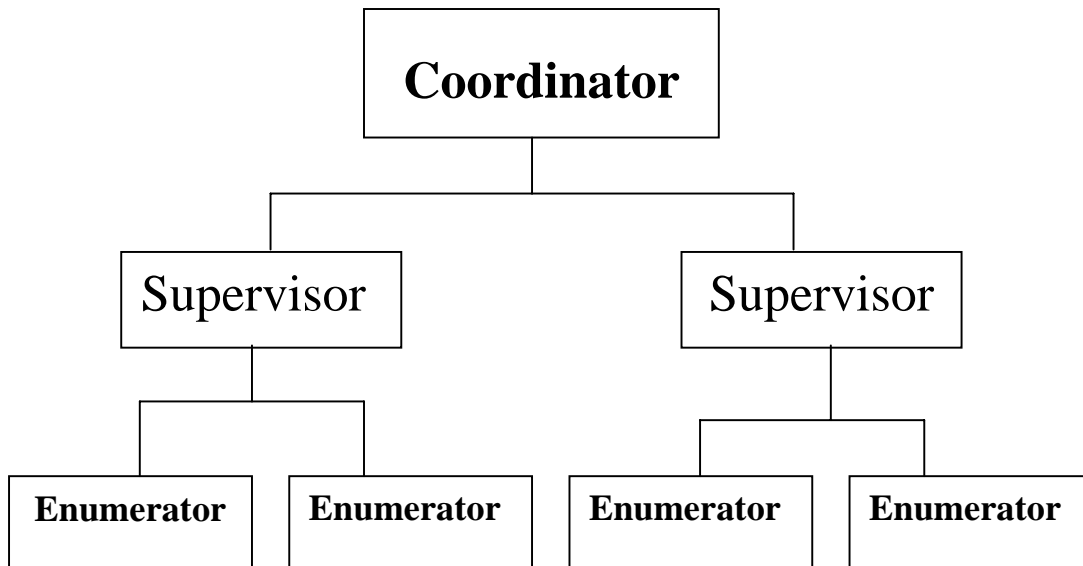
SECONDARY DATA

- *Less resource intensive*
- *Less accurate ??*
- *Less reliable??*

WHICH DATA ARE REQUIRED?

- Demography – population, location and distribution
- Location of facilities and services including their quality
- Topography – Infrastructure and land use
- Transport facilities and services available
- Planning targets
- Perceptions on access problems and solutions
- Trip related:
 - Travel time
 - Trip frequency
 - Cost
 - Means of transport
 - Load carries
 - Trip responsibility

ORGANISATIONAL STRUCTURE OF THE DATA COLLECTION TEAM



RESPONSIBILITIES OF THE PEOPLE INVOLVED IN DATA COLLECTION:

Coordinator is responsible for:

- coordinating the design of the questionnaire
- training of supervisors and enumerators
- planning the survey logistics in close liaison with the supervisors

Supervisors will be responsible for:

- planning the interviews with enumerators
- provide logistic support to the enumerators when required
- provide guidance to enumerators in the field
- collect the completed questionnaires
- check them for errors and deliver them for processing

Enumerators are responsible for:

- making appointments with households or key informants and ensuring that these key informants are a true representative and very conversant with the situation of the village in question
- conducting interviews in accordance with the supervisor's instructions

THE DOs AND DON'Ts OF PRIMARY DATA COLLECTION

The *DOs*:

- Be polite and courteous at all times
- Introduce yourself and clearly explain to the respondents the purpose of the exercise before starting the interview
- Be familiar with all the questionnaires to be used
- Ask questions in a simple and clear manner preferably in the order presented unless there is a good reason to depart therefrom
- Record answers as given by the respondents **BUT** if in doubt by all means probe further

- In a situation where probing does not yield results, write a comment explaining the absence of an entry in the space provided
- Write all responses clearly, neatly and legibly
- If in doubt, consult the supervisor
- Thank the respondents for answering your questions before leaving them

The *DON'Ts*:

- Do not put words in the mouth of the respondents
- Do not phrase questions in a manner likely to suggest answers
- Do not leave any questions blank without an explanation unless a skip instruction requires you to do so

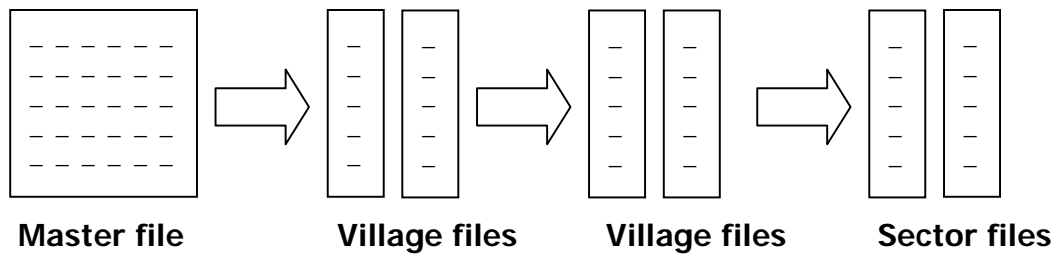
- Do not allow any other person to speak to the respondent during the course of the interview unless a consensus of key informants is required
- Do not allow any unauthorised person to help you complete the questionnaire
- Do not show the completed questionnaire to any other person or discuss the answers with other people in the presence of the interviewees

DATA ENCODING AND ENTRY

STEPS:

- Production of coding instructions – responsibility of the Coordinator
- Coding the questionnaires – responsibility of trained clerks
- Entering data into the computer – responsibility of clerks
- Checking correct entry of data - responsibility of supervisor

OUTPUT FROM DATA ENCODING EXERCISE



DATA ANALYSIS

Factors to be quantified for each trip purpose

	Trip Frequency	Trip Time	Means of Transport	Transport Cost	Trip destination	Load Carried	Trip Responsibility
Water Collection	√	√	√		√	√	√
Fuelwood Collection	√	√	√		√	√	√
Grinding Mills	√	√	√	√	√	√	√
Health	√	√	√	√	√		√
Education	√	√	√	√	√		√
Travel to Markets	√	√	√	√	√	√	√
Crop Production	√	√	√	√			√
Farm Inputs	√	√	√	√	√	√	√
Crop Marketing	√	√	√	√	√	√	√

CALCULATION OF **ACCESSIBILITY INDICATORS**

AI = (HH * TT) ... (i) where:

AI = Accessibility Indicator

**HH = number of households in a
given village or ward**

TT = average travel time

Putting figures to the above formula, the
Accessibility Indicator (AI) for the water sector
of a village with 50 households taking an
average of 20 minutes to reach the water
source is 1000 i.e. (50*20)

CALCULATION OF ACCESSIBILITY INDICATORS INCORPORATING TARGET TRAVEL TIME

AI = HH (TT1-TT2) (ii) where:

AI = Accessibility indicator

HH = number of households in a given village or ward

TT1 = Average travel time

TT2 = target travel time

Using the same figures as above, if the acceptable time is 10 minutes, the Accessibility Indicator (AI) will be 500, i.e. $50 * (20 - 10)$.

Accessibility Indicators for Different Service Sectors

Village	Accessibility Indicators for Pachedu District			
	Water	Fuelwood	Health	Education
Chitirikire	760	970	750	1200
Sabhuku	1850	480	900	920
Utsanana	720	1080	720	840
Wiriranai	640	570	600	1400

Conclusion:

The Table shows that Sabhuku village has the greatest need for water supply and health, Utsanana for fuel wood, and Wiriranai for education.

Prioritisation of Access Problems

How can we prioritise access problems?

We rank community access problems by sector, based on a combination of neutral access values, weighted information about specific local conditions, and people's perception of the problem.

What is a neutral value?

A measurable indication of access, such as travel time of all households, applied to a specific sector, e.g. water.

How do we weigh information about local conditions?

We add weight to specific local conditions that quantify or qualify the severity of the access problem in a particular sector.

How do we weigh people's perceptions?

We take the perceived priority of addressing the problem of all members of the community into account (priorities identified through household survey data).

Adding Weight to Accessibility Indicators (1)

Step 1: Identify for each village the applicable weight factor scores, by sector: e.g. water

<i>Score</i>	<i>Weight Factor 1: Type of drinking water</i>
0	Solely improved water source
1	Both unimproved and improved
2	Solely unimproved water source
<i>Score</i>	<i>Weight Factor 2: Travel conditions for a single trip</i>
1	Over flat terrain
2	Through hilly terrain
4	Through mountainous terrain
<i>Score</i>	<i>Weight Factor 3: Perceived water quality</i>
1	Good quality all year round
2	Good quality in dry season only
3	Good quality in wet season only
4	Not good quality in both dry and wet season
<i>Score</i>	<i>Weight Factor 4: Aggregate priority of solving the problem, as perceived by the villagers</i>
0	Not a priority at all
1	Third priority
2	Second priority
3	Highest priority

Adding Weight to Accessibility Indicators (2)

Step 2: Record applicable weights for all Weight Factors and calculate Weight Factor Total

Village	Weight Factor 1	Weight Factor 2	Weight Factor 3	Weight Factor 4	Weight Factor Total
01	4	2	2	4	
02	2	0	2	3	
03	1	4	1	1	
Etc.					

Step 3: Multiply the Accessibility Indicator (per sector) by Weight Factor Total and rank villages in order of priority

Village	Prioritisation by Sector			
	Accessibility Indicator by sector e.g. Water	Total weight factor	A.I. X Weight Factor	Sector Priority
Chiturikire	760			
Sabhuku	1850			
Utsanana	720			
Wiriranai	640			

ACCESS PROFILES

What is an access profile?

- ❖ An overview of the most important information from household and village surveys, and other related data on accessibility
- ❖ Summarised in terms of the accessibility situation (status) per sector

How should an access profile be presented?

- ❖ Graphically, by tables, and in brief wordings

What is the purpose of an access profile?

- ❖ A quick and easy reference for planning purposes and identification of access interventions

What is included in an access profile?

- ❖ Villages, with their access problems, are ranked by access indicator, for each infrastructure sector
- ❖ Catchment areas of social and economic services and facilities are presented and expressed in numbers of households being served, or not being served by a facility
- ❖ Travel time to reach the services and facilities are presented for various means of transport, including their frequencies
- ❖ Access problems and priorities, as perceived by the relevant communities, are presented, as well as people's perceptions of the interventions needed to address these

(Example)

District Accessibility Profile (1)

Outline:

1. General district characteristics and a summary of access information
2. Maps
 - Authorised geographical maps
 - Overlays with services and facilities and catchment area (per sector)
 - Overlay with accessibility indicators (per sector)
3. Description of Access problems
 - Access to water
 - Access to education
 - Access to health
 - Access to fuel wood
 - Access to transport facilities
 - Etc.
4. People's perception of access problems, expressed in terms of priorities, and their suggestions about interventions

(Example)

District Accessibility Profile (2)

A. General district characteristics

1. District population
2. Number of wards
3. Number of villages
4. Average number of people per ward/village
5. Average number of households per ward/village
6. Average number of people per household
7. Percentage of villages with common source of electricity
8. Average travel time to main district centre (town)
 - by motorised transport: min.
 - by non-motorised transport: min.
9. Important economic activities in the district
(commercial farming area, cash crops, mining, etc.)

(Example)

District Accessibility Profile (3)

B. Summary of access information by sector

Transport:

- ◆ % of villages with all year round access
- ◆ % of villages with no transport services
- ◆ number of scotch carts

Water supply

- ◆ % of villages using improved water source
- ◆ % of villages where water quality is not satisfactory
- ◆ number of pumps and bore holes in good order

Education

- ◆ % of villages with an incomplete school
- ◆ % of villages without any type of school
- ◆ number of class rooms and teachers per school
- ◆ population/class room ratio

Health

- ◆ % of villages with own health centre
- ◆ % of villages occasionally visited by nurse or doctor
- ◆ average travel time on foot to district hospital

Commercial Centres

- ◆ % of villages with own commercial centre
- ◆ average travel time to district commercial centre
- ◆ % of villages regularly visited by traders

Maize grinding, Fuel wood

- ◆ etc.

When Identifying Access Interventions

Basic considerations that determine the choice, feasibility and scope of the interventions:

1. What is the feedback from the validation workshop on preferred access interventions by the community?
2. Which access interventions create the highest impact (in terms of time savings) and the highest cost-efficiency (least cost per household)?
3. How much do the proposed access interventions cost?
4. What is the district budget?
5. How can a budget be allocated in smart way, addressing different access problems with the same intervention?
6. How is public money allocated and released?
 - annually?
 - by sector? (access interventions cut across sectors)
 - what is the project proposal format?
 - by which date should proposals be submitted?
 - whose authority should be solicited?

OBJECTIVES OF MAPPING

- to portray graphically a picture of geographical distribution of services and facilities and access needs in an area
- to assist in the identification of access problems and in the formulation of interventions
- to aid in the analysis of access information in order facilitate the identification and location of access problems leading to the formulation of interventions and action programmes
- to enhance the communication of information and recommendations to an audience and
- to evaluate the impact of access improvement projects

MAPPING PROCEDURE

- **Preparation of Base Maps:** The ideal map is the 1:50 000. The map need to reflect road networks, population distribution, rivers and other natural features
- **Identification and Location of Services:** Facilities such as schools, clinics markets water sources etcetera are identified and plotted on the map.
- **Determination of catchment areas:** making use of the survey results, the catchment area of each service is determined.
- **Identification of access problems:** Sectoral catchment areas are compared and an identification and prioritisation of access problems undertaken.

Example of Health Sector Mapping

- Base map showing all health facilities by type, hospital, clinic; hospital to be depicted by a red cross and clinic by a red circle
- Overlay with target catchment area, 5 kilometre radius to a health centre
- Overlay showing actual catchment area to the health centre
- Overlay with average travelling time per ward
- Overlay showing Accessibility Indicators

OBJECTIVES OF VALIDATION WORKSHOP

- To ascertain from the communities concerned whether the data collected together with the analysed information adequately represent the real situation on the ground
- To involve and give an opportunity to rural communities to participate in the formulation of their own accessibility situation that reflects access problems in their respective areas as well as providing solutions thereto
- To instill the rural communities with a good understanding of the relationship between different accessibility issues
- To instill a sense of ownership to local communities in the of projects that can be implemented to address access problems

WORKSHOP PARTICIPANTS

- The village leaders such as headman, VIDCO office bearers
- Representatives of line ministries
- Ward Councillors
- Representatives of NGOs
- Women organisations
- Welfare organisations
- Farmers' representatives
- Main religious denominations representatives
- Household representatives

ACCESS RELATED INTERVENTIONS

(a) Improved Rural Transport Infrastructure

- Improvement and development of tracks, footpaths and footbridges*
- Construction, rehabilitation and maintenance of selected roads

(b) Improved Rural Transport/Mobility

- Improving the efficiency of existing Intermediate Modes of Transport (IMTs)
- Development and introduction of alternative IMTs

(c) Creation of an Enabling Environment for Rural Transport

- Facilitating credits to procure IMTs*
- Facilitating transport services by improving the operation and management systems as well as increasing their availability
- Facilitating training for the production of IMTs

(d) Appropriate Siting of Facilities and Services

- Improved distribution of service facilities such as clinics, schools, water sources*
- Improvement of supply system of agricultural inputs e.g. rural depots
- Development of market facilities e.g. periodic markets
- Improved distribution of food processing facilities e.g. grinding mills

(e) Introduction of Environmentally Friendly Measures

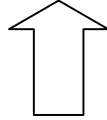
- Introduction of improved ovens
- Development of wood lots

(f) Improved Access to Employment Opportunities

- Facilitating and improving access to information
- Raising awareness and adopting labour intensive technologies where appropriate

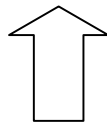
Problem analysis

Low revenue realised

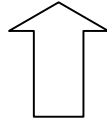


Grain sold to local traders

EFFECTS

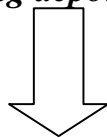


Grain cannot be transported to the Grain Marketing Board

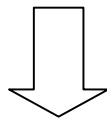


KEY ACCESS PROBLEM

Lack of access to Grain Marketing depot

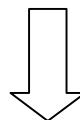
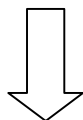


Impassable road during a greater part of the year



CAUSES

Road deterioration plus flooding during heavy rains

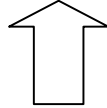


Lack of maintenance

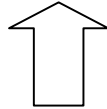
Heavy rains ruin the road

Objective analysis

Higher incomes realised

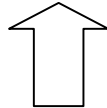


Grain sold to established Buyers



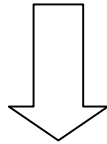
RESULTS

*Grain can be
Transported to GMB*

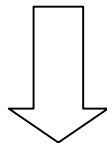


**KEY ACCESS
OBJECTIVE**

*Improved access to Grain
Marketing depot*

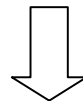
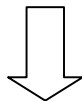


Road passable for all year round



ACTIONS

Improved road and no more flooding



*Routine maintenance
And periodic maintenance
System set up*

Road rehabilitated