Guizhou Cultural and Natural Heritage Protection Projects Funded by WB Loans

Operation Manual for Community Participation

WB Project Office of Guizhou Province
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I. General

1. Purpose of this Manual

This Operational Manual is developed through consultation of all stakeholder groups, for the purpose of developing administrative procedures and regulations to meet the general goal of implementing the Cultural and Natural Heritage Protection Projects Funded by WB Loans in the way of CBD (community-based development), in order to protect local natural and cultural heritages, increase local incomes, improve living levels of local minorities, and realize local sustainable social development through comprehensive and effective management to ensure smooth implementation of the projects at village level. Another purpose is to enhance the villagers’ “ownership” awareness to become the undertakers of project implementation, the beneficiaries of the projects, and the owners of the fruits from project implementation.

This Operational Manual is developed for the above purpose based on the project content and actual situations of the villages covered by these projects.

2. Content

This Manual defines the goals to be met at village level, the work to be done and procedures to be followed by participating communities, the responsibilities, the services and assistances provided by other stakeholders (e.g. local governments, consulting companies, volunteers and other non-governmental organizations) during implementation of the projects, and concerning regulatory systems that secure the communities’ benefits.

3. Application Scope

This Manual serves as the guide to implement the Guizhou Cultural and Natural Heritage Protection Projects Funded by WB Loans at village level, for the officers of project offices at provincial, state and county levels, the project implementing organizations in the covered villages (village committees,
community project management teams, villager supervision teams, and villager organizations participating in the project implementation) and the staff of consulting companies involved in the project implementation. Volunteers or members of other non-governmental organizations interested in the projects shall also follow the rules and regulations specified in this Manual while participating in the project implementation.

4. Principles of Project Implementation

1) Enhance the owner awareness of local residents, respect their rights to learn the truth, rights to speak, rights to analyzes, rights to decide and rights to execute, meet the demand of local community residents so as to motivate local people's enthusiastic participation in project identification, project implementation, and financial management/supervision.

2) Implementation of any project shall be implemented based on the approved local village/town plans and shall keep consistent with the local plan. Any modification shall be reported for approval according to legal procedures.

3) After a project completes, the property rights of constructed assets and the occupied land owned collectively will reside to the villagers. The local villagers shall be responsible for operating and maintaining the constructed facilities.

4) All groups in a community participating in project implementation, especially the disadvantaged groups including poor population, women and minorities shall be given capacity-building opportunities corresponding to their abilities.

5) Establish effective administrative organizations and improve the regulations during the project implementation, to build up sustainable development foundations for communities’ further development.
6) Establish service systems providing supports to the communities during project implementation. The project offices at provincial, municipal/state and county levels shall provide services, cooperation, guidance and supervision for the participating communities. NGOs, volunteers and professional organizations shall provide trainings and technical guidance.
II. Project Description

1. Project Background

Guizhou is rich in ethnic traditional cultures. Ethnic minorities in Guizhou include Miao, Yao, Dong, Zhuang, Shui and Buyi, with rich traditional folk cultures and handicraft skills bequeathed in villages, including various believes, customs, celebrations, ceremonies, handicraft skills (e.g. knitting and embroidering), traditional techniques (e.g. brewage), music & dances, languages, philology, architectures and sculptures. In 2005, 44 ethnic traditional intangible cultural heritages were listed in the first batch of national-level protected heritages and 90 were listed in the provincial-level protected heritages. However, Guizhou’s per capita GDP ranks the lowest among 31 provinces/municipals/autonomous regions in China. 85% of the population (more than 39.5 million) in Guizhou lives in countryside, distributing in over 50 thousand natural villages. The annual per capita income of rural residents is only RMB 1877, the lowest in China. Considerable amount of population in many countryside and minority-intensive areas in Guizhou are still living in poverty. Guizhou’s Cultural and Natural Heritage Protection Projects Funded by WB Loans are established considering above situations.

2. Project Goals

The general goal of the projects is to promote protection of natural and cultural heritages in Guizhou, and improve living conditions of minority-intensive areas, through implementing the projects of protecting cultural heritages such as villages, ancient towns and interest spots, to enhance the capabilities of the communities and minorities to protect cultural heritages and develop tourism projects, to make local communities benefit fairly from tourism development, and to maximize economic, social and environmental benefits for sustainable development.

Specific goals include:
1) to promote the self-perceives of diversified culture, cultural dignity, cultural freedom, social equity and development opportunity, through protection and development of the cultural and natural heritages.

2) to seek substantial and effective ways for self-existing and developing while the society is developing rapidly and extensively.

3) to prevent or reduce excessive commercialization that might impact the diversified culture while alleviating poverty, through culture-dignified and sustainable development.

4) to protect and improve local ecological environment and establish a benign ecological maintenance system;

5) to build up a self-administrated and self-developed community development pattern.

6) to provide small loans as necessary incentives to promote protection of local natural and cultural heritages.

### 3. Key Project Content

1) These natural and cultural heritage protection projects consist of following four major parts:

- Protection of ethnic cultural heritages, covering 18 villages and 4 ancient towns;
- Protection and development of natural heritages and scenic zones;
- Construction for provincial-level or portal town infrastructures; and
- Capability building, and supports to the project implementation.

See Annex 1 for detail list of projects.

2) This Manual applies mainly to the projects of protecting ethnic cultural heritages in 18 villages (hereafter referred to as “Village Projects”), mainly including

- investment in village infrastructures, including transportation facilities (roads, passageways, parking spots and auxiliary facilities), security
facilities (fire extinguishing equipments and fire extinguishing pool),
water supplying and draining systems, and environmental sanitation
facilities (dustbins, rubbish transfer stations and surrounding greening);

- maintenance of unique traditional architectures of public buildings and
  public spaces, reconstructing old architectures, or newly constructing
  village culture centers or tourist centers.

- maintenance of traditional residential architectures, and pilot
  construction of residential buildings that are more suitable for living;

- setting other necessary tourism-related facilities including signs for
directions (e.g. sign stands, interpretive signs) and rest facilities;

- other supportive measures for protection of intangible culture heritages;

and

- capability building for community self-development, that is, guiding
  local residents to conduct profitable tourism-related transactions
  (household workshops or guesthouses) within the framework signed
  with the community and local government.

3) The critical points in project implementation are:

- to improve infrastructures of villages and ancient towns, and enhance
  the capabilities of villages to protect the cultural heritages;
  
  - to conduct protections to various cultural heritages, including
    inheriting and developing ethnic traditional cultures such as
    handicrafts, traditional skills, music & dances, and ceremonies.

- to help innovations of management patterns for protection of natural
  and cultural heritages and corresponding constructions in Guizhou, and
  to enhance villagers’ prides of their owned natural and cultural
  heritages and their awareness of protecting these heritages. and

- to motivate villagers’ participation.
4. Project Areas

Guizhou Cultural and Natural Heritage Protection Projects cover 18 villages, 4 ancient towns, 4 natural interest spots and 5 portal towns, distributed in 4 states/municipalities and 19 counties/municipal districts. This Manual applies mainly to 18 Village Projects.

5. Project Organization and Management

Based on the project nature and Guizhou’s actual situations, the projects shall be administrated by the project offices and project leading groups at three levels (Province-state-county). Where a project is implemented in a village, a pattern of CBD (community-based development) is also used. This pattern is to allow communities’ participation in the projects in order to motivate local human, financial and material resources for community development in an all-round way. See Annex 2 for the organization structure.

6. Project Investment

Total project investment is RMB 566.0125 million, including RMB 539.7533 million of construction investment, RMB 24.2592 million of interests incurred during construction and RMB 2 million of working capitals.

7. Project Duration

The project construction duration is 6 years, from 2008 to 2013. The duration of each sub-project will be 2-5 years.
III. Introduction of CBD Pattern

1. Definition of CBD Pattern

CBD (community-based development) pattern introduces community development concept into project management and implementation and results from introspection of the traditional aid-the-poor patterns. For long, governments at all levels have made great endeavor to seek development of poverty-stricken areas, especially to help the poor out of poverty, but all their efforts failed to facilitate comprehensive development of the local community because they relied on the top-to-down planning and decisions too much and the communities and the poor are considered as the aided objects and beneficiary. This deprived community of the final determination right for the project resources, therefore, the communities and the poor didn’t think themselves the main power for the project and community development, and made it difficult for most projects to establish sustainable development mechanism. Therefore, the implementation of these Projects should not only satisfy the demand of the poor with respect of living and development, but also improve their ability of self-development and management. A partnership based on equality and series of systems should be established in order to stimulate local people to participate in the projects, and set up the important role of the communities and the poor in community development.

CBD Projects are designed to ensure the main stakeholder groups to influence and control development orientation, realize reasonable employment of various resources and share decision-making. Governments will still play important roles in implementation of CBD-based projects, but not all the roles as before. Participation of local residents, local governments organs, non-government organizations and professional consulting institutions will also be significant, even decisive.
2. Key Characteristics of CBD Pattern

1) Individuals and organizations involved who have been or will be influenced by the projects are supposed to participate in the projects, especially the designed final beneficiaries of the projects, including:
   - Project offices at province, state and county levels;
   - Project-involved county and township governments;
   - Community residents involved in the project, especially poverty stricken groups and families, poor females etc;
   - Other groups maybe influenced indirectly by the project, for example, consulting institutions, some local private enterprises and nongovernmental organizations that participate in the project.

2) Although different stakeholder groups have different rights, interests and resources (for instance, fund, time and land etc.), they should cooperate to push forward development progress.

3) Different stakeholder groups may participate in different project stages according to project content and actual needs, including

<table>
<thead>
<tr>
<th>Information collecting and sharing</th>
<th>Consultation Receiving</th>
<th>Cooperative decision</th>
<th>Self-management</th>
</tr>
</thead>
<tbody>
<tr>
<td>The project planners inform the community residents of the information on the planned project, or ask interest relevant groups to provide designated information, then have the project plan made based on the information.</td>
<td>Communities receive investigations from external organizations to give their ideas and suggestions on the projects; However, these ideas and suggestions might not be adopted. The decisions for projects are still made by outsiders.</td>
<td>Community and the outsiders jointly analyze the existing problems and development strategy, and determine project strategy and activity plan together on basis of their consensus.</td>
<td>The mainstay of the project implementation, supervision and evaluation must be local community, so that the abilities of local institutions will be consolidated and improved, and community development will be more sustainable.</td>
</tr>
</tbody>
</table>

Passive/shallow → Positive/deep
4) For village-level projects in this Project, CBD pattern emphasizes on the dominant role of project offices at each levels in capital management and acquisition management, yet the local communities have their own rights to make decisions in the whole process of project appraising, choosing, designing and implementing, including:

- Construction projects will be carried out mainly through community-funded or community participation;
- Intangible culture heritage protection projects may be implemented by communities autonomously with prior approval to their project plan.
- The community may modify the project implementation through villager representatives’ meetings according to actual needs and public wills, while maintaining the whole project content and total fund amount unchanged.
- The property rights of constructed public infrastructures in a community reside to the community. The community shall establish regulations for managing and maintaining these infrastructures.
- A certain amount of small loans are granted to support intangible cultural heritage protection and community development.

3. Objectives of Applying CBD Pattern in the Projects:

1) To improve infrastructure and public service facilities of local communities;
2) To improve villagers’ living environment and conditions by providing them some funds for villagers self-operations;
3) To develop tourism industry and benefit local residents by protecting and improving villagers/public environment and images (such as village tourism projects like guesthouses or village inns, etc.)
4) To establish a sustainable mechanism for self-organizing, self-managing and self-developing in local communities by employing potential social fund in local communities and elevating local administration level;

5) To help maintain and strengthen village spirit centers and culture self-existing awareness through protection of intangible culture and development of inheritance mechanism;

6) To enhance relationship between communities and local governments so that the local government will provide better services for community development.

4. Applications of CBD Pattern in Village Projects

The village projects adopting CBD pattern mainly include six categories:

1) Community public activity spaces and culture centers:

The purpose is to inherit and spread local ethnic traditions and customs and make the local ethnic culture develop in a better and sustainable way, through improving or building public activity spaces for local community residents, such as productive site or celebrating field, like lusheng ground, Tiaohua ground or Youfang ground, as well as public activity spaces focused on village traditional cultural or custom activities, such as drum tower and local cultural exchange center, including:

- Productive fields in local villages (such as fields for spinning and weaving, grain sunning ground);
- Village entrances;
- Celebrating grounds of the local villages (such as lusheng grounds, tiaohua grounds and youfang grounds);
- Local culture teaching and learning centers (such as drum tower, ancestral temple and local culture teaching and learning center)
2) Small infrastructures in communities and public environment of the villages

To provide better public services by improving and constructing small infrastructure such as fire prevention facilities, pavement, water supplying and draining system, rubbish disposal and environment renovation, to make the community benefit from the projects as a whole. Concretely, including:

(a) Transportation facilities:
- Pavements within the villages
- Footbridge (stone bridge, wooden bridge, traditional flower bridge and wind-rain bridge, etc)
- parking lots

(b) security facilities:
- fire prevention facilities
- fire prevention pond

(c) environment comprehensive improvement and environment protection facilities
- improve village environment, including environment greening in front of or behind the houses, planting land protection forests and river bank protection woods
- Environmental construction and improvement, such as river channeling and river bank construction, etc.
- Rubbish disposal system (dustbin and trash collecting pond, etc.)
- Construction and improvement of water supplying and draining system and water resource protection
- Waste water treatment system using rural eco treatment methods (such as waste drainage ditch and oxidation ponds, etc.)

3) Maintenance of traditional residential architecture:

Maintain and improve the residential architectures of certain historical and art treasures value or unique cultural connotation, while protect the whole
cultural environment of the villages, inherit traditional architecture skills. Concretely including:

- Remedy, maintain or reconstruct the facade (including wall surface, door and window, yard) and the inside decoration of demonstrative residential architectures;
- Remedy, maintain or reconstruct the facade (including wall surface, door and window, yard) of the important residential architectures in the villages;
- Maintain the facade of the ordinary houses in the villages.

4) Protection of intangible cultural heritages in the villages:

Support the inheritance and protection of local intangible cultural heritage, such as traditional culture, crafts and customs, etc. Concretely including:

(a) Sorting out and spreading of intangible cultural heritages:
- Compile the list of intangible cultural heritages of the village;
- Compile manuals for inheritance and protection of ethnic arts & crafts, clothes, traditional productive skills, ethnic songs and dances, raw materials and their origins, traditional architecture skills, celebrating activities, sacrificing activities and oral literature, etc.;
- Spreading and propagandizing of the village cultural heritage, including publications, brochures, etc.

(b) Support for establishing of nongovernmental organizations:
- Industrial associations and expert groups (singing and dancing performances, etc.) include clothes making, performance properties and audio-video facilities, etc.

5) Capacity trainings for protecting intangible cultural heritage and implementing community projects:

Necessary trainings to community residents in village are important foundations of community-participated projects. According to actual situations of the village, the trainings include three categories, namely perception training of
village culture, training for implementing community projects and professional skill training. Concretely including:

(a) trainings on perception of village culture
   - training on perception of ethnic culture and history
   - cross-cultural communication training
   - community culture and comprehensive development training
   - training on perception of local culture for returned villagers who had worked outside
   - training of traditional songs and dances

(b) capacity trainings for community to participate in projects:
   - knowledge of World Bank projects
   - training for various villager organizations and tourism associations
   - training on community planning and related regulations
   - project management training
   - marketing training
   - training on ecology and biological diversity
   - training on ethnic art treasure protection
   - training on cultural distinctiveness protection
   - training on ancient biological fossil protection

(c) professional skill trainings:
   - training for cicerones;
   - training for tourist commodity sales personnel;
   - propaganda and marketing training;
   - training on residential architecture protection and construction;
   - training on environment and sanitary;
   - skill passing down and inheriting training;
   - training on village inn operation and management;
   - training on village restaurant operation;
   - language training (ethnic languages/English);
   - training on rural tourism transportation;
• relative productive skill training;
• skill training for returned villagers who had worked outside.

6) Capability building of community self-development

Provide different groups in the community capacity-building opportunities and resources matched with their abilities, stimulate social potential capital within the community, improve their management level to establish a sustainable mechanism of self-organizing, self-management and self-development, including encouraging and guiding local residents to identify profit - tourist businesses with government within signed agreement frame to facilitate localization of tourism industry link. That is, help local residents to raise necessary capital for business activities in order to support them to learn local traditional culture and skills (such as embroidery, wax printing, spinning and weaving, etc.), enable them to do tourism businesses independently, while increasing personal incomes and alleviating poverty, realizing heritance and protection of intangible cultural heritages, such as traditional skills. The supports to such business activities include:

• Guesthouses, including interior reconstruction residential architectures and purchasing of guestroom facilities;
• Family workshops (mainly including traditional skills such as embroidery, wax printing, spinning and weaving, as well as traditional folk foods and brewing skills, with purchasing of tools and raw material included)
• Family culture inheriting (for ethnic cultural heritages such as ethnic songs and dances, ethnic music and ethnic play performance, pass them down in family unit, including purchase of music instruments, properties, costumes and performance facilities);

Supplying of tourism-related raw materials (supplying of materials for special foods, such as raising and breeding of poultry and fishes)
IV. Organizational Management of Village Projects

1. Organizational Frame of Village Project Management:

The implementation of village projects involves project offices at all levels, communities where the projects are implemented, consulting companies engaged by provincial project office for technique supports, project volunteers and non-government organizations. Project offices at all levels are mainstay of project implementation, while implementing projects at village level, the village will establish community organizations to participate in project implementation on behalf of the community, and supervise the project implementation. Community organizations include village committee, community project management team elected by villagers, villagers supervision team and various civil organizations (such as tourism association, various project associations, etc.). The consulting company will invite community coordinators to help community organizations to carry out projects, whose organization management frame is as the following

Note: Real line means direct management, broken line means indirect/supporting management.
2. Responsibilities of Village-level Project Organizations

1) Responsibilities of project offices at all levels:

Provincial project office:

- Participate in compiling of “Project Operation Manual” and revising and improving of the manual;
- Develop project implementation plan;
- In charge of project supervision and appraisal, and submit relative reports;
- Be responsible for management and supervision of project funds (fund from World Bank and counterpart funds from government financial departments);
- Provide necessary technical instructions and consultation for project implementation according to compiled “Technical Aiding Plan”;
- Be responsible for dealing with project-related complaints;
- Be responsible for compiling and implementation of project acquisition plan;
- Choose consulting company through public bidding, and supervise implementation progress and result of “Technical Aiding Plan”;
- Help establish expert base, and offer assistance for investigation and organizing of volunteers, NGO organizations; and
- Be responsible for training of all project managers throughout the province.

State / City project offices:

- Cooperate with provincial project office, identify implementation of local community projects;
- Allocate and manage funds (from World Bank and counterpart fund from government financial organs) for the local region; and
- Deal with complaints related with the region projects.
County project offices:

- Organize and arrange pre-training;
- Organize and arrange notifying meeting of every project point;
- Establish local expert team;
- On premise of meeting planning, designing and project requirements, give the involved parties participation rights;
- Be responsible to make clear the asset property rights after the project is finished;
- Coordinate relationship between various departments involved in project implementation;
- On premise of necessity and existence, be responsible for participation and assistance work of NGO organizations and volunteers of every community;
- Well manage, supervise and use the project capital;
- Organize bidding and inquiry of to-be-implemented projects;
- Be responsible for supervision of being implemented project, complete inspection, checking and accepting and handing over of the project;
- Dealing with various problems and complains during the project implementation.

2) NGO organizations and volunteers:

- Assist the community in project knowledge training;
- Assist the consulting company to provide technique help on construction, environment protection, etc.;
- Assist to organize various activities on community construction and training;
- Supervise and evaluate the project independently.
3) Consulting companies:

- Set up expert database under instructions from provincial project office, and provide technical assistance when necessary;
- According to prescribed procedures and project requirements, organize self-operated lawful projects of community construction, carry out bidding and purchasing activities of projects with single resource, and provide consults and services about bidding; (for details, see “technique assistance plan”);
- Organize community knowledge training, and carry out various skill training necessary (including: guide, sales, operation and management of household guesthouse and residential architecture maintenance, etc.);
- Organize the community to carry out implementation of cultural heritage projects (including establishing name list of cultural heritages, building family workshop, arts & crafts and inheriting and building of traditional projects and ceremonies, etc.), in the mean time organize various arts & crafts exhibition or competitions regularly;
- Be responsible for advertise for, manage and train community coordinators, and assign one coordinator to every project village, the coordinator will provide assisting work, supervise project implementation independently and implementation result, and report to provincial project office regularly;
- Set up office independently on every project point, supervise and inspect the whole progress of the project, regularly report to provincial and county project offices, and evaluate the implementation effect and report it to provincial project office; and
- Project office set up by consulting company should subject to instructions of county project office, and assist county project office to fulfill various community tasks.
4) Community Coordinators:

Community coordinators are advertised for, managed and trained by the consulting company, their main responsibilities includes:

- Assist the community to do preparing work, such as releasing information and propagandizing;
- Assist the project village to set up project management group, villager supervising group and other villagers’ groups, and supervise the groups’ operation;
- Assist the community to understand and implement the project, and determine the list of development projects of every batch;
- Assist the project village to open and manage the project account, and supervise capital management of community project;
- Help villagers to choose from projects, and help them finish the project application;
- Help to organize villager assembly;
- During the implementation of community project, help community to inspect and control the project quality; assist the county project office to examine and accept the project after its completion, and help community to manage the completed project;
- Help villager supervision group to supervise and manage loan activities;
- Find out requirements of community and villagers for technique, information and market etc., assist county project office and consulting company to provide relevant services;
- Assist project management institutions at all levels to supervise and evaluate the implementation progress, effect and impact of the project, and independently inspect, control and evaluate the work of the consulting company;
- Assist county project office to deal with complaints from the community and farmers;
• Assist the consulting company to organize skill and knowledge trainings for the community;
• Assist county project office to organize communications and site visit between different communities;
• Inform county project office and consulting company of problems emerged in project implementation in time and offer suggestion for problem settlement; and
• Participate in activities such as training, seminar and site visit organized by county project office and consulting company.

The community coordinators need to submit a progress report to county project office and consulting company every month, prepare daily record of his work everyday in the community as the basis for consulting company to assess his/her work performance. Meanwhile, consulting company will regularly solicit community for their comments on community coordinators’ work as a basis for assessing their work performance.

5) Community organizational system:

A complete community organizational system includes villagers’ committee, community project management group, villager supervision group and various civilian institutions.

**Responsibility of villagers’ committee:**
- Organize villager assembly, inform the villagers of methods and contents of implementation projects, and publicize the project content for advices;
- Guide and supervise the implementation of the village projects;
- Settle conflicts happened among villagers.

**Responsibilities of community project management group:**
- Organize villager assembly together with villagers’ committee
- Constitute working rules and administration regulations;
- Plan and guide choosing, applying and implementing of the community projects;
• Be responsible for allocation of endowment and loan, as well as supervision of using of the above fund;
• Help the villagers to prepare project suggestion and fund application, etc.;
• Settle contradictions between villagers and report those unsettled to the county project office;
• Keep records of meeting held, project implementation and fund allocation etc., and publicize the record to the villagers regularly, then report it to county project office.

Responsibilities of villager supervision group:
• Supervise to make sure the project management group adhere to regulations and rules, to be fair, equal and open
• Supervise to make sure villagers to improve all procedures on basis of publicized procedures and respect every system
• Listen to villagers’ opinions and suggestions on project choosing, implementing and capital management, and reflect them to project management group and county project office and discuss the opinions and suggestions with them
• Prepare supervision report form regularly, submit it to county project office, and send a copy to project management group.

Responsibilities of various civil organizations and villager institutions:
Village projects involving civil organizations include: village tourism association, senior village association, song-and-dance band, civilian construction team and industrial or professional team of various arts & crafts production. These civil organizations give full play to their expertise; actively participate in implementations of project construction and intangible cultural heritage protection.
3. Establishment of Community Organizational Systems

1) Villagers committee:

Village committee is elected and established according to Organic Law of the Villagers Committees of the People’s Republic of China and other relative laws.

2) Community Project Management Group:

Community project management group consists of 3 members of villagers committee (1 secretary of village or head of village, 1 sorority director and 1 accountant) and representatives of villagers (or villagers group). The number of villager representatives should be determined by structure of the natural village and responsibilities within the village project. Inside the management group, at least 3 posts should be set up, full-time or part-time accountant, engineer and technique personnel, material keeper. The county project office and consulting company should first organize villagers to discuss and formulate qualification requirements for community project management group members, hold villagers assembly, democratically elect management group members, designate 1 director and 2 vice directors. Volunteers and non-governmental organizations participate in supervision of the election process. The county project office should record the election process and results, and submit it to provincial project office for the record.

3) Villager supervision group:

Villager supervision group consists of 3 to 5 person, its member number is determined by village population and size of project content, at least one third of members should be females. The county project office and consulting company should first organize villagers to discuss and formulate qualification requirements for villager supervision group members, hold villagers assembly, democratically elect out supervision group members, and designate 1 group leader. Volunteers and non-governmental organizations participate in supervision of the election process. The county project office should record the election process and results, and submit it to provincial project office for the record.
4) Various civil organizations and villager organizations:

On principle of democracy and freewill, on stage of preparing before implementation of the project, the county project office, together with the consulting company, experts, non-governmental institutions and volunteers, help the villagers to organize villager organizations or civil institutions with different functions according to practical situations of the village.
V. Fund Management of Village Projects

1. Capital Investment of Village Projects

The World Bank invests RMB 24.8605 million into 18 village projects adopting CBD patterns, including RMB 116.7805 million for construction (including construction of public activity space, culture center, small-scale infrastructure and village public environment), RMB 20.81 million for residential architecture maintenance, RMB 5.19 million for intangible cultural heritage protection and training, and RMB 6.08 million for community self-development capability building. Fund allocation for village projects is shown below:

<table>
<thead>
<tr>
<th>No.</th>
<th>Project Location</th>
<th>Construction</th>
<th>Residential architectur e maintenance</th>
<th>Protection and training of intangible cultural heritage</th>
<th>Community self-developm ent capacity building</th>
</tr>
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<td></td>
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<td>Village public activity space and community culture center</td>
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<td>Intangible culture heritage protection</td>
<td>Training for intangible cultural heritage and community project implementation</td>
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2. Fund Management of Village Projects

Owing to different implementation items, village projects will involve different fund management modes. See the following for details:

1) Traditional withdrawal and account rendering modes for World Bank projects:

Among 6 items in a village project, construction of village public activity space and community cultural center, and construction of community small-scale infrastructure and village public environment will follow WB general acquisition procedures; i.e. the county project office is responsible for bidding organization. Fund will be managed according to fund withdrawal and account rendering mode regulated in “Financial Management Manual” of this WB Project.

<table>
<thead>
<tr>
<th>No.</th>
<th>Project Location</th>
<th>Construction</th>
<th>Residential architecture maintenance</th>
<th>Protection and training of intangible cultural heritage</th>
<th>Training for intangible cultural heritage and community project implementation</th>
<th>Community self-development capacity building</th>
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<tr>
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<td>Community small scale infrastructure and village public environment</td>
<td>Intangible culture heritage protection</td>
<td>Training for intangible cultural heritage</td>
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<tr>
<td>Total</td>
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<td>8653, 35</td>
<td>2081</td>
<td>368</td>
<td>151</td>
<td>608</td>
</tr>
</tbody>
</table>
Trainings on Intangible culture heritage and community project implementation will be uniformly organized by county project office. Fund will be managed according to fund withdrawal and account rendering mode regulated in “Financial Management Manual” of this WB Project.

2) Community payment mode:

Traditional residential architecture maintenance will be constructed according to acquisition mode of self-operated projects; fund will be allocated and paid to the community once for all. Concrete Fund Management mode will comply with “Measures for Management of Traditional Residential Architecture Maintenance Projects”, which will be developed with help of the consulting company, determined by discussing in villagers assembly, for details, see “Guidelines for Developing Measures for Management of Traditional Residential Architecture Maintenance Projects” in Annex 3: Measures for Village Project Management.

The fund for intangible culture heritage protection will be paid to the community once for all. Concrete Fund Management mode will comply with “Measures for Management of Village Intangible Heritage Protection Project”, which will be developed with help of the consulting company, determined by discussion of villagers assembly, for details, see “Guidelines for Developing Measures for Management of Village Intangible Heritage Protection Projects” in Annex 3; Measures for Village Project Management.

Construction of community self-development ability will be carried out according to “Measures on Fund Management for Community Self-development Capacity Building”, which will be developed with help of the consulting company, determined by discussion results of villagers assembly, for details, see “Guidelines for Developing and Implementing Measures on Fund Management for Community Self-development Capacity Building in Annex 3: Measures for Village Project Management.

3. Establishment of Project-Related Bank Accounts

1) Special bank account of provincial project office:
Special bank account of provincial project office is opened by provincial project office, in charge of management, assignment and allocation of provincial project fund as well as allocation of the fund linking to the World Bank.

2) Special account of county project office:

Special account of county project office is opened by county project office, the account includes domestic counterpart fund and loan from the World Bank, the county project office is responsible for the management and payment of the account.

3) Community project bank account:

Community project bank account is opened at local credit cooperative or agriculture bank by project village. If it is impossible to open a bank account in name of community project management group, a personal bank account may be opened under name of some members of community project management group, but the account must be opened under names of at least two members, of whom at least one is female. The account should be managed by a small group consisting of three people (accountant, cashier and code keeper), withdrawal of fund must be transacted by these three people together.

4. Procedures for Applying for the Funds

1) Community project management group should submit the following documents to county project office:

- Fill up “Application Form for Fund Allocation” as in Annex 4: Application Document for Fund Allocation, the form should have signatures of the two members in charge of community project management group and supervision group as well as seal of villagers committee.
- Relative information of special account includes: bank name, name of the person or unit who opens the account and bank account number.

2) After having examined the fund payment application form, the county project office fill up “Form of Fund Application Summary” as in Annex 4:
Application Document for Fund Allocation, and submit (fax) the summary form and the certificate for the counterpart fund deposited to the special account to the provincial project office within five working days.

3) The provincial project office should examine the documents and allocate the fund within five working days.

5. Fund Allocation Procedures

1) The provincial project office should finish examination of allocation application submitted by county project office within 5 working days after it has been submitted and allocate the applied fund directly to the special account of county project office, and issue (fax) “Notice of Fund Allocation” as in Annex 4: Application Document for Fund Allocation.

2) After the allocated fund arrived, the county project office should allocate the fund as indicated in the fund allocation notification to the community project bank accounts opened by WB project community project management group within 5 working days.

6. Finance Management

Community project management group should designate special person to be responsible for finance management, and develop relative financial management regulations and publicize the regulations for comments. The management of community project bank account should be open and transparent; the use of the fund on community project bank account should be made public to the villagers every three months.
VI. Implementation Procedures of Village Projects

1. General Steps:

1) Community preparation
2) Project proposal submission and approval
3) Project implementation
4) Project evaluation, supervision and acceptance check

2. Community Preparation

1) Recruitment and training of community coordinators:

The consulting companies will be responsible for the capability-building trainings for community coordinators (including pre-job trainings and on-job trainings) to perform community work independently, including:

- Basic concept and background of Self-Funded Community Development;
- objectives and contents of demonstrative projects of self-funded community development;
- implementation procedures, monitoring and assessment systems of self-funded community development projects;
- the roles of communities in implementation of self-funded community development projects;
- the role and participating ways of government agencies in self-funded community development projects;
- procedures and methods of project implementation;
- responsibilities of community coordinators and their work procedures;
- trainings for community skills, including organizing ability, collaboration ability, technical service capacities and writing ability
Prior to training completion, assessment shall be conducted on the candidates for community coordinators attending the training. This assessment will be referred as an important basis when they are officially employed.

2) Community-based project preparation:

The first step is to prepare for community to participate in the Project. The community-based project preparation is a progress of community capacity building, during which the community conduct the following jointly with county project office, villagers' committee, consulting firms and community coordinators:

- Project information communication and mobilization;
- Establishing community-based project management group and villagers’ supervision team;
- Setting up village organizations or nongovernmental organizations;
- Identifying project management organizations and their responsibilities and administrative procedures;
- Developing project-related village regulations and administrative procedures for the village projects;
- Check for acceptance of community-based project preparation.

3) Procedures of preparing for community-based projects:
Step 1: project information communication and community mobilization:

The project information may be publicized via broadcasting, brochures distribution, villager meetings and bulletins to the community stakeholders for their understanding, exchanging/sharing views/experiences, and voluntarily participating in related trainings. The communications should deliver following messages to villagers:

- Village planning
- Project titles
- A series of manuals for project implementation
- Project fund sources and total amount allocated to each community project
- Project content
- Project-related community organizations
- Trainings necessary for participating in the Projects
- The appeal mechanism on implementation of the Projects in the community
- Ways and extent of villagers participating in the Project
- The implementation requirements and procedures for each project
• Adjustment procedures and policies on land use
• The significance and content of intangible cultural heritage protection
• The basic rights and obligations of villagers in implementing the Projects

Step 2: Establishing community-based project management group and villagers’ supervision team;

According to the developed voting procedures, establish community-based project management group and villagers' supervision team, and define the responsibility and administrative procedures. See “Establishment of Community Organization System” in this Manual for establishment process and voting method.

Step 3: Establishing villager organizations and organizing related trainings

In order to reflect voluntary and orderly participation of villagers, various functional village organizations should be established with supports from Project Office, community coordinators, related experts and volunteers before Project implementation, e.g. comprehensive / professional groups or organizations such as village tourist associations, the elder societies, song/dance performance teams, nongovernmental construction teams, and various craft making or processing industry organizations etc. Guided by the village community-based project management group, these organizations will directly participate in the implementation and management of the projects.

Additionally, the consulting firms should organize specialists or experts to offer necessary management and technical trainings regularly in ways of training or tour visiting.

Step 4: Developing project-related village regulations, and administrative procedures for village projects

Focusing on the Project implementation, especially the follow-up management, following regulations should be developed under the leadership of villager committee through villager meetings (see Annex 5 “Guidelines for Developing Project-Related Village Regulations and Villager Conventions” for procedures of developing these regulations):

• Methods of Publishing Participation Process of WB Projects
• Voting Procedures for Community Affairs
• Village Integrity Pacts
• Administrative Procedures for Community Culture Center
• Regulations of Village Project Organizations
• Measures for Village Environmental Sanitation Management

Also, following administrative procedures for village projects should be developed through discussions at villager meetings (see Annex 3 Guidelines for Developing Measures for Village Project Management for details):

• Measures for Management of Traditional Residential Architecture Maintenance Projects
• Measures for Management of Village Intangible Heritage Protection Projects
• Measures on Fund Management for Community Self-development Capacity Building

County project offices and consulting companies attend discussions and provide technical supports. The village regulations determined finally should be publicize in the communities and reported to Province project office for record purpose.

**Step 6: Confirming the preparation work**

The county project office, consulting firms and NGOs, volunteers (if appropriate) and villager’s committee, community-based management group and community coordinators shall jointly confirm and accept-check the above preparations work.

**3. Project Proposal Submission and Approval**

After community preparation, proposals for the projects in respective village will be submitted by the community management team with the help of the consulting company. If there is any modification to the projects to be implemented and the proposed projects in the feasibility report with no change
of the total fund, proper reasons should be given. Project proposals will be submitted to the county project office with the signature of head of the community project management team and the seal of the village committee.

The project proposals will be approved by the county project office within one week after submission, remarked with approval opinions and stamped with official seals to effectuate the projects.

Please refer to Annex 6 for the format of the village project proposal.

4. Project implementation

The major implementation steps for the six types of projects constructed with CBD pattern:

1) Village public activity space and community culture center:

The county project office will invite public bidding and the community will be involved in the construction of the project. The involvement of local materials, techniques and labor force are the necessary qualifications required in the bidding document. The constructed projects will be handed over to local village for management and maintenance.

Operational Procedures:

Step 1:
Polls will be carried out by the community coordinators together with the village committee and project management team so as to get a better understanding on villagers’ demands and wills for the public space, such as the scale, location and purpose; meanwhile, the adjustment of land use will also be surveyed and agreed by the villagers through Villager meetings and surveying forms before trusting professional agencies with the planning (consulting company may trusted for polls through villagers’ meetings or questionnaires ).
Before implementation, agreement on the project transfer and future maintenance will be signed between the county project office and local village committee.

**Step 2:**
On the basis of the agreement on the land use adjustment plan, Villager meeting will be held by the village committee, project management team and community coordinators. With the help of NGO and volunteers, plans will be presented to villagers and reported to the county project office after modification proposals are developed according to the local situation, then adjusted by professional agencies accordingly.

**Step 3:**
After the adjustment of land use, appropriate construction team will be selected by the County Project Office through cost comparison or public bidding according to the construction locations, buildings and structures (the involvement of local techniques and craftsmen is one of the required qualifications).

**Step 4:**
Separate supervisions from the county project office, project office at village level, community coordinators, NGOs (volunteers) and other parties will be performed during the construction so as to efficiently control the investment, quality and progress of the project, and correct the unqualified projects through to qualified condition for further construction.

**Step 5:**
Special account will be opened and supervised by the village management team and village supervision team with the involvement of the community coordinators throughout the whole process.

**Step 6:**
Projects will be taken over after acceptance check by the county Project office, village committee, project management team and community coordinators after completion, and will be handed over to the village committee.
for central management and usage. Besides, the maintenance responsibility of
the village committee should also be clarified.

Note: the Villager meeting should be participated with at least two thirds of
the total villagers and female villagers should be no less than one third of the
total participants. Each villager can vote one valid poll. The community
coordinators will participate in the whole process and record separately.

2) Small-size infrastructures and village public environment

The county project office will invite public bidding and the community will be
involved in the construction of the project. The involvement of local materials,
techniques and labor force are the necessary qualifications required in the
bidding document. The community is entitled to change the type of the
small-size infrastructure necessarily to be constructed within the allowable
foundation scope. The constructed projects will be handed over to local village
for management and maintenance.

Operational Procedures:

Step 1:
According to the village construction planning and construction guidelines,
the applicable scope and construction details will be specified by the county
project office, consulting company, community project management team as
well as the community coordinators, with the help of experts, NGOs and
volunteers.

Step 2:
Villager meeting will be held by the village committee, community project
management team and community coordinators. With the help of NGOs and
volunteers, project details will be presented to villagers and list of different
projects to be constructed successively according to specific village situation will
be reported to the county project office for confirmation. In case of adjustment to
land use, corresponding adjustment will be made according to the procedures.

Step 3:
Bidding requirements will be developed by the county project office, consulting company and community project management team according to the specific project and construction type and villagers’ suggestions. Local construction teams applied to implement the project can be selected based on their performance and capabilities. Cost should be calculated, materials selection, payroll and source of materials to be purchased need to be confirmed.

Step 4:
The construction team who wins the bidding submits the plan for raw material demand to the county project office, which can be applied after it is approved to be reasonable with the help of relevant experts and technicians. All the materials will be purchased centrally by the county project office and allocated to the construction team according to respective schedule.

Step 5:
Separate supervisions from the county project office, villager supervision team, community coordinators, NGOs, volunteers and other parties will be performed during the construction so as to efficiently control the investment, quality and progress of the project, and correct the unqualified projects through to qualified condition for further construction.

Step 6:
Special account will be opened and supervised by the community management team and village supervision team.

Step 7:
Projects will be checked after the completion, and will be handed over to the village committee for central management and usage after approval. Besides, the maintenance responsibility of the village committee should also be clarified.

Note: all Villager meetings that need to solicit villagers’ suggestions should be participated with at least two thirds of the total villagers and female villagers should be no less than one third of the total participants. Each family can vote one valid poll. The community coordinators will participate in the whole process and record separately.
3) **Maintenance of traditional residential architectures:**

There are two ways of maintenance: villagers’ self-support and the bidding organized by the county project office, with the involvement of the community. Important or ordinary architectures are maintained through villagers self-funded way, while the demonstrative residential architectures are maintained with participation of villagers. Maintenance will be applied by the community members voluntarily, and then discussed by village collectives. After completion, the owner will be responsible for future maintenance. Cost will be paid through one-package method: according to the agreement signed between the community management team and the owner of residential architecture to be maintained, as well as the contract between the community management team and the local construction team, the county project office applies for the total fund required from the provincial project office, and then allocates to community project management team (who will finally allocate the local construction team) in three batches according to the construction progress.

**Procedures:**

**Step 1:**

The county project office, together with the community project management team is responsible for verifying the scope, reasons and methods of residential architecture maintenance, as well as the agreement content and selection standards, and classifying the residential architecture into four levels according to the preservation situation: Level 1, well preserved; Level 2, Partially damaged; Level 3: seriously damaged; Level 4: Non-traditional.

**Step 2:**

The village committee, community project management team and community coordinators will hold Villager meeting to present projects to be constructed, the reconstruction scope, reasons and methods of residential
architectures to villagers, clarify the standards and future responsibility of maintenance, discuss and settle the agreement content.

**Step 3:**
Villagers who reach the standards and are willing to reconstruct the architectures submit the application form with the help of the consulting company and community coordinators. Please refer to the Annex 6 (Proposal for Village Project Construction) for the format.

**Step 4:**
Based on impartial principles and with the assistance of relevant administrative agencies and experts, the county project office and community project management team will decide and put up a list of applicant. If no party is opposed to the list, agreement including the architecture owner’s commitment to future maintenance responsibility will be signed between the community management team and qualified owners. The final list and signed agreements will be reported to the county project office.

**Step 5:**
According to the planning guidelines, experts, interested volunteers and NGOs, organized by the county project office and consulting company, develop the residential architecture maintenance plan and propose the detailed project workload and fund budget based on the investment estimation in feasibility report. Cost should be calculated, materials selection, payroll and source of materials to be purchased need to be confirmed. Community project management team presents the plan including project workload and fund budget to villagers. Villager supervision team and community coordinators collect the feedbacks and report to the county project office. If no party is opposed to the plan, local construction team will be selected through bidding. The consulting company helps to compose the bidding notification for local construction team and publicize on county-level media.

**Step 6:**
Under the leadership of the county project office, bid evaluation team consists of delegates from the architecture owners, experts, community coordinators, community project management team and villager supervision team selects the appropriate construction team from tenderers according to their performance and capabilities.

**Step 7:**
Community project management team and the selected construction team sign agreement, in which the situation that the fund will be appropriated in three batches according to the construction progress should be clarified. At the beginning, management team needs to submit the application form of start-up fund allocation to the county project office according the agreement, then corresponding fund will be appropriated to the special bank account for the community project. The villager supervision team is responsible for supervising the whole allocation process of the fund.

**Step 8:**
The community project management team, together with the villager supervision team will examine the quality and progress of the project during the construction, and submit the 2nd batch of allocation application to the county project office if the contracted clauses are reached. Corresponding fund will be appropriated to the special bank account of community project, allocated to the construction team by the community project management team according to the construction progress, and supervised by the villager supervision team during the whole payment process.

**Step 9:**
Upon the completion, the county project office, community project management team, villager supervision team, community coordinators, quality supervision agencies and professional technicians perform the acceptance check together. After project is accepted through check, final settlement shall be made. Corresponding fund will be appropriated to the special bank account of community project after the community project management team submits the
last batch of allocation application report to the county project office. The villager supervision team will supervise the whole allocation process.

**Step 10:**
Provincial project office will perform selective examination on the finished project

Note: all Villager meetings need to solicit villagers’ suggestion should be participated with at least two thirds of the total villagers and female villagers should be no less than one third of the total participants. Each family can vote one valid poll. The community coordinators will participate in the whole process and record separately.

4) **Protection of village intangible cultural heritage**
Under the leadership of the community, activities for hand-down of intangible cultural heritage and required fund will be planned by the village and reported to the county project office for approval. According to the agreement between the community management team and civil organizations, the county project office applies for the total fund required from the provincial project office and appropriates in two batches according to the progress to the community management team, who will finally allocate to the civil organizations involved in the project.

**Procedures:**

**Step 1:**
Leaded by the consulting company and the village traditional culture inheritor, relevant civil organizations such as tourism association, silver ornament association and needlework association can be established.

**Step 2:**
With the help of the consulting company, NGOs or volunteers, the established civil organizations submit the work plans (such as compiling relevant manuals and plans) on digging and promoting intangible cultural heritage to community project management team, who will then present the plan
including fund budget to villagers. If no party is opposed to the plan, the community management team fills in the Proposal for Village Project Construction as shown in Annex 2 according to the plan, signs agreement with this civil organization, and submits the proposal and the signed agreement to the county project office for approval.

**Step 3:**
The community project management team fills in Application Form for Fund Allocation as shown in Annex 4 and submits to the county project office after the proposal is approved. If the form is completed correctly, Form of Fund Application Summary included in Annex 4 should be filled and submitted (faxed) to the provincial project office for approval.

**Step 4:**
After the examination of the provincial project office, demanded fund will be appropriated to the county project office and Notice of Fund Allocation as shown in Annex 4 will be faxed to the office as well.

**Step 5:**
The county project office transfers the first batch of start-up fund to the special bank account of the community project, which will be paid to the civil organizations later. With the assistance of the consulting company, NGOs or volunteers, civil organizations start to compile the heritage directory and protection manual according to the work plan.

**Step 6:**
Upon the completion of the heritage directory and protection manual, the community management team will submit them to the county project office, obtain the remaining fund after approval, and pay off the civil organizations.

The consulting company will organize relevant civil organizations with inheritance trainings and expert instructions, record and submit the whole project process and the achievement to the county and provincial project offices for examination. The community coordinators and villager supervision team supervise the fund usage and plan implementation.
5) Training on execution capability for protecting intangible cultural heritage and implementing community projects

Training will be organized by the county project office and involved with village.

Procedures:

Step 1:
The consulting company sets up expert base according to the demand of the community and provincial / state project offices, and estimates the fund required.

Step 2:
The county project office, consulting company, village committee, community project management team and community coordinators hold the Villager meeting, publicize the details of the training as well as its necessity, collect feedbacks of the villagers and record in reports.

Step 3:
The consulting company develops the training plan with the help of NGOs, volunteers, village tourism association and professional agencies, assigns all parties involved (including inheritors, targeted trainees and training experts), and notifies all the villagers. Villagers can apply for the training voluntarily.

Step 4:
The consulting company or community project management team develops training plan and fund estimation according to training details, submits to the provincial project office for approval, and appropriates the required fund (in the name of special fund for intangible culture protection) in batches.

Step 5:
Periodical trainings in inheritance center will be provided and directed by experts, NGOs and volunteers invited by the consulting company, or traditional technique inheritors invited by the community.

Step 6:
The county project office, together with the Village Project implementation team, supervision team and other villager organizations, will periodically examine and check the project achievement.

Note: all Villager meetings that need to solicit villagers’ suggestions should be participated with at least two thirds of the total villagers and female villagers should be no less than one third of the total participants. Each family only can vote one valid poll. The community coordinators will participate in the whole process and record separately.

6) Capability building of community self-development

For this category of project, the county government will apply and repay loans from WB, and the fund operation mode of village community rolling development adopted by the WB project of Technical Support Phase V will be applicable. That is, within the allowable scope of WB fund application, the county government will apply funds from WB for the capacity construction of community self-development, and loan to local villagers as start-up fund for running tourism business. Fund application and management methods will be developed according to villagers’ willingness, qualifications for application, the amount, return period, method of repayment, loans provision and repayment procedures, etc. should all be specified. The county government applies for the fund from WB in three batches. Only after the contract of loans signed between the borrower and the community project management team, and between the community project management team and the county project office, corresponding fund can be transferred to the village. If more than 95% of the village loans can be repaid within due time and the business activities run by the borrowers are all in accordance with the contracts, the county government is able to apply for the 2nd batch of loan after the evaluation of provincial project office. If the percentage of due repayment is low, the follow-up project fund of the village will be cancelled after the evaluation of the provincial project office.
Its unused fund will be transferred to other regions for backup usage after the approval of WB.

**Step 1:**

Villager meetings shall be held to obtain villagers’ opinions, discuss qualifications for loan application, amount, usage, return period, method of repayment, loan allocation and repayment procedures, etc. and develop and report *Measures on Fund Management for Community Self-development Capacity Building* (please refer to Annex 3 for the development guideline) with the help of consulting company to the county project office for approval;

**Step 2:**

After approval, the county project office reports the *Measures on Fund Management for Community Self-development Capacity Building* to the provincial project office for record. According to the procedures in the *Measures* released to all villagers and with the help of community coordinators, villagers submit loan application to the community project management team;

**Step 3:**

The community project management team collects all the loan applications and holds Villager meetings, on which the list of borrowers will be released for discussion. After the final loan applicants are confirmed, loan contract will be signed between the applicants and community project management team.

**Step 4:**

The community project management team and the county project office, on behalf of the village and county government respectively, will sign loan contract and fill the Application Form for Fund Allocation as shown in Annex 4, submit to the county project office for review, together with the loan contract signed between the applicants and community project management team. After approval, Form of Fund Application Summary included in Annex 4 should be filled and submitted (faxed) to the provincial project office for approval.

**Step 5:**
After the examination of the provincial project office, demanded fund will be appropriated to the county project office and Notice of Fund Allocation as shown in Annex 4 will be faxed to the office as well. The county project office transfers fund to the special bank account of the community project, which will be lent to the applicants according to the loan contract. The villager supervision team, village coordinators, NGOs and volunteers will supervise the whole process of loan transfer. The consulting company will provide financial management trainings to the borrowers.

**Step 6:**

Borrowers shall, according to the *Measures on Fund Management for Community Self-development Capacity Building*, repay the loans to the community project management team within due time. The community project management team collects all the principal repayments as well as corresponding service fee and transfers to the county project office. County project office sets up special accounting subject for managing the repaid funds. The principal repayments will be paid back to WB by the county government and the service fee will be returned to villager as the maintenance fee for public facilities. Village supervision team and community coordinators supervise and make sure the service fee is returned back to village.

**Step 7:**

The repayment situation, under the supervision of the villager supervision team, village specialists, NGOs or volunteers, will be centrally reported by the county project office, and locally surveyed by the consulting company before reported to the provincial project office.

**Step 8:**

The provincial project office evaluates the performance of the construction situation of community independent development capability according to the loan repayment situation reported by the county project office and survey report from the consulting company, so as to decide whether the village is capable of proceeding with future construction. The qualified villages are able to apply for
the 2nd batch of fund, and the unqualified ones will be terminated with the future construction. Its unused fund will be transferred to other regions for backup usage after the approval of WB.

5. Project Evaluation, Supervision and Acceptance Check

Supervision and evaluation system for the project will be established to evaluate, supervise and examine the process and achievement of the project.

1) Composition of the supervision and evaluation system

Project supervision and evaluation system is composed of four parts:

- Supervision system: including supervision on project investment, implementation process, project output, achievement and impact;
- Evaluation system: including basic survey on project and final evaluation for project;
- Appeal system: providing a appeal channel for stakeholders and individuals involved in the project, and establishing the mechanism of mutual supervision during the project implementation;
- Auditing system: auditing agency will periodically audit the fund management and using situation of the provincial, state, county and village project implementation teams.

2) Supervision system:

The consulting company submits monthly supervision report on the project implementation; within five days after receiving the report, the county project office verifies the suspicious information before transferring the supervision report and collective information to the state (municipal) project office, who will then analyze the received information within three days, develop the supervision report according to the analysis result, and finally report to the provincial project office.

Supervision flowchart:
3) Evaluation system:

After the completion of each phase of project, county project office should implement project evaluation and consulting company should implement in-village investigation, and report to the provincial project office for record. Please refer to Annex 8 for the details of in-village investigation. Interested NGOs or volunteers are also welcomed to join the evaluation.

4) Appeal system

For any violation of the regulations or corruption activity, the interest parties, including villagers in project village and project management staff, are entitled to appeal to the project office. There should be a specific person for handling such appeals, and the person in charge should be highly qualified, keep confidential with all the appeals. The result should be noticed to the prosecutor properly, i.e. the prosecutor’s right to know the appeal result should be protected.

Appeals shall include the following:

- Defalcation or improper usage of the project fund;
- Delay in allocation of the project fund;
• Regulation violation during the process of establishing project implementation team and village project management committee;
• Regulation violation during the process of project evaluation;
• Regulation violation during the project implementation.

Appeal process and settlement procedures are shown as below:

Channels of releasing information on Appeal:
• Provincial and county project offices shall appoint specific person to handle the appeals, and publicize the contact address, telephone, fax and email information that appeal can be settled;
• The name and contact details of the specific person handling the appeals should be provided in community manuals and project brochures;
• During the community preparation, appeal information should be provided to the community through various methods including posting in the community.

5) Auditing system
Auditing agency independently audits the project; after completion, the provincial auditing bureau performs overall audit for project profit and fund usage according to the requirement of WB, and submits audit report to WB.
Annex 1: List of Cultural and Natural Heritage Protection and Development Projects in Guizhou

<table>
<thead>
<tr>
<th>Description</th>
<th>Unit (million USD)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Protection of Minority Cultural Heritage</strong></td>
<td></td>
</tr>
<tr>
<td>Investments in 22 Villages and Ancient Towns include:</td>
<td></td>
</tr>
<tr>
<td>(a) Repair and protection of special historical architectures;</td>
<td></td>
</tr>
<tr>
<td>(b) Repair of government-owned public traditional architectures;</td>
<td></td>
</tr>
<tr>
<td>(c) Pilot renovation of traditional private residential architectures;</td>
<td></td>
</tr>
<tr>
<td>(d) Construction of cultural and tourist centers;</td>
<td></td>
</tr>
<tr>
<td>(e) Protection of and support for intangible cultural heritages;</td>
<td></td>
</tr>
<tr>
<td>(f) Infrastructures (roads, solid wastes, wastewater/sanitation facilities,</td>
<td></td>
</tr>
<tr>
<td>etc);</td>
<td></td>
</tr>
<tr>
<td>(g) Community self-development capacity building projects.</td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td>48.85</td>
</tr>
<tr>
<td><strong>B. Protection and Development of Natural Heritage and Interest spots</strong></td>
<td></td>
</tr>
<tr>
<td>Investments in the infrastructures include:</td>
<td></td>
</tr>
<tr>
<td>(a) Guanling Geopark (Anshun City);</td>
<td></td>
</tr>
<tr>
<td>(b) Dingxiao Geopark (Nanzhou in West Guizhou);</td>
<td></td>
</tr>
<tr>
<td>(c) Wanfenglin national-level scenic zone (Nanzhou in West Guizhou);</td>
<td></td>
</tr>
<tr>
<td>(d) Shibing Fir River scenic zone (Nanzhou in East Guizhou)</td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td>24.71</td>
</tr>
<tr>
<td><strong>C. Provincial and Portal Town Construction</strong></td>
<td></td>
</tr>
<tr>
<td>(a) Facilities of portal towns: (i) Liping Tourism Information Center;</td>
<td></td>
</tr>
<tr>
<td>(ii) Jianhe Visitor Information and Training Center; (iii) Leishan Tourist</td>
<td></td>
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<tr>
<td>Information Center (USD 4.74 million)</td>
<td></td>
</tr>
<tr>
<td>(b) Guizhou Heritage Protection, Tourism Development and Information Center</td>
<td></td>
</tr>
<tr>
<td>(a) Heritage Protection and Tourism R&amp;D Center includes operation budget for</td>
<td></td>
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<tr>
<td>a construction with an area of 16,000 m² and the research department (i)</td>
<td></td>
</tr>
<tr>
<td>natural heritage,(ii) intangible cultural heritage,(iv) international</td>
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<tr>
<td>academic research and exchange facilities,(v) performance hall (with a</td>
<td></td>
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<tr>
<td>capacity of 400 seats)(vii) one report hall(with a capacity of 200 seats);</td>
<td></td>
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<tr>
<td>(b) Tourism Information Center includes information and service area,</td>
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<tr>
<td>minority culture exhibition and sales area; (c) tourism training center for</td>
<td></td>
</tr>
<tr>
<td>carrying out occupation and management trainings for staff from tourist</td>
<td></td>
</tr>
<tr>
<td>bureau, managers from scenic zones and villagers; (d) travel destination</td>
<td></td>
</tr>
<tr>
<td>management website providing scenic zone related information and</td>
<td></td>
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<tr>
<td>marketing information. ** [USD 11.05 million]</td>
<td></td>
</tr>
<tr>
<td>Subtotal:</td>
<td>15.79</td>
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</tbody>
</table>
D. Supports to Capability Building and Project Implementation

1. Technical Supports to Project Implementation and Capability Building:
   (a) Technical support and Capability Building of Provincial Project Office include project management, financial management, progress report, community construction, heritage protection, tourism development and marketing, and supervision and assessment as well; (b) Technical support and Capability Building of Village include community organization, project implementation, tourism development, business plan and marketing, repair of traditional architecture, environment management, inheritance of traditional handicraft and performance skills, requirement manual of subsided projects. [Basic cost: USD1,500,000]

2. Strengthening by Provincial Project Office. Project management information system, training, office equipments, vehicle, security supervision, and some consultation supports. [Basic cost: USD400,000]

3. Trainings on travel agencies. Training for provincial and local tourism management staff. [Basic cost: USD300,000]

4. Amendment to general tourism plan. Review and updating of Guizhou general tourism plan, review for the strategy which has changed include road improvement status [Basic cost: USD200,000]

5. Guide to traditional architecture and environment design; Guideline for maintenance of traditional architectures and traditional environment of minority villages. [Basic cost: USD200,000]  

Subtotal 2.60

Estimate of Total Project Cost 91.95
Annex 2: Project Organizational Management Structure

Note:

- Project Management Organization
- Project Management and Implementation Organization
- Organization adopting CBD pattern to implement the projects

Measures for Village Project Management include following:
1) Measures for management of traditional residential architecture maintenance project
2) Measures for management of village intangible heritage protection project
3) Measures for fund management and implementation of community self-development capacity building

Guidelines for Developing Measures for Management of Traditional Residential Architecture Maintenance Projects

Intention of Guideline: These Guidelines intend to formulate the requirements, determine the specific donation implementation methods for residential architecture protection projects, and work out the provision for major content and key content to abide by.

Preparation method: Village Committee, Community Project Management Team and Community Coordinators bring forward detailed methods, which shall be discussed at Villagers' Autonomous Representative Conference, and finalized after discussion.

Including:
1) Project Content:
   • Used for key residential architecture: external protection of key residential architecture with specific construction features;
   • Used for common residential architecture: maintenance of external surface of common residential architecture.

2) Selection criteria of residential architecture which need maintenance:

On the basis of signing up voluntarily, in accordance with guideline for village protection plan and architecture protection design, through the analysis of characteristics of the settlement, cultural & historical value, construction value, its
location in the Village and the tourism value, select the residential architecture that needs maintenance and its beneficiary.

Standards for Residential Architecture Selection:
- Meeting relevant plan and necessary to be reconstructed
- Importance of residential architecture construction value
- Villagers’ initiative and commitment to internal reconstruction
- Economic status of villagers

3) Classification Standards of Key Residential Architectures and Common Residential Architectures

- Key Residential Architectures: those have special characteristics or important cultural & historical values.
  Level A (well preserved): structure, ceiling, surface, windows and doors are preserved fairly well, which only need carry out maintenance, washing, and clearing of the yard, etc, so as to resume the original layout and construction style.
  Level B (partially damaged): major structure is well-preserved, however, partial damage to wall, ceiling, windows and doors exist, which need to be repaired.
  Level C (seriously damaged): the construction is already ruined, facing the risk of collapse, and traditional techniques and material reconstruction are a necessary.

- Common Residential Architecture: mass of typical residential architecture in the Village.
  Level A (well preserved): wherein, typical residential architecture means those with large amount in the Village. Such construction is traditional construction style, and major structure is well preserved, however, due to the long history, it needs protection, such as antisepsis, strengthening, clearing, etc.
  Level B (partially damaged): such construction is traditional residential architecture construction style, and major structure is well preserved, however, wall, ceiling, windows and doors are partially damaged, and repair is a necessary.
  Level D (non-traditional): such construction is modern construction style, which needs to be reconstructed to become traditional construction style.

4) Requirements for eligible Project Beneficiary (i.e. owner):
• Beneficiary must be the legal owner of the house property and permanent resident of the Village.

• Beneficiary must agree that it shall not sell or transfer the house property to any other party within 20 years after completion of protection project.


6) General content of the contract signed between beneficiary and Community Project Management Team:

• Type of residential architectures, maintenance items and budget for necessary fund;

• Residential architecture maintenance projects shall not be implemented by offering fund to beneficiary in cash, but through County Project Office and Community Project Management Team to organize an appropriate construction team for maintenance according to the procedures, and transfer maintained residential architecture to beneficiary;

• Beneficiary’s Rights and Duties: beneficiary reserves the right to participate in selection of construction team during the project. After beneficiary agrees to carry out maintenance of residential architecture, he or she shall carry out reconstruction against the residential architecture so as to meet the modern life level, and commit to conduct maintenance against the external part of residential architecture in the future. Should foresaid commitment not be fulfilled within one year after the maintenance, Community Project Management Team shall require beneficiary to reimburse the maintenance it enjoyed in cash. Accordingly Community Project Management Team shall submit such cash to County Project Office.

7) General content of the contract signed between Community Project Management Team and construction team:

• Project scale, completion time and fund needed during residential architecture maintenance
- Fund allocation method: in accordance with project schedule and project acceptance (qualified or not), Community Project Management Team shall allocate the fund by three times.
- Standards for project acceptance

8) Project Fund Management:

Fund allocation for these Projects shall be made in package by community. According to the agreement signed with the owner whose residence needs maintenance, Community Project Management Team submits project proposal to County Project Office, and after County Project Office makes confirmation and requires construction team to carry out maintenance according to the procedures, County Project Office shall, in accordance with the contract signed between Community Project Management Team and fund application form, allocate the fund to community project bank account by three times according to project schedule, and accordingly, Community Project Management Team shall, accordance with the implementation of project, allocate the fund to construction team. Villager Supervision Team shall be responsible for the supervision of fund allocation.

Project offices at all levels and Community Project Management Team shall, according to financial system, make financial record of the use of fund. In the Village, Community Project Management Team shall announce the status of fund to villagers every three months.

Project fund flow refers to the following chart:
Guidelines for Developing Measures for Management of Village Intangible Heritage Protection Projects

Intention of Guideline: These Guidelines are for the purpose of developing the measures for managing village intangible heritage protection projects.

Preparation method: Village Committee, Community Project Management Team and Community Coordinators bring forward detailed methods, which shall be discussed at Villagers' Autonomous Representative Conference, finalized after discussion and submitted to County Project Office.

Including:

1) Project Content:

(d) Organization and promotion of intangible cultural heritage:

- Compile the list of intangible culture heritage of the Village;
- Compile the inheritance & protection manual related to folk craftwork, costume, traditional production technique, ethnic song and dance, raw material and origin, traditional construction technique, celebrating events, sacrificing activity and oral literature, etc.
• Promotion and marketing of village cultural heritage includes publications, brochures, etc.

(e) Support to establishment of civil industrial associations:
• Organization and establishment of industrial association and expert group (song and dance performer, etc) include costume tailor, performance properties, audio-video facilities, etc.

2) Procedures for Project Implementation:
Under the leadership of community, Village proposes and submits the project tasks and funds needed in inheriting intangible cultural heritages. After approval of County Project Office, fund shall be granted based on Community, i.e. County Project Office, in accordance with the contract signed between Community Project Management Team and Villager civil Organization, applies for all funds to Provincial Project Office in one time, and allocate the fund to Community Project Management Team in twice according to actual implementation, finally management team provide for Villager Civil Organizations that participate in the project. Detailed procedures refer to Chapter Six: Village Project Operation Procedures in the Manual.

3) General content of constitution for villager civil organizations:
• Establishment mode
• Organizational structure
• Scope of activities
• Fund source and its management

4) General content of proposal for intangible cultural heritage collation and promotion by Villager Civil Organizations
• Content of work
• Completion time
• Fund needed

5) General content of the contract signed between Community Project Management Team and Villager Civil Organization
• Achievements in collating intangible cultural heritages;
• Printing and distribution of the achievements;
• Standards of accepting achievements;
• Fund allocation: Community Project Management Team shall allocate the fund by two stages in accordance with project schedule and the results of acceptance check to the project.

Guidelines for Developing and Implementing Measures on Fund Management for Community Self-development Capacity Building

Intention of Guideline: These Guidelines intend to prescribe the measures for managing the village intangible heritage protection projects.

Preparation method: under the assistance of Consulting Company, Village Committee, Community Project Management Team and Community Coordinators bring forward detailed methods, which shall be discussed at Villagers' Autonomous Representative Conference, finalize after discussion, and submit to County Project Office.

The measures shall include the following:

1) Project Purpose:
To help local villagers raise money for carrying out the following operation activities, encourage and lead local residents to independently engage in profitable tourism transactions activities within the frame of agreement prepared and signed between the Community and the governments, so as to facilitate localization of tourism industry chain.

• Guesthouses (incl. internal reconstruction of residential architecture and purchasing of facilities of guest room);
• Family workshop (focus on such traditional techniques as embroidery, batik dyeing, weaving, traditional folk food and brewing technique, incl. purchase of tools and raw materials);
- Inheritance of family culture (for such traditional cultural heritage as ethnic song and dance, music and drama & performance, etc, based on family to carry out inheritance, incl. purchase of musical instruments, properties, costumes and performance facilities);

- **Supply of tourism-related raw materials (supply of special food related raw material, such as poultry and fish breeding)**

2) Project Implementation:

County government applies to WB for loan and reimburse it. Within the fund scale World Bank recognized, county government applies to World Bank for fund which shall be used for community self-development capacity building, through the loan, help local villagers obtain initiation fund necessary for development of tourism operation activities. According to villagers’ willingness, prepare the measures for fund application and management, make definite of qualification and amount of applied fund, loan term, repayment method, granting and reclaiming procedures of loan, etc. County government shall apply for necessary fund from World Bank by three times. Only after borrowers sign loan contract with Community Project Management Team, Community Project Management Team signs contract on village loan with County Project Office, County Project Office may allocate the fund to the Village. Only when repayment rate for due loan of first loan in the Village reaches 95% and above and all villagers borrowing loan carry out operation business according to agreement, and after assessed by Provincial Project Office, county government may apply for second lot of fund from World Bank. Should repayment rate of first loan is fairly low, after assessment by Provincial Project Office, community self-development capacity building projects shall be cancelled. Remaining fund left from such project shall be adjusted to other region’s backup project after Provincial Project Office reports to World Bank and gets its approval.


4) Qualification of Borrower:
• Every Villager who lives in the Village perennially, with priority given to the poor and women;

• Borrowers shall be 18 years old or above, with the capability of carrying out income generation activities of tourism related raw material supply and family hotel, family workshop, family cultural inheritance center specified by the project.

• Only one family member may use the loan in each family.

5) Loan Limit:

• For borrower engaging in family hotel, loan limit for each loan shall be RMB20,000, total loan for each family shall not exceed RMB60,000.

• For borrower engaging in family workshop, loan limit for each loan shall be RMB10,000, total loan for each family shall not exceed RMB60,000.

• For borrower engaging in family culture inheritance center, loan limit for each loan shall be RMB5,000, total loan for each family shall not exceed RMB30,000.

• For borrower engaging in tourism related raw material supply, loan limit for each loan shall be RMB10,000, total loan for each family shall not exceed RMB60,000.

6) Occupancy Expense Rate of Loan:

Suggest 0.4% per month, 4.8% per year. During the implementation of project, adjustment of occupation expense rate shall be determined by Villages' Autonomous Representative Conference.

7) Loan Term:

• For borrower engaging in family hotel, loan term for each loan shall be 12 months. If borrower fails to make due repayment, 6 month extension shall be given, i.e. maximum loan term shall be limited to 18 months;

• For borrower engaging in family workshop, family culture inheritance center, and tourism related raw material supply, loan term for each loan shall be 6 months. If borrower fails to make due repayment, 6 month
extension shall be given, i.e. maximum loan term shall be limited to 12 months;

8) Repayment Method:

Make bullet repayment (incl. principal and occupation expense) according to loan term starting from acquaintance of loan. Occupation Expense of Loan = Principal \times \text{Occupation Expense Rate} \times \text{Loan Term}. Borrower may repay the loan in advance. If borrower makes bullet repayment within specified period, borrower may continue to apply for loan from Community Project Management Team until up to total loan limit specified for each family.

9) Granting Procedures of Loan for Villagers:

- Borrower submits loan application, and fills in loan application form and signs on it (with fingerprint); any other 2 villagers of the Village voluntarily act as the borrower’s guarantee, and after signing on the column of loan application guarantee (with fingerprint), submit to Community Project Management Team for review;
- After Community Project Management Team goes through the review and approval procedures, it shall sign loan agreement with borrower.
- After summarizing the loan and signing loan agreement with borrower, Community Project Management Team shall sign village loan agreement with County Project Office, and obtain the needed fund in accordance with project operation procedures.
- After obtaining the fund, Community Project Management Team shall grant the loan to villagers.

10) Loan Reclaiming Procedures:

- Community Project Management Team shall be responsible for reclaiming of principal and occupation expense of village loan, and cashier of Community Project Management Team shall bring forth the receipt of loan principal and occupation expense, with borrower's name signed on it.
After collecting principal and occupation expense of Village loan, Community Project Management Team shall submit it to County Project Office. Cashier of County Project Office shall bring forth the receipt of loan principal and occupation expense of the Village, with the name of Community Project Management Team leader signed on it.

11) Handling of Overdue Repayment:

- For villager borrower who fails to repay the loan on time, borrower need fill in overdue loan statement, and guarantees need confirm the cause of overdue repayment together.
- Member of Community Project Management Team and Community Coordinators need conduct door-to-door visit and help borrower reimburse the loan within loan extension.
- If borrower fails to reimburse the loan within maximum loan term, borrower shall lose further loan qualification. Guarantees must reimburse the loan principal and occupation expense instead of borrower.

12) Loan agreement signed between Community Project Management Team and Villager shall include:

- Use purpose of loan and activities carried out;
- Loan limit (incl. loan occupation expense), loan term and repayment method, and treatment of overdue repayment as well.
- Borrower’s rights and duties

13) Village loan agreement signed between Community Project Management Team and County Project Office shall include:

- Village borrower list, use purpose of loan and activities carried out;
- Total amount of village loan (incl. loan occupation expense), loan term and repayment method, and treatment of overdue repayment as well.
- County Project Office commits that, after reclaiming the loan, occupation expense shall be returned to the Village as maintenance fee for public facilities;
• County project office and Consulting Company offer technical assistance, introduces clients, and help borrower develop product sales channel.
Annex 4: Application Document for Fund Allocation

### Application Form for Fund Allocation

<table>
<thead>
<tr>
<th>Name of Project Location</th>
<th>Name of Implementation Team</th>
<th>Name of Project</th>
<th>Total amount of Project Fund (RMB)</th>
<th>Amount applied for payment (RMB)</th>
<th>Name of Bank</th>
<th>Account Name</th>
<th>Bank Account</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Signature of Applicant Date:

Review by Village Project Management Team (with signature and seal)

Date:

Opinion from Village Assistant Date:

Opinion from County Project Office (with signature and seal)

Date:

### Form of Fund Application Summary

Guizhou Province County Project Office:

<table>
<thead>
<tr>
<th>Administrative Village</th>
<th>Type of Projects</th>
<th>Content of Project</th>
<th>Total amount of Fund Applied (RMB)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td>County Project Office (with seal)</td>
<td>Provincial Project Office (with seal)</td>
<td></td>
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<tr>
<td>MM DD</td>
<td>MM DD YY</td>
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<td></td>
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</tbody>
</table>

38
## Notice of Fund Allocation

<table>
<thead>
<tr>
<th>Administrative Village</th>
<th>Types of Projects</th>
<th>Content of Project</th>
<th>Total amount of Fund Applied (RMB)</th>
<th>Project Fund (RMB)</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>fund from World Bank</td>
<td>domestic counterpart fund</td>
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</table>

Provincial Project Office (official seal)

MM DD YY
Annex 5: Guidelines for Developing Project-Related Village Regulations and Villager Conventions

Relevant village regulations and villager conventions include:

1) Announcement of participation procedure of World Bank programs
2) Voting Method of participation in community affairs
3) Village Integrity Pact
4) Measures for management of community culture center
5) Regulations for village project organizations
6) Measures for management of village environmental sanitation

Guidelines for Announcing the Process of Participating World Bank Projects

Intention: these Guidelines intend to formulate the requirements, determine the announcement measures of participation process of World Bank projects, and work out the provision for major content and key content which abide by.

Preparation method: Announcement measures of participation process of World Bank projects shall base on the Community, and be prepared through Village Committee and Village Industry Associations.

The Process shall include the following:
I. Scope of Announcement
   1) Preparation of all village regulations and villager conventions
   2) Selection of beneficiary of small loan and residential architecture donation
   3) Progress of World Bank project
   4) Inspection and announcement of village sanitation status
   5) Use status of fund from World Bank Project
   6) Affairs related to villager production and life of the Community;
   7) Completion status of service activities for villagers;
8) Adoption status of advice and proposal collected from villager representatives;

9) Resolution status decided by Villagers’ Autonomous Representative Conference;

10) Settlement results of important and hot problems concerned by society and villagers;

11) Activity arrangement of community organization

II. Set-up of Announcement Board

The community shall set fixed announcement board at visible position, and assign special person for handling.

III. Announcement Time

According to demands, set announcement time.

IV. Method of Announcement

The announcements shall be made in a way of bulletin or notice.

**Guidelines for Developing Voting Procedures for Community Affairs**

**Intention:** the Guideline intends to formulate related requirements, determine the voting measures for participation of community affairs, and work out the provision for major content and key content which abide by.

**Preparation method:** voting procedures for community affairs shall base on the Community, and be prepared through Village Committee and Village Project Associations.

**The procedures shall include the following:**

Resolution for community affairs having great influence or related to community villagers’ immediate interest shall be determined through villager voting, details are as follows:

1) Voting is practiced through the following two secret ballots:

- Voting at the conference held by Community Committee;
• Community committee assign mobile voting box and arrange three responsible staffs to visit the villager to collect voting.

2) Election Campaign sets one general ballot examiner, one general vote counter, two ballot examiners, and two vote counters. They shall be nominated by Village Committee and determined through Villagers’ Autonomous Representative Conference.

3) Each representative reserves one voting right during one voting activities. In accordance with decided affairs, representative may cast an affirmative vote, a negative vote, or select abstention.

4) When vote number exceeds half number of villager representatives, votes are regarded valid. Alternative proposal for voting items shall be regarded as valid only when more than half of affirmative votes are obtained.

5) For decision related to vital affairs, it shall be regarded pass only when more than two thirds of affirmative votes from community village representatives are obtained (wherein, proportion of female shall not be less than one third).

6) After completing the voting, staff of community committee shall collect all voting boxes and open the boxes in public, calling out the name voted and counting the votes openly, announcing the result and sealing up the votes for keeping.

Guidelines for Developing Village Integrity Pacts

Intention: These Guidelines intend to formulate the requirements and the methods for developing village integrity pacts and defining key provisions to abide by during implementation of the projects.

Preparation method: preparation of village integrity pact shall base on the Community, and prepare specific village integrity pact through Village Committee and Village Industry Associations.

The pact shall include the following:

1) Principles

• Principle of being practical and realistic
- Principle of villager participation

2) Requirements
- Carefully implement the agreement and the contract.
- Correctly fill in the loan and donation application forms from World Bank, no delusion or deceiving allowed.
- Correctly use the loan and donation provided by World Bank within the scope allowed by World Bank, no other using purpose accepted.
- For tourism activities, villagers shall fight against and reject unfair competition, no fake, artificial or deceiving allowed and building up good business morality.

3) Guarantee
- Villagers sign “Agreement on Integrity Operation” to restrict their own behaviors.
- Establish villager integrity files and village internal announcement system.
- Combine villager integrity grade with rewards & punishment mechanism.

Guidelines for Developing Regulations of Village Project Organizations

Intention: These Guidelines intend to formulate the requirements and the methods of preparing village project organization regulations and the key provisions to abide by.

Preparation method: preparation of regulations for village project organizations shall base on the Community, and prepare specific village integrity pact through Village Committee and Village Industry Associations.

The regulations shall include the following content:
1) Purpose:

In order to urge the development of village industry association, standardize the organization and behaviors of village industry associations, guarantee the
association to develop activities in accordance with laws, coordinate the relationship between groups and governments or community villagers and exert its function in participation of community affairs, herein, prepare the regulations:

2) Establishment method:

- In accordance with democratic and voluntary principle, before the implementation of project, through the assistance of County Project Office, Consulting Company, related experts and volunteers, establish villager organizations with different functions; under the leadership of Village Project Management Team, direct community villagers to directly participate in the management and implementation of specific project.

- Villager organizations include: village tourism association, village agedness association (or village aging association), song and dance performance team, civil construction team and various craftwork production, processing organization related comprehensive or professional team or organization.

- In accordance with the principle of democratic election, every villager organization elects a team leader from the organization (if there’re too many people in the organization, one or two assistant team leaders may be elected), who shall be responsible for the management, coordination and arrangement of internal affairs of the team and lead the team to participate in community construction and application & implementation of applicable project.

3) Guarantee Measures:

- Consulting Company shall organize professionals to offer the villager organization with necessary management, skills and project training.

- County government shall encourage and foster the development of villager organization, facilitates the development of appropriate activities, help the organization get acquaintance with relevant laws, codes,
regulations and policy measures and market information, and report to senior organization about the organization’s opinions and demands.

- Villager organizations need government or other social organizations’ supports to develop the activities, and relevant units shall positively provide support within its authority without buckpassing or delay.

Guidelines for Developing Measures for Village Environmental Sanitation Management

**Intention:** These Guidelines intend to formulate the requirements and the methods for preparing village environmental sanitation management and the key provisions to abide by.

**Preparation method:** preparation of measures for village environmental sanitation management shall base on the Community, and prepare specific measure for village environmental sanitation management through Village Committee and Village Industry Association.

**The Requirements shall include the following:**

1) Organizational Structure

Village Committee shall assign Environmental Sanitation Management Team of the Village. The team shall assign special person to manage cleaning and waste disposal. The village shall arrange special personnel to be responsible for the supervision, inspection and management of sanitation & environment of the whole village and every household.

Every county (town, street) shall build up environment and sanitation management leading team, with party secretary of county / town and office director as team leaders and other relevant people as members, to supervise and manage environment of village.

List of county (town, street) and village leaders shall be publicized on the wall.
For environment and sanitation management, the leading teams at all levels shall prepare annual work plan and long-term work plan, carry out periodic research, disposing, inspection and summing-up, and keep detailed work record.

2) Scope

- Internal environment and external yard of each families and households.
- Public Area of the Village.

3) Specific Areas and Requirements

Major areas include such nine aspects as sanitation of street and ditches, livestock and fowls, foods, and public areas. Details are as follows:

- Sanitation Management of Road and Ditches

Special personnel of Environmental Sanitation Management Team assigned by Village Committee shall be responsible for tidy and cleaning of primary and secondary road of the Village, without waste or waterlogging; smooth ditch drainage beside primary and secondary road, without dirty stuff or waste water; no weed on sides of ditches, and greening priority. Village Committee should organize regularly villagers to maintain the roads in the Village.

- Sanitation Management of Livestock and Fowls

Villagers shall be responsible for the sanitation of their own livestock and fowls. All livestock and fowls shall be raised in enclosure, and the excrement shall be of compost disposal. For enclosure of livestock and fowls, some measures such as fly eradication and prevention of outflow of excrement and waste water shall be adopted. Guarantee livestock and fowl epidemic prevention, prevent the burst and spread of livestock and fowl related sickness. All livestock and fowls died of sickness shall be berried deeply, no random discard allowed.

- Management of Food Sanitation

The site engaging in food processing, operation and farmhouse food & beverage facility operation in the Village must maintain valid sanitation license, employ workers holding health certificate, keep the completion of sanitation
facilities, clean environment inside and outside and no fly existing. The personnel shall go to work with certificate, meeting personal sanitation standard and mastering necessary sanitation knowledge. No fake or false foods are processed or involved. Village Committee shall strengthen the publicity, help villagers master food sanitation related general knowledge, laws and regulations, so as to strengthen the sense of self-protection.

- Sanitation Management of Public Area

“Three-contracted” method shall be adopted for the area in front of every household, yard and area in front of the door require the greening and beautifying. Public area shall be managed by special personnel assigned by Village Committee, and Village Committee shall provide complete sanitation facilities and enough dustbins.

- Rubbish Disposal

Environmental Sanitation Management Team assigned by Village Committee shall organize a rubbish clearing team to control the rubbish in fixed locations and be responsible for the management of the rubbish. Village rubbish shall be sorted by environmental workers and gathered to rubbish transfer stations, and then transported to rubbish disposal plant for treatment, no random disposal, pile or dumping allowed.

- Sanitation Management of Toilets

In the Village, eco-toilets shall be provided for tourists, and wastewater shall be discharged wastewater treatment system. Environmental Sanitation Management Team assigned by Village Committee shall assign special personnel for handling to keep the cleaning inside and outside, timely clearing and periodic disinfection. Village shall guarantee that one family possesses one toilet, and villagers shall be responsible for environmental sanitation of their own toilet, maintaining no leakage and clean inside and outside, keeping the connection of excrement to methane gas facilities to realize recycling. Village Committee shall organize the sanitation
personnel to carry out periodic inspection and disinfection against the toilet of every household, so as to prevent from the growing of flies and mosquitoes and spreading of sickness.

- **Family Sanitation Management**

  Villagers shall be responsible for their own family sanitation and guarantee the tidy and cleaning of farmer yard, ensure that design of house and of livestock and fowl enclosures meets sanitation standard, and keep human being live separately with livestock. In-house articles should be tidily placed, cleaning frequently, and ventilating frequently to keep an elegant, bright and clean environment. Family members should keep good life habits including periodical bathing, haircut, tooth brushing etc.

- **Management of Water Source**

  The Village shall prepare village regulations and villager conventions to determine the scope of water source management.

  All villagers shall protect the environmental sanitation of water intake site, guaranteeing the quality of water source. At water intake site, set warning board and indicate village regulations and villager conventions.

  County and town sanitation departments shall organize technical personnel to carry out appropriate inspection against the quality of drinking water over time, so as to prevent the burst and spreading of various intestines related infectious diseases.

- **Eliminate the Four Pests**

  Every spring and autumn, Village Committee shall organize to carry out the activities of killing rats and bedbugs. Facility against the rats of grain depot related special industry is supervised by Village Committee.

4) **Management Method**

- **Property rights system**
For village environmental sanitation, carry out property rights system, i.e. responsibility of environmental sanitation management depends on ownership of property rights. Villagers are responsible for environment management of their own yards, “three-contracted” method shall be adopted against the area in front of the door; all public facilities owned by village shall be under the responsibilities of the special personnel assigned by Environmental Sanitation Management Team assigned by Village Committee.

- Individual-responsible system

Village environmental sanitation shall be under the responsibilities of individuals liable. Contracted individual shall be liable for guaranteeing the environmental sanitation that he is in charge of. Environmental Sanitation Management Team assigned by Village Committee shall require the liable to make correction, and environmental sanitation leading team shall supervise such correction.

- Signing of responsibility agreement

Villagers and Village Committee sign *Responsibility Agreement on Village Environmental Sanitation*. The agreement shall define the villagers' responsibilities and their responsible range for village environmental sanitation, as well as punishment to villagers failing to fulfill their obligations and other matters.
### Annex 6: Proposal for Village Project Construction

State (city) in Guizhou Province

<table>
<thead>
<tr>
<th>County</th>
<th>Village</th>
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#### Content of Project

<table>
<thead>
<tr>
<th>Types of Projects</th>
<th>Construction Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Community public activity space and culture centers</td>
<td></td>
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<tr>
<td>2. Small infrastructures in the Community and public environment of the Villages</td>
<td></td>
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<tr>
<td>3. Maintenance of traditional residential architecture</td>
<td></td>
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<tr>
<td>4. Protection of intangible cultural heritage in the Villages</td>
<td></td>
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<tr>
<td>5. Capacity training for protecting intangible cultural heritage and implementing community projects</td>
<td></td>
</tr>
<tr>
<td>6. Capacity building for community self-development</td>
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</tbody>
</table>

#### Estimate of project investment (RMB)

<table>
<thead>
<tr>
<th>Material fee (RMB)</th>
<th>Self-raising fund (RMB)</th>
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</table>

#### Estimate of project implementation period

<table>
<thead>
<tr>
<th>Number of beneficiaries (person)</th>
<th>Total population in community (person)</th>
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#### Numbers of persons supporting the project and the ratio (%)

<table>
<thead>
<tr>
<th>Influence to natural environment</th>
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<tr>
<th>Follow-up management and subsequent operation modes</th>
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Project applicant: (Village Committee, with seal):

(village project management team, signature):

Date:

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Annex 7: Indicators for Supervising Village Projects

1) Indicators of investment
   ① Share of community investment in the total project fund (labor expense paid in cash inclusive)
   ② Quantity of reconstructed residential architectures
   ③ Proportion of reconstructed residential architectures (numbers of reconstructed residential architectures / total number of residential architecture)

2) Indicators of project implementation process
   ① Duration from submitting the application of fund demand to receiving the fund
   ② Time interval between allocating of phase-I fund and phase II fund
   ③ Proportion of qualified project construction on schedule
   ④ Time needed for completing qualified project
   ⑤ Number of complaints received

3) Supervision against project output
   ① Number of residential architecture which have been actually reconstructed
   ② Reconstructed Area of appearance of residential architecture (façade)
   ③ Area of internal reconstruction of residential architecture
   ④ Number of beneficiaries
   ⑤ Growth rate of revenue after reconstruction of the Village (scenic zone) compared to the corresponding period of previous year

   Abovementioned supervision indexes shall be collected from Community and reported to County Project Office by Consulting Company.
Annex 8: Questionnaires for In-village Investigation

1) Qualitative Data
   ① Participation of villagers: villagers need to answer following five questions.
      I. Do you know that your Community are utilizing the loan from World Bank to carry out reconstruction of residential architectures?
      II. Did you attend any relevant meeting or conference?
      III. Did you bring forward your own opinions and demands at the Community meeting identifying the project activities?
      IV. Did the Community have a response or feedback to your opinion?
      V. What role did you play during the implementation and management of community project activities?
   ② Governing: Villagers need to answer the following four questions
      I. Did County Project Office carry out supervision and instruction against community projects?
      II. Has the County Project Office ever communicated with you during the implementation of project?
      III. Describe that actions that County Project Office has take against your reasonable demands.
      IV. Do you think that the project fund is utilized effectively?
   ③ Influence on Income
      Has any community project directly influenced your income?
   ④ Influence on Environment Improvement
      What influences has the projects developed by the Community brought to the environment?

2) Quantitative Data
   ① Status of Services Obtained
I. Improvement of life condition (original status is represented by a base point 0, improved status is represented with 1 to 5 points)

II. Improvement of environmental sanitation (original status is represented by a base point 0, improved status is represented with 1 to 5 points)

② Status of income form tourism: The growth of tourism income of a family compared with that before reconstruction

③ Community Fund Support from:
   I. How much is the governmental investment during reconstruction of residential architectures?
   II. How much did your family invest during reconstruction of residential architecture (incl. material and labor)?

④ Satisfaction to the Projects
   I. Benefit you have obtained from the project (1 to 5 points)
   II. Expectation for projects (1 to 5 points)