BLOCKS
Block 4
Work integrated assignment
Purpose

The purpose of this work integrated assignment is to apply what you learnt in Block 4 about planning, organising and funding informal settlement upgrading interventions in the real world, where you work. A second purpose is for you to become more familiar with the informal settlement programme and plans that already exist in your municipality.

The assignment will build on the work that you did for the previous work integrated assignments.

Due date:

A special assessment session will be arranged, 3 weeks after the end of Block 4. The facilitator will inform you of the date and venue.

The assignment

Choose TWO different informal settlements level projects:

1. **An in-situ upgrading project**, which may be a formal full upgrading project (Category A) or an incremental upgrading project with interim arrangements (Category B1 or B1 extended).

2. **A relocation project**, which can be an immediate relocation (Category C) or a relocation with interim arrangements (Category B2).

Complete the following tasks and report on the information you gathered and what you learnt from the experience.

You will work in the same Task Teams to complete this assignment as you worked on for previous assignments. Remember that EACH team member must submit his/her own report and make a presentation.

A. **PLANNING FOR INFORMAL SETTLEMENT UPGRADING**

1. Find the following plans:
   - the Housing Chapter in your municipality's IDP,
   - the municipality's MTEF
   - the business plan for **each** of the settlements you have selected.

2. Explain where and how you located the different plans.

3. Find the settlements in the IDP and the MTEF?

4. Refer to the business plan for each settlement and find the answers to the following questions:
a) What are the objectives of the project?
b) How many households are provided for?
c) When is the project scheduled to begin and end?
d) What are the work packages or phases?
e) What is planned with regard to housing?
f) Describe what you have learnt about how the settlements’ needs are provided for in the strategy documents and/or the IDP and the MTEF.

B. FINANCING THE SETTLEMENT UPGRADING PROJECTS

1. Refer to the business plan or the application for funds for each of the settlements you have selected.
2. What grant funding mechanism is being used in each of the selected settlements?
3. Comment on the reasons why those mechanisms have been selected.
4. Read the budget and find the following information:
   a. What is the total budget for the upgrading project?
   b. What is the budget for each package or phase?
   c. What amount is allocated for temporary/interim services?
   d. What is the total budget for land acquisition?
   e. Which budget item is the biggest (i.e. has the greatest monetary value)?
   f. Which budget item is the smallest (i.e. has the smallest monetary value)?
   g. In which year is there the greatest total expenditure on the project?
   h. What is the total budget allocated to professional fees including project management, town planning, facilitation, specialist studies etc.
   i. What is the total capital budget for the entire project?

C. INSTITUTIONAL ARRANGEMENTS

Describe the institutional arrangements for informal settlement upgrading in your municipality, including what structures there are, what their roles are, their composition and overall effectiveness.

1. Municipal programme level

   There are two options – choose the one that applies in your municipality.

   Option i)

   If your municipality has a structure at the Municipal Informal Settlement Upgrading Programme level:
   
   a. How is the committee structured?
b. Who participates?

c. How often do they meet?

d. Who is the chair? Who is the secretariat?

e. What sub-committees are there?

f. What are the strengths of the committee?

g. Are there any issues that hinder it from working effectively in programme management?

h. How can these be overcome?

Option ii)

If your municipality does NOT have a structure at the Municipal Informal Settlement Upgrading Programme level:

a. Do you need such a structure at the programme level of informal settlement intervention?

b. Why/Why not?

c. Can existing municipal structures perform this function adequately?

d. What are the key impediments/risks that could prevent a structure from working effectively in your municipality?

e. How can they be overcome?

2. Settlement level

For each settlement, describe the structures that have been put in place.

a. What committees are there? What are their roles?

b. Who is the developer?

c. Who is the project manager?

d. Who is the chair of the committee?

e. How is the community represented?

f. Who reports to whom? How often?

g. Comment on the institutional arrangements at the project level. How effective are they? What are the challenges and risks? What improvements can be made?

D. SUSTAINING IMPROVEMENTS
Investigate whether the settlement has been included in municipal planning and budgets.

Make contact with a range of departments in the municipality e.g. water, refuse removal, sanitation and find out if the settlements have been included in their plans to provide, operate and maintain the planned services.

Try to provide evidence to support what you say, for example:

- Names of people you spoke to
- Copies of relevant pages from documents/information that show that the settlement has been included in the plans of all relevant departments (i.e. water; refuse removal; electricity etc.):
  - The IDP
  - The Medium Term Expenditure Framework
  - The municipal annual budget
  - The Service Delivery Budget Implementation Plan