

**CCAP Operational Manual: Annex 11**  
**Peace Grants Sub-Program: Operational Guidelines**

July 2021

PREFACE

The following annex constitutes Annex 11 to the existing CCAP's main Operational Manual (OM). It is designed to provide policy and procedural guidelines for the Peace Grants.

As an Annex to the main OM, it provides clarity, policy, and procedures that differ from the main CCAP OM. As such as not specifically mentioned in this Annex, the Peace Grants will follow the main CCAP OM, including Financial Management Manual, Procurement Manual, Social Manual, ESMF, Technical/Engineering Manuals, etc.

This Annex was approved by the MRRD and IDLG leadership on 06, 7, 2021 and received the No Objection Letter (NoL) of the World Bank on 07, 07, 2021. **It is effective for the period from the date of NoL and will remain effective until further written notice.** (Any revision to this Annex will have to be made in writing and will require the World Bank's prior NoL).

Note 1: This Annex will be circulated to the CCAP stakeholders in English, Dari, and Pashto. In case there is a discrepancy between the different language versions, the English language version will prevail.

Note 2: SOs should use the Step-by-Step Guidelines prepared by IDLG and MRRD that will provide detailed guidelines as to which activities to conduct and their sequencing.

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## I. Background/ Introduction

In anticipation of a peace agreement, IDLG and MRRD have developed a peace grants program to be implemented in 75 urban areas of Jalalabad (Districts 6 and 8) and in 304 rural communities in Nangahar, Laghman, and Kunar. In urban areas, the peace grants will cover roughly 92,000 people and in rural areas 35,300 people. **The objective of the peace grants at the community and cluster community level is to build social cohesion and trust within and between communities and to promote inter-ethnic and inter-group interaction, dialogue, and understanding.** The aim is to influence attitudes and behaviors through promoting values of peace and tolerance. This will in turn lead to increased forms of cooperation to solve a broad range of community problems (natural resources utilization management, property disputes, integration of newcomers, etc.) The Peace Grants program builds on the CCAP approach with its commitment to discussion, deliberations, resources sharing, and collective action. Community and Cluster Community Development Councils (CDCs and CCDCs/Gozar Assemblies) lie at the center of the initiative with these being responsible to lead peace building activities within their communities and to represent their communities in higher level peace jirgas/gatherings/townhalls (district/ nahias and provinces/municipalities) where possible.

In the 379 urban and rural participating communities, the peace activities that involve peace dialogues, exploration of conflicts and their causes, discussions of the do-no-harm principles in conflict resolution at the community and cluster community level will be facilitated as part of the CCAP activities. In addition, Cluster CDCs and Gozar Assemblies will have USD 10,000 at their disposal to fund cohesion-building activities such as sports, arts, and cultural events, community activities that clean up or beautify the environment, etc.

## II. Key Definitions

### Peace Dialogues:

The Peace Dialogues will take place at the community, cluster community / Gozar, district and provincial levels. CCAP MRRD and IDLG will be responsible to systematically conduct peace dialogues at the community and cluster community/Gozar Assembly level, and at the district level when no other agency is planning peace dialogues/jirgas. At the provincial and district level, MRRD and IDLG will co-facilitate with other key actors that are working on Peace Initiatives and are organizing Peace Jirgas/gatherings/townhalls.

The Peace Dialogues consist of the following activities at the community level: discussions and group work that lays out a) the underlying causes of conflict in the locality (cluster, gozar, district, province, nation); b) the cost and impact of conflict; c) what is peace and what is the role of the peacebuilding sub-committees; d) an understanding of peace from the Islamic perspective, peacemaking and peace keeping, and the role of peace builders. This work provides the basis for cluster communities/ Gozars to consider the activities to contribute towards greater social cohesion and trust and to promote greater inter-ethnic and inter-group dialogue, understanding and cooperation.

### Peacebuilding Sub-Committees:

The Peacebuilding Sub-Committees at the community level will consist of men and women from each election unit and will represent all groups that reside there. The community peacebuilding sub-committee will work with community members to work up analyses (see peace dialogues above) that will be shared with cluster /Gozar Peacebuilding Sub-Committees (2-4 members from the peacebuilding sub-committee will be selected to represent the community at the Cluster / Gozar levels (see formation of these committees below)). The cluster /Gozar peacebuilding sub-

committees will discuss and aggregate the community analysis and based on that come up with an action plan to achieve greater understanding, harmony, and cooperation.

Sub-Project Menu:

Each cluster CDC / Gozar Assembly will be provided with a USD 10,000 grant to be used towards building greater inter-group, inter-ethnic collaboration, cooperation, and shared social activities leading towards cohesion and trust. The peace grants sub-project menu includes sports, arts and cultural activities; community activities to clean up or beautify the environment; youth employment campaigns for the most vulnerable households; and in urban areas, the repair or provision of equipment for local centers (e.g., libraries, community halls). To ensure women are included, especially if a ‘male’ activity such as sports is selected, there should be a women’s component such as arts, poetry, drama, and exhibitions of these; similarly, there could be exhibitions of women’s contributions to local peace process so that women’s voices are heard.

**III. Coverage and Modalities of the Urban / Rural Peace Grants**

Coverage

The Peace Grants will be implemented in urban areas in 75 communities (15 Gozar Assemblies) in Jalalabad City in Nangarhar Province and in rural areas in 304 communities (roughly 60 cluster CDCs) in Nangarhar, Laghman and Kunar Provinces. In rural areas, 55 communities (22 in Chaparhar district of Nangargar and 33 in Chawkay district of Kunar have already been covered by the Citizens’ Charter program with CDCs and sub-committees formed and Community Development Plans drawn up), whereas 249 communities (91 in Lalpura district of Nangahar and 158 communities in Ali Shang district of Laghman) have not been covered by CCAP. This means that the 75 urban communities in Jalalabad City and the 249 communities in rural areas will require the full CCAP implementation cycle, whereas 55 rural communities can build on the work done and proceed immediately with the peace grants work.

Table 1: Rural / Urban Peace Grants Communities by Province and District, CCAP and non CCAP

Rural / Urban	Province	District	# of communities	CCAP
Rural	Nangarhar	Lal Pura	91	NO
Rural	Nangarhar	Chaparhar	22	YES
Rural	Laghman	Ali Shang	158	NO
Rural	Kunar	Chawkay	33	YES
Urban	Nangarhar	Jalalabad (Districts 6 and	75	NO
<b>Total</b>			<b>379</b>	

CCAP Communities (MRRD)

In these communities, where social mobilization has been completed (including the sub-committee formation), the SOs will conduct the following activities in sequence:

- 1) Awareness raising in communities about the peace grants: objective, peace sub-committee formation process and criteria, peace dialogues, and potential activities (visit 1)
- 2) Establishment of peacebuilding sub-committees at the community level (visit 1)
- 3) Peace dialogues and action planning with Peacebuilding Sub-Committee and community residents at the community level (visit 2)
- 4) Establishment of Cluster/ Gozar Peacebuilding Sub-Committees (visit 3)

- 5) Peace Dialogues and action planning with Cluster/ Gozar Peacebuilding Sub-Committee (visit 3)
- 6) Selection of persons to represent the Cluster/ Gozar at District/ Nahia, Provincial or National Level and review of the community and cluster community/ Gozar level (visit 4)

The Cluster CDCs to which these communities belong will receive Peace Grants of USD 10,000 in addition to the regular CCAP RASS grants.

#### Non-CCAP Communities (MRRD and IDLG)

These communities will implement the regular CCAP program and work to integrate the peace grants work. Generally, the SO should follow the CCAP implementation cycle with just two variations: 1) awareness raising on the Peace Program in addition to the regular CCAP awareness raising and 2) institution building of the peace sub-committees (in addition to the regular institution building (of CDCs and all sub-committees. In terms of awareness raising, the CCAP outreach session in the community will include a session on the Peace Program to explain the objective, activities, funds and menu; and, in terms of institution building, immediately following the CDC establishment, the CCAP SOs will establish all sub-committees, including the Peacebuilding Sub-Committees. Otherwise, all CCAP activities will follow the 'normal' cycle with CDCs and GAs receiving grants to fund infrastructure and capacity building for project management, community procurement, and accounting. For the CCAP work, the main CCAP Operations Manual (OM) and the Step-by-Step Guidelines should be followed. For the Peace Grants work, the Peace Grants OM Annex 11 (outlines the procedures and rules) and the Peace Grants Step-by-Step Guidelines (focus how to do the work) should be followed to conduct the following key activities:

- 1) Awareness raising in communities about the peace grants: objective, sub-committee formation process, peace dialogues and potential activities
- 2) Establishment of peacebuilding sub-committees at the community level
- 3) Peace dialogues and action planning with Peacebuilding Sub-Committee and community residents at the community level
- 4) Establishment of Cluster/ Gozar Peacebuilding Sub-Committees
- 5) Peace Dialogues and action planning with Cluster/ Gozar Peacebuilding Sub-Committee
- 6) Selection of persons to represent the Cluster/ Gozar at District/ Nahia, Provincial or National Level and review of the community and cluster community/ Gozar level
- 7) Follow up activities

The rural non-CCAP Cluster CDCs that these communities fall under will receive USD 10,000 as Peace Grants and the individual communities under each Cluster CDC will receive the regular CCAP RASS grants.

The urban communities and GAs will receive the regular CCAP grants and the GA will, in addition, receive USD 10,000 for Peace Grants.

#### **IV. Technical Assistance and Staffing**

The peace grants sub-program will be facilitated by staff hired directly by the CCAP General Directorate at the HQ and district offices. At the HQ level, MRRD will hire one additional Senior Training Officer and IDLG will recruit a peace consultant to be hired to support the peace pilot project. At MRRD, the Capacity Development Division and the senior training officer will be support the DoO in the day-to-day management of the program and the capacity development of the social organizers and at IDLG, the Senior Field Coordination Unit will be responsible for the

day-to-day management and the Training Department with support of peace consultant will be responsible for the capacity development of the SOs. The Engineering Departments of both IAs will be responsible for any physical infrastructure to be constructed.

The additional staff for IDLG will be 18 SOs (9 men and 9 women) to facilitate the CCAP work and the Peace Pilot work and 3 Senior Engineers to support the infrastructure development who will be posted in the Jalalabad PMU to provide support for 15 Engineer each is responsible for one GA both normal CCAP and peace grant. For MRRD, with a relatively large number of communities, the existing staff, especially Provincial Managers, Provincial Trainers, and Engineers (if physical infrastructure is selected by the cluster communities) will be key in ensuring quality. At the district level for MRRD additional 30 male and 30 female SOs, 3 senior SOs (one per province) will be required to roll out the CCAP and these staff will facilitate the peace grants as well.

For MRRD, at the district level, the key staffing will include 1 engineer for 15 communities (just as in CCAP) and 1 pair of Social Organizer (for 10 communities) for a maximum of 18 months. For IDLG, just as in their CCAP implementation cycle, there will be 1 pair of Social Organizers for 8 communities and 1 Engineer for each GA. The 15 Engineers (there are 15 Gozar Assemblies in this pilot) will be supported by 3 Senior Engineers at the PMU. For MRRD, the district social organizers will provide quality control and facilitation support when and as needed.

## **V. Key Roles and Responsibilities of Social Organizers, Engineers and the Peace Advisor (IDLG) (in addition to the CCAP activities)**

### Social Organizers

The social organizers in addition to normal CCAP is also responsible for followings in the peace component of CCAP:

- Conduct orientation / awareness raising sessions on the Peace Dialogues
- Support the selection of the peacebuilding sub-committees at the community and cluster community/ gozar level
- Build capacity of the peacebuilding sub-committees (community and cluster/ gozar) to conduct dialogues
- Assist the cluster/ gozar peacebuilding sub-committee to create an action plan and implement the plan
- Facilitate peace dialogues at community, cluster/ Gozar level with peacebuilding sub-committees and local residents from each election unit
- Assist the cluster/ gozar peacebuilding sub-committee to implement the sub-project (for soft sub-projects such as sports, arts, kitchen gardens, beautification of the environment, youth employment campaigns)
- Support the community to procure materials where necessary (seeds, plants, trees, art materials, etc.)
- Organize cross visits amongst clusters/ Gozars within and between districts
- Support peace jirgas organized at the district level by Provincial Trainers /Senior Capacity Building Officer (MRRD) or the Peace Advisor (IDLG) (only in districts where there is no external agency (e.g. State Ministry of Peace or NGOs) organizing peace jirgas/townhalls)
- Assist the cluster/ gozar sub-committee members who will represent their communities in peace conferences/ jirgas at the district, provincial, national levels to prepare for their

roles (these are district/ provincial/ national level peace jirgas/townhalls organized by other agencies)

- Help communities prepare reports on the sub-project progress
- Support the PMU Manager to authorize the CCDC/ GA bank accounts to withdraw funds and assist communities in clusters to pool the resources for sub-projects
- Compare actual expenditure with work performed

#### Engineers (if sub-project involves infrastructure – urban areas only; in additional to CCAP activities)

- Assist the Cluster CDCs/ GAs with basic procurement, accounting, and book-keeping for the Peace Grants Funds
- Support the community to procure materials where necessary
- Help communities prepare reports on the sub-project
- Support the PMU Manager to authorize the CDC/ GA bank accounts to withdraw funds
- Compare actual expenditure with work performed
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#### Peace Advisor (IDLG) / Senior Capacity Building Officer (MRRD)

- Coordinate with other organizations/ agencies (Government and non-Government) working on peace to learn of their work at the district, provincial, and national levels and ensure collaboration with the peace initiatives within the country during implementation of this project. This means working with Cluster/ Gozar-level peacebuilding sub-committees to attend district/ provincial peace jirgas/townhalls
- Support the training unit in development of supplementary material Principles of do no harm in conflict resolution required during implementation.
- Support the organization of TOT for Training unit, peace grants trainers, and social organizers
- Supervise the peace activities with the trainers and social organizers at local communities.
- Provide technical support for development of peacebuilding sub-projects at the Gozar level for utilization of the peacebuilding grants
- Provide technical Support for implementation of peacebuilding activities at the CDC, Cluster CDC/GA, district/ nahia, provincial and national level
- Report on successes and challenges and provide recommendation on how successes can be replicated, and challenges overcome
- Liaise with the IDLG and MRRD Peace Grants team to ensure that cross-learning takes place

#### **VI. Peacebuilding Sub-Committees at Community and Cluster Community / Gozar level: Formation, Composition, Characteristics of Committee Members, and Roles/ Responsibilities**

##### Peacebuilding Sub-Committee Formation

The peacebuilding sub-committees will be formed similar to other sub-committees by asking interested CDC members and community representatives (men and women) who are interested in supporting peacebuilding activities to step forward and volunteer for this work. Although other

sub-committees (health, education, VGD, agriculture, youth<sup>1</sup>) have a limited membership, the peacebuilding sub-committees are open to as many people as would like to join. The maximum number will be 24 members (this may mean that depending on the size of the community there will be 1 man and 1 woman for every 2 (adjacent) election units. To form the cluster /Gozar peacebuilding sub-committee, each peacebuilding sub-committee in each community under the cluster will forward the names of 2 members (1 man and 1 woman). The decision whom to send to the Cluster/ Gozar levels will be based on a secret ballot vote by the Peacebuilding Sub-Committee members in each community. This way, the peacebuilding sub-committee male and female wings will have a minimum of 8 members in rural areas and a minimum of 10 members in urban areas.

### Composition of Peacebuilding Sub-Committees

The peacebuilding sub-committee should be all inclusive in term of:

- CDC members (a CDC member (male and female) should be leading the sub-committee)
- Existing Public Authorities and various groups, including elders, well-known and respected personalities, retired persons (such as university teachers, schoolteachers), social activists and youth;
- Gender: It should have both men and women in its composition (male and female wings); where possible these can meet together, where not possible, separate women's meetings so that women can play an equal role in peace activities and peace dialogues.
- Representation and wellbeing: include poor and marginalized, as well as as refugees, IDPs, vulnerable groups, disabled and from the martyred households
- Education is not compulsory for membership: both literate and non-literate people may join
- Ethnicity: All the ethnic groups living in the community should be represented irrespective of their number.
- Representation based on the election units in the peacebuilding sub-committee, where at least 2 persons (1 male and 1 female) from the election unit should be members of the peacebuilding sub-committee. However, there can be more members from one election unit and there is no limitation. The number of persons in each peace sub-committee should not exceed 24 members. In communities and cluster communities/ GAs where men and women cannot meet together, there can be male and women wings of the peace sub-committees.

### Peacebuilding Sub-Committee members expected skills and characteristics:

- Regular participation in the peacebuilding subcommittee meetings
- Good communicator and empathetic listener
- Peace lover and peacebuilder willing to work for local peace and harmony
- Non-discriminative mindset and behavior
- Willingness to give time for community welfare
- Trusted and well respected in her/his local community
- Good problem solver and conflict mediator
- Well known for grievance redressal and conflict resolution in the respective community

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<sup>1</sup> IDLG has a combined Youth and Vulnerable Groups sub-committee, whereas MRRD does not.

### Roles and Responsibilities of Community Peace Sub-Committee

- Participate in community level peace sub-committee meetings and work to
  - promote the understanding and importance of peacebuilding and role of local community members in the peacebuilding processes
  - develop a local peacebuilding vision and conduct peace dialogues at the community level involving residents of all election units (min. participation 40%) in areas where large gatherings are not possible, peacebuilding sub-committee members will share the analysis in their respective election units with local residents (men and women) and seek their inputs
  - share the cluster/GA peacebuilding action plan in their respective communities by community engagement and participation
  - Actively participate, engage the local communities and advocate for internal and external resources for implementation of community peacebuilding action plan
  - Mobilize internal and external resources to support the implementation of peacebuilding action plan
  - Assist the cluster/GA peacebuilding sub-committee to organize cohesive/peacebuilding activities including but not limited to sport competition, local festivals, poetry and art competition among boys and girls schools for peace at their cluster community and GA level
  - Promote and Encourage the Peacebuilding Activities within their communities
  - Advocate for grievance redressal and conflict resolution at the community/GA and district level
  - Support the conflict resolution process at the local community level using local conflict resolution mechanisms
  - Participate in district/ Nahia and provincial / municipality peace jirgas and represent their communities' visions of peace at higher levels
  - Support all peace activities at the local and provincial level
  - Encourage trusted elders/ people of the communities to work towards unity

### Roles and Responsibilities of Cluster/GA Community Peace Sub-Committee

- Present one's own community's vision and analysis of conflict in their locality
- Using the vision and community analysis of the peace building sub-committees in the cluster/ GA, develop a cluster/GA peacebuilding vision
- Develop a cluster/GA peacebuilding action plan and sub-project proposal
- Assist the Community Peacebuilding Sub-Committees to implement the action plan to organize cohesive/peacebuilding activities including but not limited to sport competition, local festivals, poetry and art competition among boys' and girls' schools for peace at their cluster community/ GA level
- Account for the funds provided and share progress with the communities in the cluster
- Advocate for grievance redressal and conflict resolution at the cluster/GA and district level
- Support the conflict resolution process at the cluster/ gozar level using local conflict resolution mechanisms
- When attending higher level meetings, work to build / improve the relationship between various governance actors at various levels and work towards greater representation and voice of ordinary people



- Participate in district/ Nahia, provincial / municipality, national level peace jirgas/townhalls where possible and represent their communities' visions of peace at higher levels.

## **VII. Peace Dialogues**

### Community Level:

At the community level, the Peace Dialogues involve two large workshops (one with men and one with women; similar to the CDP workshop) with a cross section of society (poor, middle, better off, very poor, women-headed households, disabled persons, IDPs, Returnees) that consist of community members brainstorming to work up their aspirations about peace, analyzing underlying causes of conflict in their localities (village, cluster, district, province, region) as well as the nation, discussing the cost of war/conflict and the impact of conflict. This is followed by working up a common vision of peace and how the community and the peacebuilding sub-committees specifically can contribute to this vision. (see step by step guidelines for detailed activities).

In communities / localities where large gatherings are not possible, the community Peacebuilding Sub-Committees will work up the materials (aspirations about peace, underlying causes of conflict, etc.) and share / seek inputs from their election unit residents to ensure that the broader communities' views are integrated.

### Cluster / Gozar Community Level:

At the cluster/Gozar community level, the Peace Dialogues involve sessions through which the Peacebuilding Sub-Committees aggregate the community level analysis, vision for peace, and activities outlined and create an action plan that will be implemented jointly by all communities under the cluster/ Gozar. The objective is to bring peacebuilding sub-committee members from different communities in the cluster / Gozar together to come up with activities that bring people from different backgrounds/ perspectives together to work towards better understanding each other and building trust. Such activities may include but are not limited to sports, arts, gardening, and tree planting.

### District/ Nahia and Provincial / Municipality Levels:

Peace Building Sub-Committees participate in larger meetings/ jirgas to contribute their vision of peace, bring local perspectives to peace discussions that are organized by other actors (e.g. State Ministry of Peace, NGOs, and other Civil Society Actors that work toward peace).

## **VIII. Planning, Funding, Sub-Projects**

Once the Action Plan for clusters/ Gozars have been created, the SO will ensure that these have been shared and okayed by all peacebuilding sub-committees from the communities in the cluster and that the peace building sub-committee members have shared the action plans with residents in their election units and that the activities to be funded have been presented to the wider community.

### List of Sub-Projects:

- peace seminars and events related to cultural and poetry events and other competitions
- sports championships (for urban areas) and where possible for rural areas too
- kitchen gardens, village beautification through clean up and tree planting

- To ensure women are included, especially if a 'male' activity such as sports is selected, there should be a women's component such as arts, poetry, drama, and exhibitions of these; similarly, there could be exhibitions of women's contributions to local peace process so that women's voices are heard.
- art and cultural events and competition for youth to exhibit their work related to peace
- peace program infrastructure grants (small repair to public halls/ meeting spaces and if needed equipment) (urban only)

The peace grants must be used in such a way that all communities in the cluster/ GA benefit equally from the grant. The action plans prepared by each community will be key and should be used to ensure that each community realizes their plans and benefits.

To start the formal funding mechanism, the social organizer (or engineer – if an infrastructure sub-project) will work with the Cluster CDC/GA to complete the Peace Grants Form 1: The Peace Grants Agreement. This Agreement as shown below will outline the key roles and responsibilities of the Cluster CDC / Gozar Assembly (and the Peacebuilding Sub-committee) and the community with regard to the Peace Grants and their utilization.

The Social Organizer/ Engineer will work with the Cluster CDC / Gozar Assembly to detail out the options into potential sub-project costing and ensure that the selected sub-project is feasible under the community Peace Grants while adhering to the permissible menu. If in order, Peace Grants Form 2 (Sub-Project proposal) will be completed with the support of the SO/ Engineer. There will be Peace Grants Form #2 per cluster / Gozar. The overall cost in the Peace Grants Form must not exceed USD 10,000.

The CDC will then post on the notice board in each community in the Cluster/ Gozar the activity to be funded and the expected date for the fund disbursement and beginning of the project. The Peace Grants will be subject to Social Audits, just as the regular CCAP grants.

Note: all sub-project interventions under the Peace Grants must comply with safeguards tools, including the Environmental and Social Management Framework (ESMF) approved by CCAP. As such any ESS related checklists required for the sub-project must be included as Annexes in the Peace Grants Form #1.

The Peace Grants Form # 1 will then be entered into the database as a scanned version. The approved Peace Grants Form 2 (sub-project proposal) will then be verified by the Cluster CDC / Gozar officials by signature / thumbprint and submitted via the SO/ Engineer for approval to the CCAP PMU. The approval of the Provincial Manager on Forms 1 and 2 indicates an approved Peace Grants Agreement and Action Plan.

At the CCAP HQ level, the scanned forms and the Peace Grants database information for the Cluster /Gozar will be reviewed for adherence to policy and procedural requirements by the CCAP MIS and Finance Divisions. Once deemed satisfactory by both Divisions, Peace Grants Form # 2 in the system will be marked as verified which would trigger for CCAP's Finance Divisions making the order for the disbursement (via the MRRD and IDLG Finance Directorate and the MoF Treasury) to the DAB HQ, for fund transfer to the Cluster CDC / Gozar Assembly bank accounts in the provincial /municipal DAB.

The entire Peace Grants stated in the Forms 1 and 2 will be disbursed to the Cluster CDC's / Gozar Bank account as a 100% lump sum. The Peace Grants will be considered 'disbursed' once

the order for disbursement to the Cluster CDC / Gozar Assembly Bank Account has been sent to the MoF Treasury Directorate to the DA Afghanistan HQ.

The social organizer or engineer (IDLG only) will support the Cluster CDC / Gozar Assembly in withdrawing funds from the Cluster CDC /Gozar Assembly bank account. The same CDC Form 3a that is used for the CCAP will be used for the bank withdrawals under the Peace Grants Program. Three (4) Cluster CDC / Gozar Assembly bank signatories will be required of which any two (2) of the signatories need to be physically present for the cash withdrawal. The CCAP Provincial Manager, in his/her official capacity, will play the role of the authorizing signatory in CDC Form 3b for the withdrawal authorization. The entire peace Grants amount may be withdrawn in one instalment, provided the Cluster CDC /Gozar Assembly can safeguard the cash and guarantee its safety until full utilization is completed; but this is not recommended. If cash withdrawals are not too difficult or expensive given the distance of the community from the provincial DAB branch that is to be used, it is recommended to follow the phased cash withdrawals in smaller amounts, if possible, depending on the sub-project.

Note: just as in High-Risk Areas, in Peace Grants communities where women face difficulties being bank signatories, the signatures of 3 men will suffice.

The Form #3 should be verified and signed by the Cluster CDC / Gozar office bearers and two non-CDC / Gozar representatives, preferably trained Community Participatory Monitors (CPM) members.

## **IX. Capacity Building**

For CCAP implementation, the Capacity Building is outlined in the CCAP OM. For the Peace Grants activities, the capacity building of SOs who the build capacity of the sub-committee members will focus on how to

- Conduct peace dialogues at the community level and cluster community / Gozar levels
- Explore and discuss root causes of conflicts at the community, cluster community / Gozar and discuss the impact of these conflicts and their costs
- Learn the principles of do no harm in conflict resolution
- Create peace building action plans, implement these and follow up
- Contribute to local Peace Jirga/gathering at the district /Nahia level
- Conduct peace seminars and events related to cultural and poetry events and other competitions
- Organize sports championships (for urban areas) and where possible for rural areas too
- Organize kitchen gardens, village beautification through clean up and tree planting
- Organize art and cultural events and competition for youth to exhibit their work related to peace
- Promote social cohesion through exposure visits and sharing any outcomes
- Implement peace program infrastructure grants (small repair to public halls/ meeting spaces and if needed equipment) (urban only)
- Build good working relationship between CDC/ CCDC/GA and peace committee
- Work with Peace Sub-committees to follow up and achieve the peace dialogue objectives

## **X. Monitoring and Evaluation**

The Peace Pilot will be monitored through a basic format that is similar to the monitoring of the other CCAP sub-committees. The CCAP Forms will be adapted for peace and a monitoring form will be developed and added as annex to the Forms.

The Government will report upon the progress of the peace grants in their quarterly CCAP reports. While reporting on peace activities, gender segregated reporting should be considered. An independent study will be commissioned in one year's time to assess the progress made including against the following measures of success: changes in Dispute Resolution, Community Cohesion, and Attitudes towards 'other' people.

**ANNEX ONE: FORMS**

**Citizens' Charter Afghanistan Project (CCAP)**  
**Ministry of Rural Rehabilitation and Development (MRRD)/ Independent Directorate of**  
**Local Governance (IDLG)**

**Peace Grant Sub-Program Form 1 – Peace Grant Agreement**

Province: \_\_\_\_\_ District: \_\_\_\_\_

This Agreement has been made and entered on \_\_\_\_\_ (dd/mm/yyyy) between:

- (i) The Government of Afghanistan through the Citizens' Charter Afghanistan Project (CCAP); and
- (ii) The CCDC/ GA named \_\_\_\_\_ with ID \_\_\_\_\_ located in the district and province mentioned above, and;

**Both parties to this agreement agree:**

1. To adhere to the Peace Grant Operational Manual valid at the time of signing this Agreement, for all aspects of implementing the Peace Grant Implementation;
2. To handle the roles and responsibilities assigned to each of the three parties to this agreement responsibility, efficiently and effectively;
3. That the peace grants provided will be used exclusively for the Peace Grants approved subprojects. The proposed subprojects are as per the table shown below:

Peace Grant	AFA _____ (note: this is what will be disbursed and not the total subprojects' costs)		
	Cost Contribution by: (in AFA)		
Sub-Project(s) Title	Community (voluntary)	Government	Total
1.			
2.			
3.			
Totals			

4. That the Peace Grant Sub-Program can stop and/or suspend the works and subsequent instalment withdrawals if it becomes evident that the CCDC/ GA are not performing its works satisfactory as per the terms of this Agreement and the relevant Operational Manual. If there are serious problems such as financial irregularities, misappropriation, lack of physical progress, failure to report, lack of community support, lack of women's participation, or environmental concerns, the Peace Grants Sub-Program may recommend that the agreement be cancelled.
5. That if during implementation of the works, any dispute arises between any or all of the Parties to this Agreement, relating to any aspects of this Agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation. If the dispute is not settled through such consultation, the matter shall be referred to the CCAP Committee for a final decision; and
6. That this Agreement shall be governed by the Laws of Afghanistan.

**Signatures in witness to this Agreement:**

PMU Manager: \_\_\_\_\_ (Representing Party i  
above)

Cluster CDC / GA Chairperson: \_\_\_\_\_ (Representing  
Party ii above)

(CCAP Stamp of PMU)

Date form submitted to PMU (dd/mm/yyyy): \_\_\_\_\_

Date form data entered into the database at DO/PMU (dd/mm/

**Citizens' Charter Afghanistan Project (CCAP)**  
**Ministry of Rural Rehabilitation and Development (MRRD)/ Independent Directorate of**  
**Local Governance (IDLG)**

**Peace Grant Sub-Program**

**Peace Grant Sub-Project Form 2 - CCDC/ GA Peace Action Plan Sub-Projects**

Province: \_\_\_\_\_  
 \_\_\_\_\_

District:

CCDC/ GA ID: \_\_\_\_\_

CCDC/ GA Name: \_\_\_\_\_

Peace Grant Activities to be funded by Peace Grant (Provide a brief description below).

Sub-Project 1 (( ))	Sub-Project 2. (( √√ ))	Sub-Project 3. (( ))
e.g. Sports – male youth from each community in the Cluster/Gozar to come together and organize cricket / soccer teams and have play offs with other cluster CDCs/ Gozars. The winning team will receive a price of XX	e.g female youth to participate in an ‘art for peace’ exhibition and create poems, paintings, or any other craft to raise awareness of their vision of a peaceful community. The First, Second and Third Places to receive prices.	

If the sub-project was prioritized by women put a √√ in (( ))

**On behalf of the CCDC/ GA: All 4 Office bearers:**

\_\_\_\_\_  
 \_\_\_\_\_  
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\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Confirming that the Peace Grant Action Plan was created as per the OM and the above is verified: Signatures by social organizer, district manager (MRRD), provincial manager**

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**Citizens' Charter Afghanistan Project (CCAP)**  
**Ministry of Rural Rehabilitation and Development (MRRD)/ Independent Directorate of**  
**Local Governance (IDLG)**

**Peace Grant Sub-Program**  
**Form 3 –Sub Project Proposal Form**

Province: \_\_\_\_\_  
 \_\_\_\_\_

District: \_\_\_\_\_

CCDC/ GA ID: \_\_\_\_\_ Name: \_\_\_\_\_

Total grant determined for Urban GA: AFA \_\_\_\_\_

Total grant determined for Rural Cluster CDC: AFA \_\_\_\_\_

# of sub projects proposed under this grant: \_\_\_\_\_

**Subproject Title:** \_\_\_\_\_

**Estimated Subproject Output Activity**

Output	Activity	# of Total People Involved	# of total women involved	# of total men involved
Sub-Project 1				
Sub-Project 2				
Sub-Project 3				

The proposed subproject is included in the Peace Action Plan for Peace Grant funding:  
 \_\_\_\_\_(Y/N)

**Part C (Physical Infrastructure – IDLG only): Bill of quantities (BOQ)/ Scope of works (SoW):**

#	Good/ Works/ Non consulting services	Unit	# of Units required	Estimated Unit cost (AFA)	Estimated total cost (AFA)
	Eg. Cement grade XX	kgs	5		
	Eg. Transportation from bazaar to community	Truck rental	2		
	Eg. Unskilled labor days	Man days	10		
	Eg. Skilled labor (specify mason,	Man days	2		

	carpenter, electrician etc)				
	Subtotal for goods/materials:				
	Subtotal for labor:				
	Subtotal for administrative costs:				
Estimated total costs: AFA					

**Summary of labor days Estimation:**

Labor	Estimated # of Labor Days			Estimated # of Workers		
	Male	Female	Total	Male	Female	Total
Unskilled labor						
Skilled labor						
Total						

**Part C: Soft projects (IDLG and MRRD)**

#	Non consulting services/ Materials	Unit	# of Units required	Estimated Unit cost (AFA)	Estimated total cost (AFA)
	Art Supplies				
	Seeds				
	Saplings				
	Fencing Materials				
Estimated total costs: AFA					

**If funds used for youth work program: Summary of labor days Estimation:**

Labor	Estimated # of labor days generated	Estimated # of men workers	Estimated # of women workers
Unskilled labor			
Skilled labor			
Total			

**Part D: An estimate of all the administrative costs involved:**

#	Item	Unit	# of Units required	Estimated Unit cost (AFA)	Estimated total cost (AFA)
	Travel				
	Food				

	Accommodation				
	Bank fees				
	Other (specify)				
Estimated total costs: AFA					

**Part E: ESS related checklists:**

Part E: ESS related checklists:

#	Documents Required	Document present (Y/N)	Clarification if not present
1.1	Site Selection Criteria Checklist		
1.2	Checklist based ESMP		
1.3	Environmental Monitoring Checklists		
1.4	Mine Clearance Form,		
2.1	Land/Asset Transaction Form,		
2.2	List of Project Affected People,		
2.3	Minute of the meeting (PAP Consultation and Agreed Action Documents),		

**Part F: O&M plan: (for IDLG – infrastructure)**

O&M sub-committee established in the community: Y/ N

If yes, the members are:

#	Full Name	Father's name	Telephone #	Signature/ thumbprint
1				
2				
3				
4				

O&M sub-committee is trained by the FP/ district engineer: Y/ N

Does the subproject proposed necessitate regular fee collection? Y/ N

If yes, the amount proposed to be collected from each household each month will be (a) fixed sum or (b) as per the actual usage

What is the amount proposed to be collected from each household (outside the fees) to be saved for O&M expenses related to the subproject repairs etc. per month? AFA \_\_\_\_\_.



Verified by PMU Accountant:

\_\_\_\_\_  
\_\_\_\_\_  
Name Signature Date

**Approval of the above and confirmation of registration of the CCDC/ GA: MRRD/ IDLG provincial manager**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Full Name) (Position) (Signature)

(CCAP Stamp of PMU)

Date form submitted to PMU (dd/mm/yyyy): \_\_\_\_\_

Date form data entered into the database at DO/PMU (dd/mm/yyyy): \_\_\_\_\_

**Citizens' Charter Afghanistan Project (CCAP)**  
**Ministry of Rural Rehabilitation and Development (MRRD)/ Independent Directorate of**  
**Local Governance (IDLG)**

**Peace Grant Sub-Program Form 4 - Bank Cash Withdrawal Request/ Authorization Form**

Province: \_\_\_\_\_ District: \_\_\_\_\_  
CCDC/ GA ID: \_\_\_\_\_ CCDC/ GA Name: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Account Currency: Afghanis

Having confirmed that the action plan and sub-project proposal have been approved by the PMU and verified by HQ, the CCDC/GA with registration # \_\_\_\_\_ and DAB Account # \_\_\_\_\_, on behalf of the Peace Grants Sub-Program for this CCDC/GA, we approve the withdrawal of AFA \_\_\_\_\_ (in figures) or Afghanis \_\_\_\_\_ (in Words) from the CCDC's/ GA's bank account for Peace Grant funds.

**MRRD/ IDLG PMU Officials:**

Verified by PMU Accountant:

\_\_\_\_\_  
\_\_\_\_\_  
Name Signature Date

Verified by PMU Manager:

\_\_\_\_\_  
\_\_\_\_\_  
Name Signature& stamp Date

Date of submission of the form to the PMU: \_\_\_\_\_ (dd/month/year)

Date of entry into the database of district office/PMU: \_\_\_\_\_ (dd/month/year)

**Citizens' Charter Afghanistan Project (CCAP)**  
**Ministry of Rural Rehabilitation and Development (MRRD)/ Independent Directorate of**  
**Local Governance (IDLG)**

**Peace Grants Sub-Program Form 5 - Expenditure Report Form**

Province: \_\_\_\_\_  
 \_\_\_\_\_

District: \_\_\_\_\_

CCDC/ GA ID: \_\_\_\_\_ Name: \_\_\_\_\_

Total grant determined for Urban GA: AFA \_\_\_\_\_

Total grant determined for Rural Cluster CDC: AFA \_\_\_\_\_

Date of preparing this report: \_\_\_\_\_ (dd/mm/yyyy)

**Amount of Disbursement (a single disbursement to Cluster CDC/GA bank account from MoF) in AFA: \_\_\_\_\_**

Instalments to Cluster CDC/ GA, list them below:

Instalment #	% of grant	Amount (AFA)	Instalment on (dd/mm/yy)
First			
Second			
Third			
Total funds disbursed			N/a

**The summarized list of expenditures totaling the amount stated is as follows:**

#	Cost item	# of units purchased/ paid for	Unit price (AFA)	Total price (AFA)	CCAP portion (AFA)	CDC portion (AFA)
1	Goods					
1.1						
1.2						
1.3						
2	Admin Costs					
2.1						
2.2						
2.3						
3	Labor/ Non Consulting Services					
3.1	Skilled labor	Man days				

3.2	Unskilled labor	Man days				
3.3						
Total expenditure up to report date						

Approval of the above expenditure report:

**On behalf of the CCDC/ GA: All 4 Office bearers:**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Names	Positions	Signatures

**Confirming that the expenditure report was prepared as per the OM and the above is verified: Signatures by the SO/Engineer and District Manager**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Names	Positions	Signatures

Verified by PMU Accountant:

_____	_____	_____
_____	_____	_____
Name	Signature	Date

**Approval of the above and confirmation of registration of the CCDC/ GA: MRRD/ IDLG provincial manager**

_____	_____	_____
_____	_____	_____
_____	_____	_____
(Full Name)	(Position)	(Signature/ Thumbprint)



(CCAP Stamp of PMU)

Date form submitted to PMU (dd/mm/yyyy): \_\_\_\_\_

Date form data entered into the database at DO/PMU (dd/mm/yyyy): \_\_\_\_\_





**Peace Grant Sub-Program Form 6c**

**Attendance of Men in Peace Building Sub-Committee Meetings in the Cluster Community**  
**/GA**

Date	Men's Name (printed)	Men's Signature / Thumbprint

**Total Number of Men who attended the meeting:**  
**(To be entered into MIS)**

**Attendance at Cluster / Gozar Peace Citizens' Charter Afghanistan Project (CCAP)  
Ministry of Rural Rehabilitation and Development (MRRD)/ Independent Directorate of  
Local Governance (IDLG)**

**Peace Grant Sub-Program Form 6d**

**Attendance of Women in Peace Building Sub-Committee Meetings in the Cluster  
Community/ GA**

Date	Women's Name (printed)	Women's Signature / Thumbprint

**Total Number of Women who attended the meeting:  
(To be entered into MIS)**