

Urban Poverty Reduction Plan

(UPRP)

Process flow Document for Developing a software

The **Urban Poverty Reduction Plan (UPRP)** aims to prepare and submit a Poverty Reduction Plan for ULBs which aims comprehensive development. A micro-level planning program has formulated for this. The demand plan will be prepared by NHG level data collection, ADS level consolidation & CDS level consolidation with giving proper trainings and support. The demand plan will converge with the next year ULB plan.

Aims:

- a. Prepare a comprehensive and an inclusive demand plan of the community for local development
- b. Facilitate an interface between the NHG federation and ULBs for development of demand plan
- c. Strengthen the community based organisations and their leadership for active participation in poverty reduction activities

Urban poverty is a complex issue that requires a multifaceted approach. UPRP includes strategies and initiatives developed and implemented by governments, local authorities, non-governmental organizations (NGOs), and community groups to alleviate poverty and improve the living conditions of people in urban areas.

Regarding the urban areas of Kerala, the Kudumbashree organizational system is a large network representing poor families. Kudumbashree Neighbourhood Group (NHG) members get an opportunity to participate in the **Participatory Planning Process** by understanding the needs of the common people in the Municipal Development Plan, incorporating the necessary projects, considering the neighborhood/family members as

beneficiaries, thereby moving the neighborhood system, and participating in the participatory planning process. The purpose of this plan is fulfilled when the plan prepared in this way is submitted to the Local Self-Government Plan and the target is fulfilled.

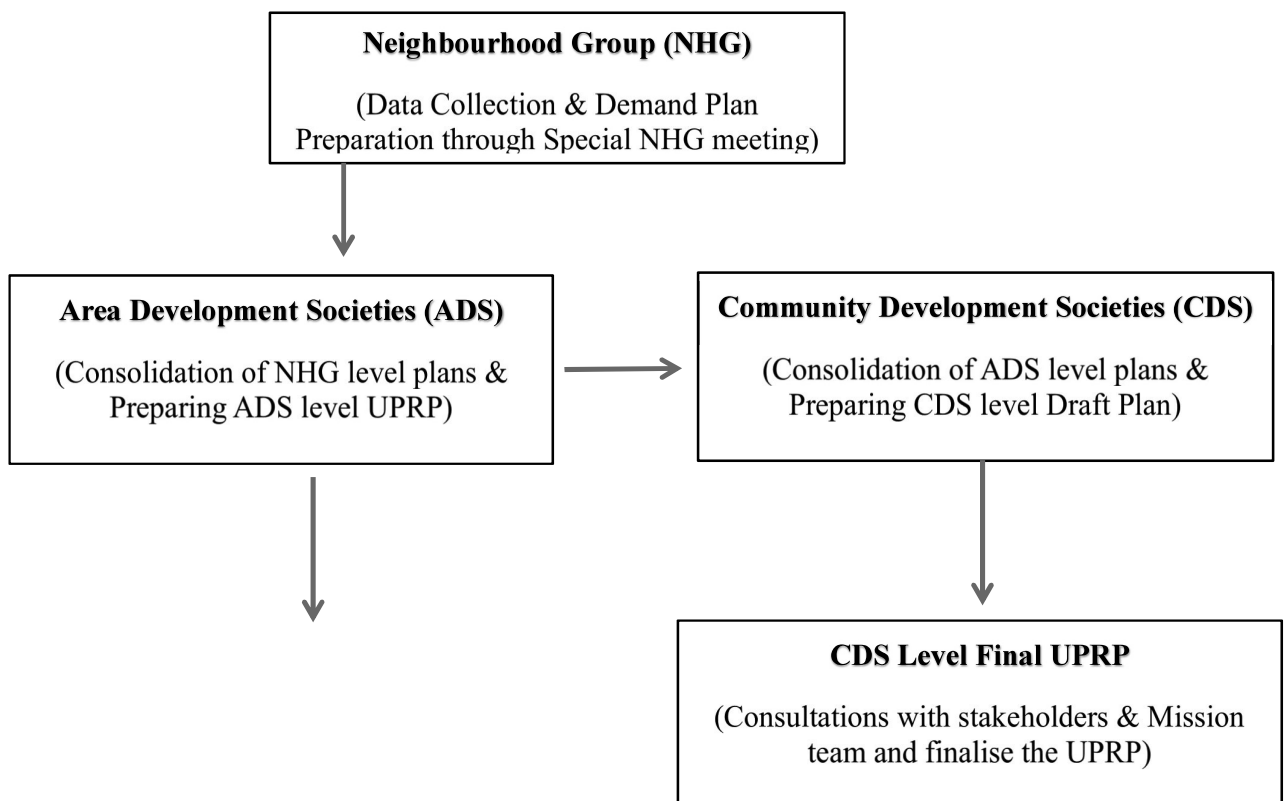
Here are several important uses and benefits of UPRP in preparing plans and implementing development programs:

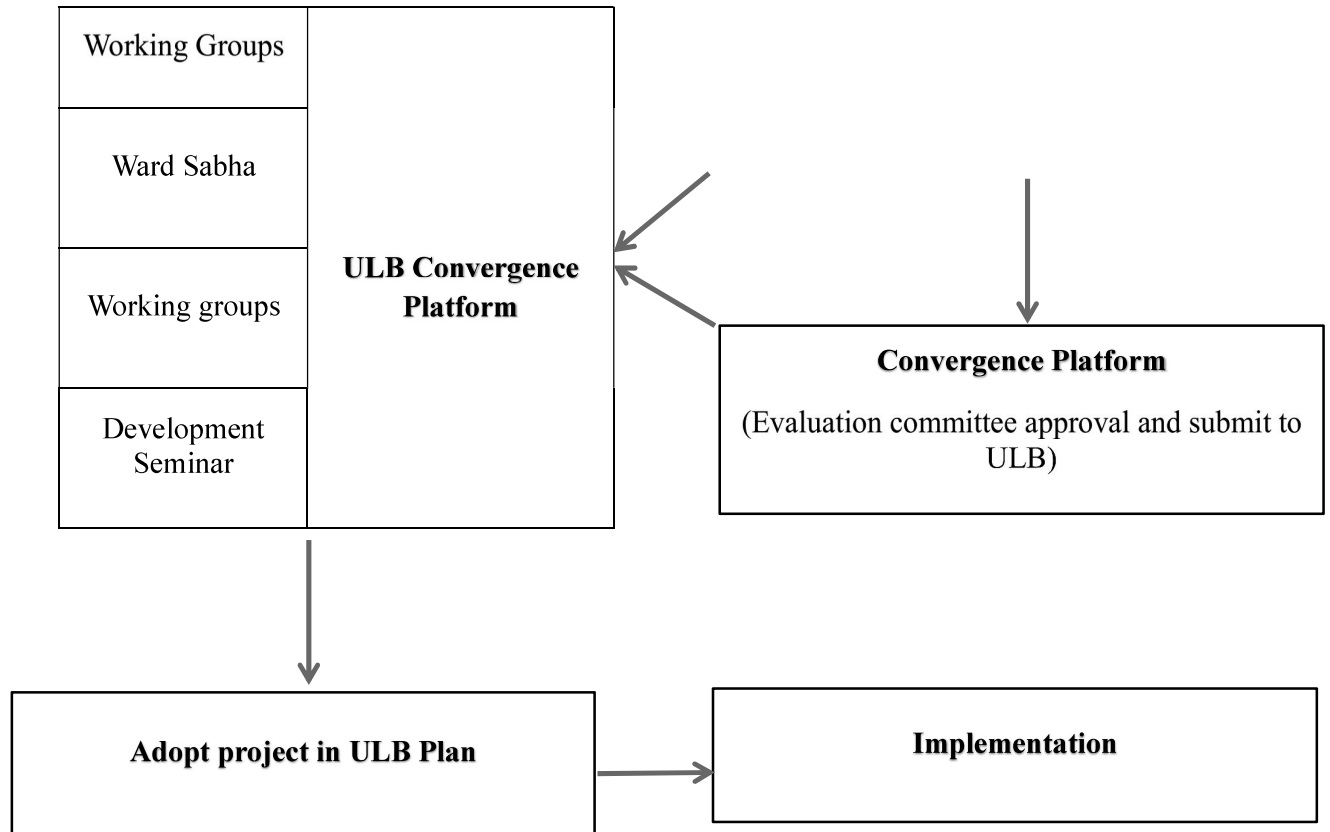
- **Local Context Understanding:** It allows for a deep understanding of the local context, including cultural, social, economic, and environmental factors. This understanding helps in tailoring development programs to suit the specific needs and challenges of the community.
- **Community Engagement and Ownership:** Involving local communities in the planning process ensures that they have a sense of ownership and responsibility for the development initiatives. This can lead to increased commitment and sustainability of the programs.
- **Targeted Interventions:** It enables the identification of specific issues and priorities at the local level. This ensures that resources are directed toward addressing the most pressing needs of the community.
- **Enhanced Effectiveness:** Local knowledge and expertise can often lead to more effective solutions. Communities are often best placed to identify innovative, context-specific strategies for development.
- **Accountability and Transparency:** It promotes transparency and accountability as decisions are made in a more participatory manner. It allows for local stakeholders to monitor and evaluate the progress of development programs.
- **Social Inclusion and Equity:** It can help address issues of social exclusion and promote equity by giving a voice to marginalized and underrepresented groups within the community.
- **Conflict Resolution:** By involving all stakeholders in the planning process, conflicts and disagreements can be addressed and resolved at the local level, reducing the potential for disputes that may disrupt development efforts.
- **Resource Optimization:** It can help optimize the allocation of resources by focusing on the most critical needs and avoiding unnecessary or inefficient expenditures.

- **Adaptive Management:** Development programs often encounter unforeseen challenges and changing circumstances. It allows for greater flexibility and adaptability in response to these challenges.
- **Building Social Capital:** Engaging communities in the planning process fosters social cohesion and trust among community members, which can have positive long-term effects on community development.
- **Data Collection and Monitoring:** Local participation can help collect valuable data and feedback on the impact of development programs, enabling ongoing monitoring and evaluation.
- **Sustainable Development:** It promotes sustainable development by considering the long-term environmental and social impacts of initiatives, ensuring they are aligned with the community's values and aspirations.

In summary, grassroots level planning is a vital approach to implementing development programs that empowers local communities, enhances program effectiveness, promotes equity, and fosters sustainable development. It recognizes that the people most affected by development initiatives should have a central role in shaping and implementing them.

Process flow of UPRP preparation & Integration





UPRP preparation - our experience

UPRP has been prepared twice: during 2021 and 2022 following manual process flow. While manual plan preparation can be effective in many cases, it also comes with its disadvantages and challenges. Here are some of the disadvantages of manual plan preparation:

- **Time-Consuming:** Manual plan preparation is often time-consuming, as it involves tasks such as data gathering, documentation, and communication that can be slower compared to automated processes.
- **Increased Risk of Errors:** Manual data entry and calculations are prone to errors, which can have significant consequences for the accuracy and effectiveness of the plan. There is a chance of submitting incomplete data collection formats.
- **Limited Collaboration:** Manual planning can be more challenging for collaborative efforts, as it relies on physical meetings, document sharing, and face-to-face communication, which can be restrictive, especially in geographically dispersed teams.
- **Difficulty in Version Control:** Managing multiple versions of manual plans and documents can be cumbersome, leading to confusion and the risk of using outdated information. Once the data collection formats are given to the NHGs it is almost impossible to make any changes in it.

- **Limited Accessibility:** Manual plans may not be easily accessible to all stakeholders, especially if they are stored in physical formats or not readily available online. This can hinder transparency and information sharing.
- **Data Security Risks:** Paper-based plans can be at risk of being lost, damaged, or accessed by unauthorized individuals, raising concerns about data security and confidentiality. Sometimes while preparing the consolidation of plans prepared by NHGs some areas will be omitted or removed because of the biased mindset of the ADS functionaries.
- **Resource Intensive:** Manual planning often requires more physical resources, such as paper, printing, and physical storage space, which can increase costs and environmental impact. Distributing the UPRP formats to all the NHGs take time and money and will not reach to 100% NHGs.
- **Lack of Real-Time Updates:** Manual plans are less likely to provide real-time updates and may lag behind when it comes to incorporating new information or changes in circumstances. Since the manual formats doesn't provide a summary of already entered data, it cannot be compared with actual data and make any corrections accordingly.
- **Reduced Analysis Capabilities:** Manual planning may limit the ability to analysis and modeling, which is more easily done through digital tools and software. Manual formats fails to present the birds-eye-view of the data being collected.
- **Difficulty in Remote Work:** In situations where remote work is necessary or preferred, manual plan preparation can be challenging to coordinate and execute effectively. For preparing UPRP at each level every one need to sit together since only one copy of the format is available with them.
- **Difficulty in Tracking and Reporting:** Manual plans may lack automated tracking and reporting features, making it more challenging to monitor progress and generate timely reports.
- **Inefficiency in Data Retrieval:** Finding specific information within a manual plan can be time-consuming, especially when dealing with UPRP data collection formats. Once it is submitted to the CDS, data retrieval of a specific NHG will be time-consuming exercise.

To mitigate these disadvantages we may consider digital tools and software to streamline certain aspects of the process while still benefiting from the human judgment and decision-making that manual planning offers.

Scope of android application based Plan preparation

Creating and implementing plans using Android applications offers several advantages, particularly in today's digital age.

Following are the some key advantages of using Android applications for plan preparation:

- **Accessibility and Convenience:** Android applications allow users to access planning tools and resources from anywhere, provided they have a smartphone or tablet. This convenience is especially useful for fieldwork, remote areas, or situations where desktop access is not feasible.
- **Real-time Updates:** Android apps can provide real-time data and updates, ensuring that plans are based on the latest information. This is crucial for dynamic situations or rapidly changing environments.
- **Efficiency and Speed:** Mobile apps often streamline the planning process, making it faster and more efficient. Kudumbashree members can quickly input and update data, reducing the time and effort required for plan preparation.
- **Collaboration and Sharing:** Android apps can facilitate collaboration among team members or stakeholders. Plans can be easily shared, and multiple users can work on them simultaneously, promoting teamwork and communication.
- **Offline Capabilities:** Android apps offer offline functionality, allowing users to continue planning even when they don't have an internet connection. This is especially valuable in remote or resource-constrained areas such areas with limited internet coverage.
- **Customization:** Android app-based planning tools can be customized to suit specific needs and requirements. We can choose from a range of apps that cater to different planning purposes and tailor them accordingly.
- **Data Security:** Android app prioritize data security, implementing encryption and other measures to protect sensitive information. This ensures that plans and data remain secure.
- **Cost-effectiveness:** Android apps can be cost-effective compared to traditional planning methods. They eliminate the need for physical materials, paperwork, and manual data entry, which can save time and resources.
- **Report generation:** Different kinds of reports can be generated in no time and customisation can be incorporated without any delay.

- **User-Friendly Interfaces:** Android apps often feature user-friendly interfaces, making them accessible to a wide range of users, even those without extensive technical expertise.

Android/Smartphone application-based plan preparation offers numerous advantages, including accessibility, real-time updates, efficiency, data integration, collaboration, customization, data security, and more.

Stake holders - users of UPRP & their Access level

UPRP software should have different access levels based on the users. The data entry starts from the NHG level and the ULB level plan is the outcome of the process. But the plans prepared by different ULBs/CDS can be used for formulating Kudumbashree's plan at State level. As an Admin/Superuser Kudumbashree State Mission should have the facility to monitor the progress of the plan preparation process and could intervene whenever needed. The different users and their access levels are mentioned below:

1. Admin or Superuser:

Kudumbashree State Mission will be the Admin user and it is the highest level of access and should be given access to all features and functionality. This user should be given the ability to manage and configure the application, including user management.

2. Manager or Moderator:

CMMU will be the Manager or Moderator level user and has elevated privileges. This user can perform certain administrative tasks, such as content approval or user management.

3. Regular User:

a) **CDS** will be the regular user and should be able to create, view, and modify their own content or data. They can use the core features of the app. At this level they should be able to edit the data entered by ADS & NHG.

b) **ADS** also need the privileges of Regular User as they need to cross verify the data being entered by the NHGs and they should be able to make corrections if required. ADS should be given the rights for creating users or modify user credentials.

4. Editor or Content Creator:

This is the field level where the data is generated / entered by the **NHG**. NHG should have the special permissions for creating or editing content entered by the NHG members. They may not have full administrative access but can manage specific types of data or content.

5. Viewer or Read-Only Access:

Kudumbashree District Mission will be monitoring the entire UPRP process. They should be given Viewer Access since they will not make any modification in the data but supervise the CDS for timely completion of the plan preparation process.

Details collected at each level

Data will be collected at each level from NHG level to CDS level. Data generation starts at NHG level and plan consolidation starts at ADS level. Details collected at each level is given below:

I. NHG level

a)Basic information of the neighborhood group

1. Name of the neighborhood group
2. Name of ADSS to which the neighborhood belongs
3. Ward no
4. Name of the CDS to which the neighborhood belongs
5. Date of formation of NHG;
6. Number of NHG Members:
7. Total Earnings of NHG members(Thrift)
8. Total Internal Credit of NHG Members;
9. Currently have bank linkage loan: Yes /No
10. How many times have bank linkage loans been taken?
11. Date of latest audit
12. Date of latest grading

13. Date of last Linkage
14. Current Linkage Loan Requirement? Yes /No
15. Revolving Fund received? Yes /No
4. If received, what was it used for?
16. NHG members engaged in occupation of any kind
17. Number of unemployed Neighbourhood families
18. NHG bank account details
 - a. account number
 - b. Bank & Bank
 - c. IFSC Code:
 - d. Have you undergone NULM Module 1 training? Yes /No
 - e. Have you undergone NULM Module 2 been trained? Yes/No
19. How many people have Kudumbashree Insurance?
20. Has revolving fund loan been received from ADS? Yes/No
 - a. Amount available if received.
 - b. Number of Enterprises started using Revolving Fund:
21. Number of youth between 18 and 45 years of age in neighboring families
22. Number of persons in auxiliary group
 - a. NHG Family Member :
 - b. Those who are not immediate family members
23. Number of persons interested in becoming members of the Auxiliary Group
 - a. NHG family member:
 - b. Those who are not immediate family members;

24. Any trainings required? Yes/No

If yes, specify.

b)Preparation of NHG level plans.

The plans prepared at NHG level mainly classified under 1) rights-based plans 2) Livelihood Schemes and 3) Infra Structure Development Plan 4)Social Development Plan:

1. Rights-based plans

(Job Card, Health Insurance Card, Welfare Pensions, Housing etc.)

2. Livelihood Schemes (Individual /Group)

(Entrepreneurship, Agriculture, Animal Husbandry, Skills etc.)

3. Infra Structure Development Plan

Through this, the protection and development of public assets and natural resources are prepared including roads, drinking water, health, disaster management etc.

4. Social Development Plan

Through this, the demands and basic issues of vulnerable groups in the community will be addressed. (EPIP, DFK, BUDS, Nutrition, Door delivery of services, social issues like dowry, traffic negligence, domestic violence etc.)

c) Upload NHG Meeting photo

II. ADS level

a)Basic information of the ADS

- i. Name of A.D.S
- ii. Name of CDS to which ADSs belong
- iii. Date of Formation of A.D.S.S
- iv. Number of current NHG
- v. The number of active NHGs

- vi. Total Number of Households in ADS Limit :
- vii. Date of last audit
- viii. ADS Bank Details:
- Bank Account No
 - Bank, Branch
 - IFSC Code
 - Current ADS Bank Account Balance Amount

- ix. Whether VRF funds have been received: Yes /No

If yes, how many neighboring groups have been given?

- x. Received NULM RF ? Yes /No

*Number of ventures launched with ADSS RF funds

If any, what types of initiatives, please explain

i).

iii).

ii).

iv).

- xi. How many neighbors have been loaned from ADS RF?

- xii. Explain if ADS has received any other funds (eg:- Municipal Plan Fund
Neighborhood Affiliation Share, CEF Interest Share etc)

i).

ii).

iii).

b)Current status and future plans of ADS

- i. Number of NHGs in the ADS range:
- ii. Number of NHGs submitted urban poverty alleviation projects:
- iii. Number of households under ADS:
- iv. Number of neighboring families under ADS:
- v. Number of households proposed to be newly brought into the NHG within the ADS area:
- vi. Number of NHGs received revolving fund under ADS:
- vii. The number of NHGs to be made available new Revolving Fund under the ADS:
- viii. The number of NHGs availed Bank linkage loan:
- ix. The number of NHGs to be made available new Bank linkage loan:
- x. Number of NHGs have live bank linkage loans :
- xi. Number of NHGs received matching grant:
- xii. The number of NHGs to be made available matching grant:
- xiii. Number of NHGs received corpus funds under ADS
- xiv. Total number of NHGs to be availed of corpus fund under ADS limits:
- xv. Number of Neighboring Groups, if any, which have received other funds. Explain the type of fund received
 - 1.
 - 2.
- xvi. Number of Neighboring Groups, if any, for which other funds are to be made available under ADS.

Explain the type of fund to be made available

- 1.
- 2.

xvii. Total Number of young men and women between the ages of 18 and 45 in neighboring families under the ADS:

xviii. Number of Auxiliary Groups formed so far :

xix. Number of new auxiliary groups proposed to be formed:

xx. Number of people in auxiliary groups

- NHG family member:
- Non-NHG family members:

xxi. Total number of auxiliary group members interested in starting ventures:

Explain the initiatives

1.

2.

xxii. Number of NHG Members having Kudumbashree Insurance (Jeevan Jyoti Oruma).

xxiii. Does ADS require any kind of training?

If yes, please explain. (Eg: Financial Literacy Training, book keeping, account keeping, minutes writing etc)

xxiv. Is ADS engaged in livelihood projects using its own funds?

If yes please explain:

xxv. Total number of NHGs require any kind of training:

If yes, please explain. (Eg: Financial Literacy Training, book keeping, account keeping, minutes writing etc)

What kind of training?

Number of NHG

c)Consolidation of NHG level data

d)ADS level suggestions, recommendations & Social Development Plan

e) Upload ADS Consolidation Meeting photos

III. CDS level

a)Basic Information of the CDS

- District Name
- Name of the block
- Name of Municipality
- Number of CDS in the municipality
- Name of CDS submitting project document
- Number of wards in the municipality
- Number of wards under the CDS
- Number of ADSs in the municipality
- Number of ADSs in the CDS
- Total population of municipality
- Total number of houses in the municipality
- Total number of houses under CDS

b)Current status and future plans of CDS:

- Number of NHGs within the CDS
- Number of NHGs Submitted Urban Poverty Alleviation Projects
- Number of households under CDS
- Number of NHG households in CDS area
- Number of households proposed to be newly brought into the NHG within the CDS area

- Number of NHGs who have received Revolving Fund under CDS
- Number of neighborhood groups intending to avail fresh revolving fund under CDS
- Number of NHGs availed bank linkage loan
- Number of NHGs intending to avail new bank linkage loans under CDS
- Number of NHGs currently having Live Bank Linkage Loans under CDS limits
- Total number of neighbors who received matching grant under CDS limits
- The number of NHGs to be made available matching grant:
- Number of NHGs received corpus funds under CDS
- Total number of NHGs to be availed of corpus fund under CDS limits:
- Number of Neighboring Groups, if any, which have received other funds. Explain the type of fund received

1

2

- Number of NHGs, if any, for which other funds are to be made available under CDS.

Explain the type of fund to be made available

1

2.

- Number of ADSs received RF under CDS limit
- Number of ADSs Intended to issue new RF under CDS limits
- CDS engaged in livelihood projects using its own funds?

If yes please explain

i)

ii)

- Total number of male and female youth between 18 and 45 years of age in NHG households in CDS area:
 - Number of young women :
 - Number of young men:
- Number of Auxiliary Groups formed so far
- Number of auxiliary groups proposed to be newly formed
- Number of persons in auxiliary group:
 - NHG family member:
 - Those who are not immediate family members
- Those who are interested in starting enterprises in the auxiliary group

Total No.:

Detail of initiatives;

- Number of Neighbor Group Members having Kudumbashree Insurance (Jeevan Jyoti Oruma).
- Does CDS require any kind of training?

If yes, please explain.

(Eg: financial literacy training, book keeping, account keeping

- Those who need any Kinds of training:

Total Number:

If yes, please explain.

(Eg : Financial Literacy Training, Book Keeping Account Keeping, Minute Writing etc)

What kind of training?	Number of NHGs	Number of ADSs

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c)Consolidation of ADS level data

d)CDS level suggestions, recommendations & additional Plan

e) Upload CDS Consolidation Meeting photos

IV. CDS-ULB Convergence level

a)Basic Information of the Municipality

b)CDS plan details

c)Evaluation Committee Details

d)Details of projects submitte

e)Updation of status (Working group, ward sabha, development seminar, project finalisation etc)

f)Implementation

Reports to be generated

The final output of the UPRP planning exercise is the UPRP plan prepared at ULB level consolidating UPRPs prepared by all CDS in a Urban Local Body. Thus, the mobile application should provide the following reports:

- **ADS / ward level UPRP report which include:**
 - the basic profile of the ward,
 - main areas need urgent attention,
 - Details of training need
 - Shortlisted or filtered list of (age wise/caste wise/gender wise etc) probable beneficiaries of different schemes / programmes classified under 1) rights-

based plans 2) Livelihood Schemes and 3) Infra structure Development
4)Social Development Plan

- **CDS level UPRP report**
 - The basic profile of the CDS
 - main areas need urgent attention,
 - Details of training need
 - Shortlisted or filtered list of (age wise/caste wise/gender wise etc) probable beneficiaries of different schemes / programmes classified under 1) rights-based plans 2) Livelihood Schemes and 3) Infra structure Development 4)Social Development Plan
 - Final report for submitting to ULB so as to include in the ULB plan.
- **District level & State Level UPRP report**
 - Access to CDS wise & ADS wise reports
 - main areas need urgent attention,
 - Details of training need
 - Shortlisted or filtered list of (CDS wise/ADS wise/age wise/caste wise/gender wise etc) probable beneficiaries of different schemes / programmes classified under 1) rights-based plans 2) Livelihood Schemes and 3) Infra structure Development 4)Social Development Plan
 - Status report of plan preparation, submission & integration (Planning Stage wise, integration, project wise, implementation status etc)

After the UPRP preparation process is completed we will get a comprehensive plan and list of all eligible beneficiaries. Since it prepared and verified by the NHGs the accuracy level of the details being collected will be high. UPRPs prepared by the CDS will show the focus areas for preparing Kudumbashree as well as ULB plans for urban poverty reduction.
