
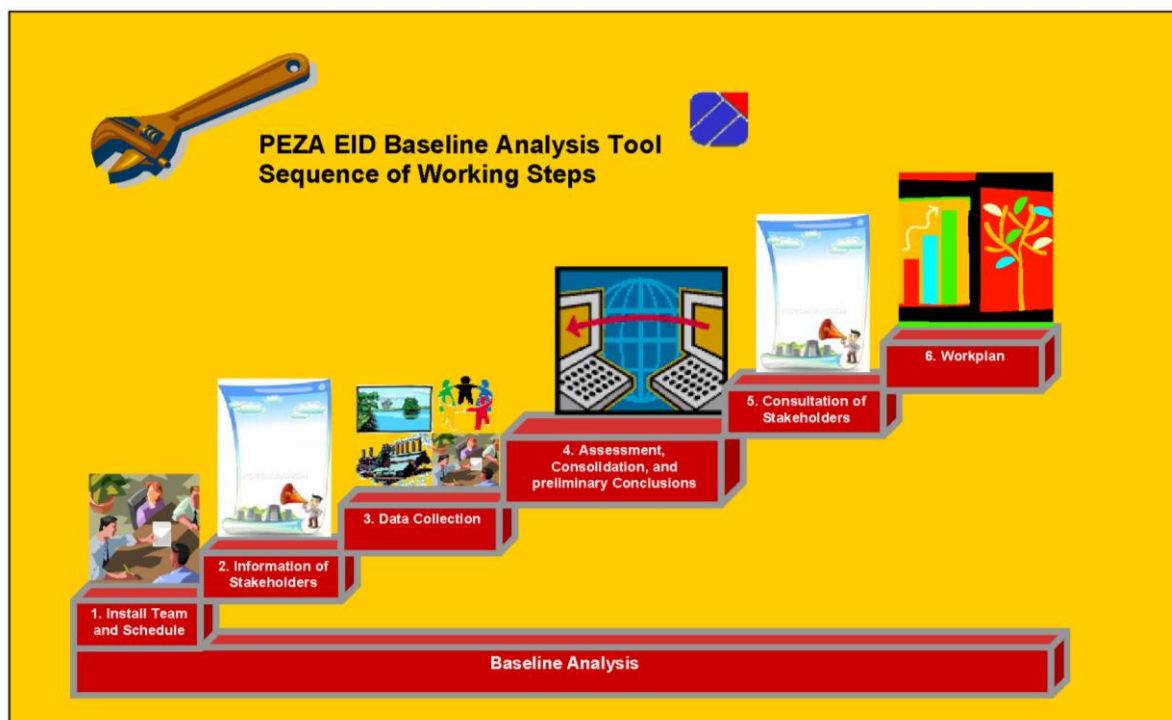


	PEZA Eco-Industrial Development Management Handbook	
Chapter: 5	Section: 1.2 EID-Tools: Baseline Analysis Tool Description of Working Steps	Page 1 of 8


Baseline Analysis Tool: Work Steps

Start point: The decision to start an EID-initiative in the respective Eco-Zone was made

The following figure gives an overview of the sequence of work steps of the Baseline Analysis. The work steps are described in detail in the following text.




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Date:	20/03/2009	Date:		Date:	
Version No:	02				
File Name:	b:\wwwroot\eid-toolbox\linkeddocuments\02 bat steps v02.doc				

	PEZA Eco-Industrial Development Management Handbook	
Chapter: 5	Section: 1.2 EID-Tools: Baseline Analysis Tool Description of Working Steps	Page 2 of 8


Work Step 1: Definition of the scope of the baseline analysis	
OBJECTIVE:	1. To create adequate working and communication structures
EXPECTED DURATION	Up to one week
SUB STEPS	<ol style="list-style-type: none"> 1. establish a team for execution (including FISD and contact person in ESG): <ul style="list-style-type: none"> • Team Leader • Staff for data collection / acquisition • Staff for interviews of local actors (facultative) • Staff for data analysis and reporting 2. establish tentative schedule / work plan (timeline, milestones)
PRE-REQUISITES / INPUT REQUIRED	<ul style="list-style-type: none"> • Available manpower
OUTPUT	<ul style="list-style-type: none"> • Team • Tentative Work plan
IMPLEMENTED / COORDINATED BY	ESG, FISD
TARGET GROUPS	FISD; Zone Administration
POSSIBLE RISKS	Underestimation of work to be executed
TEMPLATES / MATERIALS AVAILABLE	<ul style="list-style-type: none"> • Task Matrix - 04_1a BAT Task Matrix v<No>.xls • Template Work Plan – 04_1b BAT WorkPlan v<No>.doc • BAT Orientation Training Materials

Author:	Peter Bank	Checked by:		Approved by:	
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	PEZA Eco-Industrial Development Management Handbook	
Chapter: 5	Section: 1.2 EID-Tools: Baseline Analysis Tool Description of Working Steps	Page 3 of 8


Work Step 2: Information of stakeholders	
OBJECTIVE:	<ol style="list-style-type: none"> 1. Get the stakeholders (in particular locators, local association, PCOs, Barangays (if relevant)) on board 2. Provide them with basic information on the options and potentials of an EID-Project
EXPECTED DURATION	Up to two weeks
SUB STEPS	<ol style="list-style-type: none"> 1. planning of information event <ul style="list-style-type: none"> • identify opinion leaders, identify concerns of local actors / stakeholder analysis • adapt materials provided by HQ to local conditions and requirements (→ EID Promotion KIT) • venue, invitation, production of information material (handout etc.) 2. execute information event 3. documentation of information event (inputs from stakeholders, concerns etc.), SWOT Analysis of the planned EID-initiative
PRE-REQUISITES / INPUT REQUIRED	<ul style="list-style-type: none"> • Available manpower • Information on specific local situation, problems and options
OUTPUT	<ol style="list-style-type: none"> 1. Event 2. Information material adapted to local features, Handouts 3. Documentation of event 4. Stakeholder analysis 5. SWOT Analysis
IMPLEMENTED / COORDINATED BY	ESG / FISD
TARGET GROUPS	Locators, local associations, PCOs, Barangays, DENR-EMB, other specific key stakeholders
POSSIBLE RISKS	Target groups do not attend the event
TEMPLATES / MATERIALS AVAILABLE	<ol style="list-style-type: none"> 1. Introduction to SWOT Analysis - 04_2a BAT SWOT Analysis v<No>.ppt 2. Template SWOT Analysis - 04_2b BAT SWOT Analysis v<No>.doc 3. Introduction to Stakeholder Analysis - 04_2c BAT Stakeholder Analysis v<No>.doc / 4. Template Stakeholder Analysis - 04_2d BAT Stakeholder Analysis v<No>.xls 5. Introductory Presentation on Stakeholder Analysis - 04_2e BAT Stakeholder Analysis v<No>.ppt 6. Information event checklist – 04_2f BAT Info Event CL

Author:	Peter Bank	Checked by:		Approved by:	
Date:	20/03/2009	Date:		Date:	
Version No:	02				
File Name:	b:\wwwroot\eid-toolbox\linkedddocuments\02 bat steps v02.doc				

	PEZA Eco-Industrial Development Management Handbook	
Chapter: 5	Section: 1.2 EID-Tools: Baseline Analysis Tool Description of Working Steps	Page 4 of 8


	v<No>.doc 7. Annex 7_4 EID Manual CapDev Evaluation of Measures v<No>.xls
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Author:	Peter Bank	Checked by:		Approved by:	
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File Name:	b:\wwwroot\eid-toolbox\linkeddocuments\02 bat steps v02.doc				

	PEZA Eco-Industrial Development Management Handbook	
Chapter: 5	Section: 1.2 EID-Tools: Baseline Analysis Tool Description of Working Steps	Page 5 of 8


Work Step 3: Data Collection	
OBJECTIVE:	1. Data acquisition, identification of data / information gaps
EXPECTED DURATION	Up to one month
SUB STEPS	<p>Collect Data and Information on</p> <ol style="list-style-type: none"> 1. General information on the EZ → Profile 1 2. Local PEZA Structure → Profile 2 3. Key Actors → Profile 3 4. Technical infrastructure in the zone → Profile 4 5. Technical information Locators → Profile 4 <p>Rely on SMRs, if necessary conduct interviews. Interviews withing one stakeholder group should be standardized!</p>
PRE-REQUISITES / INPUT REQUIRED	<ul style="list-style-type: none"> • Available manpower • Local information either easily accessible or can be obtained with limited efforts • Interview partners available • SMRs of a good number of locators (best already stored in database)
OUTPUT	<ul style="list-style-type: none"> • Collected and pre-processed data • Data gaps identified and filled
IMPLEMENTED / COORDINATED BY	ESG / FISD
TARGET GROUPS	Locators, local associations, PCOs, Barangays, DENR-EMB
POSSIBLE RISKS	Data available not sufficient for proper analysis
TEMPLATES / MATERIALS AVAILABLE	EID Profile Templates (Profiles 1 to 5) – 03_1 BAT Profiles v<No>.doc

Author:	Peter Bank	Checked by:		Approved by:	
Date:	20/03/2009	Date:		Date:	
Version No:	02				
File Name:	b:\wwwroot\eid-toolbox\linkeddocuments\02 bat steps v02.doc				

	PEZA Eco-Industrial Development Management Handbook	
Chapter: 5	Section: 1.2 EID-Tools: Baseline Analysis Tool Description of Working Steps	Page 6 of 8


Work Step 4: Assessment and Consolidation of Data	
OBJECTIVE:	Interpretation of data, decide on additional activities to fill gaps; assessment and development of a preliminary strategy
EXPECTED DURATION	Up to one month
SUB STEPS	<ol style="list-style-type: none"> 1. Consolidate and assess the profiles from step 3 2. Transfer key information and first assessments to the "Description of Current Situation" Section of the Strategy Planning Matrix Template 3. Do an appraisal of stakeholders in the relevant section of the Matrix 4. Derive preliminary conclusions and transfer these to the "Strategy for the EID-Initiative" Section of the Matrix 5. The Matrix can now serve as input for the Stakeholder Information / Consultation in the next step.
PRE-REQUISITES / INPUT REQUIRED	Available manpower Information available sufficient for comprehensive analysis
OUTPUT	Comprehensive EID-Profile of the Eco-Zone Draft EID-strategy
IMPLEMENTED / COORDINATED BY	ESG / FISD
TARGET GROUPS	Zone administration, locators association, locators, EMB-DENR
POSSIBLE RISKS	Data available not sufficient
TEMPLATES / MATERIALS AVAILABLE	03_1 BAT Profiles v<No>.doc Consolidation procedures for SMR Database Module (during development phase in MS-Access and MS-Excel) EID Strategy Planning Matrix - 03_2 BAT EID-Strategy Matrix v<no>.xls

Author:	Peter Bank	Checked by:		Approved by:	
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File Name:	b:\wwwroot\eid-toolbox\linkedddocuments\02 bat steps v02.doc				

	PEZA Eco-Industrial Development Management Handbook	
Chapter: 5	Section: 1.2 EID-Tools: Baseline Analysis Tool Description of Working Steps	Page 7 of 8

Work Step 5: Consultation of Stakeholders	
OBJECTIVE:	Strengthen the commitment of the stakeholders to the EID-initiative Dissemination and discussion of findings Discussion and finalisation of the EID Strategy
EXPECTED DURATION	Up to two weeks
SUB STEPS	<ol style="list-style-type: none"> 1. planning of information event <ul style="list-style-type: none"> • preparation of materials • venue, invitation, production of information material (handout ect.) 2. execute stakeholder consultation event 3. discuss preliminary strategy with the stakeholders and finalize it 4. documentation
PRE-REQUISITES / INPUT REQUIRED	Available manpower EID-Profile of the Eco-Zone Draft EID-strategy
OUTPUT	Commitment of actors to the EID-Initiative Agreed strategy
IMPLEMENTED / COORDINATED BY	ESG / FIRD
TARGET GROUPS	Zone administration, locators association, locators, relevant authorities, barangays, NGOs, CBOs, workers
POSSIBLE RISKS	TGs not interested
TEMPLATES / MATERIALS AVAILABLE	<ol style="list-style-type: none"> 1. Information event checklist – 04_5a BAT Stakeholder Consultation CL v<No>.doc 2. Annex 7_4 EID Manual CapDev Evaluation of Measures v<No>.xls

Author:	Peter Bank	Checked by:		Approved by:	
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	PEZA Eco-Industrial Development Management Handbook	
Chapter: 5	Section: 1.2 EID-Tools: Baseline Analysis Tool Description of Working Steps	Page 8 of 8

Work Step 6: First Work Plan	
OBJECTIVE:	Structure and work plan for implementation of the EID-project in place
EXPECTED DURATION	Up to two weeks
SUB STEPS	<ol style="list-style-type: none"> 1. establish a team for project execution <ul style="list-style-type: none"> • Team Leader • Staff according to findings of the baseline analysis 2. define requirements for external support 3. formulation of work packages including milestones, deliverables and time line 4. establishment of a proper management, communication, documentation and m&e structure between ESG, FISD, and the local stakeholders
PRE-REQUISITES / INPUT REQUIRED	Available manpower and staff EID-Profile of the Eco-Zone EID-strategy
OUTPUT	Implementation structure
IMPLEMENTED / COORDINATED BY	ESG / FISD
TARGET GROUPS	Zone administration, PEZA Administration, FISD, ESG
POSSIBLE RISKS	Required manpower and qualification not available
TEMPLATES / MATERIALS AVAILABLE	Work package description sheet - 04_5a BAT Work Package Template_v<No>.doc Project structure description sheet - 04_5b BAT Project Structure Plan Template v<No>.mmap

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