

The Urban Material Source Book

A guide for community-managed and labour-based upgrading of urban low-income settlements



International Labour Organisation

ADVISORY SUPPORT, INFORMATION SERVICES, AND TRAINING (ASIST)

FOR LABOUR-BASED PROGRAMMES

The Employment-Intensive Investment Programme (EIIP) is a programme within the Employment-Intensive Investment Branch (EMP/INVEST) of the ILO. It is a large scale technical co-operation programme. Its objective is to promote the use of local resource based technologies in infrastructure works in developing countries and to strengthen their capacity to apply such technologies, while creating employment with fair working conditions.

ASIST is a programme of advisory support, information services and training, within the EIIP of the ILO. ASIST currently comprises two regional support programmes in Africa and Asia working within the framework of the EIIP. Their objective is to increase the use of cost-effective labour-based methods with fair working conditions in Sub-Saharan Africa, Asia and the Pacific, and thereby promote employment and income generation in the rural and urban areas.

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This publication was developed by the ASIST Information Services in Nairobi, Kenya. The production was financed with support from DANIDA.

Written by George Simba and Jan Fransen

International Labour Organisation
Advisory Support, Information Services, and Training (ASIST)
for Labour-based Programmes

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The Urban Material Source Book

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ASIST publications can be obtained direct from ASIST Information Services,

ASIST Harare

PO Box 210 Harare, Zimbabwe, Tel +263-4-369824/8

Fax +263-4-369829

Email: asist@ilosamat.org.zw or asist@africaonline.co.zw

ASIST Nairobi

PO Box 39493, Nairobi, Kenya, Tel +254-2-713028/719413/719313

Fax +254-2-710083

Email: iloasist@itdg.or.ke

ASIST Website: <http://www.ilo.org/asist>

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This guide is complimentary to the ILO ASIST publications catalogue *The labour-based technology source book: A catalogue of key publications*

Preface

This urban material source book is a guide for community-managed and labour-based upgrading of urban low-income settlements. Community-management involves a strong involvement of communities in the planning, design, implementation and/or maintenance of the works. The labour-based approach refers to the cost-effective construction and maintenance of infrastructure using (local) labour supported by light equipment.

For new projects and programmes, material is often developed from scratch. However, much of the existing experience and lessons learned has been documented and are available from different sources. The listed materials are grouped according to sector and indicate the main target group for which this material might be relevant. For trainers additional information is given about the relevance of the material for the development of training material (handouts, reference material, training resource material and/or training guidelines).

The listed materials are a selection of the materials available from the ASIST information services, (with a document centre of over 10,000 documents in Nairobi and Harare).

The ASIST information services actively gathers relevant information on community managed and labour-based upgrading of urban low-income settlements. This source book does not intend to provide an exhaustive list of all that is available, but presents what the ASIST programme has found to be valuable for those involved in urban low-income settlement upgrading.

Abbreviations

ASIST	Advisory Support, Information Services and
CAP	Community Action Plan
CBO	Community-based Organisation
ILO	International Labour Organisation
NGO	Non Governmental Organisation
SKAT	Swiss Centre for Appropriate Technology
SPROUT	ILO Summary Project Proposal
UNCHS	United Nations Commission for Human Settlements
UNDP	United Nations Development Programme
UWEP	Urban Waste Expertise Programme
WASTE	Advisers on Urban Environment and Development
WEDC	Water Engineering and Development Centre
WHO	World Health Organisation

How to use this guide

1. Decide which main topic are you are interested in and turn to the appropriate page:

- Urban poverty
- Community participation in urban upgrading
- Technical and planning options for urban upgrading
- Community-managed and labour-based works in urban roads and drainage
- Community-managed and labour-based urban water supply
- Community-managed and labour-based urban sanitation
- Community-managed and employment-intensive solid waste management
- Community-managed and labour-based buildings and housing
- Contracting for urban community-managed and labour-based works
- Project management and training
- Case studies

2. Decide on your target group:

- CBO
- Community development workers
- Community officers
- Community workers
- Contractors
- Economists
- Engineers

Use:

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R = Reference. Material that can be used to develop specific training material but requires major adjustments.

TR = Training Resource. Material is related to the topic and can be used as a resource to prepare courses and lessons.

TG = Training Guideline. Provides guidelines on how to conduct training on a topic.

- Local leaders
 - Managers
 - Planners
 - Policy makers
 - Researchers
 - Small contractors
 - Student
 - Supervisors
 - Trainers
3. The reference number (column 2) refers to the document number in the ASIST bibliographic database (ASISTDOC). You can quote this number when ordering publications from ASIST.
 4. The section column indicates chapters/sections of the publication that are applicable or relevant to the topic.
 5. The Use column (column 5) indicates what applications the publication is useful for. The footer on each page describes the applications, e.g. training material, handout, etc.
 6. The key notes provides an abstract of the publication or section referred to. Peruse the Key Notes to identify the titles that interest you.
 7. Make a note of their Reference numbers.

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Fax: +263-4-369829

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or

asist@africaonline.or.zw

ASIST Nairobi

PO Box 39493
Nairobi, Kenya

Tel: +254-2-713028/719413/719313/715293

Fax: +254-2-710083

Email: jloasist@itdg.or.ke

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1. Urban poverty

Target Group	Ref. No.	Titles	Sections	Use	Key notes
Planners	08019	Improving Income and Housing: Employment Generation in Low-income Settlement <i>Habitat, Nairobi, Kenya, 1989</i>	All	TR	The publication examines the relationship between income generation and human settlements by focusing on areas where intervention might benefit the development of both improved shelter and income generating activities.
Planners	08062	From Want to Work: Job Creation for the Urban Poor <i>E. Lyby, ILO, Geneva, 1993</i>	All	R	<p>A practical guide dealing with issues involved in creating employment opportunities for the urban poor via labour-based infrastructure construction programmes. Addresses employment and urban poverty, local resource utilisation, institutional frameworks for creating an enabling environment, and pilot project design. Draws on the experiences and lessons learnt from projects in Africa and Asia</p> <p>It is intended to be a practical guide written for the benefit of local municipal officials, NGO and CBO, and the external support agencies that assist them.</p> <p>The material is based to a large extent on work carried out under a UNDP/ILO inter-regional project called "Employment Promotion in Urban Works Programmes Through the Efficient Use of Local Resources".</p>
Planners	14112	The Future of Urban Employment, <i>ILO Geneva, 1998</i>	All	TR	This book presents the immense problems and the enormity of the tasks confronting those who lead the world's large cities, whether in the developing transitional or industrialized worlds. There is increasing convergence in the problems facing cities in all regions, with immigrant ghettos and slums coexisting with modern skyscrapers and de luxe shops. This book focuses on urban employment, and on what cities can do to create jobs at the local level. The underlying thesis is that creating and protecting employment can be the determining factor, if not resolving, the multidimensional crisis faced by many cities world-wide.

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Planners	14123	Urban Employment Guidelines: Employment-intensive Participatory Approaches for Infrastructure Investment <i>J. Liu, ILO Geneva, 1998</i>	All	H	The document provides information on urban poverty and employment, as well as guidelines for urban poverty alleviation project through labour-based interventions. It reviews the policy environment on infrastructure investment, programme partners and their roles, designing an urban infrastructure programme for low-income communities, technical issues and considerations, and developing an urban employment programme.
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2. Community participation in urban upgrading

Target group	Ref. No.	Title	Sections	Use	Key notes
CBO	08200	Community Action Planning: Maintenance of Common Amenities <i>UNCHS, National Housing Development Authority, Sri Lanka, 1994</i>	All	H	This is a CAP workshop module guideline series covering maintenance of common amenities. The workshop facilitates, that the community members discuss, listen, plan, and take decisions about their maintenance problems – together with local authorities and other relevant officials.
CBO	08201	Community Action Planning: Formation of Community Development Councils <i>UNCHS, National Housing Development Authority, Sri Lanka, 1994</i>	All	H	This is a CAP workshop module guideline series covering formation of community development councils. The purpose of the workshop is to help the participants to realise the importance of a strong community organisation and consequently to facilitate the creation of a community development council.
CBO	08202	Community Action Planning: Promoting Low-income Settlement Development Programmes <i>UNCHS, National Housing Development Authority, Sri Lanka, 1994</i>	All	H	This guideline is aimed at assisting Urban Local Authorities in making people-centred strategy operational in the context of urban low income settlement improvement, and in initiating processes leading to community based housing in their areas.
CBO	08203	Community Action Planning: Community-based Monitoring and Evaluation of Settlement Improvement <i>UNCHS, National Housing Development Authority, Sri Lanka, 1994</i>	All	H	This is a CAP workshop module guideline series covering community based monitoring and evaluation of settlement improvement. This module attempts to reflect opinions and critical observations of the community in a collective manner. It will make it possible for the community members to review and analyse the current situation and is therefore aimed at re-strengthening the community organisation.
CBO	08204	Community Action Planning: Land Regularisation and Blocking Out <i>UNCHS, National Housing Development Authority, Sri Lanka, 1994</i>	All	H	This is a CAP workshop module guideline series covering land regularisation and blocking out. In the conventional approach of land regularisation and blocking out the government land surveyors prepare the layout plan and undertake the actual blocking out. In the new approach covered herein the community members are now invited to participate in the preparation of the layout plan and in the actual blocking out.

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Community workers	13747	Training for Transformation: A Handbook for Community Workers volume 1, 2, 3 <i>Anne Hope and Sally Timmel,</i> Mambo Press, Zimbabwe, 1984	All	TR	This handbook provides a basic and comprehensive text for adult education workers, social workers, community development workers, church workers and trade union educators, and all concerned with the process of transforming society. It is designed to assist workers in the field who are encouraging the development of self-reliant creative communities. The book has as its basic philosophy the belief that we should all participate in making this world a more just place to live in. There is no short cut to effective leadership of groups. Sensitivity to the needs of the group and quick judgement on what will be most helpful at any particular moment, can only be developed through constant practice, complete openness to feedback from participants, critical reflection, analysis, and years of experience.
Managers	08359	Community Initiatives in Urban Infrastructure <i>Andrew Cotton, Muhammad Sohail, Kevin Tayler,</i> WEDC and GHK, Loughborough University, UK, 1998	All	TR	The book explores the possible roles of communities in the procurement of infrastructure; i) as a 'promoter' if the community pays (part of) the costs; ii) as 'engineer' if it is involved in supervision, monitoring and quality control; and iii) as 'contractor' if it undertakes the provision and management of the construction itself. The various roles the government can play in the procurement process are also described. Normally, governments tender out construction to registered contractors. However, contracts can also be awarded to NGOs, CBOs, cooperatives and others. This is often made difficult by rigid government procedures. However, the experiences of 390 projects in Asia have shown that this approach can be cost-effective and produce results to the specified standards. Communities can also upgrade infrastructure without government involvement, though with technical guidance. For the role of the community and the role of government, the book provides guidelines for agreements, procedures, and contracts to procure infrastructure. These guidelines give a very useful overview of the required steps and choices. The book ends by giving 30 examples from Asia of community participation in procuring infrastructure.
Managers	08297	Community Participation in Squatter Settlement Upgrading	All	H	This course module has been prepared as a general module, for a training course on community participation in the execution of

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Managers	08358	Community Participation in the Execution of Squatter Settlement Upgrading Projects <i>UNCHS, Nairobi, 1985</i>	All	H	This course paper, for instructors and trainees, reviews viable low-cost sanitation systems, analyses opinions and attitudes of the low-income groups, and discusses how community participation can be generated. It cites examples from sites and services schemes in various parts of the world and raises issues which have to be resolved for a successful implementation of community participation in the execution of sites and service schemes
Managers	42198	Privatisation of Municipal Services in East Africa <i>UNCHS, Ford Foundation Office for Eastern Africa, Kenya, 1998</i>	All	R	This is a synopsis report of a study to assess the extent of progress and effectiveness in decentralisation and privatisation of municipals in the Eastern Africa subregion.
Managers Community workers	08228	Evaluating Community Participation in Urban Development Projects. Proceedings of a workshop. <i>Caroline Moser, DPU, University College London, 1983</i>	All	TR	This workshop report covers presentations made during a workshop held on 14 th January 1983 at the DPU. It addresses community participation in urban development projects.
Managers Community workers CBO	08217	Community Participation: Water Supply in Low-income Housing Projects <i>Habitat, Nairobi, 1989</i>	All	H	This module has been developed as one of a set of modules of the training programme for community participation in improving human settlements. It discusses how and to what extent a community can participate in the development or in the implementation of a water supply system in an urban low-income area.
Managers Engineers	08075	Making Microplans: A Community-based Process in Programming and Development <i>Reinhard Goethert and Nabeel Hamdi, IT Publication, UK, 1988</i>	All	TR	Micro-planning is a community-based process in design and development which enables programmes for neighbourhood upgrading to be prepared and implemented locally, collaboratively and quickly.
Managers Engineers	08221	Guidelines for Assessing Effecting Demand of Communities for Environmental Infrastructure <i>Habitat, Nairobi, 1995</i>	All	TR	The guidelines outlined in this publication rely on participatory process to gather the necessary information and to mobilise the essential commitment of the communities to pay for the services based on their ability and willingness.
Managers Researchers Engineers	09657	Infrastructure for Low-income Communities <i>Michael D. Smith (ed), WEDC, UK, 1990</i>	All	R	Proceedings of the 16 th WEDC Conference. The four plenary sessions presented here discussed topics covering communities, women and NGOs, urban infrastructure, rural infrastructure, and water supply and sanitation programmes.
Managers	09658	Water, Environment and Management	All	R	Proceedings of the 18 th WEDCO Conference covering 14

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Researcher s Engineers		<i>John Pickford (ed), WEDC, UK, Sept.1992</i>			sessions each with a different topic ranging from water supply, waste water, sanitation, solid waste, urban environment, urban housing, community management, health and disease and women in management.
Managers Trainers CBO	08214	Human Settlements Development Through Community Participation <i>Habitat</i> , Nairobi, 1991	All	R	The publication presents an assessment of experiences gained with Community Participation Training Programmes, which UNCHS (Habitat) has been carrying out since 1984.

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3. Technical and planning options for urban upgrading

Target group	Ref. No.	Title	Section	Use	Key notes
Engineers	37328	Community Infrastructure Programme for Dar es Salaam. Appendix 3: An Appraisal of Infrastructure Levels, Standards; Unit Costs <i>Habitat, 1995</i>	All	TR	An appraisal of infrastructure levels, standards and unit costs for managing the sustainable growth and development of Dar es Salaam.
Engineers	39131	Guidelines for implementation of works <i>J Tournée; A Waterkeyn; S House; GA Bandeker and HF Musangi, ILO, WFP, PUSH, Zambia, 1995</i>	2, 3, 4, 5	TR	This is a first edition of a Zambian technical manual for the implementation of food for work, using labour-based methods. It covers standard methods of construction for roads, structures, drainage, sanitation, and refuse. It also covers tools, equipment and material, as well as training and site management.
Managers	09658	Water, Environment and Management: Proceedings of the 18th WEDC conference, Kathmandu, Nepal 30 August - 3 September 1992 <i>J Pickford (ed.), WEDC, UK, 1993</i>	B	R	Proceedings of the 18 th WEDC Conference addressing water, environment and management. The subjects covered include; Managing urban environment in Africa, community management, sanitation, rural water supply, solid waste management, urban housing and planning, groundwater, the rural environment, irrigation, health and disease, low-cost sanitation, urban water and wastewater and women and management.
Planners	08036	Indonesia's Urban Infrastructure Development Experience: Critical Lessons of Good Practice <i>Hendropranoto; Suselo, John Taylor and Emiel Wegelin, UNCHS, 1995</i>	All	TR	This is a story about urban Indonesia and a decade of experience with the Government of Indonesia's Integrated Urban Infrastructure Development Programme (IUIDP). The story focuses on IUIDP as a living experiment that probes many of the urban development issues of our time.
Planners	43136	Proposed Social and Environmental Monitoring and Evaluation System for Agricultural and Rural Roads <i>Technical Division, Ministry of Local Development, Nepal, 1998</i>	All	TR	Rural projects are localised and small in nature. The environmental implications of a single isolated project may not be nationally significant. However if all projects are taken together and the cumulative effects are considered, the consequences are quite serious and alarming. It is, therefore, necessary to appropriately integrate the social and environmental issues in the planning, implementation and management of these projects.

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Planners	43179	Implementing Urban Development Projects: A Search for Criteria for Success <i>C. L. Choguill, 1994</i>	All	H	The paper examines the problems associated with the implementation of urban plans and projects. Six possible constraints to successful implementation are identified and considered.
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Planners CBO Contractors	08012	Shelter Provision and Employment Generation <i>Habitat/ ILO, Geneva, 1995</i>	All	TR	The publication argues that the priorities of local and national governments and of international development cooperation should be to advocate and provide active support for development strategies based on labour-intensive shelter delivery using local resources.
Planners Engineers	08251	Services for Shelter: Infrastructure for Urban Low-income Housing <i>Andrew Cotton, Richard Franceys, WEDC, UK, 1991</i>	All	TR	The book presents and analyses a strategy for planning, implementation, operation and maintenance of services within the context of people whom they are serving and their shelter.
Planners Engineers	08362	Delivery of Basic Infrastructure to Low-income Settlements: Issues and Options <i>Habitat, Nairobi, 1992</i>	B	H	This publication attempts to identify the main issues related to the provision of services to low-income communities, particularly the constraints to service delivery and investigates options for overcoming constraints.
Planners	37575	Infrastructure Planning for City Development <i>Chacha S. Mwita, Dar es Salaam, 1996</i>	All	H	This paper was presented in the Consultation Workshop 'On Preparing the SUDP for Dar-es-Salaam City'. The paper discusses the problems of faster growth and poor planning and suggests the new outlook to infrastructure planning
Planners Engineers	43138	Urban Upgrading: Options and procedures for Pakistan <i>Kevin Tayler and Andrew Cotton, WEDC, UK, 1994</i>	All	TR	Since a large number of people live in informal settlement the government can no longer ignore their problem. The government of Pakistan accepts this and considerable resources are used each year to extend services into informal areas. Despite this, conditions in many areas remain poor and much remains to be done before the situation can be deemed to be satisfactory.

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4. Community-managed and labour-based works in urban roads and drainage

Target group	Ref. No.	Title	Sections	Use	Key notes
Engineers Planners	08069	Surface Water Drainage for Low-income Communities <i>WHO, Geneva, 1991</i>	All	R	This publication describes how low-income communities can take action themselves to construct a simple, effective, low-cost drainage system or to rehabilitate an existing system that has fallen into disrepair. It gives practical guidelines on the design and construction of drainage channels.
Engineers Planners	08100	Storm Water Drainage and Land Reclamation for Urban Development <i>Habitat, Nairobi, 1991</i>	All	R	This report has been prepared in response to the increasing need for those involved in urban land use and management to develop efficient and cost-effective urban storm water drainage programmes. It focuses specifically on the socio-economic and engineering factors involved in such programmes.
Engineers Supervisors CBO	39131	Guidelines for Implementation of Works. Assistance to Project Urban Self Help, Lusaka, Zambia <i>Jane Tournée, A. Waterkeyn, S. House, GA. Bandeker and HF Musangi, Lusaka, 1995</i>	All	R	The manual is intended to assist those involved in the implementation of labour-based urban upgrading programmes. It covers construction methods, tools and equipment and site management. It also provides a training programme for construction staff.
Engineers Supervisors Planners CBO	37501	Manual on the maintenance of Drainage and Roads, Hanna Nassif Community Development Project (Draft) <i>Pal Saetrum ILO ASIST, 1997</i>	All	R	This manual is designed to serve the community of Hanna Nassif as a guide to using the possibilities of labour-based technology, and local resources available, for road and drainage maintenance. It can be used by other communities involved in labour-based technology maintenance.
Engineers Trainers Managers Planners	08215	Community Participation for Road Planning in Squatter Settlement Upgrading. <i>Habitat, Nairobi, 1983</i>	All	H	The course module has been prepared as a general outline for a training session on community participation in road planning for squatter-settlement upgrading.

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Engineers Trainers Managers Planners	08216	Community Participation and Low-cost Drainage <i>Habitat</i> , Nairobi, 1986	All	H	This course module has been prepared as a general module, for a training course on community participation in the execution of low-cost drainage projects.
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Managers	46136	Brochure: Settlement Infrastructure and Environment Programme: Putting agenda 21 to work. <i>UNCHS, Nairobi</i>	I	TR	Addresses national planners and policy makers on the technical assistance and capacity building in the infrastructure sector.
Engineers Supervisors Students	00260	Building Roads by Hand: An Introduction to Labour-based Road Construction <i>J. Antoniou, P. Guthrie and J. de Veen, ILO, 1990</i>	All	R	<p>Presents the broad technical, organisational and managerial principles of labour-based roadwork construction. It is intended for use by supervisory staff but is also valuable to civil engineers embarking on labour-based works for the first time and to students who need a general introduction to the subject.</p> <p>Its key features are practical experience on labour-based road construction programmes, drawings illustrating the techniques of the labour-based construction approach and references of other documentation in this field.</p>
Managers Community workers Trainers CBO	13781	General Module for a Training Course on Community Participation in the Execution of Low-cost Drainage. <i>Habitat, Kenya</i>	All	H	This is a course module that has been prepared as a general module, for a training course on community participation in the execution of low-cost drainage projects. Communities play a role in the implementation of drainage projects: the digging of drains and prefabrication of drain components are common community contributions. Community participation in maintenance of drains is important, including regular inspection and cleaning of drains. The key to effective low-cost drainage is, therefore, community organisation and the allocation of certain basic tasks to specific community members.

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5. Community-managed and labour-based urban water supply

Target group	Ref. No.	Title	Sections	Use	Key notes
Managers	09657	Infrastructure for Low-income Communities. Proceedings of the 16th WEDC conference 27-31 August 1990 WEDC, UK, 1991	4	R	Proceedings of the 16 th WEDC Conference on " <i>Infrastructure for Low Income Communities</i> ". The conference had four Plenary Sessions discussing such areas as Communities, Women and NGOS, Urban Infrastructure, Rural Infrastructure and water supply and sanitation programmes.
Managers	09658	Water, Environment and Management. proceedings of the 18th WEDC conference, Kathmandu, Nepal 30 August - 3 September 1992 <i>J Pickford (ed.), WEDC, UK, 1993</i>	B,M	R	Proceedings of the 18 th WEDC Conference. This report covers 14 areas distributed as Rural Water Supply, Research (water and Wastewater), The Urban Environment, Management for Sustainability, Community management, Solid Waste management, Urban Housing and Planning, Groundwater, The Rural Environment, Irrigation, Health and Disease, Low Cost Sanitation, Urban Water and Wastewater and Women in Management.

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6. Community-managed and labour-based urban sanitation

Target group	Ref. No.	Title	Sections	Use	Key notes
Engineers	08207	Evaluation of Novel Pit Latrine Exhauster with Improved Access for Low-income Settlements <i>Graham Alabaster and Manus Coffey, UNCHS, 1996</i>	I	H	The paper reports the interim results for the project which was then ongoing in Nairobi (1996)
Engineers Planners	08385	Low-cost urban Sanitation <i>Duncan Mara, John Wiley & Sons, UK, 1996</i>	All	R	This book covers the public health, technical, socio-economic, socio-cultural and institutional aspects of sanitation in towns and cities of developing countries. The text features excreta-related diseases and the use of sanitation to reduce their transmission.
Engineers Planners	43138	Sustainable Sewerage: Options and Procedures for Pakistan <i>Kevin Tayler and Andrew Cotton, WEDC, UK, 1994</i>	All	TR	The manual is intended for use for planning, design and construction of upgrading schemes.
Managers	08218	Community Participation in Low-cost Sanitation <i>Habitat, Nairobi, 1986</i>	All	H	The course module has been prepared as a general module for a training course on community participation in the execution of low-cost sanitation programmes.
Planners	09615	Proceedings of Workshop on Community Based Management of Environmental Infrastructure: Waste and Sanitation Management Initiatives. <i>Habitat, Dar es Salaam, 1997</i>	All	R	The workshop report presents some of the experiences of UNCHS Habitat in the area of waste recycling and reuse and waste management in general. It discusses ideas for building broad-based partnerships for promoting community-based waste management practices in Tanzania.
Planners	37508	Micro Enterprise Approach to Pit Latrine Exhaustion and Disposal for the Urban Poor in Tanzania <i>Graham Alabaster, Habitat, Nairobi, 1997</i>	I	H	The problem of poor sanitation is one of the major impediments to economic development. All city residents feel the resulting health effects and many city managers are unaware of the consequences. This paper discusses the commercialisation of the Vacuum Tug Method of excreta disposal for urban poor.

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Planners Engineers	08208	On-site Sanitation and Latrine Pit Emptying in Developing Countries <i>Manus Caffey,</i> 1996	I	TR	This paper discusses issues concerning on-site sanitation and role of mechanical latrine pit emptying. The design of the emptying equipment is presented.
Planners Engineers	08336	Urban Sanitation Management in Developing Countries: Three Conceptual Tools <i>Peter Schubeler,</i> SDC, Switzerland, 1996	E	R	It presents three conceptual tools for assessing urban sanitation systems and illustrates the use of these tools with regard to a few selected cases.
Planners Engineers	08369	On-plot Sanitation in Low-income Urban Communities <i>Andrew Cotton and Darren Saywell,</i> WEDC, UK, 1998	B	R	This book presents the findings from Phase 2 of a DFID project (R4857) concerning the performance on-plot sanitation systems in urban India, Ghana and Mozambique. It investigates how satisfactory on-plot sanitation is in the urban context, and presents guidance on its use for policy-makers and professional staff or urban governments, development agencies and non-governmental organisations. Guidance is presented on situations in which particular sanitation technologies are appropriate. Five key areas of interest are examined: the absence of sanitation; user satisfaction; impact of plot size; operational problems; and latrine emptying.
Planners Researchers	08384	On-plot Sanitation in Low-Income Urban Communities: A review of literature <i>Andrew Cotton, Richard Franceys, John Pickford and Darren Waywell,</i> WEDC, UK, 1995	All	TR	The document reports findings from phase 1 of an Overseas Development Administration (ODA) funded project (no. 4857) concerning on-plot sanitation in low income areas of Urban Africa and Asia.

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7. Community-managed and employment-intensive solid waste management

Target group	Ref. No.	Title	Sections	Use	Key notes
CBO Planners	13903	International Training Course for Engineers and Planners: Sustainable Community-managed and Labour-based Upgrading of Urban Low-income Settlements 1-12 November 1999 UCLAS, Dar es Salaam: Trainers' notes (project assignments). <i>UCLAS and ILO/ASIST</i> , October 1999.	All	TR	This course addresses urban community-based infrastructure development using labour-based technology. Areas covered include community contracting, surveying, project document preparation, participatory planning, solid waste management and sanitation.
	13904	International Training Course for Engineers and Town Planners: Sustainable Community-Managed and Labour-based Upgrading of Urban Low-income Settlements 1-12 November 1999 UCLAS, Dar es Salaam: Outline Project Document (developed as training exercise): Community-managed and Labour-based Upgrading of an Urban Low-income Settlement in Dar es Salaam - Mburahati/Barafu. <i>UCLAS and ILO/ASIST</i> , October 1999.	All	TR	This training exercise addresses urban community-based infrastructure development using labour-based technology.
Planners	09631	Proceedings of the Ittingen International Workshop on Municipal Solid Waste Management <i>UMP/SDC</i> , Ittingen, Switzerland, 1995	All	TR	This is a workshop report that was convened for representatives of external support agencies, experts and consultants to formulate a collaborative support strategy for municipal solid waste management (MSWM).
Planners	08386	Involving Micro and Small Enterprises. Municipal solid waste management: Guidelines for municipal managers.	B	R	This book covers the "Why?" and the "How?" of involving new entrepreneurs and small community-based groups in the collection of solid waste from streets, homes and businesses.

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*Hans Christiaan Haan, Adrian Coad and Inge
Lardinois,
ILO, SKAT, WASTE, Italy, 1998*

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Planners	09630	Promotion of Public/Private Partnerships in Municipal Solid Waste Management in Low-income Countries. <i>UMP/SDC, Washington DC, 1996</i>	All	R	This is a workshop report that presents a 14-point summary of key principles and suggested actions, which were the conclusions of the workshop organised by Swiss Centre for Development Co-operation in Technology and Management (SKAT) in collaboration with Urban Development Division, World Bank.
Planners Policy makers CBO	49039	Down to Earth: Solid Waste Management for Low-income Countries. <i>Mansoor Ali, Andrew Cotton and Ken Westlake, WEDC, Leicestershire, UK, 1999.</i>	All	R, TR	This book presents the findings of a Department for International Development (DFID) funded project (6842). It is been written for policymakers and professional staff of urban governments, development agencies and non-government organisations in low-income countries. The book aims to help improve the poor practices of municipal solid waste management that prevail in many low-income countries. It is a complex subject embracing waste collection, transfer, haulage and its impacts are wide including, for example, effects on environmental health, municipal finance and management, waste re-use, and informal sector employment.
Planners	42198	Privatisation of Municipal Services in East Africa. A Governance Approach to Human Settlement Management (synopsis report). <i>Habitat and Ford Foundation, Kenya, 1998</i>	All	R	This is a synopsis report on a research study whose objective was to assess the nature, extent of progress and effectiveness in the decentralisation and privatisation of solid waste collection and disposal in Dar-es-Salaam, and practical problems.
Planners CBO	08345	Non-governmental Refuse Collection in Low-income Urban Areas. Lessons Learned from Selected Schemes in Asia, Africa and Latin America. <i>Roger Pfammatter and Roland Schertenleib, SANDEC, Switzerland, 1996</i>	All	R	A review of non-governmental schemes as alternative to municipal primary collection of household waste in unserved peri-urban areas.

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Planners CBO	08099	Community-based Solid Waste Management and Water Supply Projects: Problems and Solutions Compared. A Survey of the Literature <i>Justine Anschutz,</i> UWEP, Netherlands, 1996	All	R	This literature review analyses the experience from community-based water supply and solid waste management projects. The focus of the review is on social and management problems of both kinds of projects and ways to solve them. The main hypothesis of the study has been that community participation and community management experiences from the water sector are relevant for the solid waste sector. The study compares and seeks to draw on solutions to problems from water supply projects that may be applicable to community based solid waste management projects.
Planners CBO	08275	Conceptual Framework for Municipal Solid Waste Management in Low-income Countries: UMP Working Paper Series 9 <i>Peter Schubeler,</i> UNCHS, 1996	E	TR	This is a working paper prepared by the Urban Management Programme (UPM). The UPM is a technical collaborative programme designed to strengthen the contribution that cities and towns in developing countries make towards human development.
Planners CBO	09629	Micro and Small Enterprises Involvement in Municipal Solid Waste Management in Developing Countries <i>UMP/SDC,</i> Cairo, Egypt, 1996	3	R	This is a workshop report that presents the "Cairo Declaration of Principles for Micro and Small Enterprise Involvement in MSWM Service Delivery". The declaration covers legitimisation of MSEs and contractual commitments, finance and cost recovery, capacity building in technical skills, citizen responsibility and public cooperation and scaling up MSEs participation.
Planners Managers CBO	49039	Down to Earth: Solid Waste Disposal for Low-income Countries <i>Mansoor Ali, Andrew Cotton and Ken Westlake,</i> WEDC, Loughborough University, UK, 1999	All	R TR	This book presents the findings of a Department for International Development (DFID) funded project (6842). It is been written for policy makers and professional staff of urban governments, development agencies and non government organisations in low-income countries. The book aims to help improve the poor practices of municipal solid waste management that prevail in many low-income countries. It is a complex subject embracing waste collection, transfer, haulage and its impacts are wide including, for example, effects on environmental health, municipal finance and management, waste re-use, and informal sector employment.
Trainers Planners	39240	Solid Waste Management Training: Sustainable Lusaka Project Handouts	All	TR H	This training module is concerned with how to manage solid waste. It covers regulations and policy with regard to solid waste, types of solid

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CBO		<i>Sustainable Lusaka Project, Zambia, June 2000</i>			waste and generation rates, the waste management system, waste collection, transportation and disposal, solid waste monitoring system and community contracting.
Planners Engineers Community Officers	08220	Community Participation: Solid Waste Management in Low-income Housing Projects <i>Habitat</i> , Nairobi, 1989	All	H	This is a training module that has been prepared as a general introduction to community participation in waste management. It provides background information on the facilities and systems used in urban-waste collection and disposal, on storage and transport facilities and on waste-disposal methods.

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8. Community-managed and labour-based buildings and housing

Target group	Ref. No.	Title	Sections	Use	Key notes
Community workers	08212	Community Leadership and Self-Help Housing <i>Habitat</i> , Nairobi, 1988	All	R	This publication, prepared under the Community Participation Training Programme of the Habitat, discusses the role of community leadership within low-income urban settlements. For the projects to succeed, it is important to understand the prevailing or emerging leadership patterns within communities, by local authorities, NGOs and international agencies who are considering alternative strategies of working in and with communities.
Managers Community workers	08219	The Role of Women in the Execution of Low-Income Housing Projects <i>Habitat</i> , Nairobi, 1986	All	H	This course module has been prepared as a general module for a training session on the role of women in the execution of site-and-services schemes and squatter-settlement upgrading project.
Planners Engineers	08168	Community Participation in the Execution of Low-income Housing Projects. <i>UNCHS-Habitat</i> , Nairobi, 1984	All	H	This report deals with the possibilities and limitations of community participation in low-income housing projects, the difficulties project staff encounter in implementing participation and the more or less successful attempts to overcome these problems.
Trainers engineers planners	08213	Mutual Aid House Construction through Building Groups <i>Habitat</i> , Nairobi, 1986	All	H	This training module contains instructions and group exercises focusing on mutual-aid housing and building groups. Mutual-aid housing is the construction of houses by groups of individuals agreeing to assist each other in building their houses. The module covers definitions of mutual-aid housing, organisation of mutual-aid housing, organisation of building groups, the use of people's time, the project design for building groups, and the financial side of mutual aid- housing.

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9. Contracting for urban community-managed and labour-based works

Target group	Ref. No.	Title	Sections	Use	Key notes
Engineers Supervisors Planners CBO	08163	Manual for Community Construction Contracts <i>Hanna Nassif Community Upgrading Project</i> , ILO, Dar es Salaam, 1993	All	TG	This manual provides training input and details of Community Construction Contracts (CCC). It covers procedures with samples of simplified formats of working documents for the use of members of Community Development Committee (CDC), field staff and the zonal office staff involved in the upgrading programme.
Planners CBO	01747	The Administration of Labour-intensive Works Done by Contract: Practical Guide. <i>Phillippe Garnier, Marc van Imschoot</i> , ILO 1993.	All	R	Provides practical guidelines to those responsible for rural and urban labour-intensive infrastructure projects. Aims to facilitate government departments or local consulting firms in the preparation of tender and contract documents, and the administration of such contracts, for implementation of labour-intensive infrastructural works by small and medium scale construction enterprises
Planners Engineers	08398	Community contracts in urban infrastructure works: Practical lessons from experience. <i>Wilma van Esch, Jane Tournée</i> , ILO ASIST, 2000	All	TR	This document addresses the development and use of community contracts for infrastructure provision and upgrading in unplanned urban settlements in developing countries. In particular it looks at the outline of some of the community contract approaches. This includes, contract documentation, roles and responsibilities of key actors, step-by-step approach to community contracting based on an adaptation of the methods used in Hanna Nassif, strength and weaknesses of community contracting, and last but not least, labour standards and community contracts.
Planners CBO Engineers	08359	Community initiatives in urban infrastructure. <i>Andrew Cotton, Mohammed Sohail, WK Taylor</i> , WEDC; Loughborough University, 1998.	All	TR	The book explores the possible roles of communities in the procurement of infrastructure; (i) as a 'promoter' if the community pays (part of) the costs; (ii) as 'engineer' if it is involved in supervision, monitoring and quality control; and (iii) as 'contractor' if it undertakes the provision and management of the construction itself. The various roles the government can play in the procurement process are also described. Normally, governments tender out construction to registered contractors. However, contracts can also be awarded to NGOs, CBOs, co-operatives and others.

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Planners Engineers	ASIST Bulletin 7 'Community Contracting' ILO ASIST, 1998	Centre fold	H	Provides a definition, schematic overview of partners, sample contract, and step-by-step approach.
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10. Project management and training

Target group	Ref. No.	Title	Sections	Use	Key notes
Economists Planners	08541	Values for the Environment: A Guide to Economic Appraisal <i>J.T. Winpenny,</i> Overseas Development Institute	All	R	The document is a guide to economic treatment of the environment in project appraisal and uses cost-benefit analysis as the decision framework. The main environmental impacts of projects and the methods available for placing economic values on them are discussed, and the feasibility of environmental evaluation is then illustrated for projects in a variety of sectors, including natural resources, infrastructure, the built environment, industry, mining and tourism. A review of relevant policy issues concludes the guide.
Managers Researchers Policy makers	08543	Whose Reality Counts <i>Robert Chambers</i>	All	TR	The author argues that personal, professional and institutional changes are essential if the realities of the poor are to receive greater recognition. Self critical awareness and changes in concepts, values, methods and behaviour must be developed to explore the new high ground of participation and empowerment. <i>Whose Reality Counts?</i> presents a radical challenge to all concerned with development.
	34268	Integrating Infrastructure and Small Enterprise Development within Low-income Communities: The Khuphuka Concept: Working Paper No. 12 <i>Derek Miles and John Ward, Mart,</i> MART, Loughborough University, UK	E	R	The paper commences with a brief review of the principles of small enterprise development and of a recent South Africa initiative, leading to a description of the approach adopted by the Khuphuka. The Khuphuka concept offers an interesting model for stimulating entrepreneurship and mobilising local capacity for providing and maintaining infrastructure.
Managers Engineers	30612	Managing Construction Projects : A guide to processes and procedures <i>AC Austen and RH Neale,</i> ILO, Geneva, 1990	All	TR	The guide describes the process and procedures of construction project management, with emphasis on their use in developing countries.

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Trainers Engineers	13788	Urban Upgrading Training Module <i>Andrew Cotton and Kevin Taylor,</i> WEDC Loughborough University, UK, 1994	All	TG	This is a trainer's survival kit intended to assist the trainer to plan and run a training workshop on six training modules. The modules include; Access and paving, costs appraisal, drainage, informal development, sanitation, site appraisal, social survey, solid waste management, water supply, community management. The kit is a set of notes for the trainer.
Trainers Engineers	13789	Urban Upgrading Training Module <i>Andrew Cotton and Kevin Taylor,</i> WEDC Loughborough University, UK, 1994	All	TG	This is a series of six training modules intended to provide the necessary knowledge to undertake the conceptual and detailed design of access and street and lane surfacing appropriate for urban low-income communities. The modules include; Access and paving, costs appraisal, drainage, informal development, sanitation, site appraisal, social survey, solid waste management, water supply, community management.
Community development workers Local leaders Planners	08176	Community Participation: A Trainer's Manual <i>Habitat,</i> Nairobi, 1988	All	H	The manual is intended for the design, delivery or evaluation of training programmes for professionals promoting community participation, in the development, or upgrading of low-income human settlements. It is directed mainly to the training of implementers of settlement projects, at the community level, community development workers, housing officers, local government officials, or local leaders.

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11. Case studies

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Planners Managers	08110	Urban Employment Strategies in Dar-es-Salaam and Kampala <i>Justine Kasule and Josy Kiiza,</i> City Council of Kampala	All	TR	The report looks at the problems of urban poverty and the living conditions in Dar-es-Salaam and Kampala cities. It looks at the justification for replication of Dar-es-Salaam informal sector activities in Kampala City.
Managers Planners	39162	Urban Food for Work; Zambia, <i>Wilma van Esch,</i> ILO ASIST, 1997	All	TR	This report covers the Zambia food for work project, addressing issues such as policy issues, food aid, management of the project, community participation, sustainability of the initiative, training and financial aspects relating to the initiative.
Managers Planners Trainers	39207	Community Partnered Procurement/Community Contracting: Support to Sustainable Lusaka Programme May 1999, Lusaka Zambia. <i>Sohail Khan,</i> WEDC, May 1999.	All	TR	This project report deals with issues related to community contracting for urban projects. It contains contract documentation, information on procurement, financial aspects, legal issues, solid waste management, tools and equipment.
Managers Planners	39208	Proposal for a technical assistance package to promote improved living and working conditions in low-income settlements in Lusaka. <i>Wilma van Esch, Andreas Klemmer, Saskia Bakker and Mukombo Tambatamba,</i> ILO ASIST, May 1999.	All	R	This report describes strategies for community-based solid waste management and community managed infrastructure development and the roles and responsibilities of the various stakeholders in these processes (section 3). Community-based economic groups play a key role in providing services and collecting the fees from the residents. The Resident Development Committees, together with the City Council, represent the community and ensure that the services are correctly delivered.
Managers Planners	48032	Hanna Nassif Community-based Infrastructure Upgrading Project Phase II: Baseline Study and Mid-term Impact Assessment 1998. <i>UCLAS and ILO,</i> August 1999.	All	R	This report addresses community-based urban infrastructure development. It covers various areas such as methodology, health issues, land use, building materials, drainage, socio-economic aspects, education, employment, small enterprise development, community participation, informal sector, water supply and environmental issues.

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Managers Policy Makers Planners	08191 08192	The Katwe Urban Pilot Project (KUPP): Experiences Gained and Lessons Learned Vol. 1: Main Report Vol. 2: Appendices <i>UNDP</i> 1995	All	TR	This document describes some of the experiences encountered by KUPP since its inception in May 1993. It discusses approaches to community-based management, technology development, management issues, and it presents recommendations for replication.
Managers	08261	The Incremental Development Scheme: A Case Study of Khuda-Ki-Basti in Hyderabad, Pakistan <i>Habitat</i> , Nairobi, 1991	All	TR	The Incremental Development Scheme attempts to reach those mostly in need of shelter by providing sites without services. In order to explain the logic of incremental development scheme, the book reviews the concept of sites and services schemes. It describes the low-income housing situation in Karachi and Hyderabad. It outlines the principles of incremental development scheme. It presents an overview of the current situation in the scheme and finally it assesses the impact of the project, its successes and weaknesses.
Managers	08382	Minding Their Own Business <i>Mpanjilwa Mulwanda, HABITAT INTL. Vol. 18. No.3, pp. 117-125, 1994</i>	All	H	This paper argues that the squatter problems in Zambian towns should be given a "leg-up" approach. In other words, planning agencies need to provide guidance and support for squatter settlements, instead of viewing them as unplanned aggregation of dwelling units.
Managers	37565	Management of Solid Waste in Squatter Areas <i>JMC Singo, Department of Environmental Engineering, Ardhi Institute, Dar es Salaam 1992</i>	All	H	A case study at Manzese in the City of Dar-es-Salaam, Tanzania, that was aimed at investigating the solid waste problems associated with squatter settlement.
Managers	38002	Kalerwe Community-based Drainage Upgrading Projects, Uganda. In-depth Evaluation Report <i>UNDP, ILO, Geneva, 1994</i>	All	TR	This is a project evaluation report that summarises the main findings and recommendations. It proposes for the extension of the improvement of the drainage system in Kalerwe, Kampala.

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Managers Engineers	38182	Low-cost Water, Sanitation, Drainage and Solid Waste Disposal in Kibuli. Project document. <i>Ministry of Finance and Economic Planning, Kampala, 1996</i>	All	H	This is a project document addressed to the UNDP seeking funding for pilot study "to formulate and test replicable and sustainable community-based approaches to the provision of water, sanitation, waste management services, with special emphasis on the role of women". Kibuli is an informal urban settlement situated south of Kampala City.
Planners Engineers	210	Labour Intensive Road Construction in Peri-urban Areas – A Case Study <i>R D Little, Department of Civil Engineering, University of Natal, Durban, 1987</i>	All	H	This paper compares the cost of constructing a low-cost road, at an area near Durban City, using both the labour-intensive method and the conventional method. It concludes that the local people appreciated construction using labour-based technology as it gave them both the work and the road.
Trainers	39142	City of Lusaka: Road Drainage Improvement Project. <i>Roads Training School. Contractor Training, Lusaka 1996</i>	All	TR	This report discusses the Urban Works Contractor Training for drainage improvement for the Lusaka City Council (LCC). The Roads Training School (RTS) was involved in setting up the pilot project introducing small labour-based contractors and providing them with cost effective haulage equipment to carry out the work.

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