

## FAQ Govt. organization and mechanism

Actors	What	Element of	Job	Established by or reports to	Note
BNPB Head	Badan Nasional Penanggulangan Bencana (National Disaster Prevention Agency)	National govt.	Chairman and National Level Coordinator	Ministry of Home Affairs	Main responsibilities of central government's representatives are: <ul style="list-style-type: none"> <li>To provide advices on strategic and general policies during planning and implementation of post-earthquake rehabilitation and reconstruction in Sumatera Barat.</li> <li>To develop strategic steps in overcoming obstacles and problems during post-earthquake rehabilitation and reconstruction implementation in Sumatera Barat.</li> <li>To establish Technical Support Team which will consist of Chairman, Secretary, and members who will support the work of head of BNPB.</li> </ul>
BNPB Secretary			KPA (Authorized Budget User)	BNPB Head	
BNPB Deputy of RR			West Sumatra RR Program Coordinator	BNPB Head	
KPA RR Pusat	KPA (Kuasa Pengguna Anggaran) Authorized Budget User for West Sumatra RR in national level	National govt.	National level team authorized to produce commitment on the RR program	BNPB Deputy of RR	
TPT	Tim Pendukung Teknis (Technical Supporting Team)	National govt.	Position and Functions of Technical Support Team are: <ul style="list-style-type: none"> <li>To develop operational strategy and policy for post-earthquake rehabilitation and reconstruction in Sumatera Barat province.</li> <li>To develop details action plan for accelerating post-earthquake rehabilitation and reconstruction in Sumatera Barat.</li> <li>To assist the coordination of post-earthquake rehabilitation and reconstruction in accordance with general policies established for post-earthquake rehabilitation and reconstruction in Sumatera Barat.</li> </ul>	BNPB Head	
Koordinator Pelaksana RR	Coordinator of RR implementer which is Public Works Head	Province	Coordinating the RR implementation. The implementer are: <ul style="list-style-type: none"> <li>PA</li> <li>KPA</li> <li>PPTK</li> </ul>	Governor	
PA – Perumahan dan Infrastruktur	Authorized Budget User for West Sumatra RR in Provincial level – for Housing and Infrastructure	Province	Coordinating: <ul style="list-style-type: none"> <li>KPA Perumahan</li> <li>KPA Infrastruktur</li> </ul>	Koordinator Pelaksana RR ( <i>Coordinator of RR implementer</i> )	
KPA Perumahan	Authorized Budget User for West Sumatra RR in Provincial level – for Housing	Province	<ul style="list-style-type: none"> <li>Recruit and establish KMP: Konsultan Manajemen Propinsi (Provincial Management Consultant)</li> <li>Recruit and establish KMK: Konsultan Manajemen Kabupaten / Kota (District / Municipality Management Consultant)</li> <li>Recruit and hire facilitators.</li> <li>Contract on cash stimulus disbursement with the POKMAS coordinator.</li> </ul>	PA – Perumahan dan Infrastruktur ( <i>Authorized Budget User for West Sumatra RR in Provincial level – for Housing and Infrastructure</i> )	
PPTK	Pejabat Pelaksana Teknis Kegiatan (Implementing Officer for Technical Activities)	Province	In the mechanism of cash stimulus disbursement: <ul style="list-style-type: none"> <li>KMK submit the POKMAS claim to KPA Perumahan thru PPTK</li> <li>Verify POKMAS claim on cash stimulus.</li> </ul>	KPA Perumahan ( <i>Authorized Budget User for West Sumatra RR in Provincial level – for Housing</i> )	
KMP	Konsultan Manajemen Propinsi (Provincial Management Consultant)	Province	To support the housing sector RR implementation and program management: <ul style="list-style-type: none"> <li>Conduct meeting and coordination, as well as communicate with all relevant parties in order to accelerate rehabilitation and reconstruction process.</li> <li>Socialize programs and policies.</li> <li>Provide administration support for rehabilitation and reconstruction in housing sector.</li> <li>Design forms required during planning, implementation, and monitoring phases of rehabilitation and reconstruction.</li> <li>Develop management information system, including website, to create transparency and to spread out</li> </ul>	KPA Perumahan ( <i>Authorized Budget User for West Sumatra RR in Provincial level – for Housing</i> )	Note: <ul style="list-style-type: none"> <li>One KMP hired for this RR in provincial level.</li> <li>No house design production in the KMP Terms Of Reference</li> </ul>

			<p>information regarding rehabilitation and reconstruction activities.</p> <ul style="list-style-type: none"> <li>Monitor, evaluate, and report the rehabilitation and reconstruction implementation process in housing sector.</li> </ul>		
KMK	Konsultan Manajemen Kabupaten / Kota (District / Municipality Management Consultant)	District / Municipality	<p>To support the housing sector RR implementation and program management:</p> <ul style="list-style-type: none"> <li>Support community during housing rehabilitation and reconstruction along with Community Assistance Team (TPMs) and Facilitators.</li> <li>Along with technical facilitators, advise POKMAS in designing earthquake-resistance house in accordance with specifications developed by government.</li> <li>Compile and manage data on rehabilitation and reconstruction activities in housing sector.</li> <li>Monitor and evaluate the activities of facilitators and TPM and provide evaluation report to Budget Controller.</li> <li>Supervise facilitators and TPM in managing housing rehabilitation and reconstruction activities, which includes trainings on <ul style="list-style-type: none"> <li>Housing rehabilitation and reconstruction management.</li> <li>Technical guidelines on earthquake-resistant house and how to get IMB (house construction permit).</li> <li>Fund disbursement guidelines.</li> <li>Monitoring mechanism and tools.</li> <li>Complaints and conflict resolution mechanism and tools.</li> </ul> </li> <li>Coordinate TPM and Technical Facilitators in validating heavily damaged houses and moderately damaged houses.</li> <li>Provide inputs and suggestions to Budget Controller regarding the situation in the field.</li> <li>Prepare weekly and monthly reports.</li> </ul>	KPA Perumahan ( <i>Authorized Budget User for West Sumatra RR in Provincial level – for Housing</i> )	<p>Note:</p> <ul style="list-style-type: none"> <li>Several KMK will hired for each Kabupaten (district) or Kota (municipality)</li> <li>How many KMK need to be hired is based on the needs on the administration boundaries. The maximum number of household to be assisted by KMK is 8000.</li> </ul>
TPM	Tim Pendamping Masyarakat (Community Assistance Team)	Nagari (Village)	<ul style="list-style-type: none"> <li>Assisting the community in rehabilitation and reconstruction of housing sector.</li> <li>Together with facilitators, facilitating the establishment of POKMAS.</li> <li>Together with facilitators, validating data on damaged houses.</li> <li>Monitoring and supervising house repairing process by POKMAS.</li> <li>Together with facilitators, validating the POKMAS request for stimulus fund disbursement, based on established guidelines.</li> <li>Conducting coordination with district/city level management consultant and facilitator team with regards to conflict resolution and complaint that may arise during rehabilitation and reconstruction process.</li> <li>Together with technical facilitator, helping the community during technical design stage, during the process of obtaining IMB (house building permit), and during construction process to ensure that house is built according to technical specifications and planned budget.</li> </ul>	<ul style="list-style-type: none"> <li>Formed by Camat together with Lurah / Wali Nagari</li> <li>Established by Bupati / Mayor</li> </ul>	<p>Consists of 4 people from:</p> <ul style="list-style-type: none"> <li>One representative from sub-district level</li> <li>One community leader/head of village/Wali Nagari</li> <li>One member of community who familiar with technical aspect of housing construction.</li> <li>One representative from local police office.</li> </ul> <p>Note: For Nagari/village(kelurahan) which number of damage house less than 200 TPM will represented by Wali Nagari / Village Head</p>
Facilitator	Facilitator consists of 2 people: <ul style="list-style-type: none"> <li>Technical</li> <li>Non Technical</li> </ul>	Nagari (Village)	<p><b>Main responsibilities are:</b></p> <ul style="list-style-type: none"> <li>Together with TPM, validating data regarding heavily damaged houses and moderately damaged houses in his/her area of responsibility.</li> <li>Assisting the community in participatory-based housing construction by facilitating the establishment of groups.</li> <li>Assisting community during actual construction period to ensure that the house comply with technical specifications of safer/earthquake-resistant house. Facilitator will also involve in planning stage.</li> <li>Assisting the community in obtaining stimulus fund (stimulus fund) from local administration.</li> <li>Assisting the community in completing documentations for obtaining house construction permit (IMB). The</li> </ul> <p><b>Key tasks of technical facilitator are:</b></p> <ul style="list-style-type: none"> <li>Conducting socialization of safer/earthquake-resistant and IMB-complied house.</li> <li>Compiling primary data on POKMAS in his/her area, which includes: name of POKMAS, location, address, number and names of members, bank account, and other data before they are submitted to KMK.</li> <li>Compiling primary data on housing rehabilitation and reconstruction activities to KMP, as well as</li> </ul>	<ul style="list-style-type: none"> <li>Individual contract hired by KPA Perumahan (<i>Authorized Budget User for West Sumatra RR in Provincial level – for Housing</i>)</li> <li>Their work is supported by KMK and KMP</li> </ul>	<p>Note:</p> <ul style="list-style-type: none"> <li>Assist 40-50 affected HHs, or 2 POKMAS, depending on geographical and local conditions.</li> <li>Working period: 6 man months (maximum).</li> </ul>

			<p>information for KMP website.</p> <ul style="list-style-type: none"> <li>Assisting POKMAS in designing earthquake resistance house based on specifications determined by government.</li> <li>Testing the design prepared by POKMAS and calculating the cost of its construction.</li> <li>Guiding POKMAS in actual construction period to ensure it compliance with standard technical specifications.</li> <li>Assisting/providing explanation to POKMAS regarding specifications, material requirement, and worker requirement at design stage and construction stage.</li> <li>Supervising and directing construction process to comply with standard technical specifications.</li> <li>Assisting POKMAS in solving problems related to technical aspects and report the issues to KMK.</li> <li>Assisting community in general in solving technical problems and report the issues to KMK.</li> <li>Together with non-technical facilitator, preparing weekly and monthly activity progress report.</li> </ul>		
POKMAS	A group of community from the same village consists of 20-25 affected household depending on geographical and local conditions	Nagari (Village)	<ul style="list-style-type: none"> <li>POKMAS consist of coordinator, secretary, treasurer, and common members and are elected by POKMAS members themselves.</li> <li>POKMAS proposes priority activities for housing rehabilitation and reconstruction, including roles of its member and timelines.</li> </ul>	<ul style="list-style-type: none"> <li>POKMAS formation is facilitated by TPM and facilitator team and is validated by POKMAS formation document.</li> <li>POKMAS formation is established by Bupati or Mayor</li> <li>To receive cash stimulus POKMAS Coordinator sign contract with KPA Perumahan (<i>Authorized Budget User for West Sumatra RR in Provincial level – for Housing</i>)</li> </ul>	<p>Disbursement of cash stimulus:</p> <p>To receive First stage cash stimulus, POKMAS should submit:</p> <ul style="list-style-type: none"> <li>Official Letter on POKMAS Formation</li> <li>Copy of Contract between POKMAS and Budget Controller</li> <li>POKMAS Bank Account Number</li> <li>Activity Plan (house design etc) and Budget</li> </ul> <p>Requirement on receiving Second stage cash stimulus:</p> <ul style="list-style-type: none"> <li>Physical progress of construction has reached 30% , average across the POKMAS.</li> <li>Submit statement letter confirming that POKMAS is able and will finish the construction.</li> <li>Submit the evidence on processing IMB document.</li> <li>Submit activity plans and timelines for construction completion.</li> </ul>