



Biratnagar sub-Metropolitan City, Biratnagar

SECONDARY TOWNS INTEGRATED URBAN ENVIRONMENTAL IMPROVEMENT
PROJECT (STIUEIP)

Biratnagar

NGO *Services for* COMMUNITY DEVELOPMENT PROGRAM

MONTHLY PROGRESS REPORT

DECEMBER 2016

Submitted to
STIUEIP, PIU,
BIRATNAGAR SUB METROPOLITAN CITY
Biratnagar

Submitted by
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THE PROJECT BACKGROUND

1. BACKGROUND

The Government of Nepal has received ADB loan, for the Secondary Towns Integrated Urban Environmental Improvement Project (STIUEIP), for Biratnagar, Birgunj and Butwal municipalities. The project aims at improving the living condition of the people through community led development endeavors, efficient service delivery, good governance, better personal health and environmental sanitation, based on a democratic value system and rights-based approach and inclusive development efforts. This will be achieved through tangible changes in the urban environmental condition with the availability of minimum basic environmental infrastructures and proper community mobilization for the ownership of development processes undertaken locally, under the project activities.

The focus of this urban environmental improvement program is to support reliable, affordable and efficient municipal infrastructures and services delivering mechanism based on the fundamental premises of inclusive development, and through the mobilization of local resources, skills and technology opportunities, all with the direct involvement and mobilization of local citizens, groups, clubs and Community Based Organizations (CBOs).

The STIUEIP will be implemented over five years from 2010-2015 supported by the Asian Development Bank (ADB) through project loans. This project has been executed by MPPW through DUDBC and Biratnagar, Birgunj and Butwal municipalities are the Implementing Agencies in the respective clusters. A project coordination office (PCO) has been established under the DUDBC with project implementation units (PIUs) at municipality levels.

Biratnagar in the eastern region will receive the STIUEIP project benefits, under the following three project components:

- (i) Drainage and Sewerage,
- (ii) Roads and Lanes, and
- (iii) Community Development Program (Awareness Creation).

Friends for Peace building and Development (Fri PAD), a national NGO, has the privilege of association with Biratnagar sub-metropolitan city (BSMC), to assist it in implementation of Community Development Program (CDP), including public and mass awareness raising activities to provide health and hygiene education, installation and operation of small community facilities, promotion of household and community level 3-R (reduce, recycle and reuse) activities, skill training to the poor and vulnerable, Gender Equality and Social Inclusion etc, under the project. Besides these, the details of the activities and scope of work of NGO has been presented in the terms of reference (TOR) for NGO Service to the project, as that appears under article 3 below.

2. PROJECT SUB COMPONENTS OF COMMUNITY DEVELOPMENT PROGRAM

The Community Development Program (CDP) has the following project sub components, to be addressed through different interventions by the project:

- 1.1 Information Dissemination and Community Mobilization
- 1.2 Implementation of Community Development Program
 - 1.2.1 Health and Hygiene Education
 - 1.2.2 Small-scale facilities and operational support
 - 1.2.3 3R promotion at community and household level
 - 1.2.4 Training for Skills Development
- 1.3 Gender Equality and Social Inclusion

THE TERMS OF REFERENCES

3. TERMS OF REFERENCES (TOR)

1. INTRODUCTION

Three Non-Government Organizations (NGOs), one for each of the Biratnagar, Birgunj and Butwal Municipalities, will be engaged by the concerned Project Implementation Unit (PIU) to provide support in implementation of the Community Development Program (CDP) that mainly consists of (i) health and hygiene education programs in communities and schools, in particular targeting women and vulnerable groups including the poor, (ii) promotion of household and/or community level 3R (reduce, reuse, recycle) activities with a focus on organic waste composting, (iii) skills training mainly for the poor, and (iv) investment in small-scale facilities such as public, school, and community toilets and communal taps, in accordance with the priorities set by communities, with an aim at achieving social inclusiveness and improved sanitation in Biratnagar, Birgunj and Butwal municipalities. Community mobilization will be conducted by NGOs to facilitate community participation in project activities and with particular focus on the CDP component. The NGOs will also assist the PIUs in implementation of gender and social inclusion activities as outlined in Gender Equality and Social Inclusion (GESI) Action Plan for the Project. Separate consultants will be engaged by each of the PIUs to carry out design and construction supervision of the subprojects in the municipalities, namely Design and Supervision Consultants (DSCs). There will also be the Project Management Support Consultant (PMSC), engaged by the central Project Coordination Office (PCO) for the Project, based at the Department of Urban Development and Building Construction (DUDBC). The selected NGOs will work closely in collaboration with the DSCs and under the overall guidance and supervision of the PIUs, as well as the PCO when required.

2. SCOPE OF WORKS

The scope of services of the NGO in each Project municipality will include, but not necessarily be limited to the following:

A. Information Dissemination and Community Mobilization

(i) Disseminate project information to the community through ward citizen groups on (a) project objectives, its activities and approaches to the community through ward level citizen groups; (b) rights and responsibilities of the municipalities, community groups and users' committees as applicable; and (c) services and benefits the Project offers among all social groups in Project area. While conducting these activities, the NGOs will ensure that information has reached to all beneficiaries and stakeholders;

(ii) Organize ward and tole level consultations in a participatory way with the ward citizen groups as a preparation for community mobilization and to raise interest of the people to participate in project activities. Facilitate and ensure participation of women, poor and disadvantaged groups in the consultations. Organize separate focus group discussions with these vulnerable groups wherever needed and identify appropriate mechanism to hear their voices and actions needed;

(iii) Facilitate community mobilization activities in the existing tole groups and other citizen's groups, and create new community based groups (such as health and sanitation groups) in the Project municipalities if required;

(iv) Assist in preparing self-governing charter/rules of such groups if required taking into account pro-poor, inclusive and gender mainstreaming perspective;

- (v) Train community groups and users' committees to prepare their long-term operational guidelines with pro poor, participatory, gender sensitive and inclusive approaches in order to carry out the activities supported by the project and to continue after the project;
- (vi) Train the users' committee members in book keeping and leadership skills;
- (vii) Identify poor households, indigenous people, *Dalits* and other vulnerable groups, including those affected by land acquisition and resettlement as identified in Resettlement Plans for the subprojects, and encourage these people to take up the employment opportunities on construction works implemented by the Project;
- (viii) Pay more attention to and make concerted effort in ensuring that the concerns of women and disadvantaged groups are adequately addressed by the users' committees, community health and sanitation groups, PIUs and municipalities while planning and implementing the activities;
- (ix) Implement the community mobilization activities, including all tasks outlined above, according to the guidelines provided by the DSCs and in the areas selected by the PIUs based on the poverty and social mapping conducted by the DSCs; (x) Follow up on the implemented activities and support targeted communities to take advantage of the socio-economic opportunities offered by improved physical infrastructure, and at increasing social capital and community cohesion and inclusion; and
- (xi) Work with the social development officer/ Unit of the Project Municipalities in overall planning and monitoring of community mobilization activities.

B. Implementation of the CDP

The general awareness raising activities will be implemented on a municipality-wide scale, whereas the more focused programs will be implemented in selected areas according to the criteria developed under the Project. The following four subcomponents will be implemented under the CDP.

(I) Health and Hygiene Education

- (i) Assist the PIUs/ DSCs in preparing the Health and Hygiene Education Plan and Public Health Awareness Campaign activities to implement at various levels (mass level, community, schools) and stages of project implementation; include CLTS and SLTS approach including mass public awareness. Involve the community at large, ward and tole committees, schools, CBOs and other relevant organizations in the public health education and campaigns. Form, if appropriate, special focus groups in schools and wards for this purpose; network and coordinate with other important stakeholders and external partners involved in the health sector such as the WHO, UNICEF, Health Department and District Offices;
- (ii) Assist the PIUs to plan and implement various Information, Education and Communication (IEC) strategies such as use of electronic and print mass media; distribution of leaflets, posters; use of banners, hoardings; organization of street plays; music concerts; organization of competitions in schools and tole; mass workshops, public meetings; development of locally relevant audio-visual material and broadcast/telecast on local radio/cable etc on public health issues; utilize the IEC material prepared by other agencies in the health sector;
- (iii) Train and facilitate tole based health and sanitation groups, particularly in the poor areas selected by the poverty mapping exercise, to prepare community health and sanitation plan with the objective of improving personal health and hygiene, household cleanliness, keeping drinking water

safe and clean, use of toilets, washing hands, disposal of household wastes which they can implement by themselves, and construct sanitary toilets through CLTS and SLTS approach; and

(iv) Monitor and assess the effects of public health campaigns and health educational programs jointly with the DSCs at different levels and collect feedback for necessary actions and take appropriate corrective actions.

(II) Small-scale facilities and operational support

(i) Develop criteria for identification of households/community for small-scale

facilities, such as toilets or communal taps, based on the poverty and social mapping conducted by the DSCs, and help prioritize demands from different groups ensuring that the facility goes to the most deprived groups and find appropriate ways to implement those in accordance to community's interest and in consultation with PIU/DSCs;

(ii) Assist the users committees to design small scale facilities ensuring that they are technically sound and socially acceptable (with gender needs addressed for toilet and communal tap construction);

(iii) Assist the recipient communities to form a users' committee and to develop their rules/charters for the identified small scale facility construction, operation and maintenance. Orient and sensitize the committees to make their rules gender sensitive and inclusive;

(iv) Assist the users' committees, if they are carrying out construction of small-scale facility, in preparing an implementation plan and a schedule for organizing and managing local labor and materials inputs; assist in organizing the collection of community cash, labor, and local materials as community in-kind contributions; and

(V) Ensure, in coordination with users' committees, proper quality of targeted infrastructure, such as public, school and community toilets and communal taps and that is fully operational and continuously in use after construction.

(III) 3R promotion at community/household level1,

(i) In close coordination with the DSCs, develop solid waste management system based on 3 R principles. Identify the components of such a system based on the principle of 3R (reduce, reuse and recycle) but not limited to segregation at source; in-house composting; fee based simple collection system; elimination of practice of dumping of house waste on streets/adjacent open spaces; identification and management of collection points for house waste; elimination of manual handling of waste to the extent possible; separation of systems of disposal of solid waste from liquid waste; simple processing for composting etc;

(ii) Implement 3R promotion activities in the Project municipality;

(iii) Organize and implement the public awareness campaign for important solid waste management messages such as reducing the use of plastics; segregation at source; dumping of house waste at the designated places instead of on streets/adjacent open spaces; in-house composting; keeping the public places clean and not littering them; elimination of open defecation; elimination of urination in public places;

(iv) Ensure that community-based activities are integrated into the overall solid waste management practices (waste collection, transportation and final disposal) of the Project municipalities; and

(v) Co-ordinate with community awareness, mobilization, people's participation and capacity building activities as related to Solid Waste Management.

(IV) Training for skills development

(i) In accordance to the poverty and social mapping carried out by the DSCs, identify the poor and disadvantaged households to be supported for skills development training. Training should also cover affected persons as identified in the Resettlement Plans. Based on the field analysis and community consultations, identify the areas of skills development appropriate for the poor, rag-pickers if applicable and disadvantaged. Special attention should be paid to identify the skills that women can fully utilize and can benefit from economically;

(ii) Identify and coordinate with private sector training schools and relevant governmental/non governmental agencies that can provide training on different skills that are market oriented and have employment prospects; make necessary arrangements for the trainees to get training in the field as well as in training centers; monitor the quality of training and supervise training activities; and

(iii) Provide information to the trainees on accessing markets and to help link with local entrepreneur groups wherever possible.

C. Gender Equality and Social Inclusion

(i) In accordance to the set targets and monitoring indicators of GESI Action Plan of the Project, facilitate and ensure representation of women, poor and disadvantaged in the community based groups and users' committees;

(ii) Assist the PIUs in implementing the municipality-level GESI Implementation Plan, developed by the DSCs, ensuring gender mainstreaming and social inclusion in community mobilization processes and in CDP activities;

(iii) In coordination with and guidance from the DSCs, work with the Social Development Unit/officer of the Project municipalities in planning and monitoring of the CDP and to ensure gender sensitivity and social inclusion in overall Project activities;

(iv) Ensure and advocate participation of women and disadvantaged group members of the relevant committees of any user groups if formed in all important meetings and decisions; and

(v) In consultation with and guidance from the DSCs and PIUs, orient and sensitize the community and the relevant institutions including other stakeholders on gender and social inclusion with respect to Project design.

THE MONTHLY PROGRESS

2. MONTHLY PROGRESS REPORTING

2016	DECEMBER	ACTIVITIES CARRIED OUT
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The following activities were proposed for the month:

- 1.1 Meeting/consultation/coordination with project stakeholders
- 1.2 Social Audits
- 1.3 Program Monitoring Activities
- 1.4 Representations in coordination, and monitoring meeting
- 1.5 Monthly reporting
- 1.6 Quarterly report
- 1.7 GESI Action plan progress reporting
- 1.8 Project Completion Report

ACHIEVEMENTS OF THE MONTH

2016	DECEMBER	ACHIEVEMENTS OF THE MONTH
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The following matrix presents the achievements of the month:

SN	Planned Activities	Achievements	Deviations, if any
1.	Meeting/consultation/ coordination with project stakeholders	As an ongoing and continuous process, the NGO team had several regular meetings with the TLOs, Health, Hygiene and Sanitation Committee, User's Committees, Training Participants, User's Committees, Monitoring Committees etc.	
2.	Social Audits	<p>Social Audits for Lane Improvement Projects completed as follows:</p> <ol style="list-style-type: none"> 1. Kolhar tole, ward no 20, 2. Chauthi tole, ward no 20, 3. Balgopal Tole, ward no 11 4. Bijayapur North, ward no 1 and 5. Bijayapur South in ward no 1 6. Shiva Saraswati Tole, ward no 17 7. Saraswati tole Kha "C", ward no 18 8. Malhanuwa Rajbansi Tole, ward no 16 9. Bakhari Gha Tole, ward no 16 10. Milan Tole ward no 20 11. Surya Marga Tole, ward no 6 12. Biswakarma Kha Rajbansi Tole, ward no 11 13. Biswakarma Kha Prati Tole, ward no 11 14. Biswakarma Kha North Tole, ward no 11 15. Biswakarma Kha South Tole, ward no 11 16. Saraswati Kha A Tole, ward no 18 17. Saraswati Kha B Tole ward no 18 18. Kunti Marga Tole, ward no 5 19. Shiva Marga Tole, Ward no 17 20. Shiva Baba Tole, Ward No 18 21. Ram Janaki Tole, Dharmabandh, ward no 18 22. Jamuneswar Shivalaya Marga, 	

SN	Planned Activities	Achievements	Deviations, if any
		<p>Ward no 5</p> <p>23. Adarsha Tole, ward no 11</p> <p>24. Raja Birat Tole, ward no 22</p> <p>25. Gudri Tole, ward no 22</p> <p>26. Kolharuwa Tole, ward no 6</p> <p>27. Swagatam Tole, ward no 11</p> <p>28. Hansamukhi Tole, ward no 18</p> <p>29. Bank Road Tole, ward no 19</p> <p>30. Naya Marga Tole, Ward no 18</p> <p>31. Ram Janaki Tole, Dharmabandh ward no 18</p> <p>32. Baluwahi Rajbansi Tole, ward no 11</p> <p>33. Mangadh West Tole, ward no 4</p> <p>34. Shruti Tole, Ward no 6</p> <p>35. Gafur Tole, Ward no 22</p> <p>Others:</p> <p>1. Rehabilitation of Public toilet, ward no 19</p> <p>2. Public toilet, Pushpalal Chowk, ward no 4</p> <p>3. Public Toilet, Gudari C Block, ward no 12</p> <p>4. Public Toilet, Bishnu Maya Pustakalaya, ward no 1</p> <p>5. Public Toilet, Hatkhola, Buddhamilan Vachanalaya, ward no 11.</p> <p>6. Public Toilet, Koshi Zonal Hospital, ward no 10.</p>	
3.	Program Monitoring Activities	<p>The Project manager (PM), and other staff of PIU have visited the TLOs and other ongoing activities and provided their inputs.</p> <p>The NGO team has been making regular visits and interactions with the community for monitoring and other support activities.</p> <p>The members of other TLOs were involved in participatory monitoring process.</p>	
4.	Representations in coordination, and monitoring meetings	None significant	

SN	Planned Activities	Achievements	Deviations, if any
5.	Monthly reporting	The monthly report for December 2016 was developed and submitted in the Last week of December 2016.	
6.	Quarterly report	The Quarterly report for October-December 2016 was developed and submitted in the Last week of December 2016.	
7.	GESI Action plan progress reporting	The GESI Action plan progress report for October-December 2016 was developed and submitted in the Last week of December 2016.	
8.	Project Completion Report	The Project Completion Report was developed and submitted in the Last week of December 2016.	

STATUS OF MAJOR PROJECT ACTIVITIES

Biratnagar Sub Metropolitan City, Biratnagar

Secondary Towns Integrated Urban Environmental Improvement Project, (STIUEIP), Biratnagar
NGO Consultancy Services for Community Development Program

Consultants : Fri-PAD (Friends for Peace Building and Development)

Status of Implemented Projects as of DECEMBER 2016

2016	DECEMBER	STATUS OF MAJOR PROJECT ACTIVITIES
SN	Program	Status
1.	Program Orientation	Program Orientation in wards is concluded now.
2.	RRA, PRA and Collection of Household Information	PRA/RRA has been completed in 130 TLOs in 15 wards of BSMC. This almost covers all poverty wards in Biratnagar. Household information of these TLOs have been collected. The summary has been presented in Annex 3 .
3.	Community Needs Assessment	The needs assessment of the 130 TLOs is complete.
4.	Family Toilets	<u>Completed toilets:</u> A total of 524 family toilets have been completed, so far. <u>Toilets under construction:</u> None.
5.	Hand Pumps with Platform	Hand pumps were installed in the following places: 1. Mahato tole ward no 17 5 units 2. Milan tole ward no 20 3 units 3. Bakhari Gha ward no 16 2 Units
6.	Platforms in the existing hand pumps	Concrete platforms were constructed for the existing hand pumps in the following places: 1. Mahato tole ward no 17 17 units 2. Balwahi Rajbansi tole ward no 11 32 units 3. Bakhari Gha ward no 16 17 units 4. Bakhari Kha ward no 16 11 units
7.	Public Toilets	The public toilet construction works in the following locations are completed now: 1. Sahid maidan ward no 10, 2. Biratnagar 1, Neta chowk, Bishnumaya

		<p>Pustakalaya,</p> <ol style="list-style-type: none"> 3. Puspatal Chowk, ward no 4, 4. Hatkhola, ward no 11, 5. Gudari C plot, ward no 12 and 6. Koshi Zonal Hospital, ward no 10
7.	Mobile Toilets	A set of mobile toilet prefabricated in India has been purchased, and received by BSMC.
8.	Skills Development Program	<p><u>Completed Training:</u></p> <p>Skills development training were organized for women and men in the community. The training organized were as follows:</p> <ol style="list-style-type: none"> 1. Driving light vehicles 2. Building electrician 3. Plumbing 4. Tailoring 5. Embroidery/Boutique 6. Beautician 7. Computer hardware 8. Colour Television repair 9. Mobile repair <p>The CTEVT test results for all these training have been received.</p> <p><u>Ongoing Training:</u> None.</p> <p><u>Pipe line Training:</u></p> <ul style="list-style-type: none"> • No pipe line trainings <p>Beneficiaries</p> <p>Women 166 Men <u>96</u> Total 262</p>
9.	Capacity Building Program:	<p>Altogether 20 women awareness training events are complete now, for 35 women in each of the training.</p> <p>Five Refresher training for all 135 FCHVs in BSMC is completed.</p> <p>Participants:</p> <p>Women Awareness Training 700 women FCHV Training 135 women</p>
10.	Piloting solid waste management	The effect of road extension program in the core area of BSMC has adversely affected the works. The project has been closed.

	in BSMC (Selected core area)	
11.	Rehabilitation of Public Toilet in ward no 19 BSMC	The project has been completed and settled.
12.	Lane Improvement Program	Details appear in Annex 4
13.	RRR Activities	This project has been closed.
14.	Social Audit	<p>The completed Small infrastructure Projects are settled after Social Audit of the same, where the concerned beneficiaries approve the expenditure incurred and satisfied for their queries.</p> <p>Social Audits for Lane Improvement Projects completed as follows:</p> <ol style="list-style-type: none"> 1. Kolhar tole, ward no 20, 2. Chauthi tole, ward no 20, 3. Balgopal Tole, ward no 11 4. Bijayapur North, ward no 1 and 5. Bijayapur South in ward no 1 6. Shiva Saraswati Tole, ward no 17 7. Saraswati tole Kha "C", ward no 18 8. Malhanuwa Rajbansi Tole, ward no 16 9. Bakhari Gha Tole, ward no 16 10. Milan Tole ward no 20 11. Surya Marga Tole, ward no 6 12. Biswakarma Kha Rajbansi Tole, ward no 11 13. Biswakarma Kha Prati Tole, ward no 11 14. Biswakarma Kha North Tole, ward no 11 15. Biswakarma Kha South Tole, ward no 11 16. Saraswati Kha A Tole, ward no 18 17. Saraswati Kha B Tole ward no 18 18. Kunti Marga Tole, ward no 5 19. Shiva Marga Tole, Ward no 17 20. Shiva Baba Tole, Ward No 18 21. Ram Janaki Tole, Dharmabandh, ward no 18 22. Jamuneswar Shivalaya Marga, Ward no 5 23. Adarsha Tole, ward no 11 24. Raja Birat Tole, ward no 22 25. Gudri Tole, ward no 22 26. Kolharuwa Tole, ward no 6 27. Swagatam Tole, ward no 11 28. Hansamukhi Tole, ward no 18

		<p>29. Bank Road Tole, ward no 19 30. Naya Marga Tole, ward no 18 31. Ram Janaki Tole, Dharmabandh, ward no 18 32. Baluwahi Rajbansi Tole, ward no 11 33. Mangadh West Tole, ward no 4 34. Shruti Tole, Ward no 6 35. Gafur Tole, Ward no 22</p> <p>Others:</p> <ol style="list-style-type: none">1. Rehabilitation of Public toilet, ward no 192. Public toilet, Pushpalal Chowk, ward no 43. Public Toilet, Gudari C Block, ward no 124. Public Toilet, Bishnumaya Pustakalaya, ward no 15. Public Toilet, Hatkhola, ward no 116. Public Toilet, Koshi Zonal Hospital, ward no 10
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DEVIATIONS OF THE MONTH

2016	DECEMBER	REASONS FOR DEVIATION
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All activities and projects have been completed and settled.

DETAILS OF EXPERT'S INPUTS USED IN THIS MONTH

2016	DECEMBER	DETAILS OF EXPERT'S INPUTS USED IN THIS MONTH
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The table below presents the details of expert's inputs used in the month:

SN	Position	Inputs (month)					
		Total project Input till Dec 2015	Input used till Dec 2015	Inputs available for 2016	Input in this month	Total up to this month	Balance Input this month
1	Team Leader	48	47.36	12	1	12	0
2	Public Health Expert	8	7.0	0	0	0	0
3	Training Expert	8	8.0	1	0	1	0
4	Civil Engineer	12***	12	12	1	10	2
5	Sanitation Engineer	3	3.0	3	0	0	3
6	Office Manager	48	48	12	1	12	0
7	Junior Engineer	60**	57	24	0	14	10
8	Sanitation Motivator	32	32	0	0	0	0
9	Social Mobilizers	158*	144	36	1	17	19
10	Office Assistant	48	48	12	0	0	12
Total		425	406.36	112	4	66	46

Approved variation orders:

- * Extended 32 person months
- ** Extended 12 person months
- *** Extended 4 person months

**DETAILS OF THE COST/EXPENDITURE
INCURRED IN THE MONTH AND THEIR
CUMULATIVE STATUS**

2016	DECEMBER	DETAILS OF THE COST/EXPENDITURE INCURRED IN THE MONTH AND THEIR CUMULATIVE STATUS								
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The financial expenses for the month have been presented in the table below:

SN	Expert	Allocated Amount till Dec 2015	Unit	Rate	Quantity till Dec 2015	Expenditure				
						Total Amount till Dec 2015	Allocated Amount in 2016	Total Amount this month	Total up to this month	Balance
Remuneration (Amount in NPR)										
1	Team Leader	2,400,000	Month	50,000	47.36	2,368,000	600,000	50,000	600,000	0
2	Public Health Expert	320,000	Month	40,000	7.0	280,000	0	0	0	0
3	Training Expert	320,000	Month	40,000	8.0	320,000	40,000	0	40,000	0
4	Civil Engineer	320,000	Month	40,000	8.0	320,000	480,000	40,000	400,000	80,000
	Variation-3,Civil Engineer	160,000	Month	40,000	4	160,000	0	0	0	0
5	Sanitation Engineer	120,000	Month	40,000	3.0	120,000	120,000	0	0	120,000
Sub-total		3,640,000				3,568,000	1,240,000	90,000	1,040,000	200,000

Out-of-pocket-expenses (Amount in NPR)										
1	Office operation									
	Office supplies	720,000	Month	15,000	48	720,000	180,000	15,000	180,000	0
	Office rent	336,000	Month	7,000	48	336,000	84,000	7,000	84,000	0
	Office operation and maintenance	960,000	Month	20,000	48	960,000	240,000	20,000	240,000	0
	Office utilities	720,000	Month	15,000	48	720,000	180,000	15,000	180,000	0
	Communication	720,000	Month	15,000	48	720,000	180,000	15,000	180,000	0
	Report production	960,000	Month	20,000	48	960,000	240,000	20,000	240,000	0
	Fuel and maintenance for motorbikes						120,000	10,000	120,000	0
	Sub-total	4,416,000				4,416,000	1,224,000	102,000	1,224,000	0
2	Support Staff (Amount in NPR)									
	Office Manager	432,000	Month	9,000	48	432,000	108,000	9,000	108,000	0
	Junior Engineer	720,000	Month	15,000	48	720,000	360,000	0	210,000	150,000
	Variation-3 Junior Engineer	180,000	Month	15,000	9	135,000	0	0	0	0
	Sanitation Motivator	288,000	Month	9,000	32	288,000	0	0	0	0
	Social Mobilizer	1,134,000	Month	9,000	126	1,134,000	324,000	9000	153,000	171,000

	Variation-3, Social Mobilizer	288,000	Month	9,000	18	162,000	0	0	0	0
	Office Assistant	240,000	Month	5,000	48	240,000	60,000	0	0	60,000
Sub-total		3,282,000				3,111,000	852,000	18,000	471,000	381,000
3	Unallocated	636,000	Month	5,000	48	240,000	0	0	0	0
	Fuel & Maintenance for Motorcycle	180,000	Month	5,000	36	180,000	0	0	0	0
	Variation-3, Fuel & Maintenance for Motorcycle	60,000	Month	5,000	12	60,000	0	0	0	0
	Sub-total						0	0	0	0
Total		11,974,000				11,335,000	3,316,000		2,735,000	581,000
VAT 13%							431,080		355,550	75,530
Grand Total							3,747,080		3,090,550	656,530

KEY ISSUES AND CONSTRAINTS

2016	DECEMBER	KEY ISSUES AND CONSTRAINTS
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Time pressure for project completion, settlement and reporting.

ACTIVITY PLANNING FOR THE COMING MONTH

2. ACTIVITY PLANNING FOR THE COMING MONTH

CDP Concluded in December 2016

OTHERS

3. Notes on quality and safety aspects
NA

4. Notes on environmental and social aspects
NA

**COPIES OF MINUTES OF THE MEETING HELD
DURING THE MONTH**

Annex 1

Copies of minutes of the meeting held during the month

None

RELEVANT PHOTOGRAPHS OF THE MONTH

Annex-2:

2016	DECEMBER	RELEVANT PHOTOGRAPHS OF THE MONTH
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Figure 1. Social Audit for Project settlement



Figure 2. Completed Public Toilet



Figure 3. RRR Awareness campaign



Figure 4. Women Awareness Training



Figure 5. Completed Family Toilet

Annex-3

TLO Covered:

Summary :

SN	Ward No	No of TLOs	SN	Ward No	No of TLOs
1	1	7	9	16	10
2	2	3	10	17	3
3	5	12	11	18	12
4	6	14	12	19	15
5	10	1	13	20	13
6	11	10	14	21	10
7	13	3	15	22	14
8	15	3		TOTAL	130

Annex-4

Status of Lane Improvement Project

SN	Name of TLO	Ward no	Road Length M	Drain Length M	Proposal Development	Submitted	Approved	Agreement	Ongoing	Completed	Completed and settled
1.	Bijayapur "Ka" Tole	1	308.23	616.46							√
2.	Bijayapur "Gha" Tole	1	243.59	487.18							√
3.	Sakhuware Tole	5	274.39	548.78							√
4.	Jamungachhi Tole	5	303.35	606.70							√
5.	Kolharuwa Tole	6	396.34	792.68							√
6.	Surya Marga Tole	6	265.85	265.85							√
7.	Biswakarma "Kha" Tole (4 Projects)	11	603.95	1207.93							
	Rajbansi Tole	11	239.32	478.66							√
	North Tole	11	60.98	121.95							√
	South Tole	11	166.46	332.93							√
	Prati Tole	11	137.19	274.39							√
8.	Adarsha Tole	11	140.81	281.62							√
9.	Swagatam Tole	11	214.94	429.88							√
10.	Bal Gopal Tole	11	215.78	431.58							√

SN	Name of TLO	Ward no	Road Length M	Drain Length M	Proposal Development	Submitted	Approved	Agreement	Ongoing	Completed	Completed and settled
11.	Bakhari "Gha" Tole	16	259.15	518.29							√
12.	Malhanuwa Rajbansi Tole	16	243.90	487.80							√
13.	Shivamarga Tole (2 Projects)	17	363.41	726.82							
	Shiva Marga Tole	17	249.39	498.78							√
	Shiva Saraswati Marga	17	114.02	228.04							√
14.	Ghoghah Hansamukhi Tole	18	454.88	454.88							√
15.	Shiva Baba Tole	18	327.74	0							√
16.	Saraswati "Kha" Tole (3 Projects)	18	1,208.84	2417.68							
	Saraswati Kha A Tole	18	213.41	426.82							√
	Saraswati Kha B Tole	18	492.38	984.76							√
	Saraswati Kha C	18	503.05	1006.09							√

SN	Name of TLO	Ward no	Road Length M	Drain Length M	Proposal Development	Submitted	Approved	Agreement	Ongoing	Completed	Completed and settled
	Tole										
17.	Ram Janaki Tole	18	312.50	625.00							√
18.	Bank Road Tole	19	353.66	707.32							√
19.	Milan Tole	20	276.22	552.44							√
20.	Chauthi Tole	20	129.57	259.15							√
21.	Kolhar Tole	20	317.07	634.15							√
22.	Badri Malaha Tole • Gafur Tole	22	327.74	455.79							√
23.	Gudri Tole	22	318.29	636.58							√
24.	Mateharuwa Tole • Birat Raja Tole	22	304.88	609.76							√
30	GRAND TOTAL		8,165.09	14,754.31	0	0	0	0	0	0	30

NEW INITIATIVES IN 2016											
SN	Name of TLO	Ward no	Road Length M	Drain Length M	Proposal Development	Submitted	Approved	Agreement	Ongoing	Completed	Completed and settled
1.	Mangadh East	4	213.35	426.70			√				
2.	Mangadh West	4	335.26	670.52							√
3.	Ram Janaki Tole, Dharm Bandh (Aditional work)	18	106.68	205.68							√
4.	Ram Janaki Tole, Manulal Marga	18	152.39	274.30			√				
5.	Bijayapur West	1	358.00	598.00			√				
6.	Gopi Sopi Rishidev Tole	5	56.00	112.00			√				
7.	Gurukul Tole	18	420.00	840.00	√						
8.	Aurbedic Marga	5	297.00	594.00		√					
9.	Shruti Marga	6	269.73	539.46							√
10.	Kolhar Tole (Aditional work)	20	120.39	120.39			√				

11.	Naya Bikash Marga	18	450.00	830.00							√
12.	Baluwahi Rajbansi Tole	11	170.00	340.00							√
13.	Jagriti Tole	16	420.00	840.00		√					
14.	Malhanuwa Rishidev Tole	16	180.00	360.00			√				
14	TOTAL				1	2	6	0	0	0	5

NJT 30-12-2016