



**Biratnagar sub-Metropolitan City, Biratnagar**

**SECONDARY TOWNS INTEGRATED URBAN ENVIRONMENTAL IMPROVEMENT  
PROJECT (STIUEIP)**

**Biratnagar**

**NGO Services for COMMUNITY DEVELOPMENT PROGRAM**

## **MONTHLY PROGRESS REPORT**

**FEBRUARY 2015**

**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

2015	FEBRUARY	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 Orientation to the ward level TLOs
- 1.3 Mobilization of Health, Hygiene and Sanitation Groups in TLOs.
- 1.4 Identification of Local Capacity Builders
- 1.5 Development, acquisition and distribution of IEC materials
- 1.6 Planning for Safe Drinking Water (hand pumps and pipe connection)
- 1.7 Planning of Public toilets
- 1.8 Support Construction of Public Toilets
- 1.9 Planning and Implementation of Small infrastructures (Roads, culverts, Drainage etc)
- 1.10 Support Construction of Family Toilets under sanitation support program
- 1.11 Support construction of drinking water system (hand pumps)
- 1.12 Improvement of drinking water system (Platform for hand pumps)
- 1.13 Planning and Implementation of Skill Development activities
- 1.14 Planning and Implementation of Capacity Development activities
- 1.15 Publication and broadcasting through local TV, FM, newspapers and other mass media
- 1.16 Piloting solid waste management in BSMC (Selected area)
- 1.17 RRR Activities
- 1.18 Rehabilitation of Public Toilet in ward no 19 BSMC
- 1.19 Program Monitoring Activities
- 1.20 Representations in coordination, and monitoring meeting
- 1.21 Monthly Project Activity Planning
- 1.22 Monthly reporting

# **ACHIEVEMENTS OF THE MONTH**

<b>2015</b>	<b>FEBRUARY</b>	<b>ACHIEVEMENTS OF THE MONTH</b>
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The following matrix presents the achievements of the month:

<b>SN</b>	<b>Planned Activities</b>	<b>Achievements</b>	<b>Deviations, if any</b>
1.	Meeting/consultation/coordination with project stakeholders	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.	Orientation to the ward level TLOs	Program Orientation to 19 Ward level TLOs completed	
3.	Mobilization of Health, Hygiene and Sanitation Groups in TLOs.	The NGO has continued mobilization of Health, Hygiene and Sanitation Committees in different TLOs. They are sensitized to health, hygiene and sanitation needs, personal hygiene, environmental improvement, waste management, 3R etc. These groups are motivated to plan and initiate non monetary activities together in the community, to gain confidence and trust of its members. This is a continuing and regular process, in which the social mobilizers are involved. The RRR project is being now implemented with the Health, Hygiene and Sanitation Committees.	
4.	Identification of Local Capacity Builders	Roster further updated and used as and when needed.	
5.	Development, acquisition and distribution of IEC materials	NGO has been using materials available with the Government and Private agencies. The CDP brochure has been updated and reprinted. Supported to print STIUEIP Brochure. Printing of ICE materials on RRR is being planned.	
6.	Planning for Safe Drinking Water (hand pumps and pipe connection)	No further demand received yet. The project has no provision to support individual households with hand pumps.	The present provision is for providing one tube well for 3 to 4 families.

SN	Planned Activities	Achievements	Deviations, if any
			Communities are found to be reluctant to this arrangement, and are asking for hand pumps for individual families.
7.	Planning of Public Toilets	Public toilets are being planned in the following places in Biratnagar: Approved public toilet projects: <ol style="list-style-type: none"> <li>1. Biratnagar 1, Neta chowk, Bishnumaya Pustakalaya</li> <li>2. Koshi Zonal Hospital, ward no 10</li> <li>3. Puspahal Chowk, ward no 4</li> <li>4. Hatkhola, ward no 11</li> </ol> Public toilet being planned: <ol style="list-style-type: none"> <li>1. Gudari, C block, ward no 12</li> <li>2. Rani Ilaka Police, ward no 18</li> </ol>	
8.	Support Construction of Public Toilets	The public toilet construction works in Sahid maidan ward no 10, is complete. Approved public toilet projects: <ol style="list-style-type: none"> <li>1. Biratnagar 1, Neta chowk, Bishnumaya Pustakalaya</li> <li>2. Koshi Zonal Hospital, ward no 10</li> <li>3. Puspahal Chowk, ward no 4</li> <li>4. Hatkhola, ward no 11</li> </ol> Agreement completed for Biratnagar 1, Neta chowk, Bishnumaya Pustakalaya and Hatkhola, ward no 11 Public toilet being planned: <ol style="list-style-type: none"> <li>1. Gudari, C block, ward no 12</li> <li>2. Rani Ilaka Police, ward no 18</li> </ol>	
9.	Planning and Implementation of Small infrastructures (Roads, Drainage etc)	About twenty eight small roads and drain have been identified for lane improvement, following community request. Proposals are being developed. One road in Kolhar tole, ward no 20 has been Completed. Eight lane improvement projects have started. Four projects ready for agreement.	

SN	Planned Activities	Achievements	Deviations, if any
		Nine proposals submitted for approval. Five other proposals on lane improvement are being developed.	
10	Support Construction of Family Toilets under sanitation support program	<p><b>Completed toilets:</b></p> <ul style="list-style-type: none"> <li>▶ <u>Karkhana Tole-6</u> 33 toilets</li> <li>▶ <u>Mahato Tole-17</u> 40 toilets</li> <li>▶ <u>Biswakarma Tole "Kha"</u> 56 toilets</li> <li>▶ <u>Biswakarma Tole "Ka"</u> 18 toilets</li> <li>▶ <u>Daraiya Dakshin Tole-20</u> 16 toilets</li> <li>▶ <u>Chauthi tole-20</u> 15 toilets</li> <li>▶ <u>No 1 Daraiya tole-20</u> 20 toilets</li> <li>▶ <u>Premnagar Tole-20</u> 16 toilets</li> <li>▶ <u>Chauthi Tole-20</u> 12 toilets</li> <li>▶ <u>Baluwahi Rajbansi-11</u> 31 toilets</li> <li>▶ <u>Swagatam Tole-11</u> 22 toilets</li> <li>▶ <u>Daraiya Dakshin Tole-20</u> 11 toilets</li> <li>▶ <u>Milan Tole-20</u> 13</li> <li>▶ <u>Biswakarma "Kha"</u> 20</li> </ul> <p><u>Total completed</u> 323</p> <p><b>Toilets under construction:</b> Total under construction 39 family</p>	

SN	Planned Activities	Achievements	Deviations, if any
		<p>toilets in Karkhana Tole, ward no 6. Structures for toilets have been completed now.</p> <p>Agreement submitted for another 8 toilets.</p> <p>Planning for other two locations going on.</p>	
11	Support construction of drinking water system (hand pumps)	<p>Construction of community hand pumps with platform as follows:</p> <p>Mahato Tole-17      5 Milan Tole-20      3</p>	No further demand has been received now.
12	Improvement of drinking water system (Platform for existing hand pumps)	<p>Baluwahi Rajbansi Tole in ward no 11 has completed construction of 32 platforms for their existing hand pumps.</p> <p>Mahato tole in ward no 17 has completed constructing 17 platforms for their existing hand pumps.</p> <p>Planning for other three locations going on.</p>	Demand is coming from other TLOs, which is being processed.
13	Planning and Implementation of Skill Development activities	<p><b>Completed Training:</b></p> <p>Driving training is complete. The license process is yet to start, as the authorities have stopped issuing Driving license. The resource center has been asked to expedite things.</p> <p>Training for Plumbing and Building Electricians has completed with CTEVT skill test and results.</p> <p>Boutique and PICO training has completed with CTEVT test and results.</p> <p>Mobile repair and computer hardware training are complete now, with CTEVT test results.</p> <p>Boutique and Pico, Tailoring and Pico, Colour TV Repair, and Beautician have completed their course. The CTEVT test results for these training have been received, except for Color TV repair training.</p> <p><b>Ongoing Training:</b></p> <p>No ongoing training for now.</p>	

SN	Planned Activities	Achievements	Deviations, if any
		<p><b>Pipe line Training:</b>  Proposal for Mushroom cultivation has been developed and submitted for approval. Compost making and Kitchen Garden Training are being planned.</p>	
14	Planning and Implementation of Capacity Development activities	<p>Altogether 18 women awareness training events are complete now, for 35 women in each of the training. Five Refresher training for all 135 FCHVs in BSMC is completed.</p> <p>Participants:  Women Awareness Training  <b>630 women</b>  FCHV Training  <b>135 women</b></p>	
15	Publication and broadcasting through local TV, FM, newspapers and other mass media	<p>Project activities have been covered by local media and newspapers. A short program visual was developed by PCO and telecasted from Nepal Television.</p> <p>A Video filming team from ADB Manila covered program activities during 2nd and 3rd September, 2014.</p> <p>A draft proposal on FM coverage has been submitted for PIU inputs.</p>	
16	Piloting solid waste management in BSMC (Selected area)	<p>The effect of road extension in the core area of BSMC has adversely affected the works.</p> <p>The project has been temporarily withheld.</p>	
17	RRR Activities	<p>This has been a regular work for our Social Mobilizers in their routine work.</p> <p>However, a proposal on RRR was developed and submitted for approval, for concentrated efforts in 7 selected TLOs in Biratnagar. This proposal has been approved and works started now.</p> <ol style="list-style-type: none"> <li>1. Karkhana tole ward no 6</li> <li>2. Mahato tole ward no 17</li> <li>3. Biswakarma tole ward no 11</li> <li>4. Kolhar tole ward no 20</li> <li>5. Baluwahi Rajbansi tole ward no</li> </ol>	



SN	Planned Activities	Achievements	Deviations, if any
		<p>11</p> <p>6. Swagatam Tole ward no 11</p> <p>7. Biswakarma tole Ka, ward no 11</p> <p>CDP Social mobilizers are reaching communities and schools with RRR awareness campaigns.</p>	
18	Rehabilitation of Public Toilet in ward no 19 BSMC	The project has completed now.	
19	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.</p> <p>The members of other TLOs were involved in participatory monitoring process.</p>	
20	Representations in coordination, and monitoring meetings	None significant this month	
21	Monthly Project Activity Planning	The activity for March 2015 was planned and submitted with the monthly report of February 2015.	
22	Monthly reporting	The monthly report for February 2015 was developed and submitted in the first week of March 2015.	

## **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 January 2015

2015	JANUARY	STATUS OF MAJOR PROJECT ACTIVITIES
SN	Program	Status
1.	<b>Program Orientation</b>	Project Orientation conducted in 19 wards.
2.	<b>RRA, PRA and Collection of Household Information</b>	<p>PRA/RRA has been completed in 130 TLOs in 15 wards of BSMC. This almost covers all poverty wards in Biratnagar.</p> <p>TLOs covered so far:</p> <ol style="list-style-type: none"> <li>1. Ward no1 7 TLOs</li> <li>2. Ward no2 3 TLOs</li> <li>3. Ward no5 12 TLOs</li> <li>4. Ward no6 14 TLOs</li> <li>5. Ward no10 1 TLOs</li> <li>6. Ward no11 10 TLOs</li> <li>7. Ward no13 3 TLOs</li> <li>8. Ward no15 3 TLOs</li> <li>9. Ward no16 10 TLOs</li> <li>10. Ward no17 3 TLOs</li> <li>11. Ward no18 12 TLOs</li> <li>12. Ward no19 15 TLOs</li> <li>13. Ward no20 13 TLOs</li> <li>14. Ward no21 10 TLOs</li> <li>15. Ward no22 14 TLOs</li> </ol> <p style="text-align: right;">TOTAL <u>130 TLOs</u></p> <p>Household information of theses TLOs have been collected.</p> <p>PRA/RRA stopped, and will be taken on needs basis.</p>
16.	<b>Community Needs Assessment</b>	The needs assessment of the 130 TLOs is complete.

17.	<b>Family Toilets</b>	<p><b><u>Completed toilets:</u></b></p> <p>A total of 323 family toilets have been completed, so far.</p> <p><b><u>Toilets under construction:</u></b></p> <p>A total of 47 new family toilets have been under construction.</p> <p>Two other TLOs have requested family toilet construction.</p>
18.	<b>Hand Pumps with Platform</b>	<p>1. Mahato tole ward no 17      5 units</p> <p>2. Milan tole ward no 20      3 units</p>
3.	<b>Platforms in the existing hand pumps</b>	<p>1. Mahato tole ward no 17      17 units</p> <p>2. Balwahi Rajbansi tole ward no 11      32 units</p> <p>Planning for other 3 locations is ongoing.</p>
4.	<b>Public Toilets</b>	<p>The construction works in Sahid maidan ward no 10, is complete.</p> <p>Approved public toilet projects:</p> <p>5. Biratnagar 1, Neta chowk, Bishnumaya Pustakalaya</p> <p>6. Koshi Zonal Hospital, ward no 10</p> <p>7. Puspallal Chowk, ward no 4</p> <p>8. Hatkhola, ward no 11</p> <p>Agreement completed for Biratnagar 1, Neta chowk, Bishnumaya Pustakalaya and Hatkhola, ward no 11</p> <p>Public toilet being planned:</p> <p>3. Gudari, C block, ward no 12</p> <p>4. Rani Ilaka Police, ward no 18</p>
9.	<b>Mobile Toilets</b>	<p>A set of mobile toilet prefabricated in India has been purchased, and received by BSMC.</p> <p>BSMC is planning its operation.</p>
10.	<b>Skills Development Program:</b>	<p><b><u>Completed Training:</u></b></p> <p>Driving training is complete for 22 participants. The Licensing process has been initiated, but stopped again.</p> <p>Training for Plumbing and Building Electricians has completed with CTEVT skill test for 20 participants each. The CTEVT has issued certificates for successful participants.</p> <p>Boutique and PICO training has completed with CTEVT test for 30 participants. Certificates have been distributed now.</p> <p>CTEVT certificates have been distributed for Plumbing, Electrician and Boutique training, Mobile repair training.</p>

		<p>Training on Boutique and Pico, Tailoring and Pico, Colour TV Repair, and Beautician have completed their course. The CTEVT test for the Boutique and Pico, Tailoring and Pico, Beautician and Colour TV Repair have been completed.</p> <p>CTEVT test results are awaited for Colour TV repair Training.</p> <p>Skills Training has been planned for 232 participants, so far.</p> <p>Participants:</p> <table style="margin-left: 40px;"> <tr><td>1. Driving Training</td><td style="text-align: right;">22</td></tr> <tr><td>2. Plumbing Training</td><td style="text-align: right;">20</td></tr> <tr><td>3. Building Electrician Training</td><td style="text-align: right;">20</td></tr> <tr><td>4. Boutique and Pico Training 1</td><td style="text-align: right;">30</td></tr> <tr><td>5. Boutique and Pico Training 2</td><td style="text-align: right;">30</td></tr> <tr><td>6. Tailoring and Pico Training</td><td style="text-align: right;">30</td></tr> <tr><td>7. Beauty Parlor Training</td><td style="text-align: right;">20</td></tr> <tr><td>8. Color TV Repair Training</td><td style="text-align: right;">20</td></tr> <tr><td>9. Computer Hardware Training</td><td style="text-align: right;">20</td></tr> <tr><td>10. Mobile Repair Training</td><td style="text-align: right;"><u>20</u></td></tr> <tr><td style="text-align: center;">TOTAL</td><td style="text-align: right;"><b>232</b></td></tr> </table> <p><b>Pipe line Training:</b></p> <p>Proposal for Mushroom cultivation has been developed and submitted for approval. Compost making and Kitchen Garden Training are being planned.</p>	1. Driving Training	22	2. Plumbing Training	20	3. Building Electrician Training	20	4. Boutique and Pico Training 1	30	5. Boutique and Pico Training 2	30	6. Tailoring and Pico Training	30	7. Beauty Parlor Training	20	8. Color TV Repair Training	20	9. Computer Hardware Training	20	10. Mobile Repair Training	<u>20</u>	TOTAL	<b>232</b>
1. Driving Training	22																							
2. Plumbing Training	20																							
3. Building Electrician Training	20																							
4. Boutique and Pico Training 1	30																							
5. Boutique and Pico Training 2	30																							
6. Tailoring and Pico Training	30																							
7. Beauty Parlor Training	20																							
8. Color TV Repair Training	20																							
9. Computer Hardware Training	20																							
10. Mobile Repair Training	<u>20</u>																							
TOTAL	<b>232</b>																							
11.	<b>Capacity Building Program:</b>	<p>Altogether 18 women awareness training events are complete now, for 35 women in each of the training. Five Refresher training for all 135 FCHVs in BSMC is completed.</p> <p>Participants:</p> <p>Women Awareness Training <b>630 women</b></p> <p>FCHV Training <b>135 women</b></p>																						
12.	<b>Piloting solid waste management in BSMC (Selected core area)</b>	<p>The effect of road extension in the core area of BSMC has adversely affected the works.</p> <p>The project has been temporarily withheld.</p>																						
13.	<b>Rehabilitation of Public Toilet in ward no 19 BSMC</b>	<p>The project has been completed.</p>																						
14.	<b>Lane Improvement:</b>	<p>About twenty five small roads and drain have been identified for lane improvement, following community request. Proposals are being developed.</p> <p>One road in Kolhar tole, ward no 20 has been Completed.</p>																						

		<p>Seven lane improvement projects have started.  Four projects ready for agreement.  Nine proposals submitted for approval.  Five other proposals on lane improvement are being developed.</p>
1.	<b>RRR Activities</b>	<p>This has been a regular work for our Social Mobilizers in their routine work.</p> <p>However, a proposal on RRR was developed and submitted for approval, for concentrated efforts in 7 selected TLOs in Biratnagar. This proposal has been approved and works started now.</p> <ol style="list-style-type: none"> <li>1. Karkhana tole ward no 6</li> <li>2. Mahato tole ward no 17</li> <li>3. Biswakarma tole ward no 11</li> <li>4. Kolhar tole ward no 20</li> <li>5. Baluwahi Rajbansi tole ward no 11</li> <li>6. Swagatam Tole ward no 11</li> <li>7. Biswakarma tole Ka, ward no 11</li> </ol> <p>CDP Social mobilizers are reaching communities and schools with RRR awareness campaigns.</p>

## DEVIATIONS OF THE MONTH

2015	FEBRUARY	REASONS FOR DEVIATION
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Two Women awareness training planned for February, could not be conducted due to delay in participants selection. These will be completed in March 2015.



# DETAILS OF EXPERT'S INPUTS USED IN THIS MONTH

<b>2015</b>	<b>FEBRUARY</b>	<b>DETAILS OF EXPERT'S INPUTS USED IN THIS MONTH</b>
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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	Input used up to Previous Month	Input in this month	Total up to this month	Balance Input this month
1	Team Leader	48	36.36	1	37.36	10.64
2	Public Health Expert	8	1	0	1	7.0
3	Training Expert	8	3.5	0	3.5	4.5
4	Civil Engineer	8	6	0.5	6.5	1.5
5	Sanitation Engineer	3	1	0	1	2
6	Office Manager	48	37	1	38	10
7	Junior Engineer	48	35	2	37	11
8	Sanitation Motivator	32	31	1	32	0
9	Social Mobilizers	126	79	5	84	42
10	Office Assistant	48	37	1	38	10
<b>Total</b>		<b>377</b>	<b>266.86</b>	<b>11.50</b>	<b>278.36</b>	<b>98.64</b>

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

<b>2015</b>	<b>FEBRUARY</b>	<b>DETAILS OF THE COST/EXPENDITURE INCURRED IN THE</b>
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**MONTH AND THEIR CUMULATIVE STATUS**

The financial expenses for the month have been presented in the table below:

SN	Expert	Allocated Amount	Unit	Rate	Qty	Expenditure		Balance
						Total Amount this month	Total up to this month	
<b>Remuneration (Amount in NPR)</b>								
1	Team Leader	2,400,000	Month	50,000	37.36	50,000	1,868,000	532,000
2	Public Health Expert	320,000	Month	40,000	1	0	40,000	280,000
3	Training Expert	320,000	Month	40,000	3.5	0	140,000	180,000
4	Civil Engineer	320,000	Month	40,000	6.5	20,000	260,000	60,000
5	Sanitation Engineer	120,000	Month	40,000	1.0	0	40,000	80,000
<b>Sub-total</b>		<b>3,480,000</b>				<b>70,000</b>	<b>2,348,000</b>	<b>1,132,000</b>
<b>Out-of-pocket-expenses (Amount in NPR)</b>								
1	<b>Office operation</b>							
	Office supplies	720,000	Month	15,000	38	15,000	570,000	150,000
	Office rent	336,000	Month	7,000	38	7,000	266,000	70,000
	Office operation and maintenance	960,000	Month	20,000	38	20,000	760,000	200,000
	Office utilities	720,000	Month	15,000	38	15,000	570,000	150,000
	Communication	720,000	Month	15,000	38	15,000	570,000	150,000
	Report production	960,000	Month	20,000	38	20,000	760,000	200,000
<b>Sub-total</b>		<b>4,416,000</b>				<b>92,000</b>	<b>3,496,000</b>	<b>920,000</b>
2	<b>Support Staff (Amount in NPR)</b>							
	Office Manager	432,000	Month	9,000	38	9,000	342,000	90,000
	Junior Engineer	720,000	Month	15,000	37	30,000	555,000	165,000
	Sanitation Motivator	288,000	Month	9,000	32	9,000	288,000	0
	Social Mobilizer	1,134,000	Month	9,000	84	45,000	756,000	378,000
	Office Assistant	240,000	Month	5,000	38	5,000	190,000	50,000

<b>Sub-total</b>	<b>2,814,000</b>				<b>98,000</b>	<b>2,131,000</b>	<b>683,000</b>
<b>3 Unallocated</b>	<b>636,000</b>				<b>0</b>	<b>0</b>	<b>636,000</b>
<b>Total</b>	<b>11,346,000</b>				<b>260,000</b>	<b>7,975,000</b>	<b>3,371,000</b>
<b>VAT 13%</b>					<b>33,800</b>		
<b>Grand Total</b>					<b>293,800</b>		

## **KEY ISSUES AND CONSTRAINTS**

<b>2015</b>	<b>FEBRUARY</b>	<b>KEY ISSUES AND CONSTRAINTS</b>
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CTEVT Certification fees for conducted training have been raised heavily. This cost was not foreseen in the submitted proposal and was not included in the project cost. Decisions are needed in this regards. This has caused difficulty in concluding the training projects.

Some of the submitted CDP proposals are taking long time for decision. For positive message and community support, decisions need to be prompt to the possible extent.

The effect of road extension in the core area of the sub metropolis has affected the piloting SWM project, resulting in temporary withdrawal.

NGO has suffered from the situation of repeated staff turnover.

# **ACTIVITY PLANNING FOR THE COMING MONTH**



## 2. ACTIVITY PLANNING FOR THE COMING MONTH

2015	MARCH	PROPOSED ACTIVITIES
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The following activities are proposed for the month:

- 2.1 Meeting/consultation/coordination with project stakeholders
- 2.2 Mobilization of Health, Hygiene and Sanitation Groups in TLOs.
- 2.3 Identification of Local Capacity Builders
- 2.4 Development, acquisition and distribution of IEC materials
- 2.5 Planning for Safe Drinking Water (hand pumps and pipe connection)
- 2.6 Planning of Public toilets
- 2.7 Support Construction of Public Toilets
- 2.8 Planning and Implementation of Small infrastructures (Roads, culverts, Drainage etc)
- 2.9 Support Construction of Family Toilets under sanitation support program
- 2.10 Support construction of drinking water system (hand pumps)
- 2.11 Improvement of drinking water system (Platform for hand pumps)
- 2.12 Planning and Implementation of Skill Development activities
- 2.13 Planning and Implementation of Capacity Development activities
- 2.14 Publication and broadcasting through local TV, FM, newspapers and other mass media
- 2.15 RRR Activities
- 2.16 Program Monitoring Activities
- 2.17 Representations in coordination, and monitoring meeting
- 2.18 Monthly Project Activity Planning
- 2.19 Monthly reporting

# **PRPPOSED WORK SCHEDULE FOR THE NEXT MONTH**

<b>2015</b>	<b>MARCH</b>	<b>PRPOSED WORK SCHEDULE FOR THE COMING MONTH</b>
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The table below presents the proposed work schedule for the month:

SN	Activities	Weeks of the month				Support from
		1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	
1.	Meeting/consultation/ coordination with project stakeholders	√	√	√	√	
2.	Mobilization of Health, Hygiene and Sanitation Groups in TLOs.	√	√	√	√	
3.	Identification of Local Capacity Builders	√	√	√	√	
4.	Development, acquisition and distribution of IEC materials	√	√	√	√	
5.	Planning for Safe Drinking Water (hand pumps and pipe connection)	√	√	√	√	BSMC
6.	Planning of Public toilets	√	√	√	√	PIU
7.	Support Construction of Public Toilets	√	√	√	√	PIU
8.	Planning and Implementation of Small infrastructures (Roads, Culverts, Drainage etc)	√	√	√	√	PIU
9.	Support Construction of Family Toilets under sanitation support program	√	√	√	√	
10.	Support construction of drinking water system (hand pumps)	√	√	√	√	
11.	Improvement of drinking water system (Platform for hand pumps)	√	√	√	√	
12.	Planning and Implementation of Skill Development activities	√	√	√	√	
13.	Planning and Implementation of Capacity Development activities	√	√	√	√	Women awareness
14.	Publication and broadcasting through local TV, FM, newspapers and other mass media	√	√	√	√	As per need
15.	RRR Activities	√	√	√	√	
16.	Program Monitoring Activities	√	√	√	√	PIU
17.	Representations in coordination, and monitoring meetings	√	√	√	√	
18.	Monthly Project Activity Planning	√				
19.	Monthly reporting	√				

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## **DETAILS OF EXPERT'S INPUT REQUIRED IN THE NEXT MONTH**

<b>2015</b>	<b>MARCH</b>	<b>DETAILS OF EXPERT'S INPUT REQUIRED FOR COMING MONTH</b>
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The following table presents the details of expert's input require for the next month:

<b>SN</b>	<b>Position</b>	<b>Total Project Inputs (Month)</b>	<b>Balance Inputs till last month</b>	<b>Required Inputs in this month (Proposed)</b>
1	Team Leader	48	10.64	1
2	Public Health Expert	8	7.0	0
3	Training Expert	8	4.5	1
4	Civil Engineer	8	1.5	0.5
5	Sanitation Engineer	3	2	1
6	Office Manager	48	10	1
7	Junior Engineer	48	11	2
8	Sanitation Motivator	32	0	0
9	Social Mobilizers	126	42	6
10	Office Assistant	48	10	1
<b>Total</b>		<b>377</b>	<b>98.64</b>	<b>13.5</b>

## **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**



## **RELEVANT PHOTOGRAPHS OF THE MONTH**

## Annex-2:

2015	FEBRUARY	RELEVANT PHOTOGRAPHS OF THE MONTH
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Figure 1. Road applied for lane improvement



Figure 2. Monitoring visit by Program Manager



**Figure 3. Lane improvement in progress, ward no 11, BSMC**



**Figure 4. Lane improvement in Balgopal Tole, ward no 11, BSMC**





**Figure 5. Program Manager in Community consultation**



**Figure 6. The Executive Officer, BSMC, and project staff in the community interaction**