

Government of Nepal
Ministry of Local Development
Department of Local Infrastructure Development and
Agricultural Roads
Project Coordination Unit (PCU)

Rural Reconstruction and Rehabilitation Sector
Development Program (RRRSDP)

Project Number: 40554

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MONTHLY PROGRESS REPORT NO. 4

April 2009

Submitted to:

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MONTHLY PROGRESS REPORT

(For the Month of April 2009)

1. INTRODUCTION

The Government of Nepal (GoN) with the grant assistances of Asian Development Bank (ADB Grant 0093 NEP signed on January 14, 2008), Department for International Development (DFID Grant signed on November 14, 2008), loan assistance of OPEC Fund for International Development (OFID Loan 1185 P signed on April 21, 2008), technical assistance grant of Swiss Agency for Development & Cooperation (SDC: TA agreement in process), counterpart fund of GoN and beneficiaries contributions has been undertaking the Rural Reconstruction and Rehabilitation Sector Development Program since January 2009. The project period covers until end of December 2011 and the total cost of the project is USD 106.8 million (revised November 2008).

2. BRIEF PROJECT BACKGROUND

The overarching goal of the project is to reduce the poverty. In order for achieving that goal the program has designed its objectives to improve connectivity, enhanced economic and employment opportunities and to ensure increased access to market and social services of rural communities.

The project outputs include (i) improved rural roads; (ii) developed and improved community-based supplementary rural infrastructure; (iii) enhanced equity, employment, and income opportunities for the poor and disadvantaged; (iv) strengthened institutional capacity of Ministry of Local Development (MLD), Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR), District Development Committees (DDCs), and communities; and (v) improved project management.

Hardware components include reconstruction or rehabilitation as outputs for improvement/upgrading of 859 km of rural roads in 20 core districts. Local road building groups (RBGs) will be engaged for new construction and for LEP approach. And contractors will be engaged for specialized, more technically complex works like bridge, heavy structures, drainage and road pavement works.

Besides, a cumulative 1,319 meters in about 50 motorable bridges will be constructed for all-weather roads. The project will also construct 1360 community infrastructures such as school infrastructure, social and market facilities, micro-irrigation, foot trails inclusive of 130 trail bridges in 20 core districts (out of which 96 numbers in 13 districts already decided with support from TBSU) and 591 rural water supply and sanitation (RWSS) schemes in 38 districts.

Software component requires beneficiary's participation integrating poor, minorities, marginalized and disadvantaged people with inclusion as the basic condition of this project in line with the national policy that supports deprived and poor community development and their empowerment.

It aims to promote RBGs into SHGs by giving education for capacity enhancement, demand-driven skills training, and support for income generating activities (IGA). The IGA training will cover areas such as agriculture and livestock, forestry and soil conservation, micro-enterprise and skills development, and social (health and literacy) awareness and legal rights. The project will also assist to link communities to government line agencies, financial institutions and other service providers.

This project specifically targets for building on institutional capacities for implementation of rural infrastructure projects and O&M; enhancing fiduciary management and social safeguard compliance; and developing integrated framework for donor harmonization.

As part of the project management services (PMS) a fully staffed Project Coordination Unit (PCU) has been established under the Department of Local Infrastructure Development & Agricultural Roads (DoLIDAR) umbrella for the project. PCU, assisted by Central Implementation Support Consultants (CISC) and Individual Consultants (ICs), provides coordination and guidance for all facets of project implementation, including engineering, safeguards (environment, social, and resettlement), financial management, and procurement.

Similarly a District Project Office (DPO) headed by the DTO Chief has been established under the umbrella of DDC in each of the 20 core project districts. Here again DPO assisted by the District Implementation Support Team (DIST – Consultant) (a) prepares annual work programs; (b) finalizes detailed subproject designs; (c) ensures compliance of all safeguard measures; (d) supervises entire construction activities; (e) organizes community level training and public hearing and social auditing; and (f) arranges procurements.

In similar manner RRRSDP has provided a team of Individual Consultants (ICs: one water supply engineer, a sub-engineer, and an assistant sub-engineer: plus hiring of social mobilizers is being processed by PCU) in each of the 18 DRILP districts to implement supplementary infrastructure subprojects (rural water supply and sanitation only) and works with the existing DPOs of DRILP in which the above said RWSS ICs are attached.

3. CENTRAL IMPLEMENTATION SUPPORT CONSULTANT (CISC)

The CISC consulting services for supporting the PCU/RRRSDP (called the Client) was awarded to the joint venture company of SKAT Swiss Resource Centre and Consultancies for Development, Switzerland in association with ERM (P) Ltd., and MULTI Disciplinary Consultants (P) Ltd., Nepal (collectively called JV Consultant) on a time based contract to provide consultancy services to the Client with required expertise/professional inputs/skills and technical resources. The agreement by and between the Client and the JV Consultant was signed on November 24, 2008.

CISC assists the central implementing agencies - PCU under DoLIDAR and district implementing agencies - DPOs/DISTs, DTOs and DDCs by providing efficient and effective managerial/technical supports & backstopping in the implementation of the project. The JV Consultant inputs cover expertise related to engineering, construction supervision, quality control &

assurance, social, environmental and resettlement associated supports, training and capacity building, planning, monitoring & evaluation, and project management.

Specialized inputs that cover resettlement & compensation policy, procurement procedures and fiduciary & financial management are being provided by three Individual Consultants (ICs) directly hired by RRRSDP/PCU since March 2008. The environmental management specialist hired then in the same time resigned on January 19, 2009. This vacant post will be filled from the JV Consultant now as agreed by PCU with JV. For which The JV Consultant is planning to submit CV of an Environmental Specialist by the first week of May.

3.1 Scope of the Consulting Services

In accordance with the Terms of Reference (ToR) for consulting services, the scopes of works are presented briefly as below.

- (a) CISC team provides technical and managerial support to:
 - i. deliver the planned outputs & outcomes on schedule,
 - ii. backstop the implementing agencies at the district level,
 - iii. ensure the compliance with safeguard policies (related to social, environmental & resettlement),
 - iv. meet the reporting requirements of GoN and ADB, and
 - v. enhance institutional capacities of the central and local institutions involved in rural infrastructure sector.
- (b) CISC is going to establish a comprehensive management support system, a project institutional framework and necessary administrative & management procedure to achieve the project objectives and meet the requirements of GoN and ADB.
- (c) Besides it will carry out works to updating DRILP Project Procedure Manual (PPM) and for defining flowcharts, specifications, standards, methodologies, procedures, guidelines, forms & formats and documentations for all key aspects of project implementation.
- (d) CISC will coordinate the district implementing agencies in the process of-
 - i. preliminary assessment (feasibility/walkover surveys) and prioritization of subproject,
 - ii. technical, environmental, social and economic studies including baseline surveys of prioritized subprojects, and
 - iii. detailed survey, design and estimates as well as environmental mitigation plan, social action plan, and resettlement plan for the subprojects.
- (e) CISC through the IC-Procurement will assist in the preparation of procurement plans (including review of specific packages) based on work programs of PCU and district implementing agencies and guide them with standard procedure and formats for the procurement of works, goods, and services under the project in accordance with LBFAR, GoN procurement act and regulations and Grant Agreement.
- (f) CISC through a Planning, Monitoring & Evaluation Consultant (to be hired soon) will assist PCU in establishing Project Performance Management Systems (PPMS) with database system and communication/feedback mechanism for districts to central level.

- (g) Similarly, it will assist and advise DTOs/DPOs to submit project report in the prescribed formats.
- (h) CISC will conduct and facilitate training for central level and district level implementing agencies for capacity building.
- (i) CISC team members shall perform the tasks as prescribed in detailed ToR of Individual Personnel under CISC and any other tasks as required by PCU.
- (j) CISC will have a role of facilitating for coordination for donor community as and when required.
- (k) It will also undertake role of assisting DOLIDAR/PCU to develop the Sector Wide Approach (SWAp) inclusive of its piloting programs as part of SWAp process.

3.2 Team Composition

A core team of the JV Consultant in CISC comprises of the following team members:

Consultants/Associates	Person-Months		
	International	National	Consumed as of April 30, 2009
Consultants			
Team Leader (Rural Infrastructure Specialist)	24		Joins in May
Deputy Team Leader (Construction Engineer)		42	4.5
Social Development Specialist		36	4
Environmental Management Specialist		24	IC resigned from Jan 09, so to be filled from JV from Jun 09
Rural Water Supply and Sanitation Specialist		42	4.5
Resettlement Specialist		36	PCU directly hired
Rural Infrastructure Engineers (2)		84	9
Regional Social Coordinators (2)		60	8
Bridge Specialist		24	Joins in May
Financial Management Specialist		24	PCU directly hired
Procurement Specialist		24	PCU directly hired
Rural Development Policy/ Aid Effectiveness	9		DFID has taken care.
Unallocated (Technical Audit Specialist, Quality Assurance)		32 (Provisional)	0

Consultants/Associates	Person-Months		
	International	National	Consumed as of April 30, 2009
Specialist, Impact Evaluation Specialist, Training and Capacity Building Specialist, Decentralized Planning and Implementation Specialist, Planning, Monitoring & Evaluation Consultant)			
Sub-Total	33	428	
Associates			
Resettlement Assistants (3)		90	10
Environmental Assistants (3)		54	3.5
Unallocated (Junior Professionals)		48	4.5

Now almost full staff of CISC have been working in the team, except the Team Leader (TL). In response to the JV Consultant's proposal of February to recruit a new Team Leader, PCU gave final approval after concurrence from ADB on April 5, 2009 for the recruitment of the Team Leader Mr. Rodney J. Stickland to replace the original nominee, who was no longer available. He has confirmed joining from May 1, 2009. Similarly, as per the provision of a Bridge Specialist, Er. Keshav P. Wagley will also join the CISC team from May 1, 2009. (See **Annex A** for details of CISC JV staff).

There are provisions to hire short term specialists in the areas of awareness-building, technical audit, quality assurance, planning/monitoring & evaluation, training & capacity development, decentralized planning & implementation, bioengineering, transport economy, geology and geotechnical engineering, and impact evaluation. The actual expertise will be flexible and dependent on the needs of the project. CISC will make requests for the services in consultation with PCU from time to time.

As per the contract between the JV and the PCU, Er. Hem N. Sharma (Director, ERM) has been working as the Project Facilitator on behalf of the JV Consultant to make overall coordination, liaison and facilitate various administrative requirements of the project.

In addition to the JV Consultant's team in CISC, currently 3 Individual Consultants (ICs) hired directly by PCU have been working in the CISC team in their respective field of expertise (resettlement, finance and procurement). They work under the leadership of the TL. The resettlement IC is being assisted by 3 resettlement associates from the JV Consultant.

3.3 Work Responsibilities of CISC's Team Members

The contract defined responsibility and task of the key CISC team members, but not limited to, are depicted in **Annex B** in tabular form for a quick reference.

For a smooth and efficient implementation and monitoring of RRRSDP activities, the RRRSDP core districts have been clustered as tabulated below as officially approved by PCU in February 2009.

From the CISC team the focal persons of Engineers, Social and Resettlement have been assigned sectoral tasks and responsibilities for providing back up, supporting, supervising, monitoring and reporting as required. This, however, does not limit them their work scope of looking after other districts/clusters as well on an as-needed basis.

Cluster	Name of Core Districts
I	Dadeldhura, Rukum, Rolpa
II	Manang, Mustang, Parbat
III	Kathmandu, Lalitpur, Bhaktapur, Chitawan
IV	Kavre, Sindhupalchowk, Dolakha, Sindhuli
V	V(i) Jhapa, Ilam, Panchthar; V(ii) Morang, Sunsari, Dhankuta

4. DOCUMENTS, REPORTS AND LITERATURE REVIEW

CISC team has completed reviewing of the initial project related documents as relevant to the project works. Referencing documents, standards and reports are also there in its documentation, collected from DoLIDAR, RAP, DRSP, RCIW, DoR, ICIMOD, GTZ, ERMIC, MULTI, DWSS, Roads Board Nepal, Nepal Standards, Community Based Rural Water Supply Project/ Fund Development Board. Also some books purchased as reference materials are handy.

CISC internal meetings are being regularly held on a weekly or fortnightly basis (seeing the necessity and the field visits), where sharing of information, planning and monitoring progress of works are done. The minutes of meetings are being sent to PCU as well. It is agreed that a fortnightly or monthly meeting together with PCU should be also organized. These meetings have been organized more on an ad-hoc basis until now seeing the requirement and need for

critical information sharing and for authoritative decisions of PCU. However it should be set up soon on a regular basis.

Information is being gathered from the district about project status, issues, and concerns to implement the project activities. Also the reports of subprojects of different stages (feasibility/walkover survey reports, detailed project reports, monthly progress reports) sent by the districts via PCU are regularly reviewed/examined and comments/suggestions together with necessary technical supports to rectify the shortcomings are being given. They are also checked for meeting criteria/compliance of the RRRSDP along with district's organization, capacity / capability, specific issues and their probable solutions during field visits. Subsequently the CISC team has clearer picture of the project status, challenges, issues and outputs needed.

5. ASSIST PCU IN DAY TO DAY PROJECT MANAGEMENT AFFAIRS

The CISC team has been assisting PCU to administer day to day project management activities related to coordination and guidance for all facets of project implementation, including engineering, safeguards (environment, social, and resettlement), financial management, and procurement. Further support to PCU in day-to-day management of the project activities will continue, amongst others, to:

- review all kinds of subproject feasibility/walkover reports, detailed project reports (DPR), monthly progress reports to ensure that these are as per the project framework and comply with guidelines, criteria and procedures,
- review multi year rolling plan, yearly plan and other action plans submitted by DPO for project implementation,
- liaison with DTO/DPO and DIST and provide necessary backstopping, guidance and advice,
- prepare Table of Contents (ToC), Terms of Reference (ToR), new norms, specifications and project related guidance, procedures, processes or directives as per RRRSDP,
- monitor budgeting and financial disbursements of the subprojects (through central IC Specialist),
- monitor implementation of environmental mitigation plan (through central IC Specialist),
- monitor implementation of resettlement plan (through central IC Specialist),
- identify problems/issues, evaluate them in consultation with PCU and recommend remedial measures,
- prepare and submit appropriate reports to the DoLIDAR, MoLD and the Bank,
- assist to maintain liaison with the donor agency,

- participate in technical audits, review missions, mid term evaluation and final evaluation of the project,
- produce the progress reports including completion reports,
- Assists PCU in the preparation of Project Brochure (Flier) and News Letters, etc.

6. CISC WORK SCHEDULE

The Work Schedule comprising of major activities in a logical order has been captured for regular review and for all kinds of reporting. They are also meant to discuss in the CISC internal team and with PCU for gauging the track.

The Work Schedule also uses estimates of the duration of various activities and the timings of major events/deliverables. Nevertheless, they are subject to modifications or adjustments and refinement in consultation with PCU as and when situation will demand during the progress of the services.

Refer to **Annex C** for the presentation of the Gantt Bar Chart.

7. ORGANIZATIONAL AND IMPLEMENTATION FLOWCHARTS

Preparation of organizational, institutional and implementation flowcharts are not only very vital but also useful for dissemination to all stakeholders and implementers of the project for easiness in grasping and for common understanding about the processes in a systematic manner and about the responsibilities, tasks and activities. These flowcharts also work as basic guidelines to implement the project activities. Therefore CISC team in consultation with PCU made joint efforts in preparing these flowcharts for implementation and retouched other already existing charts of the projects, as necessary. The flowcharts as reproduced in **Annex D (D-1 to D-10)** belong to the following headings for a quick reference:

- i. Institutional Arrangement Chart (source: PAM - slightly modified by PCU)
- ii. Project Coordination Unit (PCU) Organization Chart (Source: PCU)
- iii. Central Implementation Support Consultant (CISC) Organization Chart
- iv. Rural Road (RR) Implementation Flowchart
- v. Rural Water Supply & Sanitation (RWSS) Implementation Flowchart
- vi. Involuntary Resettlement Flowchart: Land Acquisition Process
- vii. Involuntary Resettlement, Planning and Implementation Flowchart
- viii. Environmental Assessment Flowchart (Source: PAM)
- ix. Social Implementation Flowchart
- x. Procurement of Works & Goods Flowchart

8. KEY ACTIVITIES OF APRIL 2009

The following key activities were done in this reporting month of April 2009:

- Finalization of Brochure (Flier) and Introductory News Letter with PC revised to prolong it to Baisakh 2066 version.
- Participated in the Review Mission's pre-wrap up meeting of April 1 (*CISC was invited to this meeting*).
- Similarly participated in the Joint Progress Review Meeting (PCU/ADB/DFID/SDC) on April 30, 2009.
- Field visits to cluster 1 (to Dandeldhura only. Rukum & Rolpa could not be done due to Tharuhat Bandha) and cluster 4 (Kavre, Sindhupalchowk, Dolakha and Sindhuli) were done by CISC two groups of focal persons as per the proposals submitted to PCU.
- Norms for feasibility/ walkover study or survey for both RWSS and RR finalized and sent to PCU.
- Developed Monthly Progress Reporting Format for uniform reporting by 20 core districts (DPOs). This was sent by PCU to all concerned districts.
- Draft final ToR for Planning, Monitoring and Evaluation Consultant/Specialist for RRRSDP submitted to PCU. This is to be recruited in CISC as verbally understood with PCU. (*This is urgent for establishing baseline database system, feedback mechanism, monitoring of outputs/milestones and outcomes, Project Performance Monitoring System (PPMS) and impact evaluation system as required by PAM*).
- Prepared first draft Multi Year Rolling Plan and sent to PCU for comments. (*This Multi-Year Rolling Plan for the period January 2009 ~ December 2011 shows RRRSDP components and outputs, performance targets/objectively verifiable indicators, activities and sub-activities, methods of implementation, milestones, stipulated time frame, responsibilities, support required from RRRSDP institutional arrangement and means of verification of the results and achievements*).
- Finalizing RRRSDP Project Procedural Manual (PPM) continued.
- Prepared ToR for Planning, Monitoring & Evaluation Consultant for processing for hiring by PCU.
- The CV approval of the new TL proposed by JV Consultant is approved now by PCU after concurrence from ADB.
- Prepared and finalized ToR for Social Mobilizer as IC (*as advised by 3rd Review Mission*) to be fielded in 18 DRILP districts to support RWSS subprojects under RRRSDP. These posts will be announced by PCU very soon.
- Meeting with TBSU team to get status of the trail bridge projects from RRRSDP financial support was organized.
- After submission of Final DPR of Khopasi – Kamidanda – Taldhunga road to PCU by CISC, PCU forwarded for concurrence from ADB. ADB gave comments on Environment and

Resettlement parts only. Others remaining parts related to Engineering and Procurement are expected to receive in early May as said by ADB.

- Draft list of laboratory testing equipment and accessories submitted to PCU for further works.
- Gave comments on survey and design reports of subprojects.
- Finalized Standard Monthly Progress Reporting Format for Road Subproject and other Supplementary Infrastructure Subprojects in the same bunch for submissions by districts to PCU. PCU sent the sample to all 20 core districts.
- Prepared and finalized specifications for Hand Tools required for Road Building Groups.
- Initiative to establish District Rural Road Maintenance Fund (DRRMF) for maintenance of roads in the district as a whole as per DoLIDAR's Rural Road Maintenance Directive (RRMD- 2064), and RWSS O&M for RRRSDP subprojects as per the RRRSDP Guideline 2009 has been taken. This effort should be continued in the next months as well.
- Requested and organized from Rural Access Program (RAP) a presentation, which included computer aided demo on their system of baseline database, it's processing and interpreting for results, on April 21, 2009 where the whole CISC and PCU professional/engineers including the Project Coordinator (PC) participated. Valuable instructions and decisions were received from the PC there for RRRSDP.
- Specifications for different kinds of Hand Tools that are used for road constructions by RBGs were prepared and submitted to PCU. Procurement of such tools is planned by DPOs.

9. CISC OUTPUTS FOR THE PERIOD OF APRIL 2009

The CISC outputs as a result of the various activities of the reporting period have been presented below:

9.1 General Outputs Common to All CISC Sectors (April 2009)

1. Prepared standard Monthly Progress Reporting Form for submission by 20 core districts (similarly for reporting from 18 DRILP districts such forms being developed related to RWSS only).
2. Submitted to PCU Multi-Year Rolling Plan (MYRP) draft version-1 for comments of PCU.
3. Prepared and submitted to PCU final revised Table of Content (ToC) for Feasibility/Walkover Survey of Roads and PCU widely circulated to all 20 core districts.

9.2 Rural Road (RR) & Supplementary Infrastructure (except RWSS) Engineering Outputs (April 2009)

1. Reviewed and gave comments on the final Khopasi – Taaldhunga Roads (CH 22+000 to CH 32+000).

2. Prepared and submitted to PCU standard specifications of various types of hand tools procurement for road works.

9.3 Rural Water Supply & Sanitation (RWSS) Outputs (April 2009)

1. Prepared and submitted norms for detailed survey works of WSS subprojects
2. Reviewed and gave comments on 2 DPRs of Anabhakaure WSS and Deurali – Siddhatar WSS subprojects, Sindhuli.
3. Reviewed and gave comments on 4 DPRs of Lahareni - Vijayatar WSS, Katukebhirpani WSS, Kerauswaera WSS and Uмба WSS subprojects, Okhaladhunga
4. Reviewed and gave comments on 2 DPRs of Bhotenamlang WSS and Sunkhani WSS subprojects, Sindhupalchowk.
5. Prepared ToR for Rural Water Supply Engineer for CISC team and submitted for approval of PCU.
6. Revised and finalized the ToC of Feasibility Survey for RWSS
7. Searching and preparing the RR lab equipment specifications

9.4 Environmental Outputs (April 2009)

1. Comments on ToR for IEE of Bhatkekopati – Jitpur – Mahamanjushree – Chareli - Nagarkot road sub-project, Bhaktapur and finally received approval of ToR from MLD
2. Similarly received approval of ToR for IEE for Kagbeni-Jhaite road sub-project, Mustang
3. Received approval from MLD on the ToR prepared for Naubise-Chautara-Melamchi road sub-project, Sindhupalchowk

9.5 Resettlement Outputs (April 2009)

1. Output list of RP to justify revision/update of census survey questionnaire of project affected household as instructed by the Project Coordinator in the RAP database presentation on 21 April, 2009.
2. Reviewed with comments on RP Kamidanda – Taldhunga road prepared by Kavre with technical support to improve RP. After improvement PCU had submitted the RP to ADB. Now ADB has sent comments for finalizing the report.

9.6 Social Outputs (April 2009)

3. Assisted in preparation of Multi Year Rolling Plan (MYRP) as of other relevant sectors for the whole project period (3 years) and final preparation of Multi Year Rolling Plan having compiled comments of all sectors.
4. Revision of flow chart of social aspects.
5. Revision and updating of forms and format for Zol HH survey and also translated in Nepali version.
6. Collection and revision of Baseline Survey (BLS) questionnaire already followed by RAP for the use of RRRSDP.
7. Preparation of DPCC, VICCC, RBIC, VIUG and RBG Guideline in Nepali.
8. Provision of support to Act Team Leader in course of developing PPM Guidelines of RRRSDP as a whole.

9. Preparation of English version of Social Action Plan (SAP), Gender Action Plan (GAP), Indigenous People Development Plan (IPDP) preparing guidelines.
10. Preparation of English version of Zol HH survey and Baseline Survey undertaking Guidelines.
11. Preparation of Nepali version of Guidelines in regards to SAP, GAP, IPDP, Zol HH survey and Baseline survey.
12. Preparation of proposal for conducting Training Workshop by Subject Matter Specialist (SMS) on Economic Internal Rate of Return (EIRR) for a Road Subproject under RRRSDP for Engineers of PCU, CISC, DPOs and DISTs of Kathmandu, Lalitpur, Bhaktapur, Chitwan, Sindhuli, Sindhupalchowk and Dolakha districts and SDC Central Engineers (3) Supporting the 4 SDC DISTs

9.7 Financial Outputs (April 2009)

1. Assisted PCU for the submission of the Audited Project Report of F.Y 2007/2008 to ADB (April 15).
2. Prepared and submitted to PCU the contract award and disbursement projection for DFID grant for the year April 2009-March 2010 as mentioned in Aid Memoire of April 2009. It was sent to DFID by the PCU.
3. Inputs for Multi Year Rolling Plan of FMS part.
4. Assisted PCU to prepare revised budget authority and source breakdown to be sent by MoLD to the 18 DRILP districts.
5. Assisted PCU to prepare the revised budget as per discussion with MOF and the FM Consultant attended in the discussion.
6. Updated the status of contract award of DISTs, CISC and individual consultants of DRILP districts to be uploaded in the website: www.rrr.gov.np
7. Prepared and submitted to PCU the contract award and disbursement projection from April 2009 - June 2009 which was submitted to ADB as per their request.

9.8 Procurement Outputs (April 2009)

1. Prepared TOR for Social Mobilizers for 18 DRILP districts
2. Prepared formats in Nepali to be used for community participation (RBIC)
3. Reviewed bidding documents for NCB prepared by Kavre
4. Provided brief overview of bidding documents (NCB & Shopping) to DIST-Team Leader of Bhaktapur
5. Prepared bid evaluation formats for NCB
6. Conducted interaction with DTO Chief of Dolakha on Procurement of Goods by Shopping & provided Shopping & NCB documents
7. Prepared EOI documents for Soil Investigation and Bridge Design Consultants
8. Prepared TOR for Water Supply and Sanitation Engineer for 16 RRRSDP districts
9. Prepared bidding documents for Shopping for procurement of manual hand tools

10. Prepared draft Procurement Plan for the RRRSDP project period
11. Reviewed NCB documents of Parbat for supply and delivery of steel parts & fixtures
12. Prepared EOI Evaluation Criteria for Soil Investigation and Bridge Design Consultants

10. PROPOSED TENTATIVE ACTIVITIES FOR MAY 2009

- ❖ Orientation of newly recruited ICs (Social Mobilizer), new last 2 DISTs of Kathmandu and Jhapa in Kathmandu after recruitment.
- ❖ Brainstorming on possible training topics in all sectors by CISC prepared and was submitted to PCU in March. It has to be screened by internal discussion and with PCU.
- ❖ SDE/PCU and the DPO Chiefs of Dolakha, Jhapa, Sunsari have recommended updating the Road Standard Specifications of RAIDP and including in the Technical Guidelines of RRRSDP.
- ❖ Initiative to establish District Rural Road Maintenance Fund (DRRMF) for maintenance of roads in the district as a whole as per DoLIDAR's Rural Road Maintenance Directive (RRMD-2064), and RWSS O&M for RRRSDP subprojects as per the RRRSDP Guideline 2009 will be continued in collaboration with PCU, which are the requirements of PAM/RRP.
- ❖ Training on Economic Internal Rate of Return (EIRR) being part of the requirement for inclusion in the Detailed Project Report of road subprojects will be organized for engineers.
- ❖ Training on the water supply design both manually and using computer aided (software) package will be organized for responsible project concerned engineers.
- ❖ Draft Project Procedures Manual (PPM) will be finalized and submitted to PCU.
- ❖ Draft RRRSDP Guidelines for Zone of Influence (ZoI) Households Survey, preparations of Social Action Plan (SAP), Gender Action Plan (GAP), and Indigenous People Development Plan (IPDP) and Baseline Survey (BS), and Guidelines on the Formation Process of Road Building Groups (RBGs) for road subprojects will be prepared both in English and Nepali.
- ❖ Preparation of RWSS (like for road subproject) Standard Monthly Progress Reporting Format for submissions by districts will be completed.
- ❖ Participate in the upcoming RTI SWAp meeting (process development and implementation piloting one of the components of RRRSDP) – first presentation of the SWAp framework and folders and RRF - 40 towards first week of May.
- ❖ Finalize Norms for Road Survey for Works during Feasibility/Walkover and Bridge Survey.
- ❖ Draft shopping documents for RWSS (IC Procurement). Send it to 38 districts after review and approval by PCU.

- ❖ Prepared “RRRSDP Procurement Plan for the Project Period” (up to December 2011) will be done by IC (Procurement).
- ❖ Carry reviews of Feasibility/Walkover Survey Reports and Detailed Project Report (DPR) of road subprojects and supplementary infrastructure subprojects.
- ❖ Prepare and finalize of Table of Content (ToC) for Detailed Project Report (DPR) for road subproject.

11. MEETING, WORKSHOP AND TRAINING

During this reporting period, an orientation training session was conducted by PCU with the support of CISC. The orientation training was focused on RRRSDP as a whole and the training emphasized on the engineering, environment, resettlement, financial management, procurement and other project related matters/aspects required for execution/implementation.

- ❖ Orientation for 4 DTO Chiefs of Dolakha, Jhapa, Sunsari and DPO engineer of Bhaktapur on April 28, 2009 by PCU supported by CISC.
- ❖ CISC DTL participated in the pre-wrap meeting of the Review Mission on April 1 and Joint Progress Review Meeting on April 30 on RRRSDP among PCU, ADB, DFID, and SDC.

12. CISC FIELD VISIT RECORDS UNTIL APRIL 2009 FROM THE BEGINNING

1. IC-Resettlement visited DDC and DTO/DPO in Kathmandu (April 2008)
2. IC-Resettlement visited subproject area of the Kavre district and got acquainted about field situation (May 2008)
3. IC-Resettlement visited Parbat DPO and obtained information about four subprojects and DPO Office establishment (July 2008)
4. IC-Resettlement visited the initial 9 km stretch of DRILP Baglung- Ghodabadhe (25 km) project in Baglung (July 2008)
4. IC-Resettlement visited Dolakha for orientation/interaction program (August 2008)
5. ICs (Environment, Resettlement & Procurement) participated with RRRSDP 2nd Review Mission of ADB/DFID/SDC/PCU to visit Kavre and Chitwan (August/September 2008)
5. IC-Resettlement visited Sindhuli for orientation/interaction program (September 2008)
6. IC-Resettlement visited Sindhupalchowk for orientation/interaction program (October 2008)
6. Deputy Team Leader (DTL) & Rural Infrastructure Engineer (RIE) made field visit to Bhaktapur district for a meeting with DTO/DPO and visiting three proposed road corridors (January 2009)
7. RIE made a field visit on RWSS subprojects under RRRSDP in Baglung (February 2009)
8. IC-Resettlement & Resettlement Associate (RA) visited Dolakha for interaction/technical support to DPO/DIST and for attending meeting with District Land Survey Office for cadastral survey & mapping (March 4 to 6, 2009)
9. CISC Regional Social Coordinator (RSC) made field visits (*but intermittent due to Bandha*) in Jhapa, Panchthar, Ilam, Sunsari, and Morang (March 8 to 27, 2009)

10. CISC team comprising Social Development Specialist (SDS), RIE, RA, Civil Engineer (CE) made field visits in Chitawan, Gorkha, Kathmandu, Lalitpur and Bhaktapur (March 18 to 24, 2009)
11. CISC team comprising Rural Water Supply & Sanitation (RWSS) Specialist, RSC, RIE & RA made field visits in Parbat, Baglung, Myagdi, Mustang, Lamjung and Manang (March 18 to April 1, 2009)
12. CISC team comprising of DTL and RWSS Specialist joined with ADB, DFID, PCU in RRRSDP 3rd Review Mission for the field visits in Parbat, Baglung, Myagdi (March 18 to 22, 2009). Again the mission (ADB, DFID, SDC, PCU) resumed a field visit in Kavre on March 26, 2009 where CISC DTL, IC-Resettlement, RIE and Environmental Associate (EA) participated.
13. CISC RSC, RIE, EA, and RA made a visit to Dandeldhura April 20 to May 6, 2009. They were also planning to go to Rolpa and Rukum but stranded in Dhanagadhi due to *Tharuhat Bandha*. So they returned to KTM directly.
14. WSS-Specialist, RIE, RSC, RA made a visit to Sindulpalchoke, Dolakha, Sindhuli from April 26, 2009 to May 7, 2009.
15. Again RIE, RSC, RA of CISC made a visit to Kavre from May 8 to May 9

13. CISC LOGISTICS

Office equipments that were majorly provided by PCU and some purchased by CISC JV Consultant are as follows (as of April end).

S.N.	List of Equipment	Brand	Qty	Unit	Remarks
1	Desktop Computer	Zenith	15	Nos.	From PCU
2	Desktop Computer	Dell	1	No.	From PCU
3	UPS	Emerge	14	Nos.	From PCU
4	Printer (LBP 3500)	Canon	2	Nos.	From PCU
5	Printer (LBP 5100)	Canon	1	No.	From PCU
6	Photo Copy (1635)	Kyocera	2	Nos.	From PCU
7	Binding Machine		1	No.	From PCU
	List of Furniture				
8	Office Table		14	Nos.	From PCU
9	Side Table for Computer		12	Nos.	From PCU

10	Steel Almirah		5 (4+1 Env.)	Nos.	From PCU
11	Working Chair		14	Nos.	From PCU
12	Visitors Chair		4	Nos.	From PCU
13	Photo Copy Table		2	Nos.	From PCU
List of Other Goods					
14	Telephone Set		8	Nos.	From PCU
15	Telephone Set		2	Nos.	From JV Consultant
16	LCD Projector		1	Nos.	From PCU

As per the contract of JV consultant with PCU (November 24, 2008) still 1 Scanner, 4 Laptop Computers (once these LTs are made available, CISC to return extra DTs) and some furniture will be requested with PCU. In addition, Altimeter – 5, Camera – 5, Geological Compass – 1, GPS - 2 and Recorder for recording interviews/public hearing – 2 sets are to be received from PCU as per the agreement.

Moreover, JV Consultant has to provide the CISC team with 3 vehicles for official transport facilities. Of which one was provided from December 16, 2008; another was supplied from February 1, 2009. Remaining one vehicle was hired in March 2009 and one new vehicle purchase is in the process.

Annex A**CISC STAFF & THEIR JOINING DATES & CONTACTS RECORD**

S.N.	NAME	DESIGNATION	JOINING DATE	EMAIL ADDRESS
1	Mr. Bidhan C Rajbhandari	Deputy Team Leader	16 th Dec 2008	bidhancr@gmail.com
2	Mr. Robin Lall Chitrakar	WSS Specialist	16 th Dec 2008	chitrakarri@hotmail.com
3	Mr. Chan Bahadur Gurung	Social Development Specialist	2 nd Jan 2009	chan.gurung@yahoo.com
4	Mr. Ram Prasad silwal	Rural Infrastructure Engineer	16 th Dec 2008	silwalram81@hotmail.com
5	Mr. Ram Bindu Shrestha	Rural Infrastructure Engineer	16 th Dec 2008	rambindu@hotmail.com
6	Mr. Bharatt Timsina	Regional Social Development Coordinator	2 nd Jan 2009	timsina8@yahoo.com
7	Mr. Shisir Gautam	Regional Social Development Coordinator	2 nd Jan 2009	shisirgau@gmail.com
8	Mr. Bhanu Raj Pandey	Administration Officer	16 th Dec 2008	bhanurp@gmail.com
9	Ms. Nivedita Sharma	Civil Engineer	2 nd Jan 2009	sharma.nivedita@hotmail.com
10	Mr. Kapil Dev Gyawali	Environmental Management Associate	18 th Jan 2009	gyawalikapil@gmail.com
11	Ms. Pinky Bijayananda	Resettlement Associate	18 th Jan 2009	pinkybijayananda@hotmail.com
12	Mr. Chet Nath Dahal	Resettlement Associate	18 th Jan 2009	chet_2033@hotmail.com
13	Mr. Badri Nath Karki	Resettlement Associate	18 th Jan 2009	karkibn@yahoo.com
14	Mr. Ganesh Psd. Upadhyay	Computer Operator	1 st Feb 2009	gpu.doti@yahoo.com
14	Ms. Sunita Younjan	Computer Operator	16 th Dec 2008	yonjan.sunita@yahoo.com
15	Ms. Sarmila Chaulagain	Office Assistant	16 th Dec 2008	lucky_saru99@yahoo.com

S.N.	NAME	DESIGNATION	JOINING DATE	EMAIL ADDRESS
16	Ms. Parinita Sharma	Office Assistant	16 th Dec 2008	parinita_sharma5@yahoo.com
17	Mr. Atmalal Gautam	Driver	16 th Dec 2008	Resigned on April 25, 2009
18	Ms. Manju Gautam	Messenger	1 st Feb 2009	
19	Mr. Kedar Man Dong	Messenger/Runner	19 th Mar 2009 (effectively he is to be billed from 16 th Dec 2008)	Actually he replaced Mr. Sanu Tamang, who worked from 16 Dec 2008 and left on 18 th Mar 2009.

INDIVIDUAL CONSULTANTS, THEIR JOINING DATES & CONTACTS RECORD

S.N.	NAME	DESIGNATION	JOINING DATE	EMAIL ADDRESS
1	Mr. Upendra Gautam	Financial Management Specialist	24 th Mar 2008	upgautam2003@yahoo.com
2	Ms. Sushila Pandey	Resettlement Specialist	24 th Mar 2008	sushilapandey@hotmail.com
3	Mr. Rameshwar Lamichhane	Procurement Specialist	24 th Mar 2008	rlamichhane10@hotmail.com
4	Dr. Dinesh C. Devkota	Environmental Management Specialist	24 th Mar 2008	Resigned on 18 th Jan, 2009

Annex B**RRRSDP: Central Implementation Support Consultant (CISC) Team with Primary Responsibilities and Supporting Roles for Given Tasks/Activities**

S.N.	JV Consultant's Key Professionals	Main Tasks / Activities
1	Team Leader, Rural Infrastructure Specialist	Establish a Comprehensive Management Support System for PCU; Establish a Project Institutional Framework and Necessary Administrative and Management Procedures; Review and Consolidate Annual Project Work Programs and Budget of RRRSDP Districts; Ensure the Continuing Provision of Advisory Support and Guidance to PCU/DTOs/DPOs; Advise DDC/DTOs on the Implementation of Social and Vulnerable Group Development Action Plan, Livelihood Measures, Resettlement Plan and Compensation Policy; Assist PCU for Establishing Project Performance Management System (PPMS), Installation and Use of MIS; Assist DTOs and PCU in Developing Relevant Indicators and in Implementing the PPMS; Undertake Periodic Field Visit to Assess Progress of Works; Consolidate and prepare Trimester and Annual Reports; Preparation of Project Monitoring Reports; Assist in the Conduct of Mid-Term Evaluation, Preparation of Final Completion Report; Assist/provide Guidance, and Support for the Formulation and Conduct of the Benchmark, Midterm and Final Impact Evaluation Report; Provide Technical Backstopping; Assist PCU in the Performance Monitoring of DTOs/DPOs/DISTS; Propose any Changes in Operational and Management Procedures for Review by PCU; Arrange to Conduct Third Party Technical Audit of Completed Works; Prepare Recommendations for the PCU for Better Integration of Rural Infrastructure Development with Other Rural Development Activities and Oversee the provision of Advisory Support to DDCs/DTOs; Establish Effective and Productive Working Relationships and Networking with DFID, SDC, ADB, PCU, DoLIDAR, MLD and Other Donors/Projects; Assist in Refinement of Rural Transport Strategy; Support the MLD/ DoLIDAR for Preparation and Implementing the Rural Transport Strategy and Develop Sector Wide Approach (SWAp) Principles to Harmonize the Donors in an Integrated Framework for the Rural Transport Infrastructure Subsector (including piloting guidelines for RRRSDP); Facilitate PMC, PICC and Other Related Donors for Harmonization and Coordination Meetings; Guide, Supervise and Coordinate Activities of Central Consultants
2	Deputy Team Leader (Construction Engineer)	Assist Team Leader/ Take Responsibility of Team Leader When Absent and Undertake Additional Tasks; Preparation, Drafting, Circulating and Finalizing the Project Procedures Manual; Coordinate with DDCs/DTOs/DPOs /DISTS; Coordinate with PCU to Provide the Orientation and Training to DTO/Local Bodies DPOs/DISTS/ICs; Assist and Advise DDC/ VDC RRMFC/RRMFC Including Training to Devise and Establish Regular Planned Maintenance Management

S.N.	JV Consultant's Key Professionals	Main Tasks / Activities
		System; Support the Design of a Training Strategy and Plan to Fulfill the Needs of DTO/DPO/DIST/Contractors to Implement/Monitor and Feedback Mechanism; Ensure the Continuing Provision of Advisory Support and Guidance to PCU/DTOs/DPOs; Consolidate and prepare Trimester and Annual Reports; Provide Assistance to DoLIDAR and DDCs, Subject to District-Specific Partnership Agreements; Assist in Refinement of Rural Transport Strategy; Guide, Supervise and Coordinate Activities of Central Consultants; Conduct and Facilitate Training for MLD/DoLIDAR/DDCS/DTOs Staffs and DIST for Capacity Building.
3	Rural Infrastructure Engineers	Assist to Conduct Feasibility Study of the Subprojects by DPOs/DIST; Assist to Conduct Detail Survey, Design and Estimates of Subprojects by DISTs and Review Design; Support DISTs with Applicable Criteria and Guidelines in the Design and Estimate of Supplementary Investment Schemes; Assist and Advise DDC/ VDC RRMFC/RRMFC Including Training to Devise and Establish Regular Planned Maintenance Management System; Assist and Advise VDC/VICCC/RBIC/VIUG and Communities on O&M of Infrastructure Provided as Supplementary Investment; Ensure the Continuing Provision of Advisory Support and Guidance to PCU/DTOs/DPOs; Undertake Periodic Visits of Subprojects Sites to Review and Supervise the Execution of Key Projects Activities; Provide Technical and Advisory Support to Field Staff; Assist in the Establishment and Functioning of Quality Assurance/Control System; Assist, Plan and Conduct Essential Training in Direct Support to Project Implementation .
4	Bridge Specialist	Prepares Technical Guidelines for Bridge Survey and Designs with Applicable Design Standards & Norms, Undertake Periodic Visits of Subprojects Sites to Review and Supervise the Execution of Key Projects Activities; Assist, Plan and Conduct Essential Orientation and Training in Direct Support to Project Implementation; Review and Support in Designing of Motorable Bridges including Site Construction Inspection, Develop Relevant Indicators for PPMS and Monitor the Implementation.
5	Rural Water Supply & Sanitation Specialist	Assist to Conduct Feasibility Study of the Subprojects by DPOs/DISTs; Assist to Conduct Detail Survey, Design and Estimates of Subprojects by DISTs and Review Design; Support DISTs with Applicable Criteria and Guidelines in the Design and Estimate of Supplementary Investment Schemes; Assist and Advise DDC/ VDC Including Training to Devise and Establish Regular Planned Maintenance Management System; Assist and Advise VDC/VICCC/VIUG and Communities on O&M of Infrastructure Provided as Supplementary Investment; Ensure the Continuing Provision of Advisory Support and Guidance to PCU/DTOs/DPOs; Undertake Periodic Visits of Subprojects Sites to Review and Supervise the Execution of Key Projects

S.N.	JV Consultant's Key Professionals	Main Tasks / Activities
		Activities; Provide Technical and Advisory Support to Field Staff; Assist in the Establishment and Functioning of Quality Assurance/Control System; Assist, Plan and Conduct Essential Training in Direct Support to Project Implementation.
6	Social Development Specialist	Preparation of Social Action Plan for Subprojects; Ensure the Continuing Provision of Advisory Support and Guidance to PCU/DTOs/DPOs; Advise DDC/DTOs on the Implementation of Social and Vulnerable Group Development Action Plan, Livelihood Measures, Resettlement Plan and Compensation Policy; Undertake Periodic Visits of Subprojects Sites to Review and Supervise the Execution of Key Projects Activities; Provide Technical and Advisory Support to Field Staff; Monitor, Check and Verify Compliance with Safeguard Policies and Mitigation Measures; Assist, Plan and Conduct Essential Training in Direct Support to Project Implementation; Assist in Establishing Project Performance Monitoring System with Database & Analyses.
7	Regional Social Coordinators	Preparation of Social Action Plan for Subprojects; Assist DTO/DPO for Procurement of Local Contractors to Carry out Complex Civil Works; Ensure the Continuing Provision of Advisory Support and Guidance to PCU/DTOs/DPOs; Advise DDC/DTOs on the Implementation of Social and Vulnerable Group Development Action Plan, Livelihood Measures, Resettlement Plan and Compensation Policy; Undertake Periodic Visits of Subprojects Sites to Review and Supervise the Execution of Key Projects Activities; Provide Technical and Advisory Support to Field Staff; Assist, Plan and Conduct Essential Training in Direct Support to Project Implementation.
8	Procurement Specialist	Study Project Documents, Procurement Guidelines, Procurement Acts, LBFAR, PWD, PPMO Guidelines, and Current Practices and their Advise/Central Implementers; Review Annual Procurement Plans Based on Work Programs of PCU/DDCs/DTOs; Assist DTO/DPO for Procurement of Local Contractors to Carry out Complex Civil Work ; Assess the Need for Simplified Model Contracts and Procedures for Use by DDC ; Assist PCU/DDCs/DTOs in Different Aspects of the Recruitment of the District Implementation Support Teams (DIST; Review Procurement Practice, Procurement Procedures, Guideline, Acts & Regulations; Establishing good Procurement Management System w.r.t. Role of and Function of PCU, DDC, DTO/DPO, and Other Staff; Assist PCU in Preparing RFP, ToR, EoI, and Develop Evaluation Criteria Consulting Firms and Individual Consultants; Guide PCU/DDCs/DTOs/DPOs (support by DISTs) in Preparing Standard Bidding Document for the Procurement of Goods and Services; Review Bid Evaluation and Advice PCU for Giving Concurrence / Assist in Award of Contract; Ensure the Continuing Provision of Advisory

S.N.	JV Consultant's Key Professionals	Main Tasks / Activities
		Support and Guidance to PCU/DTOs/DPOs; Assist in Preparing Procurement Plan and Contract Roaster for Procurement of Goods, Works and Services of PCU; Prepare and Update User Friendly Manual of Procurement Process for Training of Staff from MLD/DoLIDAR/FCGO/OAG/Local Bodies; Evaluate Progress of DDC on Procurement Efficiency and Assess the Capacity of Local Bodies
9	Resettlement Specialist	Assist to Conduct Detail Survey, Design and Estimates of Subprojects by DISTs and Review Design; Preparation of Resettlement Plan for Subprojects; Ensure the Continuing Provision of Advisory Support and Guidance to PCU/DTOs/DPOs; Advise DDC/DTOs on the Implementation of Social and Vulnerable Group Development Action Plan, Livelihood Measures, Resettlement Plan and Compensation Policy; Monitor, Check and Verify Compliance with Safeguard Policies and Mitigation Measures; Assist, Plan and Conduct Essential Training in Direct Support to Project Implementation.
10	Environment Management Specialist	Assist to Conduct Detail Survey, Design and Estimates of Subprojects by DISTs and Review Design; Preparation of Environmental Action Plan for Subprojects; Preparation of Environmental Action Plan for Subprojects; Provide Technical Support to Environmental Assessment, Definition, and Implementation of Mitigation Measures, and Monitoring; Monitor, Check and Verify Compliance with Safeguard Policies and Mitigation Measures; Assist, Plan and Conduct Essential Training in Direct Support to Project Implementation
11	Financial Management Specialist	Assist Executing Agencies/DoLIDAR in Drafting and Signing Project Agreement with DDCs; Define Annual Budget Ceilings for Individual RRRSDP District; Review and Consolidate Annual Project Work Programs and Budget of RRRSDP Districts; Assist in Establishing and Maintaining a Financial Management System (FMS); Consolidate the Financial Statements Submitted by DDCs/DTOs and Prepare and Submit the Project Financial Reports, Disbursement Claims, and Audit Reports to ADB; Provide Assistance to DoLIDAR and DDCs, Subject to District Specific Partnership Agreements; Prepare and Update User Friendly Manual of Financial Management for Training of Staff from DoLIDAR/RRRSDP/PCU/DPO/DTO/DDC.
12	Rural Development Policy/Aide Effect. Specialist	Establish Effective and Productive Working Relationships and Networking with DFID, SDC, ADB, PCU, DoLIDAR, MLD and Other Donors/Projects; Support the MLD/ DoLIDAR for Preparation and Implementing the Rural Transport Strategy and Develop Sector Wide Approach (SWAp) Principles to Harmonize the Donors in an Integrated Framework for the Rural Transport Infrastructure Subsector (Including piloting guidelines for RRRSDP)
13	Environment Associates	Assists in EARP, Assists in Review of ToR for IEE, Makes Follow Ups for Getting Approval from MLD, Assists in Providing Training to DIST/DPO by

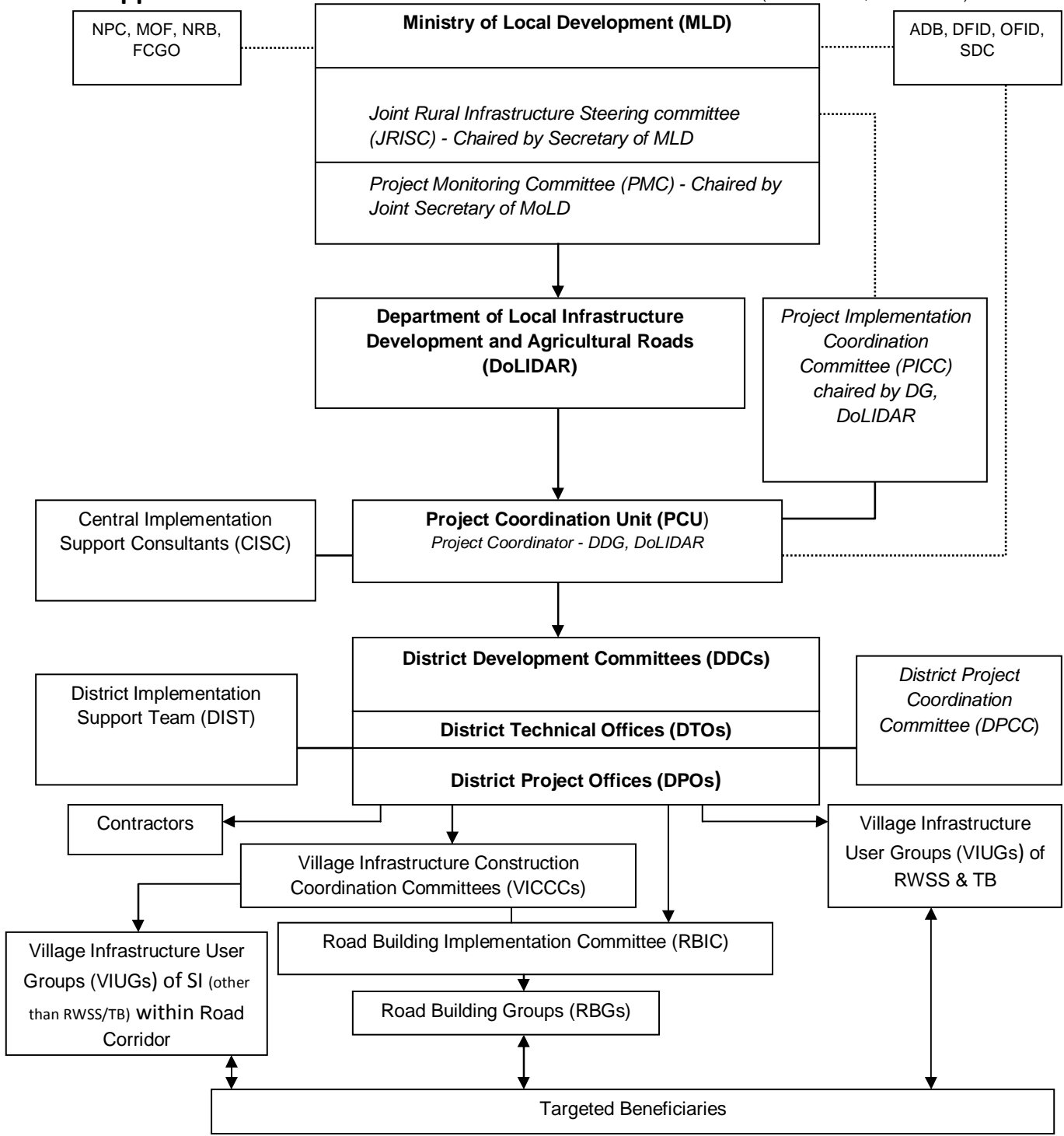
S.N.	JV Consultant's Key Professionals	Main Tasks / Activities
		Environmental Management Specialist, Undertake Periodic Visits of Subprojects Sites to Review and Supervise Execution of Key Projects Activities, Monitors as Guided by CISC implementation of EMP.
14	Resettlement Associates	Undertake Periodic Visits of Subprojects Sites to Review and Supervise the Execution of Key Projects Activities.
15	Quality Assurance Specialist	Assist the Implementation of Quality Assurance Plan and in the Equipment Assessment and Procurement for Laboratory Testing Facilities at District; Assist in the Establishment and Functioning of Quality Assurance/Control System; Assist DPOs to Establish and Monitor Effective Quality Control Mechanism.
16	Capacity Building & Training Specialist	Conduct and Facilitate Training for MLD/DoLIDAR/DDCS/DTOs Staffs and DIST for Capacity Building; Evaluate Progress of DDC on Procurement Efficiency and Assess the Capacity of Local Bodies; Provide Targeted Training Support to DDC/DTO/DPO/DIST as Necessary.
17	Impact Evaluation Specialist	Evaluate Progress of DDC on Procurement Efficiency and Assess the Capacity of Local Bodies.
18	Planning/Monitoring & Evaluation Consultant	Establish Project Performance Management System (PPMS) including Installation and Versatile Use of Appropriate MIS by Collaborating with Other DoLIDAR Rural Road Projects and ISAP (Institutional Strengthening Action Plan) under DoLIDAR for Unified Approach, Common Language of Understanding and Uniformity; Assist in the Preparation of Multi Year Rolling Plan and Annual Plans; Assist PCU and DTOs in Developing Relevant Indicators Targets, Means of Verification Referring to Goal, Purpose, Objectives, Outputs and Outcomes (utilization of outputs), etc of the Project; Monitor, Check and Verify Compliance with RRRSDP Safeguard Policies and Mitigation Measures; Support Design of Training Strategy and Plan to Fulfill the Needs by Training of DTO/DPO/DIST/Contractors to Make Capable for Implementing Monitoring Activities and Monitor them; Establish Feedback Mechanism by Preparing/Developing Forms & Formats (hard copies) including Communication Methods (email/soft copies); Train (with support of social team in the district and centre as necessary) Social Mobilizers and Enumerators for the Collection of the Benchmark/Database and All Necessary Information in Prescribed Forms and Formats; Maintain Database at the Centre (and in the RRRSDP core districts as decided by PCU); Undertake Periodic Field Visits to Monitor and Evaluate the Progress in View of Monitoring Requirements; Identify the Problems, Provide Solutions, and Follow Up on Any Situations Requiring Remedial Actions; Prompt for the Preparation of and Also Prepare Project Monitoring Reports; Assist in the Conduct of Mid-Term Evaluation, Preparation of Final Completion Report; Assist in Final Impact Evaluation & Report, etc.

S.N.	JV Consultant's Key Professionals	Main Tasks / Activities
19	Bioengineering Specialist	Carry out all bioengineering activities including inspection, planning, design for construction and maintenance including training at district level.
20	Transport Economy Consultant	Establish economic analysis system by using appropriate computer aided software program and train all the engineers in central and district level for economic database maintaining, procedural analysis, EIRR, sensitivity analysis, etc.
21	Geology & Geotechnical	Carry out and support for all geological and geotechnical investigation, survey, assessment and design works.
22	Technical Audit Expert	Arrange to conduct Third Party Technical Audit of completed works.

ANNEX C
WORK SCHEDULE

ANNEXS (D1 ~ D10)
RRRSDP FLOWCHARTS

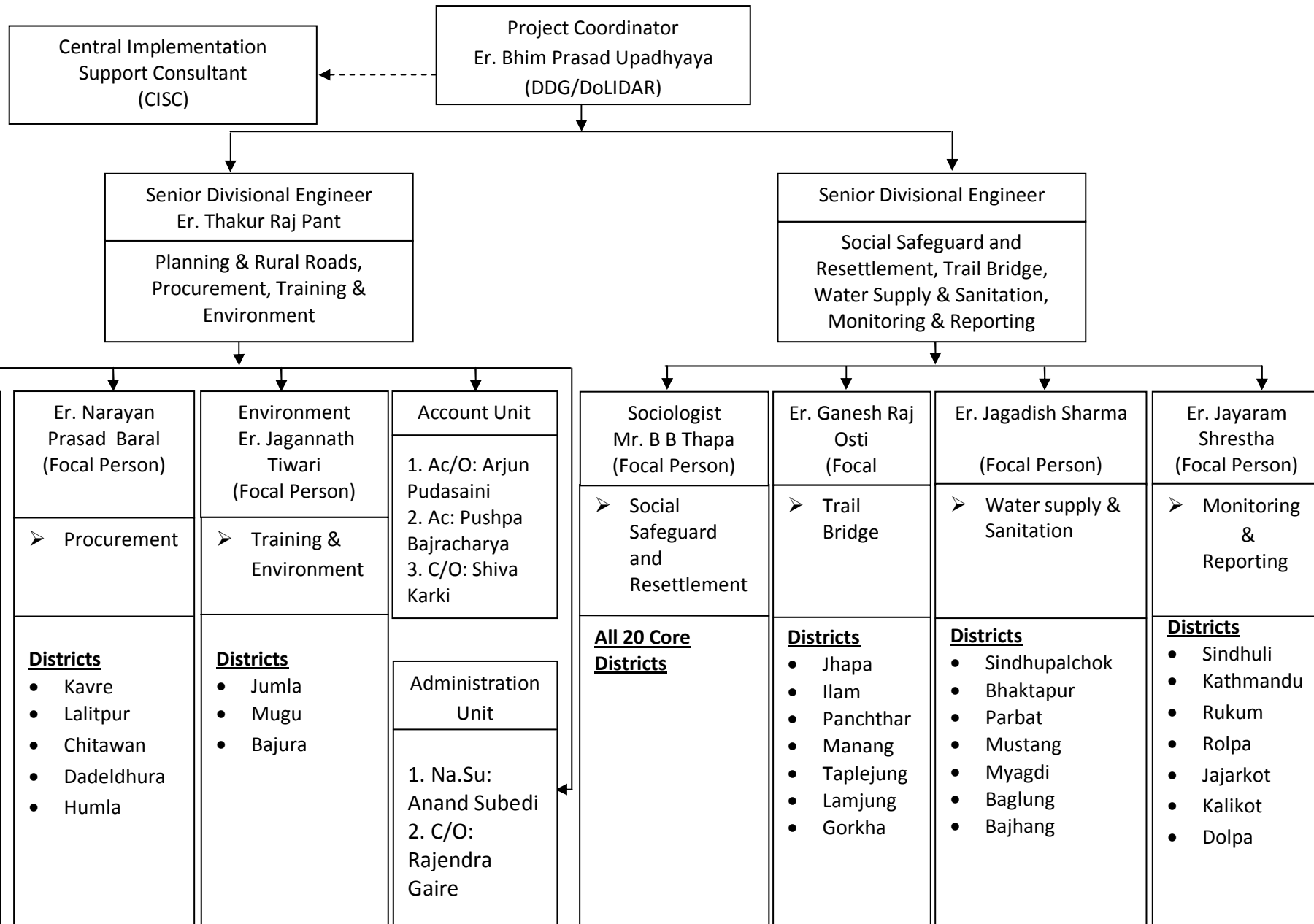
Appendix D-1: INSTITUTIONAL ARRANGEMENT CHART (Source: PAM, but modified)



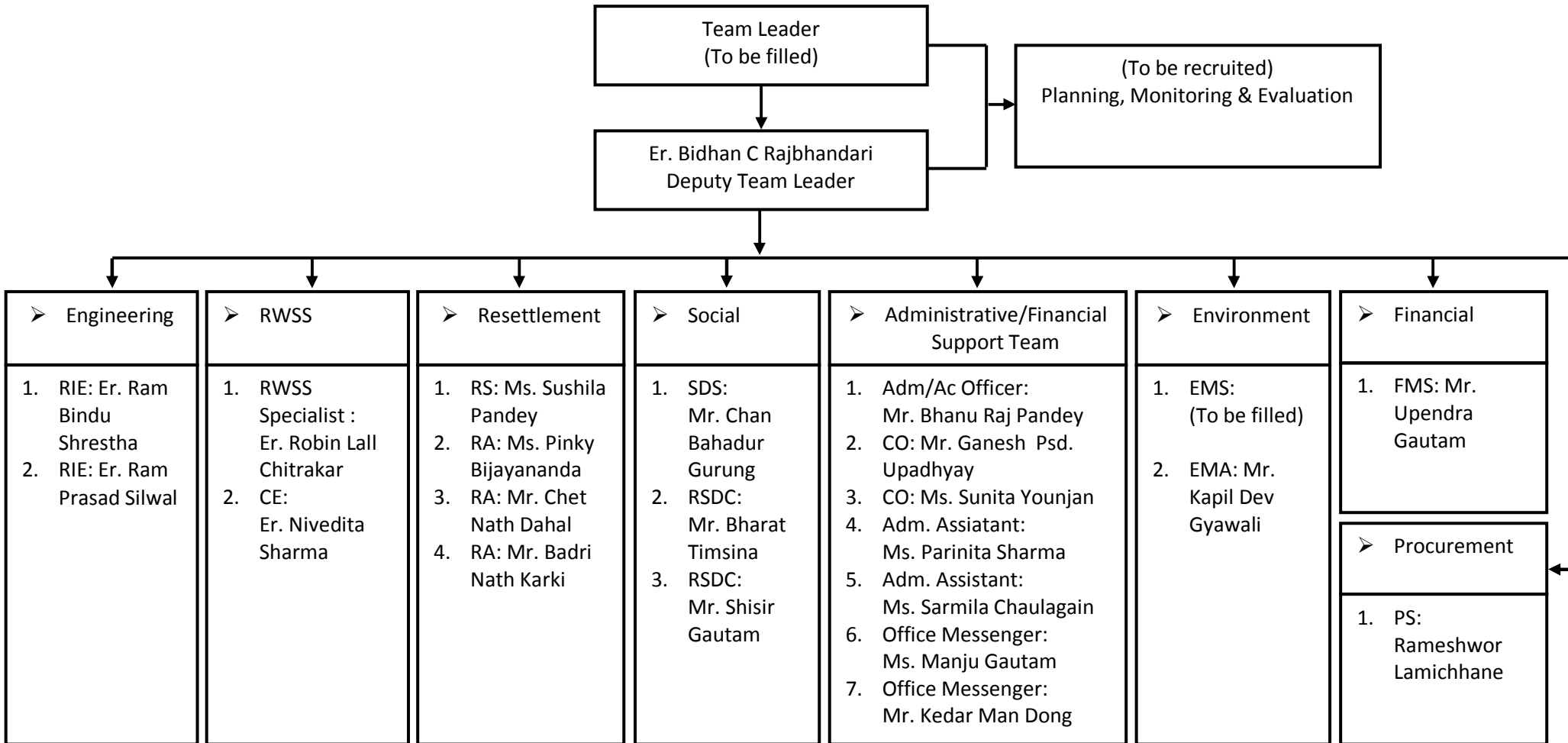
SI = Supplementary Infrastructure (except RWSS); RWSS = Rural Water Supply & Sanitation; TB = Trail Bridges

Line of Command \longrightarrow Interaction & Mutual Relationship \longleftrightarrow
 Line of Coordination \dashrightarrow
 Line of Advice/Policy Guidance $\cdots\cdots\cdots$

Appendix D-2: PROJECT COORDINATION UNIT (PCU) ORGANIZATION CHART (Source: PCU)

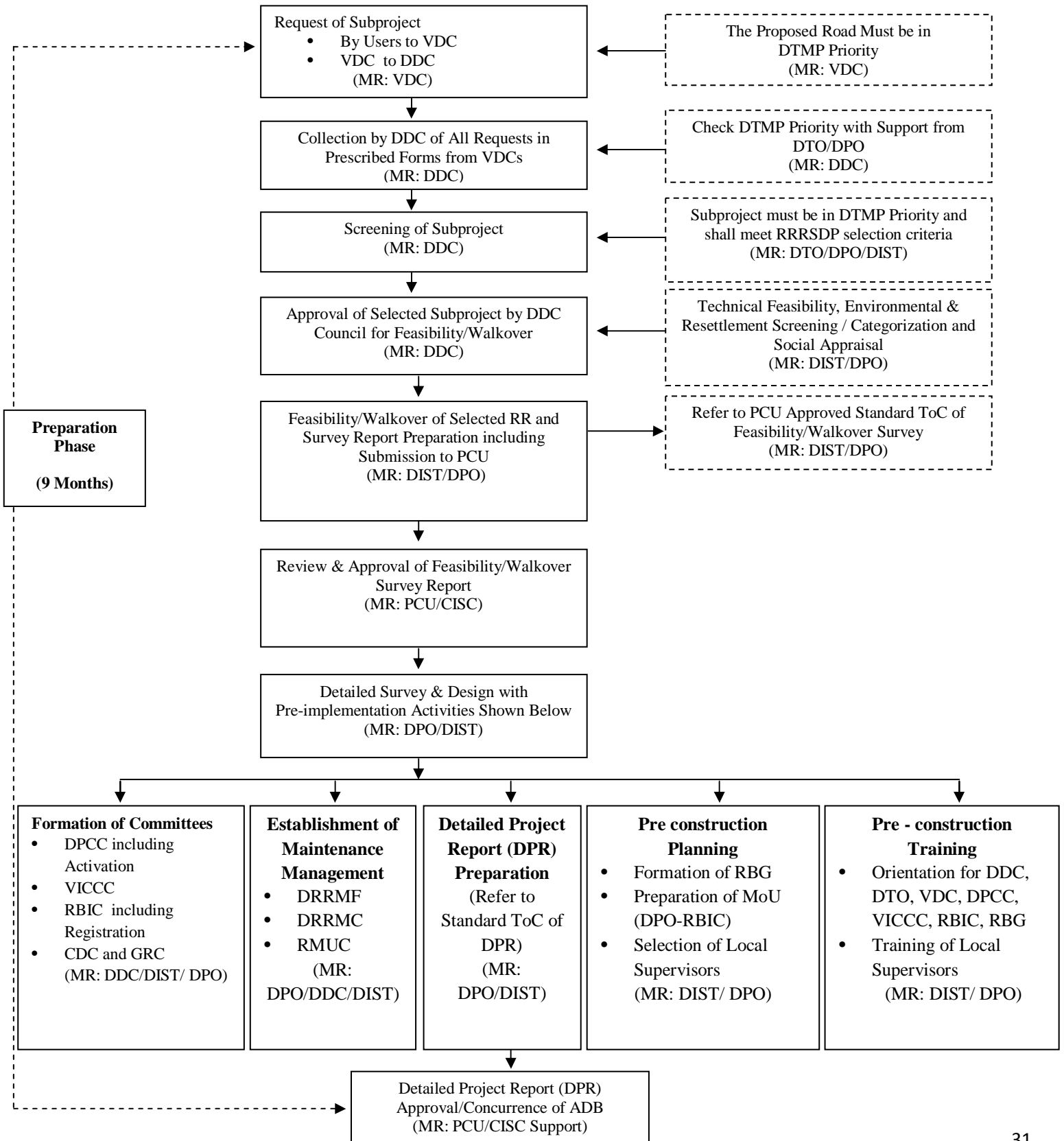


Appendix D-3: CENTRAL IMPLEMENTATION SUPPORT CONSULTANT (CISC) ORGANIZATION CHART

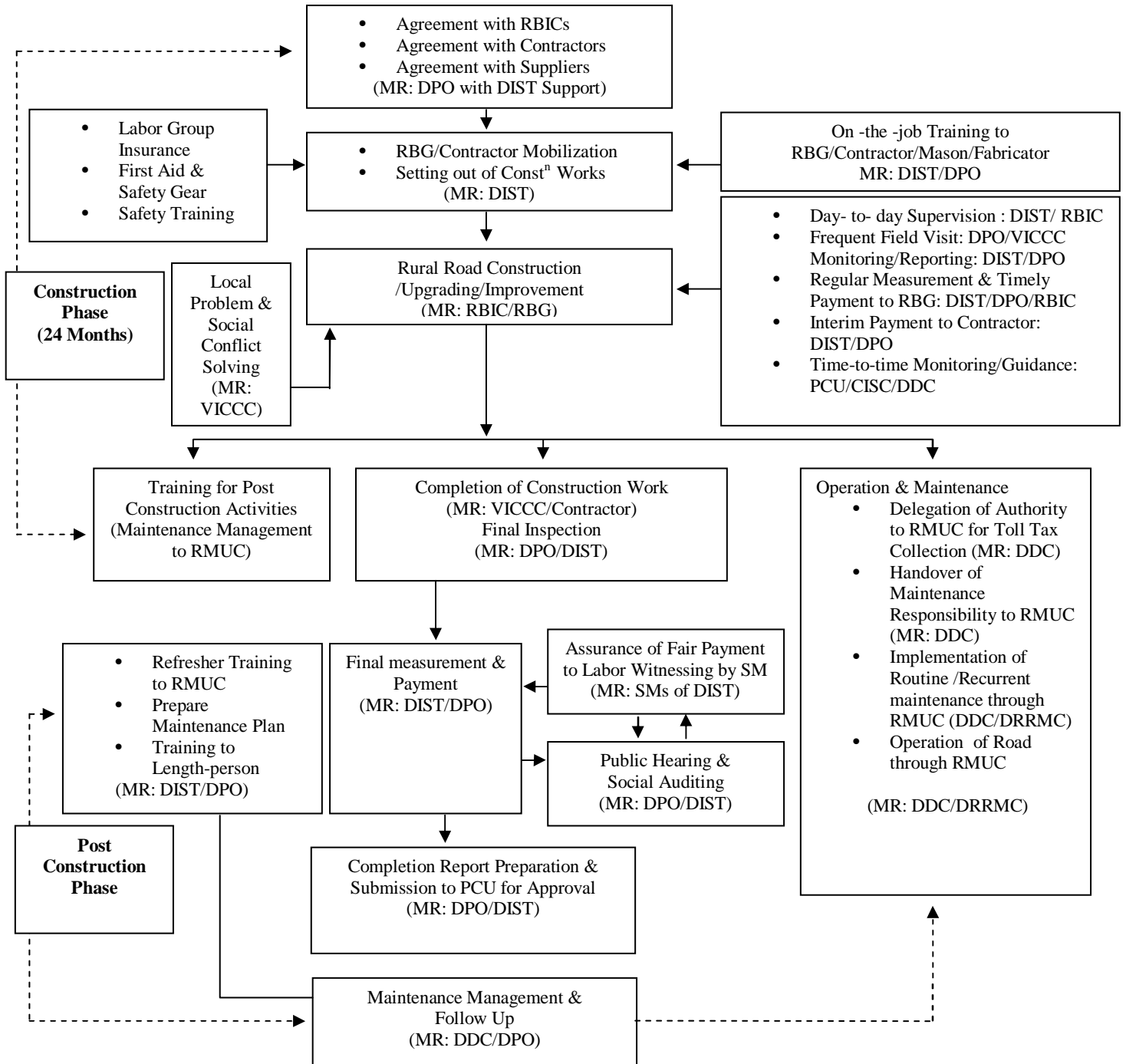


ACRONYMS					
Ac	-	Account	RS	-	Resettlement Specialist
Adm	-	Administrative	RA	-	Resettlement Associate
CE	-	Civil Engineer	SDS	-	Social Development Specialist
EMS	-	Environmental Management Specialist	EMA	-	Environmental Management Associate
RWSS	-	Rural Water Supply & Sanitation	CO	-	Computer Operator
FMS	-	Financial Management Specialist	PS	-	Procurement Specialist
RIE	-	Rural Infrastructure Engineer	RSDC	-	Regional Social Development Coordinator

Appendix D-4: RURAL ROAD (RR) IMPLEMENTATION FLOW CHART



Note: DPR includes detailed engineering report, environmental report, social safeguard report and resettlement planning, bid documents, RBIC packages.

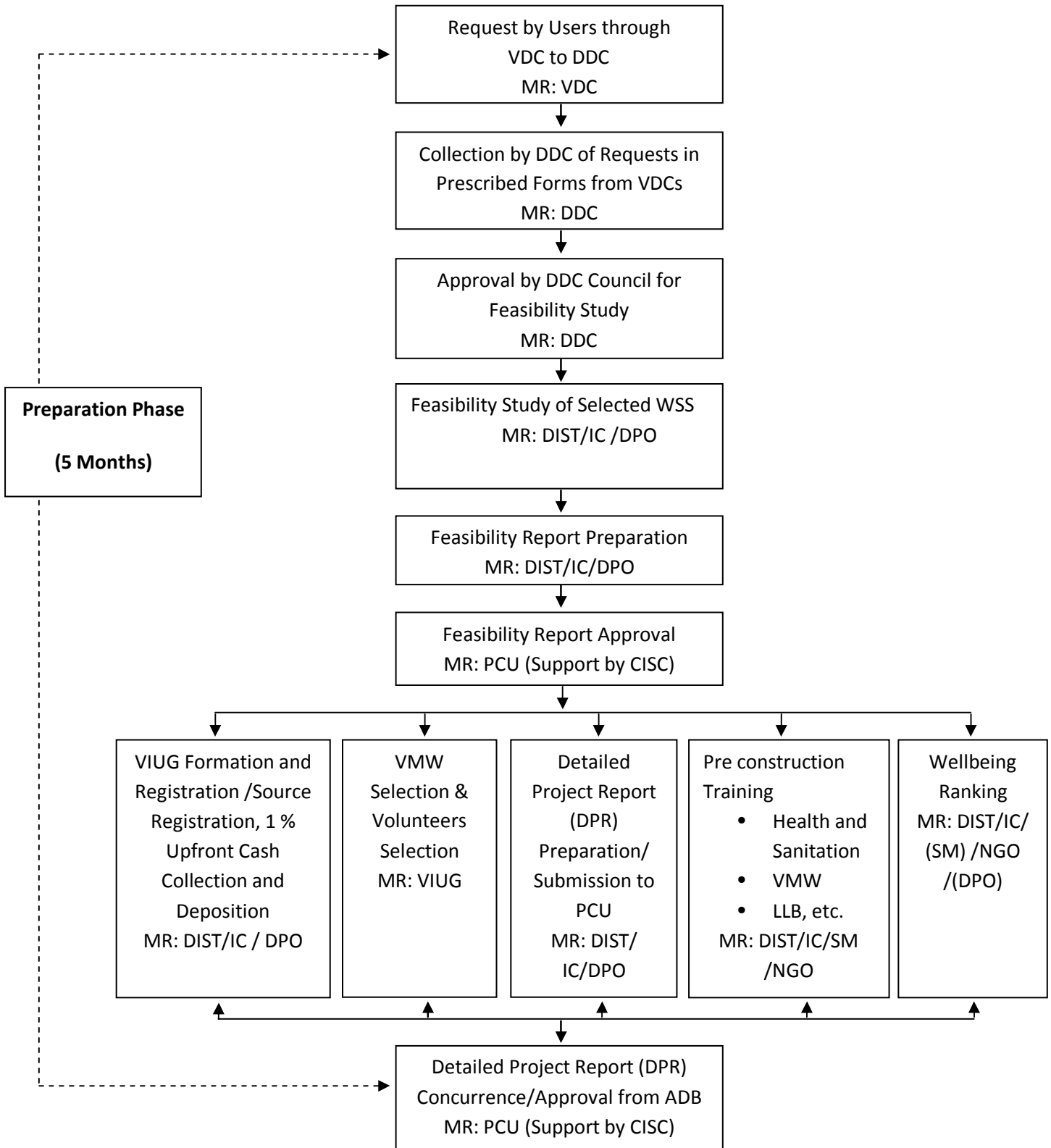


ACRONYMS

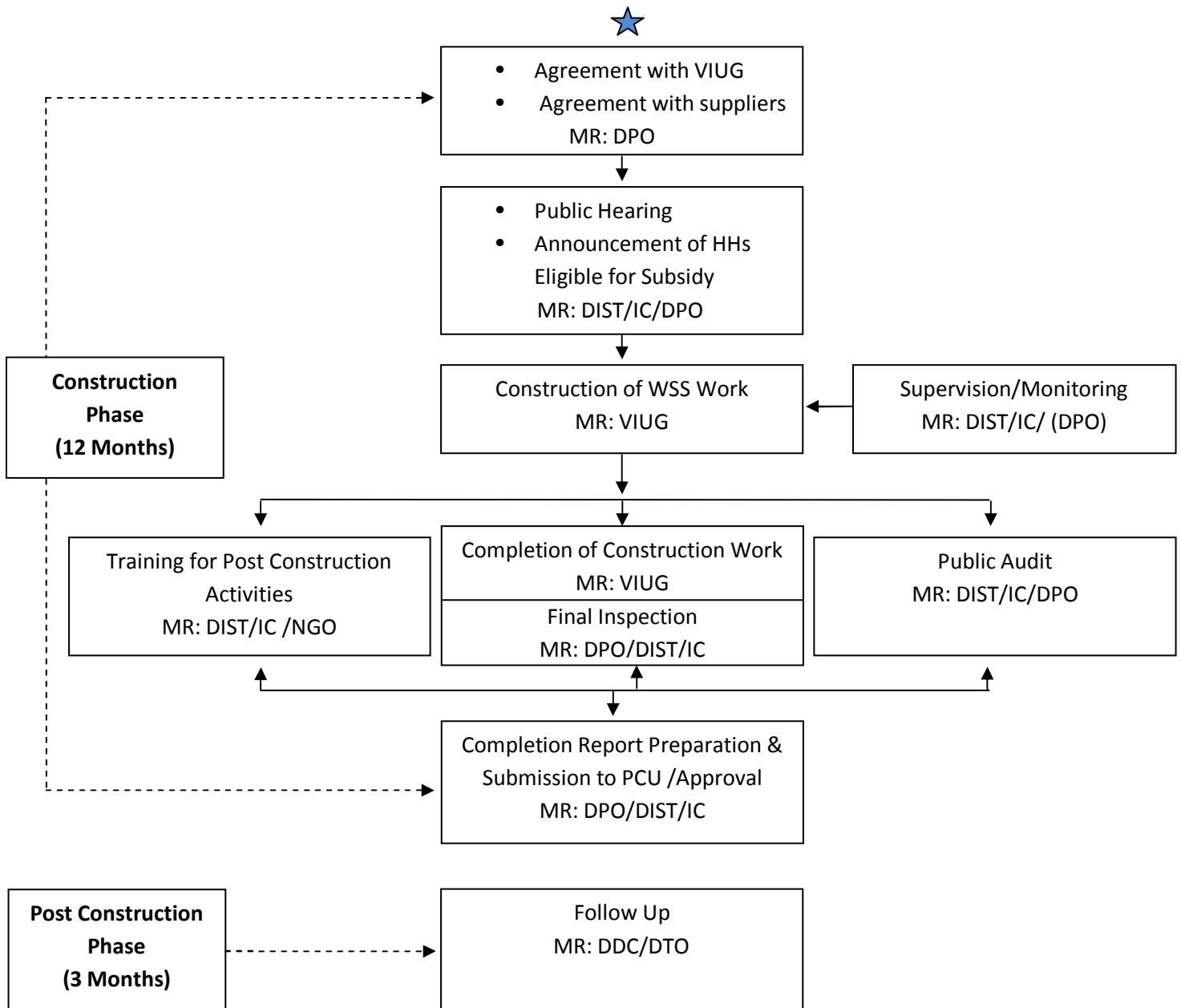
VICCC	-	Village Construction Coordination Committee
RBIC	-	Road Building Implementation Committee
DRRMF	-	District Rural Road Maintenance Committee
RMUC	-	Road Maintenance Users' Committee
DPCC	-	District Project Coordination Committee
DIST	-	District Implementation Support Team
CDC	-	Compensation Determination Committee
GRC	-	Grievance Redress Committee
CISC	-	Central Implementation Support Consultant

MR	-	Main responsibility
RBG	-	Road Building Group
DDC	-	District Development Committee
SM	-	Social Mobilizer
DPO	-	District Project Office
VDC	-	Village Development Committee
ToC	-	Table of Content
DTMP	-	District Transport Master Plan
PCU	-	Project Coordination Unit

Appendix D-5: RURAL WATER SUPPLY & SANITATION (RWSS) IMPLEMENTATION FLOW CHART

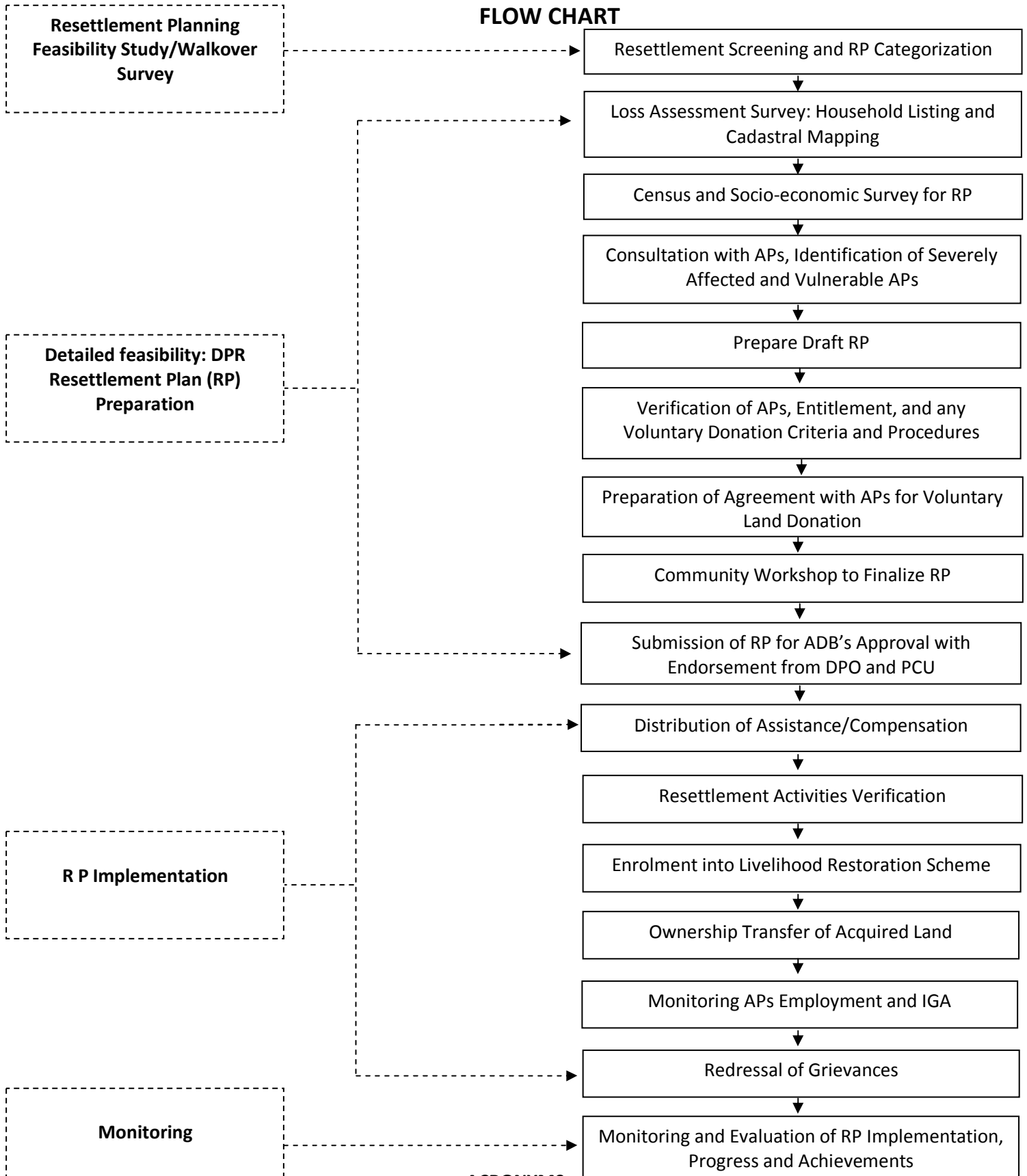


Note: DPR includes detailed engineering report, environment report, social safeguard report and agreement documents between DPO & VIUG/Suppliers.



ACRONYMS		
ADB	-	Asian Development Bank
CISC	-	Central Implementation Support Consultant
PCU	-	Project Coordination Unit
MR	-	Main Responsibility
VMW	-	Village Maintenance Worker
SM	-	Social Mobilizer
DDC	-	District Development Committee
DIST	-	District Implementation Support Team
DPO	-	District Project Office
DTO	-	District Technical Office
VDC	-	Village Development Committee
IC	-	Individual Consultant (RRRSDP)
O/M	-	Operation and Maintenance
VIUG	-	Village Infrastructure Users Group
LLB	-	Local Latrine Builder
NGO	-	Non Government Organization

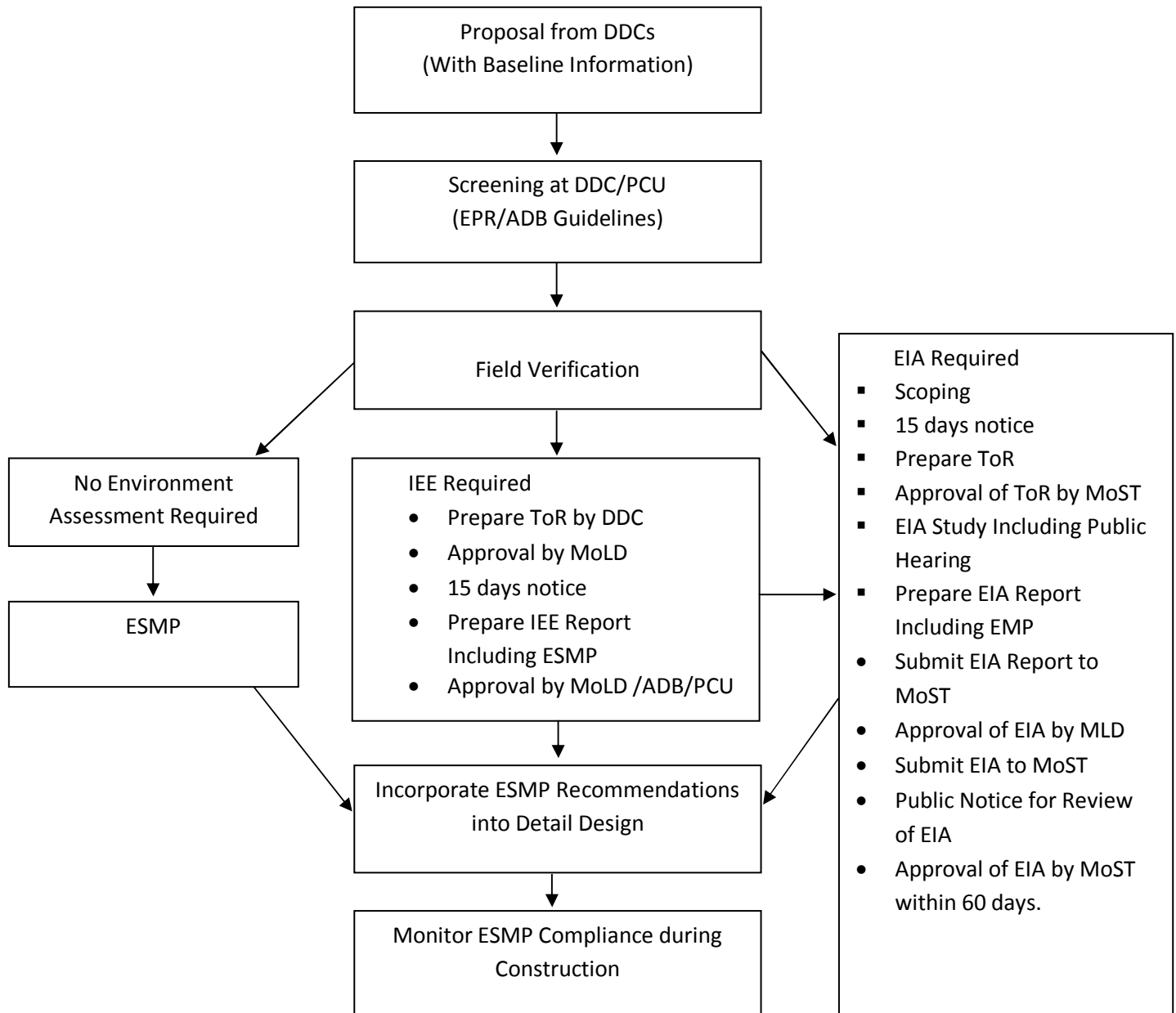
Appendix D-7: INVOLUNTARY RESETTLEMENT, PLANNING AND IMPLEMENTATION FLOW CHART



ACRONYMS

APs	-	Affected Persons	DPR	-	Detailed Project Report
ADB	-	Asian Development Bank	IGA	-	Income Generation Activities
DPO	-	District Project Office	PCU	-	Project Coordination Unit

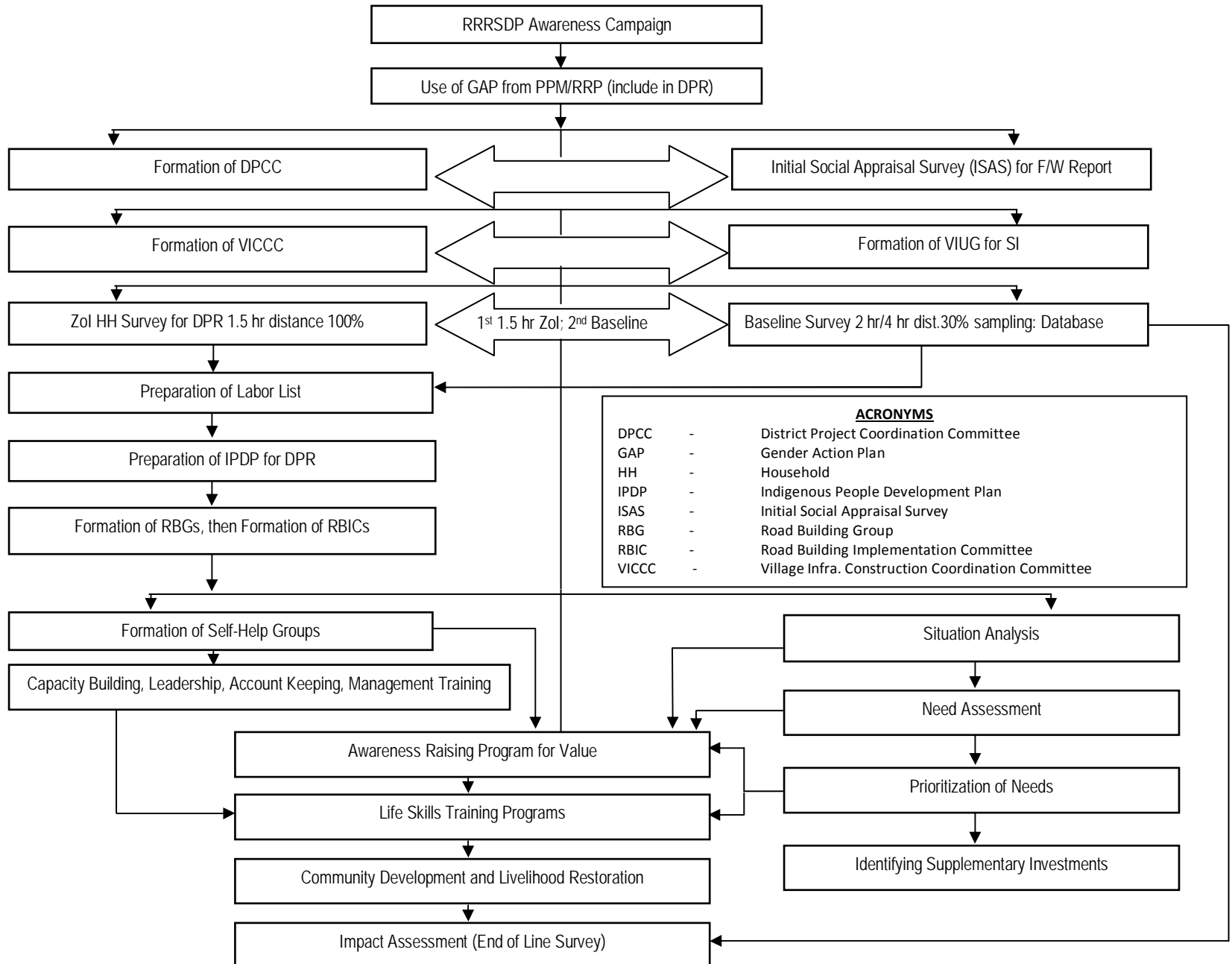
Appendix D-8: FLOW CHART FOR ENVIRONMENTAL ASSESSMENT (Source: PAM)



ACRONYMS

ADB	-	Asian Development Bank	DDC	-	District Development Committee
PCU	-	Project Coordination Unit	MoLD	-	Ministry of Local Development
ToR	-	Terms of Reference	MoST	-	Ministry of Science & Technology
EIA	-	Environmental Impact Assessment	ESMP	-	Environmental Sector Management Plan
EPR	-	Environmental Protection Regulations	IEE	-	Initial Environmental Examination

Appendix D-9: SOCIAL IMPLEMENTATION FLOW CHART



Appendix D-10: PROCUREMENT STEPS FOR GOODS AND WORKS IN RRRSDP WORK FLOW CHART

