



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

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Rural Reconstruction and Rehabilitation Sector  
Development Program (RRRSDP)

Project Number: 40554

ADB Grant Number: 0093

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# MONTHLY PROGRESS REPORT NO. 7

July 2009

Submitted to:

**Project Coordination Unit (PCU)**

Project Office: Ekantakuna, Jawalakhel,  
Lalitpur, Nepal

email: [info@rrr.gov.np](mailto:info@rrr.gov.np); [rrrsdp@dolidar.gov.np](mailto:rrrsdp@dolidar.gov.np)

Website: [www.rrr.gov.np](http://www.rrr.gov.np); [www.dolidar.gov.np](http://www.dolidar.gov.np)

Tel: 977-1-5536690/5536691

Fax: 977-1-5531119

Submitted by:

**Central Implementation Support Consultant (CISC)**

**(JV Consultant: SKAT in association with ERMC-MULTI)**

E-mail: [cisc.rrrsdp@gmail.com](mailto:cisc.rrrsdp@gmail.com);

Tel: 977-1-5537075/5536690/5537074

August 2009

## **MONTHLY PROGRESS REPORT**

### **(For the Month of July 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 grant agreement signed on May 11, 2009), counterpart fund of GoN and beneficiaries contributions has been undertaking the Rural Reconstruction and Rehabilitation Sector Development Program since January 2008. 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 (the labors involved in road construction by using LEP approach) into SHGs (as maximum as possible) 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. However this effort would not be made by the project for the labors working for contractors for several reasons and owing to various boundary conditions out with the project's control.

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, procurement and financial management are being provided by three Individual Consultants (ICs) directly hired by RRRSDP/PCU since March 2008. The fourth IC hired then as environmental management specialist resigned on January 19, 2009.

### **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 July 31, 2009
<b>Consultants</b>			
Team Leader (Rural Infrastructure Specialist)	24		2.5
Deputy Team Leader (Construction Engineer)		42	7.5
Social Development Specialist		36	6
Environmental Management Specialist		24	Situation vacant since Jan 20
Rural Water Supply and Sanitation Specialist		42	7.5
WSS Engineer			0.42
Resettlement Specialist		36	PCU directly hired
Rural Infrastructure Engineers (2)		84	15
Regional Social Development Coordinators (2)		60	14
Bridge Specialist		24	3
Financial Management Specialist		24	PCU directly hired
Procurement Specialist		24	PCU directly hired

Consultants/Associates	Person-Months		
	International	National	Consumed as of July 31, 2009
Consultants			
Rural Development Policy/Aid Effectiveness	9		DFID has taken care of.
Unallocated (Technical Audit Specialist, Quality Assurance Specialist, Impact Evaluation Specialist, Training and Capacity Building Specialist, Decentralized Planning and Implementation Specialist, Planning, Monitoring & Evaluation Consultant)		32 (Provisional)	0
<b>Sub-Total</b>	<b>33</b>	<b>428</b>	
<b>Associates</b>			
Resettlement Assistants (3)		90	19
Environmental Assistants (3), ( <i>but hired only one from Jan 18, 2009</i> )		54	6.5
Unallocated (Junior Professionals) Junior Civil Engineer		48	7.5

Now CISC's full staff is working in the team (See **Annex A** for details of CISC JV staff).

The long outstanding vacant position of an Environment Specialist could not be materialized yet from the JV Consultant. A second CV (after first CV was not considered due to conflict of bio data submission to ADB as well) has been submitted to PCU, awaiting reply.

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.

An total of 22 man-months of unallocated Consultants' input (from within the above totals) is available as a result of the late appointment of the CISC, resulting in a contract duration of 36.5 months and not the 42 months originally envisaged.

From this month from July 19, 2009 a Water Supply and Sanitation Engineer has been recruited in CISC for 12 months (scattered in 18 months as agreed with PCU) from the budget saving of Rural Water Supply and Sanitation Specialist (by virtue of late start of CISC) provisioned in the contract of the JV Consultant. Negotiations with a Transport Economist (TE) for his consultancy services for EIRR realization and reports after analyses of all roads as per the data/information collection by districts were done successfully. He will be hired for 4 months by the JV from the unallocated budget provisioned in the JV contract.

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 provided by the JV Consultant.

The incumbent Deputy Team Leader Er. Bidhan C. Rajbhandari resigned from his position with effect from September 1, 2009 of his own accord.

#### **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 of all earlier monthly reports until April 2009, which have been also posted in the website [www.rrr.gov.np](http://www.rrr.gov.np).

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 since 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.

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

#### **4. DOCUMENTS, REPORTS AND LITERATURE REVIEW**

CISC team has completed reviewing of the initial project related documents. Referencing documents, standards and reports and books are also there in its documentation collected/purchased from different sources.

#### **5. COMMUNICATION AND COORDINATION**

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.

Similarly joint fortnightly meetings of PCU and CISC **are taking place** on regular basis every fortnight and are called PCU-CISC Joint Progress Review Meeting.

Information is being gathered from the district about project status, issues, and concerns to implement the project activities through several methods of contacting including field visits. Continuous email communications and telephonic talks are being made. CISC team are also met by the district people while coming to Kathmandu and also meetings with them are organized on such occasions.

Specific issues and their probable solutions are discussed during field visits and reported to PCU through field visit reports. Also the reports of subprojects of different stages (feasibility/walkover survey reports, detailed project reports, monthly progress reports and DIST consultant's Inception 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 compliance and/or meeting the RRRSDP criteria. CISC team is progressively doing better in consultations with PCU in order

for solving the challenges, issues and constraints on case by case basis. CISC has been proactively providing all the backstopping needed.

## **6. 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, ADB, DFID and SDC,
- 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,
- assist PCU in the preparation of Project Brochure (Flier), Newsletters, etc.

## **7. 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 (refer to earlier reports). They are also meant to discuss in the CISC internal team and with PCU for gauging progress by reviewing the Gantt chart in MS Project. 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. See the Gantt Chart attached under Annex C.

## **8. 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 following flowcharts can be seen in [www.rrr.gov.np](http://www.rrr.gov.np) as **Annex D (D-1 to D-10)** of the April 2009 monthly report. The flowcharts belong to the following headings:

- 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

## **9. KEY ACTIVITIES OF JULY 2009**

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

- Orientation of new latest 2 DISTs of Kathmandu and Jhapa done in Jhapa and DoLIDAR (Lalitpur) respectively.
- Cluster based training of social and resettlement related topics to support preparation of Detailed Project Report (DPR) which is progressing in many districts and for carrying out baseline survey.
- Briefing on Multi-Year Rolling Plan (MYRP) and PPM done during cluster based training.
- Hiring of a new WSS Engineer done
- One more Environment Specialist's CV submitted to PCU (this is second CV after first one was dropped) and process for hiring of a Planning, Monitoring and Evaluation Specialist discussed by JV with PCU. Subsequently JV is hunting for appropriate professional person.

- A coordination/ communication meeting conducted by PCU with Kathmandu based central consulting firms providing services of DISTs in RRRSDP core districts.
- Fine tuning of draft Environment Guidelines in Nepali in progress (English version already finished and approved).
- Detailed explanation of Guidelines for Social Action Plan (SAP) in Nepali prepared.
- Translation of Resettlement Resource Guide and Resettlement Guidelines in Nepali initiated and about 60% completed.
- Approval of Project Procedures Manual (PPM) from MLD received on July 19 (Srawan 4, 2066).
- PCU completed recruiting of 4 Social Mobilizers and 4 Assistant Sub Engineers in 16 core districts as individual consultants.
- Multi-Year Rolling Plan (Ver 2, July 2009) finalized after incorporating all PCU comments and submitted to PCU. SDE TR Pant has proposed to insert budget column for ease and ready reference.
- PCU is preparing questionnaire for sending to all 20 core districts as follow up on the compliance of the official directives to establish Special Fund for Maintenance (to cater all kinds of district level infrastructures) first and then District Rural Road Maintenance Fund (DRRMF), District Rural Road Maintenance Committee (DRRMC), and Road Maintenance Users Committee (RMUC) for maintenance of roads in the district as a whole as per DoLIDAR's Rural Road Maintenance Directive (RRMD-2064) as required by PAM/RRP.
- There are 241 requests for RWSS subprojects from 38 districts. Out of which until now PCU has approved 37 for implementation.
- Out of 17 districts for implementation of Trail Bridges, 13 districts (DDC) have signed Memorandum of Understanding with DoLIDAR. PCU has approved 82 trail bridges for construction.
- Carry out reviews of Feasibility/Walkover Survey Reports and Detailed Project Reports of various subprojects continued.
- Training on preparation of Multi-Year Rolling Plan (MYRP) based on Central MYRP and instruction on the use of PPM will be initiated in various districts from August.
- Technical guidelines preparation on bridge and road will be also continued.
- There are 20 guidelines and manuals prepared by CISC/PCU, these have been referenced with proper numbering and documentation, which has been approved by PCU. The hard copies will be printed by PCU and sent to districts. Uploading of all manuals and guidelines in the RRRSDP website will also be done.
- A new concept on e-governance for possible establishment in RRRSDP was presented by Computer Operator of PCU. It has been very much appreciated by all PCU and CISC and recommended highly.

## 10. CISC OUTPUTS FOR THE PERIOD OF JULY 2009

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

### 10.1 General Outputs Common to All CISC Team (July 2009)

1. Development of methodology for calculation of EIRR for Rural Road sub-components. Discussions were held with PCU and agreement reached on proposed 'central level' evaluation of EIRR for all local roads based on data to be collected by the Districts. Agreement on appointment of Transport Economist (TE) (4 m/m) and development of data collection formats which were circulated to Districts. Training to be provided to DIST staff on the collection of data. EIRRs will be calculated by the TE and results input to the DPR by the DIST.
2. Preparation and drafting of Inception Report was commenced to include an update on progress and identification of specific issues and problems. Report submission planned for August (2<sup>nd</sup> week).
3. Review and comments on Feasibility/Walkover Survey Report of the following subprojects done jointly by engineering, social, environmental and resettlement teams:
  - Chisapani – Huwas – Barrachaur road, Parbat
  - Dobilla – Phalebas road, Parbat
  - Kagbeni – Tangbe – Chhusang – Chaile - Samar - Jhaite road, Mustang
  - Bhatkekopati – Jitpur – Mahamanjushree – Chareli - Nagarkot road, Bhaktapur
  - Telkot – Chhaling – Changu VDC Bhawan – Nepal Engineering college road, Bhaktapur
  - Jagati (Police station) – Doleshwor - Ashapuri road, Bhaktapur
  - Bankatta - Bagaee road, Chitwan
  - Budar – Jogbuda road, Dadeldhura
  - Hile - Uttarpani - Chhintang road, Dhankuta
  - Rajarani - 6 no. Budhabare road, Dhankuta
  - Trisule - Hattikharka - Arkhale - Jitpur Road, Dhankuta

### 10.2 Rural Road (RR) & Supplementary Infrastructure (except RWSS/TB) Engineering Outputs (July 2009)

4. Rural Road status updating regularly in a tabular form for quick reference (**See attached RR\_Progress\_Status(1)**)

### 10.3 Rural Water Supply & Sanitation (RWSS) Outputs (July 2009)

5. Checking and review with comments and recommendations of DPR as follows:
  - a. Humla – Halekharka- Bhimachaour Rip WSS Sub-Project.
  - Khark WSS Sub- Project.
  - Chuunglumwa WSS Sub-Project.

- Yangu WSS-Project.
  - Tallo Simkot WSS Sub-Project.
  - Chayu Shree WSS Sub-Project.
  
  - b. Chitwan -- Ghairabari WSS Sub-Project.  
-- Chumlingtar WSS Sub – Project.
  - c. Mygdi -- Bafawa WSS Sub-Project.
  - d. Bhaktapur -- Gundu- Gyampedanda WSS Sub-Project
  - e. Kalikot -- Bihayasim- Khirraule WSS Sub-Project  
-- Kholakadagaun-Bahunbada WSS Sub-Project.
  - f. Jajarkot -- Kalpat WSS Sub-Project  
-- Panchkatia WSS Sub-Project.  
--Solukhumbhu--Panchan WSS Sub-Project
  - g. Dolakha -- Halkale WSS Sub-Project  
-- Devi Ma VI WSS Sub-Project  
-- Halkale Wss Sub- Project  
-- Chitre WSS Sub-Project
  - h. Ramechap -- Majuwa WSS Sub-Project
6. Orientation to newly hired Engineers for different Districts, DIST group Kathmandu District.
  7. Monthly progress report of June.
  8. Prepared proposal of training program.
  9. Training manual preparation.

#### 10.4 Environmental Outputs (July 2009)

10. Fine tuning of draft Environment Guidelines
11. Supported and backstopped DISTs of Dadeldhura, Kathmandu, Lalitpur and Bhaktapur on the IEE report Preparation.
12. Supported and backstopped DPO Engineer, Rukum on the IEE report Preparation.
13. Presentation on orientation training to newly recruited DIST, Kathmandu on Environmental requirement in RRRSDP Rural Infrastructures
14. Approval of the ToR for IEE for the following roads received from MLD to PCU after reviewing and commenting by CISC:
  - Ilam Municipality-Dughang-Soyang Road Subproject, Ilam
  - Rajduwali-Chisapani-Danabari Road Subproject, Ilam
  - Mangalbare-Dhuseni-Gajurmukhidham-Ivang Road Subproject, Ilam
15. Comments on IEE Report of:
  - Bhotechaur-Kaule Dobhan Road Subproject, Sindhupalchowk
  - Buder-Jogbudha Road Subproject, Dadeldhura
  - Jogbudha-Lipna Road Subproject, Dadeldhura
  - Bagbazar-Bagarkot Road Subproject, Dadeldhura
16. Comments on Environmental Statement Report of:
  - Gundu Ghyampe Danda Community Water Supply Sub-project, Bhaktapur

- Devi Ma Vi Water Supply and Sanitation Sub-Project, Dolkha
- Halhale Water Supply and Sanitation Sub-Project-1, Dolkha
- Halhale Water Supply and Sanitation Sub-Project-2, Dolkha
- Chitre Water Supply and Sanitation Sub-Project, Dolkha

#### **10.5 Resettlement Outputs (July 2009)**

17. An outline/guideline for preparing DPR/Resettlement Plan has been prepared in Both English and Nepali.

#### **10.6 Social Outputs (July 2009)**

18. Preparation of ToR and setting norms for enumerators to be used in carrying out various social surveys.
19. Final preparation of Nepali version's "Project Book".
20. Preparation of Nepali version's guideline for organizing Self -Help Groups (SHGs)

#### **10.7 Bridge (Motorable) Outputs (July 2009)**

21. Review of design report to Ladku khola; Kavre
22. Initiated preparation for guideline manuals for bridge sub-project (initial phase)
23. Review/incorporation appropriately of comments made by DTL/TL on the working paper and ToR for bridge works prepared by BS and submission for the approval to PCU.

#### **10.8 Financial Outputs (July 2009)**

24. Assisted to PCU to prepare progress report (April-June 2009) which was sent to ADB and other donors on July 25, 2009.
25. Assisted to PCU to prepare annual program and budget for the F.Y 2009/10 as per approved by MoF. The detailed program as per NPC format has been forwarded by PCU for necessary approval and budget breakdown of current and capital expenditure as per source breakdown. It has also been forwarded through DoLIDAR to MoLD for necessary approval. The authority for spending budget is planned to be sent to all DPOs very soon.

#### **10.9 Procurement Outputs (July 2009)**

26. Prepared the training materials for bid evaluation
27. Prepared evaluation criteria and evaluation of CV of WSS Engineer hiring by CISC
28. Updating of RRRSDP Procurement Manual
29. Provided orientation on Procurement Procedures of RRRSDP to DPO Engineers and DIST Engineers of Kathmandu
30. Participated the meeting with SWAp Consultants (Mr. G D Awasti and Mr. Farhad Ahmed)
31. Prepared bid evaluation process for training to DTOs/DPOs and DISTs.
32. Prepared training proposal for the training to be conducted for Cluster – III districts
33. Prepared the progress to date, future programme on procurement as asked by CISC-TL to include in CISC Inception Report

34. Prepared training materials for the training on procurement of Goods and Works to DTO Chiefs, DPO Engineers and DIST Engineers of Clusters III districts (Kathmandu, Bhaktapur, Lalitpur and Chitwan)
35. Revised the Flowchart – “Procurement Steps for Goods and Works” revised as advised by MLD authority of DDC for approval included now (see latest PPM version 3, August 2009).

## 11. PROPOSED TENTATIVE ACTIVITIES FOR AUGUST 2009

- Submission of Inception Report, including presentation and discussion of findings
- A need of establishment of RWSS O&M (Operation & Maintenance) for RRRSDP subprojects as per the RRRSDP Guideline 2009 should be sensitized (as establishing becomes necessary once physical RWSS subproject begins). So this will be communicated in writing by PCU (CISC WSS Specialist to make follow ups).
- Carry out reviews of Feasibility/Walkover Survey Reports and Detailed Project Reports (DPR) of various subprojects will be continued.
- Coordination and communication meeting with Kathmandu based consulting firms providing services to DISTs in all core districts of RRRSDP on the last Friday of month will be organized by PCU.
- Hiring of Environment Specialist will be done and process for hiring of a Planning, Monitoring and Evaluation Specialist will be expedited by JV Consultant as instructed by PCU for its approval.
- Circulation of Project Procedures Manual (PPM) to all districts as approval of the document by MLD (**Secretary level**) for implementation has been received by PCU on July 19 (Srawan 4) and formalized by PC/PCU on August 12.
- **Participation in the meetings (SWAp, RRF, RRRSDP Joint Progress Review & Coordination Meetings of Donors/PCU, etc) as required.**
- **Translation of Resettlement Resource Guide and Resettlement Guide (for remaining 40% as 60% accomplished in July)**
- **Resettlement Verification Survey of initial 10 km section of Kamidanda-Taldhunga (not accomplished in July)**
- **Three WSS computer aided design training will be organized for DIST/DPO engineers.**
- **Five cluster based trainings on procurement of goods and services will be organized for DPOs/DTOs.**
- **The remaining 2 cluster based social and resettlement trainings (out of 6 planned, 4 were completed in July) in support of DPR preparation will be also conducted in Parbat and Lalitpur (LDTA).**
- **Baseline survey will be initiated this month towards last week. Preparation ongoing for this.**

## 12. MEETING, WORKSHOP AND TRAINING

During this reporting period, training sessions were conducted by PCU with the support of CISC as mentioned below:

- ❖ One day orientation training to DIST of Jhapa district by CISC on July 8, 2009.
- ❖ Four day training to Resettlement Specialists (DIST) for preparing DPR related Resettlement Plan and to Social Development Specialists (SDS) and Social Mobilizers (SM) for preparing DPR related Social Action Plan (SAP), Gender Action Plan (GAP), Indigenous People's Development Plan (IPDP), Zone of Influence (Zol) Survey. And Baseline Survey methods training in Jhapa of cluster V(i) (Jhapa, Panchthar and Ilam), July 9 to July 12, 2009.
- ❖ Four day training to Resettlement Specialists (DIST) for preparing DPR related Resettlement Plan and to Social Development Specialists (SDS) and Social Mobilizers (SM) for preparing DPR related Social Action Plan (SAP), Gender Action Plan (GAP), Indigenous People's Development Plan (IPDP), Zone of Influence (Zol) Survey. And Baseline Survey methods training in Dhankuta of cluster V(ii) (Dhankuta, Morang and Sunsari), July 15 to July 18, 2009
- ❖ One day orientation training to DIST of Kathmandu district by CISC on July 15, 2009.
- ❖ Four day training to Resettlement Specialists (DIST) for preparing DPR related Resettlement Plan and to Social Development Specialists (SDS) and Social Mobilizers (SM) for preparing DPR related Social Action Plan (SAP), Gender Action Plan (GAP), Indigenous People's Development Plan (IPDP), Zone of Influence (Zol) Survey. And Baseline Survey methods training in Lalitpur of cluster III (Lalitpur, Bhaktapur, Kathmandu and Chitwan) in Lalitpur, July 16 to July 19, 2009.
- ❖ One day focus training to DIST/DPO of Rolpa on Engineering aspects of Feasibility/Walkover survey and detailed engineering survey and design by CISC on July 25, 2009.
- ❖ Four day training to Resettlement Specialists (DIST) for preparing DPR related Resettlement Plan and to Social Development Specialists (SDS) and Social Mobilizers (SM) for preparing DPR related Social Action Plan (SAP), Gender Action Plan (GAP), Indigenous People's Development Plan (IPDP), Zone of Influence (Zol) Survey. And Baseline Survey methods training in Rolpa of cluster I (Rolpa, Rukum and Dadeldhura) in Rolpa in the month of July 26 to July 29, 2009.
- ❖ PCU/CISC joint meeting for progress review at RRRSDP, PCU on July 24, 2009.
- ❖ Interaction program with local stakeholders, political parties, DDC, DTO/DPO, DIST and CISC representatives by PCU team on July 29 (half day) and July 30, 2009.
- ❖ Participation in National Rural Transport Policy Workshop arranged by Rural Access Infrastructure Development Project (RAIDP) of DoLIDAR in with Rural Road Forum (RRF) as associated organizer (July 23).

Proceedings of the workshops and minutes of the meetings prepared are being submitted to PCU timely.

### 13. CISC FIELD VISIT RECORDS OF JULY 2009

1. Field visit to Jhapa, Ilam and Panchthar by Rural Infrastructure Engineer. (July 6 – July 15, 2009).
2. District visit to Jhapa by 2 Regional Social Development Coordinators and 1 Resettlement Associate from July 6 to July 12. But one Regional Social Development Coordinator continued together with Rural Infrastructure Engineer until July 15, 2009 in Jhapa.
3. District visit of Dhanakuta by 1 Regional Social Development Coordinator and 1 Resettlement Associate from July 13 to July 21, 2009
4. Site visit to Bhaktapur district and inspection of the existing bridges located in different alignments of the district prioritized roads by Bridge Specialist with PCU (Er. R. Biswas), July 15, 2009.
5. Site visit to Kavre District for bridge site inspection by TL, Bridge Specialist with PCU (Er. Renu Biswas), July 2, 2009.
6. FMS Consultant with PCU (Mr. S. Paudel and Mr. R. B. Khadka) visited Kavre, Sindhupalchowk and Dolakha from July 19-August 1, 2009.
7. Field visit to Rolpa by Rural Infrastructure Engineer (July 23 – July 31, 2009).
8. District visit of Rolpa by 1 Regional Social Development Coordinator and 1 Resettlement Associate from July 23 to August 1, 2009. Later Resettlement Specialist visited with PCU (Er. N. Baral and Mr. B. B. Thapa) and joined the ongoing training team from July 26 to July 29, 2009.

### 14. CISC LOGISTICS

S.N.	List of Equipment/Furniture	Brand	Qty in Nos.	Remarks
1	Desktop Computer	Zenith	17+1	From PCU
2	Desktop Computer	Dell	1	From PCU
3	UPS	Emerge	17	From PCU
4	Printer ( LBP 3500)	Canon	2	From PCU
5	Printer ( LBP 5100)	Canon	1	From PCU
6	Photo Copy (1635)	Kyocera	2	From PCU
7	Binding Machine		1	From PCU
8	Office Table (Working)		15+3	From PCU

9	Computer Table		12+6	From PCU
10	Steel Almirah		9+1 Env.	From PCU
11	Working Chair		14+6	From PCU
12	Visitors Chair		4+16	From PCU
13	Photo Copy Table		2	From PCU
14	Telephone Set		8	From PCU (1 in Reception not counted)
15	Telephone Set		2	From JV Consultant
16	LCD Projector		1	From PCU
17	Laptop (Acer) (one in May and one in June 2009)		2	From PCU
18	Scanner	Canon	1	From PCU
19	Stand Fans	Crompton	9	From PCU
20	Fire Extinguisher Cylinder		1	From PCU
21	Soft Board		6	From PCU

As per the contract of JV consultant with PCU (November 24, 2008) Altimeter – 5, Camera – 5, Geological Compass – 1, GPS - 2 and Recorder for recording interviews/public hearing – 2 sets are to be received from PCU. Some additional furniture have been requested to PCU.

Moreover, JV Consultant has provided for 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 (hired). Remaining one vehicle hired to make 3 and one new vehicle purchased for replacing the hired one.

**Annex A****CISC: JV CONSULTANT STAFF & JOINING DATES & CONTACTS**

<b>S.N.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>JOINING DATE</b>	<b>EMAIL ADDRESS</b>
1	Mr. Rodney J. Stickland	Team Leader	1 <sup>st</sup> May 2009	<a href="mailto:rod@mos.com.np">rod@mos.com.np</a>
2	Er. Bidhan C. Rajbhandari	Deputy Team Leader	16 <sup>th</sup> Dec 2008	<a href="mailto:bidhancr@gmail.com">bidhancr@gmail.com</a>
3	Er. Robin L. Chitrakar	WSS Specialist	16 <sup>th</sup> Dec 2008	<a href="mailto:chitrakarrl@hotmail.com">chitrakarrl@hotmail.com</a>
4	Er. Keshav P. Wagley	Bridge Specialist	1 <sup>st</sup> May 2009	<a href="mailto:kpwagley@hotmail.com">kpwagley@hotmail.com</a>
5	Mr. Chan B. Gurung	Social Development Specialist	2 <sup>nd</sup> Jan 2009	<a href="mailto:chan.gurung@yahoo.com">chan.gurung@yahoo.com</a>
6	Er. Ram Bindu Shrestha	Rural Infrastructure Engineer	16 <sup>th</sup> Dec 2008	<a href="mailto:rambindu@hotmail.com">rambindu@hotmail.com</a>
7	Er. Ram P. Silwal	Rural Infrastructure Engineer	16 <sup>th</sup> Dec 2008	<a href="mailto:silwalram81@hotmail.com">silwalram81@hotmail.com</a>
8	Mr. Bharatt Timsina	Regional Social Development Coordinator	2 <sup>nd</sup> Jan 2009	<a href="mailto:timsina8@yahoo.com">timsina8@yahoo.com</a>
9	Mr. Shisir Gautam	Regional Social Development Coordinator	2 <sup>nd</sup> Jan 2009	<a href="mailto:shisirgau@gmail.com">shisirgau@gmail.com</a>
10	Mr. Bhanu R. Pandey	Administration Officer	16 <sup>th</sup> Dec 2008	<a href="mailto:bhanurp@gmail.com">bhanurp@gmail.com</a>
11	Ms. Nivedita Sharma	Civil Engineer	2 <sup>nd</sup> Jan 2009	<a href="mailto:sharma.nivedita@hotmail.com">sharma.nivedita@hotmail.com</a>
12	Mr. Kapil D. Gyawali	Environmental Management Associate	18 <sup>th</sup> Jan 2009	<a href="mailto:gyawalikapil@gmail.com">gyawalikapil@gmail.com</a>
13	Ms. Pinky Bijayananda	Resettlement Associate	18 <sup>th</sup> Jan 2009	<a href="mailto:pinkybijayananda@hotmail.com">pinkybijayananda@hotmail.com</a>
14	Mr. Chet N. Dahal	Resettlement Associate	18 <sup>th</sup> Jan 2009	<a href="mailto:chet_2033@hotmail.com">chet_2033@hotmail.com</a>
15	Mr. Badri N. Karki	Resettlement Associate	18 <sup>th</sup> Jan 2009	<a href="mailto:karkibn@yahoo.com">karkibn@yahoo.com</a>
16	Mr. Ganesh P. Upadhyay	Computer Operator	1 <sup>st</sup> Feb 2009	<a href="mailto:gpu.doti@yahoo.com">gpu.doti@yahoo.com</a>

S.N.	NAME	DESIGNATION	JOINING DATE	EMAIL ADDRESS
17	Ms. Sunita Younjan	Computer Operator	16 <sup>th</sup> Dec 2008	<a href="mailto:yonjan.sunita@yahoo.com">yonjan.sunita@yahoo.com</a>
18	Ms. Sarmila Chaulagain	Office Assistant	16 <sup>th</sup> Dec 2008	<a href="mailto:lucky_saru99@yahoo.com">lucky_saru99@yahoo.com</a>
19	Ms. Parinita Sharma	Office Assistant	16 <sup>th</sup> Dec 2008	<a href="mailto:parinita_sharma5@yahoo.com">parinita_sharma5@yahoo.com</a>
20	Ms. Manju Gautam	Messenger	1 <sup>st</sup> Feb 2009	
21	Mr. Kedar M. Dong	Messenger/Runner	19 <sup>th</sup> Mar 2009	<a href="mailto:keardm@yahoo.com">keardm@yahoo.com</a>
22	Er. Prakash Shiwakoti	WSS Engineer	19 <sup>th</sup> July, 2009	<a href="mailto:shiwakoti.prakashraj@gmail.com">shiwakoti.prakashraj@gmail.com</a>

**CISC: INDIVIDUAL CONSULTANTS, JOINING DATES & CONTACTS**

S.N.	NAME	DESIGNATION	JOINING DATE	EMAIL ADDRESS
1	Mr. Upendra Gautam	Financial Management Specialist	24 <sup>th</sup> Mar 2008	<a href="mailto:upgautam2003@yahoo.com">upgautam2003@yahoo.com</a>
2	Ms. Sushila Pandey	Resettlement Specialist	24 <sup>th</sup> Mar 2008	<a href="mailto:sushilapandey@hotmail.com">sushilapandey@hotmail.com</a>
3	Mr. Rameshwar Lamichhane	Procurement Specialist	24 <sup>th</sup> Mar 2008	<a href="mailto:rlamichhane10@hotmail.com">rlamichhane10@hotmail.com</a>

**Annex B**

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

(Refer to [www.rrr.gov.np](http://www.rrr.gov.np) to see roles and responsibility by CISC individual professionals in the previous April 2009 monthly report)

**Annex C**

**WORK SCHEDULE**

**ANNEXS (D1 ~ D10)**  
**RRRSDP FLOWCHARTS**

(Refer to [www.rrr.gov.np](http://www.rrr.gov.np) to see these flowcharts in the previous April 2009 monthly report. Only Procurement Flowchart slightly revised: refer to PPM ver3 August 2009)