

Government of Nepal
Ministry of Local Development
**Department of Local Infrastructure Development and
Agricultural Roads (DoLIDAR)**



**RURAL RECONSTRUCTION AND
REHABILITATION SECTOR DEVELOPMENT
PROGRAM (RRRSDP)**



PROJECT PROCEDURES MANUAL (PPM)



**Project Coordination Unit (PCU)
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PREFACE

The Project Procedures Manual (PPM) has been prepared to serve as a standard guideline for the implementation of the activities of Rural Reconstruction and Rehabilitation Sector Development Program (RRRSDP) as one of the requirements of the Program Administration Memorandum (PAM).

The manual provides an overview of the project components and the institutional arrangements for project implementation. It details the procedures for carrying out the tasks in planning and implementation phases of the project and also indicates the trainings required for the performance of each task. The resource material, flowcharts, sectoral task implementation procedures and guidelines specifically prepared for the project are also incorporated as part of the PPM. The guidelines also provide details of the standard reference material related to engineering/technical, social, environmental, resettlement and other relevant matters.

Basically the reference was made to the PPM of DRILP as the guidebook for preparing this RRRSDP's Project Procedures Manual. RRRSDP team would like to express its sincere thankfulness to the DRILP project and their support.

This manual is a working document and as such shall be updated periodically based on the experience gained and feedback received during the implementation of RRRSDP and other similar projects.

List of Abbreviations

ADB	Asian Development Bank
APs	Affected Persons
APT	Annual Performance Target
ARMP	Annual Road Maintenance Plan
BS	Bridge Specialist
CBOs	Community Based Organizations
CBS	Central Bureau of Statistics
CDC	Compensation Determination Committee
CDO	Chief District Officer
CEA	Country Environmental Analysis
CISC	Central Implementation Support Consultant
CoC	Condition of Contract
DAO	District Agricultural Officer / Office
DDC	District Development Committee
DDG	Deputy Director General
DfID	Department for International Development (UK)
DFO	District Forest Officer/Office
DG	Director General
DIST	District Implementation Support Team
DLRO	District Land Revenue Office / Officer
DLSO	District Land Survey Office or Officer
DMF	Design and Monitoring Framework
DoLIDAR	Department of Local Infrastructure Development and Agricultural Roads
DoR	Department of Roads
DPCC	District Project Coordination Committee
DPO	District Project Office of RRRSDP
DRILP	Decentralized Rural Infrastructure and Livelihoods Project.
DRRMC	District Rural Road Maintenance Committee
DRRMF	District Rural Road Maintenance Fund
DRSP	District Roads Support Programme
DTL	Deputy Team Leader
DTMP	District Transport Master Plan
DTO	District Technical Office/Officer
DTPP	District Transport Perspective Plan
EA	Environmental Assessment
EIA	Environmental Impact Assessment
EMP	Environmental Management Plan
EMS	Environmental Management Section
EoI	Expression of Interest
EPA	Environmental Protection Act
EPA	Environmental Protection Act
EPR	Environmental Protection Rules
Er	Engineer
ES	Environment Specialist
ESD	Environment Screening Document
FGD	Focused Group Discussion
FMS	Financial Management Specialist
GAP	Gender Action Plan
GIS	Geographical Information System
GoN	Government of Nepal
GTZ	Gesellschaft für Technische Zusammenarbeit (German Technical Cooperation)
Ha	Hectare
HH	Household
IC	Individual Consultant
IEE	Initial Environmental Examination
IGA	Income Generation Activities
IPDP	Indigenous People Development Plan
ISA	Initial Social Appraisal

ISAP	Institutional Strengthening Action Plan (currently ongoing in DoLIDAR with donor support)
LA	Line Agency
LAA	Land Acquisition Act
LBFAR	Local Bodies Financial Administration Regulation
LDO	Local Development Officer
LEP	Labour Based, Environment Friendly and Participatory (approach)
LEST	Livelihood Enhancement Skill Training
LSGA	Local Self-Governance Act
LSO	Land Survey Office
m	Meter
MLD	Ministry of Local Development
MoHA	Ministry of Home Affairs
MYRP	Multi-Year Rolling Plan
NEFIN	Nepal Federation of Indigenous Nationalities
NGO	Non Governmental Organisation
NLSS	Nepal Living Standards Surveys
NPC	National Planning Commission
NRB	Nepal Roads Board
NRs	Nepalese Rupees
O&M	Operation & Maintenance
PAF	Project Affected Person
PAM	Project Administration Memorandum
PC	Project Coordinator
PCU	Project Coordination Unit
PME	Participatory Monitoring and Evaluation
PMEC	Planning, Monitoring and Evaluation Consultant
PPM	Project Procedures Manual
PPMS	Project Performance Management System
PPR	Project Performance Report
PPTA	Project Preparation Technical Assistance
PS	Procurement Specialist
QCBS	Quality and Cost Based Selection
RAP	Rural Access Programme (funded by UK)
RBG	Road Building Group
RBIC	Road Building Implementation Committee
RES	Rapid Environmental Screening
RF	Resettlement Framework
RFP	Request for Proposal
RMUC	Road Maintenance Users Committee
RoW	Right of Way
RPs	Resource Persons
RR	Rural Road
RRMD	Rural Road Maintenance Directive – 2064 (of DoLIDAR)
RS	Resettlement Specialist
RWSS	Rural Water Supply & Sanitation
SA	Social Appraisal
SAP	Social Action Plan
SDC	Swiss Agency for Development and Corporation
SDE	Senior Divisional Engineer
SHG	Self-help Group
SI	Supplementary Infrastructure
SIS	Supplementary Investment Schemes
SM	Social Mobilizer
SME	Subject Matter Expert
SPAF	Severely Project Affected Family
TA	Technical Assistance
TB	Trail Bridge
TBSSP	Trail Bridge Sector Support Programme (supported by SDC)
TBSU	Trail Bridge Sector Unit (of DoLIDAR)
TL	Team Leader

ToR	Terms of Reference
VAT	Value Added Tax
VDC	Village Development Committee
VICCC	Village Infrastructure Construction Coordination Committee
VIUG	Village Infrastructure Users Group
YPO	Yearly Plan of Operation
Zol	Zone of Influence

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SECTION-1

PROJECT OVERVIEW, MANAGEMENT AND INSTITUTIONAL ARRANGEMENTS

Section 1: Project Overview, Management and Institutional Arrangements

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1. PROJECT OVERVIEW

1.1 Introduction

The Rural Reconstruction and Rehabilitation Sector Development Program's (RRRSDP) overarching goal is poverty alleviation (i) by building on the processes for institutionalizing good governance and inclusive development for which the government has already taken up necessary parliamentary initiatives for improving the policy environment for inclusive growth and simultaneously (ii) by reconstructing and rehabilitating the rural infrastructures, so that in the coming years substantial peace and development dividends can be gained by the rural economy of the country.

Moreover its goal is also to focus on immediate post conflict development priorities for economic benefits of the poor through accelerated poverty reduction and inclusive development, thereby enhancing the effectiveness and efficiency of the delivery of public services, and improving access of rural people to economic opportunities and social services.

RRRSDP is designed to reduce rural poverty in hill, mountain, and *terai* districts where isolation and hardship are common. This program will focus on immediate post conflict development priorities for accelerated poverty reduction and inclusive development, thereby enhancing the effectiveness and efficiency of the delivery of public services, and improving the access of rural residents to economic opportunities and social services. RRRSDP will improve connectivity, enhance economic and employment opportunities, and increase access to market and social services by rural communities.

The project area is shown in Nepal's map which is included as **Annex 1.1**.

1.2 Objectives

The development objectives of the project are as follows:

- i. To improve physical connectivity
- ii. To enhance economic and employment opportunity
- iii. To increase access to market and social services for rural community

1.3 Project Components

Component 1 – Rural Roads:

The project will improve and upgrade approximately 859 km of rural roads in 20 core districts included in the District Transport Master Plans (DTMP). The civil works will be for continuous roads only (not partial sections) that connect rural population to market centres, towns, significant places, settlements, and the higher road network. Qualifying civil works include: (i) reconstruction of damaged rural roads due to conflict; (ii) rehabilitation and preservation of rural roads which fell into disrepair during conflict, and (iii) rural roads which were planned but could not be completed due to conflict. The road construction would include an estimated 1,319 meters bridges (a total of about 50 bridges). The roads will be built to DoLIDAR standards, adopting LEP approach to the extent possible. Road Building Groups (RBGs) will undertake such subproject works where LEP approach is used. Only in cases where the road works are more technical and complex (i.e. bridge construction, structures, drainage works and road pavement works) contractors will be engaged.

Maintenance: Based on the DoLIDAR's Rural Road Maintenance Directive (RRMD) – 2064 each participating should prepare and adopt Annual Road Maintenance Plan (ARMP) as also referred to Nepal Roads Board (RBN) Guideline as said in the RRMD. The project will support DDCs to implement

O&M plan as per the national and district's O&M strategy and RRRSDP's approved guidelines as applicable. For example, for establishing maintenance management system DDC/DPO will follow as per the RRMD-2064 for rural roads and RRRSDP Guidelines for RWSS 2009 for water supply schemes. Each DDC will establish first a **Special Fund for Maintenance** to cater for all kinds of district infrastructure, structures (e.g., water supply, irrigation, community buildings, roads, tracks, main trails, cable bridges, small hydro-electricity, etc). For this reason the maintenance of rural roads under the Special Fund for Maintenance should be termed "**District Rural Road Maintenance Fund (DRRMF)**". Therefore, as the second step the DDC will establish a DRRMF for maintaining district roads, main trails and bridges and a **District Rural Road Maintenance Committee (DRRMC)** to administer and operate this DRRMF. In addition to DRRMC, there will be a provision for a minimum one "**Road Maintenance Users Committee (RMUC)**" to operate the projects in sustainable manner in each rural road. This RMUC will work under the instruction of DRRMC.

To support the development of local resources for maintenance, financing for district roads maintenance will be provided under the project on a matching and declining basis. Financing maintenance after project completion will be the DDCs' continuing responsibility. Project assistance also contributes to training for the organization, management, and physical aspects of maintenance. DDCs will form and operate road maintenance user's committees (RMUCs) representing members as directed in RRMD 2064 to manage road use, monitor road conditions and for maintenance performance, and mobilize additional resources for maintenance. In addition, the Road Boards Nepal is required to allocate 30% of its annual maintenance allotment to local bodies for local road maintenance, and DDCs can apply for and access the NRB fund.

Component 2 – Supplementary Infrastructure:

This component will complement the rural road improvements by constructing and rehabilitating 769 community, demand-driven supplementary infrastructure such as social and market facilities, school infrastructure, micro-irrigation, link trails, including 130 trail bridges (in 769), and 591 rural water supply and sanitation (RWSS) making a total number of SI to be 1319. The investments will typically generate additional linkages and benefits in proximity to the rural road subprojects. Supplementary infrastructure will be implemented using LEP approach.

Maintenance: O&M of supplementary infrastructure varies with the capture of benefits. In a typical WSS subproject, O&M costs will be borne fully by the users committee with an O&M fund established with up-front community contribution and water tariff to meet regular O&M costs of the built WSS scheme. The RRRSDP Guidelines for RWSS 2009 will be followed. For more public or more technically complex supplementary infrastructure (for example, school infrastructure or trail bridges), VDCs will be responsible for maintenance, with technical and financial support from the DDC as required.

Component 3 – Community Empowerment:

In line with government policies toward inclusion, the project will strengthen the capacities of communities, beneficiary participation, and social cohesion to integrate the poor and disadvantaged into the mainstream of development activities. This goal will be achieved through activities that (i) raise awareness of the project and opportunities (employment, training and access to subprojects) among all social groups; (ii) organize and train RBGs for construction, using and building on existing socially mobilized groups; (iii) assist communities in identification of supplementary infrastructure and preparing proposals; (iv) facilitate beneficiary participation in implementing and maintaining subprojects through pro-poor delivery mechanisms including public hearing and annual social auditing; and (v) ensure capacity in maintenance of supplementary infrastructure. The project will target minorities and the disadvantaged for proportional representation in RBGs, and promote female participation of 50% and women and at least 33% in committees and leadership. Further, through this component the project will ensure that members of building groups receive full wages within 30 days of completed works, they are all insured and both men and women receive equal wage for work of equal value.

In addition to rural infrastructure activities, the project will support demand-driven skills training by the social development officer (now called specialist), social mobilizers/facilitators in District Implementation Support Team (DIST) who will identify the group-specific training needs first. The 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 seek to link communities to qualified government and non-government training entities, closely coordinate with ongoing social and community development initiatives, and facilitate the communities in linking with credit, extension and related service providers. These skills and services will enhance the ability of the rural population to promote their well being after the termination of employment associated with the rural infrastructure construction.

Component 4 – Institutional Capacity Development:

The assessment of capacity both at the central and DDC level, as well as experience from other rural infrastructure projects, has shown that institutional capacity needs strengthening. Therefore, in order to enhance existing technical and administrative capabilities at MLD, DoLIDAR and at districts, this component specifically targets building institutional capacities and will support following subcomponents.

Subcomponent A: Strengthening Implementation and O&M

This subcomponent will support (i) implementation of the Institutional Strengthening Action Plan (ISAP), which is a long-term road map (supported by the donors working in rural infrastructure) for building capacity in MLD, DoLIDAR, and DDCs; (ii) prepare and disseminate RRRSDP manuals and procedures (refer to DRILP's relevant documents also); (iii) supply laboratory testing equipment to districts, and district staff will be trained on the use and application of lab testing for rural roads and RWSS/TB as quality control and O&M are keys to maximizing the life of rural infrastructure investments; and (iv) workshops/training for the districts on strengthening O&M (for rural road, RWSS and other SIs as applicable) procedures and programs will be provided at the local level.

Subcomponent B: Enhancing Fiduciary Management and Social

Safeguard Compliance:

This subcomponent will (i) prepare RRRSDP procedures manuals for procurement, resettlement and environment in both English (and Nepali); (ii) develop and deliver a related training program through central and regional workshops; (iii) provide individual support in these areas to districts on a need basis; and (iv) provide financial management support to develop an accounting manual, in Nepali, and to develop and deliver a related training program in conjunction with procurement matters to facilitate accounting procedures and internal controls across districts.

Subcomponent C: Donor Harmonization

Originally the project intended to provide consulting services of nine person months to the Government to develop an integrated framework to harmonize donor aid and move rural development towards a program-based approach/SWAp, and interim measures to coordinate donor projects. This was to be done within the project period. Now DFID has agreed to provide expatriate and local consulting services to fulfil these tasks. CISC in coordination of PCU will liaise with the DFID appointed consultants.

Component 5 – Project Management Services:

A Project Coordination Unit (PCU) is established under DoLIDAR, and a District Project Office (DPO) has been established in each of the 20 core project districts. The project works with the existing DTOs in the 18 DRILP districts and RRRSDP has arranged to supplement with one water supply engineer, one sub-engineer, and one assistant sub-engineer as Individual Consultants (ICs) to implement Rural Water Supply and Sanitation (RWSS) subprojects. Moreover, this team of ICs are assisted by two Social Mobilizers recruited by PCU in each non core (DRILP) district. PCU, assisted by Central Implementation Support Consultants (CISC) will provide coordination and guidance for all facets of

project implementation, including engineering, safeguards (environment, social, and resettlement), financial management, and procurement. DPO, assisted by DIST will (a) prepare annual work programs; (b) finalize detailed subproject designs; (c) ensure all safeguard measures are complied with; (d) supervise all construction activities; (e) organize community level training; and (f) arrange procurement. Both PCU and DPOs will be supplied with computers, equipment, and vehicles to support project supervision, management, technology, and quality control. It is recommended that the PCU is active in monitoring district activities, makes field visit every month and submits report.

1.4 Expected Outcome

The expected outcomes of the project in the project-districts are as follows:

- I. improved rural roads;
- II. developed and improved community-based supplementary rural infrastructures;
- III. enhanced equity, employment and income opportunities for the poor and disadvantaged;
- IV. strengthened institutional capacity of the Ministry of Local Development (MLD), the Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR), the District Development Committee (DDC) of project districts; and
- V. improved project management.

1.5 Project Districts

The project is being implemented in 20 core districts not covered by other major donor funded rural infrastructure development programs. These core districts are Ilam, Panchthar, Jhapa, Morang, Sunsari, Dhankuta, Chitawan, Sindhuli, Dolakha, Kathmandu, Lalitpur, Bhaktapur, Sindhupalchowk, Kavre, Parbat, Manang, Mustang, Rukum, Rolpa and Dadeldhura.

In addition the project will also invest for Supplementary Infrastructure (SI) i.e., in water supply and sanitation subprojects in ongoing 18 Decentralized Rural Infrastructure and Livelihood Project (DRILP) districts of Baitadi, Darchula, Bajhang, Bajura, Humla, Mugu, Jumla, Kalikot, Jajarkot, Dolpa, Baglung, Myagdi, Lamjung, Gorkha, Ramechhap, Okhaldhunga, Solukhumbu and Taplejung.

For a smooth and efficient implementation and monitoring of RRRSDP activities, the implementation districts have been clustered with focal persons of Engineers, Social and Resettlement personnel from PCU/CISC team.

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

1.6 Project Components and its Investment Plan

ADB contribution can be used for all components and activities including central implementation support consultant (CISC) to support PCU and district. DFID intend to utilize their contributions mainly for rural roads and central consulting services. OFID fund will be utilized for rural roads only. SDC supports for trail bridges districts under RRRSDP also. At present there are 13 districts namely Panchthar, Ilam, Sindhuli, Morang, Dhankuta, Kavre, Lalitpur, Sindhupalchowk, Dolakha, Chitwan, Parbat, Rolpa, and Dadeldhura which have already approved trail bridge subprojects and 4 more districts namely Manang, Mustang, Rukum, and Sunsari have sent requests and PCU has accepted. Such trail bridge subproject can be extended in 20 core districts. SDC has also provided TA support for establishing district implementation support consultants (DISTs) in 4 districts Kavre, Sindhupalchowk, Sindhuli and Dolakha.

With the confirmation of DFID grant contribution to RRRSDP in November 2008, GoN's matching contribution also increased. Table below shows the project components and Investment Plan.

Project Components	(US\$ in million)
A. Base Cost US\$	
1. Rural Roads	63.5
2. Supplementary Infrastructures	26.4
3. Community Empowerment	3.2
4. Institutional Capacity Development	0.3
5. Project Management Services	7.8
Subtotal (A) US\$	101.2
B. Contingencies	5.3
C. Interest during Implementation	0.3
Total Project Cost in US\$	106.8

Tentative Allocation of Funds for Rural Infrastructure Construction per District

S.N.	Description	Total allocated amount	Amount in US\$ million	
			Average per district	No. of districts covered
1	Rural Roads	51.986	2.599	20
2	Supplementary Infrastructures (SIs)	26.4	-	-
	a. Rural Drinking water	17.6	0.463	38
	b. Other Supplementary Infrastructure (trail bridges, small irrigation, primary school, health post, market place etc. as per the demand of the people)	8.8	0.440	20

1.7 Project Financing Plan

RRRSDP is financed by the Government of Nepal (GoN), Asian Development Bank (ADB), Department for International Development (DFID) and OPEC Fund for International Development (OFID). GoN is receiving US\$ 50 million grant assistance from ADB to finance this RRRSDP. DFID is committed to provide additional 10 million sterling pounds as grant. Again OPEC provides a loan of US\$ 10 million. Similarly SDC will provide US\$ 1.5 million for trail bridge construction and district level TA including DIST for 4 districts. The tables below show a revised financing plan.

Source	US \$ in million	Percentage (%)
Government of Nepal (GoN)	21.3	19.94
Asian Development Bank (ADB)	50.0	46.82
Government of the United Kingdom (DFID)	20.0	18.73
OPEC Fund for International Development (OFID)	10.0	9.36
Swiss Agency for Development & Cooperation (SDC)	1.5	1.4
Beneficiaries	4.0	3.75
Total US\$	106.8	100

S.N.	Category	Sharing Percentage (%age) of the Financiers as per Donor's Categories					
		GoN	ADB Grant	DFID Grant	OFID Loan	*Beneficiaries' contribution	Total %
1	Central Consulting Services	13	51.5	35.5	0	0	100
2	CW Rural Roads	17.4	27	36.4	19.2	0	100
3	CW Supplementary Infrastructure	31	54	0	0	15	100
4	Survey, Investigation, Design and Preparatory Works	13	87	0	0	0	100
5	Land Acquisition and Resettlement Compensation	20	80	0	0	0	100
6	Vehicles and Motorcycles	13	87	0	0	0	100
7	Equipment, Machinery and Furniture	13	87	0	0	0	100
8	Training, Studies, Workshop, Seminar	0	100	0	0	0	100
9	a. Incremental Operating Expenses	0	100	0	0	0	100
	b. Staff Salary Allowances	100	0	0	0	0	100
10	Rural Road Operation and Maintenance						
	a. O&M of Roads	50	50	0	0	0	100
	b. O&M of Supplementary Infrastructure	0	0	0	0	100	100
11	District Technical services						
	a. District Implementation Support Team	13	87	0	0	0	100

100% of ADB share is exclusive of taxes and duties, but this amount required for VAT is paid from the GoN budget for RRRSDP as shown in the item nos. 1, 4, 6, 7 and 11. SDC contribution is TA Grant in the amount of US\$ 0.8 million for district technical services (DISTS) and US\$ 0.7 million for trail bridges for 17 districts*Beneficiaries' contribution is in kind / in cash.

1.8 Impacts, Benefits and Beneficiaries

The project envisages addressing poverty issues through reformed policy actions on service delivery to the poor and excluded groups. It will contribute to overcoming exclusionary barriers, promoting inclusion, and bringing about pro-poor growth. RRRSDP will help reform the political institutions and bureaucracy for improved service delivery and public accountability. Affirmative actions of the project will increase the options of excluded ethnic groups/castes and women to participate in state administration, and actively increase their control and command over resources. Similarly, for the project grant, utilization of affirmative action will lead to more inclusive development outcomes. Growth prospects will be improved because of the introduction of measures to enhance efficiency and transparency. These measures have the potential to stimulate private sector productivity and investment. The project will generate employment and income through the labor-intensive infrastructure work and development of livelihood enhancement skills. Linking the rural population with markets and technology, RRRSDP will benefit an estimated 2.6 million people. In terms of direct employment, it will generate more than 15.8 million person-days of labor, or 4 years of full-time work for 13,200 rural poor. RRRSDP will improve and strengthen organizational capabilities for developing and managing rural infrastructure, in particular for coordinating policies and programs, cooperating with local bodies in service delivery, and improving implementation capacity. It will build institutional capacity to streamline existing government mechanisms for oversight, and the management of central and local financial information.

1.9 Implementation Arrangements

DoLIDAR is the central Implementing Agency. A project coordination unit (PCU) is established in DoLIDAR. PCU is being assisted by a team of Central Implementation Support Consultants (CISC). PCU provides coordination and guidance for all facets of project implementation, including engineering, safeguards (environment, social, and resettlement), financial management, and procurement. DoLIDAR has established a Project Implementation Coordination Committee to (i) supervise day-to-day project implementation, (ii) review project progress, and (iii) coordinate between DoLIDAR and the DDCs. The committee is supposed to meet at least every 4 months.

DDCs will be the implementing agencies in the districts with the District Technical Office (DTO) as the technical wing. DDCs will coordinate all district project activities. A District Project Coordination Committee (DPCC) chaired by the DDC chairperson will be established to (i) coordinate with all relevant line agencies, nongovernmental organizations, and civil society; (ii) issue district policy guidelines; (iii) resolve district implementation issues; and (iv) hear complaints about the project.

Each project district will have a District Project Office (DPO) established within and led by the head of the District Technical Office (DTO), and assisted by a District Implementation Support Team (DIST). DPO will (i) prepare annual work programs, (ii) finalize detailed subproject designs, (iii) ensure all safeguard measures are complied with, (iv) supervise all construction activities, (v) organize training in the communities, and (vi) arrange procurement.

The project at village level is facilitated and coordinated by Village Infrastructure Construction Coordination Committees (VICCCs) which will be constituted in each VDC area. In liaison with the DPOs, the DIST with support of VICCCs will facilitate formation of the Road Building Groups (RBGs) and then Road Building Implementation Committees (RBICs) for rural roads, and Village Infrastructure User Groups (VIUGs) for supplementary infrastructure in accordance with the approved guidelines of RRRSDP. RBGs shall be formed prior to the commencement of road construction works disaggregated by gender, caste and ethnicity. Moreover, RBGs shall be constituted in cluster/hamlet levels in each influenced VDC within Zol where roads are planned to be constructed. All efforts shall be made to ensure participation of 50% women in RBGs and 33% in committees.

The VICCCs will:

- coordinate supplementary infrastructure planning
- ensure proper payment to the RBGs through RBIC (Road Building Implementation Committee)
- supervise beneficiary contributions to supplementary infrastructure
- monitor implementation of works,
- resolve social conflicts,
- record the progress (facilitated by social mobilizers and DIST staff) in stipulated time interval and report to DPO in the standard prescribed form from DPO on monthly basis, and
- ensure public audits.

The RBIC (being only for roads) will:

- control, monitor and make managerial type of supervision of the RBGs and their physical works. (RBIC will be provided a lump sum of NRs 5000/- per month as administrative and management cost),
- assist VICCC in resolving local problems and social conflicts related the construction,
- pay RBGs from the project fund sent in the bank by DPO and operated by RBIC against the work performed and certified by DIST engineer and approved by DPO, and
- record the progress (facilitated by social mobilizers and DIST staff) in stipulated time interval and report to DPO in the standard prescribed form from DPO on monthly basis.

The RBGs will basically:

- construct rural roads by LEP approach,
- maintain (by group leaders) the tools record (including every day's in and out) and ensure that the attendance of the workers are properly maintained in the Project Book.

The VIUGs will:

- ensure contributions of beneficiaries for RWSS and O&M as per the RRRSDP requirements..
- pay RWSS workers from the project fund sent in the bank by DPO and operated by VIUG against the work performed and certified by DIST engineer and approved by DPO.

1.10 Environmental and Social Safeguarding Approach

RRRSDP ensures the safeguard policies on environment, indigenous people, and resettlement as per the bilateral agreement of GoN and ADB based on the frameworks and procedures designed during the project design when the safeguard needs were identified from the studies of 5 sub core projects. Each road sub project (new construction & upgrading) will require safeguard assessments and plans for mitigating impacts before contracts will be awarded.

1.11 Subproject Selection Criteria

1.11A. Rural Roads

1.11A.1 District Eligibility Criteria for Rural Road Subprojects

- i. District Transport Master Plan (DTMP) prepared and approved by the DDC and acceptable to the Ministry of Local Development;
- ii. District Office of Department of Survey and Land Revenue functional;
- iii. Qualified District Engineers in District Technical Office;
- iv. District Infrastructure Coordination Committee formed and functioning;

- v. Agreement between DDCs and DoLIDAR (as per PAM Art 47) to implement the Project in accordance with project requirements and procedures, including the Resettlement Framework; and
- vi. District Rural Road Maintenance Fund established in accordance with the Rural Road Maintenance Directive (RRMD) - 2008 of MLD/DoLIDAR.

1.11A.2 Rural Road Selection Criteria

- i. The rural road is listed as a priority road in the DTMP.
- ii. The road will not have a significant negative environmental or resettlement impact, as defined in the environmental assessment and review procedures and the resettlement framework agreed to by the ADB and the Government. Maximum effort will be made in design to ensure alignments that minimize impact on structures and settlements.
- iii. Road construction can be completed within three years using labor-based, environmentally friendly and participatory approaches and contractors.
- iv. The road has at least a 12% economic internal rate of return.
- v. The road does not exceed 40 km; the cumulative length of all proposed roads in a district will not be more than 60 km.
- vi. Total number of roads should not exceed 3 in general. However, the number can vary based on district situation and decision (between significant places, markets or settlements) can be taken on case-by-case basis.
- vii. The proposed road length covers the total length of the road alignment, not just partial sections.
- viii. The total bridge cost will not exceed 25% of the total estimated cost of the proposed road alignment.

1.11B. Supplementary Infrastructure (SI) Except Water Supply & Sanitation

1.11B.1 Supplementary Investment

- i. The Supplementary Investment will generate additional access benefits for the rural road subproject it is near to;
- ii. It was been identified and planned through a community-level participatory process that involves the poorest and most socially excluded groups, and targets the poor, identified through earlier social mobilization activities;
- iii. It does not duplicate activities of other development projects;
- iv. It will contribute to income-generating opportunities;
- v. The SI are formulated with a sustainable operation and maintenance plan (financial, physical and organizational);
- vi. And finally it is also complemented by community contribution of 15% (cash or in-kind) for Supplementary Infrastructure except RWSS (for which 20% contribution is required).

1.11B.2 Supplementary Investment Type by Eligibility and Budgetary Ceilings

- i. Improvement of a village trail to improve access to the rural road subproject; maximum length: 10km at indicative cost: NRs 100,000 per km (max NRs 1 million).
- ii. Construction of a short span trail bridge on village trail to improve access to the main subproject maximum span: 120 m at indicative cost: NRs 20,000 per meter span; (max NRs 2.4 million).
- iii. Reconstruction and rehabilitation of an existing small irrigation scheme; maximum size: 25 ha at indicative cost: NRs 100,000 per ha (max NRs 2.5 million).
- iv. Construction of a market building (agro-collection centres, dairy etc.); maximum size: 100 m² at indicative cost: NRs 9,000 per m² (max NRs 900,000).
- v. Construction of a community building; maximum size 100 m² at indicative cost: NRs 10,000 per m² (max NRs 1 million).
- vi. Construction of a new, or rehabilitation/upgrading of an existing, primary school. New construction up to 3 classrooms, 32 m² per classroom at indicative cost NRs 10,000 per m² (max NRs 960,000).

- vii. Construction of a new or rehabilitation/upgrading of an existing, health sub-post; maximum size: 100 m² at indicative cost: NRs 10, 000 per m² (maximum total cost NRs 1 million).

1.11 C. Rural Water Supplies and Sanitation (RWSS) Scheme Selection

1.11C.1 RWSS Selection

- (i) Participating District Development Committees (DDCs) will prioritize the demands from the Village Development Committees (VDCs).
- (ii) The subprojects will be funded by the project if they meet RRRSDP criteria.
- (iii) Commitment to share the costs of the water supply and sanitation subproject will be based on the Government's Rural Water Supply and Sanitation Sector Policy and Strategy.
- (iv) For the poor communities in remote inaccessible areas the minimum contribution will be reduced to 10% and 1% upfront cash is not mandatory.
- (v) If the project districts overlap with Community Based Water Supply and Sanitation districts, then the project should select the scheme based on the existing priority list of the DDC.

1.11C.2 Required RWSS Eligibility Criteria

- (vi) Water supply and sanitation scheme is included in the District Plan.
- (vii) Demand for water scheme originated from the community.
- (viii) The community is willing to contribute as per the Government's Rural Water Supply and Sanitation Sector Policy and Strategies. Community contribution is 20% (cash or in-kind) and 1% cash up-front.
- (ix) The community accepts responsibility for operation and maintenance of the scheme after its completion.
- (x) the DDCs and VDCs commit to maintain the scheme in case of natural calamities and required major rehabilitation; and
- (xi) maximum 1,000 persons per scheme (and subject to available and equitably distributed supplementary investment budget across all districts); indicative costs per person, new construction up to NRs 5,000 per person and rehabilitation up to NRs 3,000. (max NRs 5 million); water supply may be complemented by investments in sanitary/health infrastructure such as private and public toilets, and improved cooking stoves, as long as the total budgetary outlays remain within the indicated limits.

1.11C.3 Process of Prioritization

- (i) Selected subprojects must pass the screening criteria. After the screening process, the schemes' demand is ranked as per the criteria for screening. Poverty, water supply coverage and incidence of diarrhoea and other water borne diseases are major criteria for screening.

1.11C.4 Village Planning

- (i) Village Planning includes that the communities submit demand to the DDCs through the VDCs;
- (ii) They are willing to share the costs of the water supply and sanitation subproject as per the Government's Rural Water Supply and Sanitation Sector Policy.

1.11C.5 District Planning

- (i) Community demand must be included in the DDC Plan
- (ii) The DDCs must prioritize all demands based on the social and poverty factors and hardship factors; and
- (iii) Criteria for subproject ranking will be defined and adopted for prioritizing the demand by community (through the VDCs) for implementation based on the priority.

1.12 Project Performance Monitoring System

The Design and Monitoring Framework (DMF) of the Project shown at the start of the PAM will be used as the benchmark for monitoring outcome, outputs, activities and milestones. Within 9 months of the effective date of ADB grant, the PCU shall establish (now it is revised to start baseline in September 2009 and planned to complete by December 2009 due to late recruitment of CISC and DISTs) a Project Performance Monitoring System (PPMS) to monitor whether project inputs and activities deliver the expected outputs and benefits to the intended beneficiaries. PCU will conduct benchmark physical and socioeconomic survey (i.e., baseline within 4 hours of walking distance in hills on either sides of the road and 2 hours in *terai* with 30% sampling) of 20 core districts, and submit for ADB's review and concurrence a detailed implementation plan (now called Multi-Year Rolling Plan, MYRP) for monitoring performance. Preparation of benchmark information (baseline database) will be completed by December 2009. Baseline data will include income and expenditure data, livelihoods data, demographic trends, gender issues, and data on ethnic and minority groups. *Further, the Project will ensure that the collection of disaggregated social information will be carried out.* After the initial survey, PCU will submit annual benefit monitoring reports to ADB and co-financiers throughout the implementation period of the Project. *Dissemination of evaluation studies/reports through bulletins, newspapers, radio, television, and websites will be done on a regular basis.*

In support of the midterm and project completion review missions, independent impact evaluation surveys and studies will be accomplished and the reports will be transmitted to ADB and co-financiers at a minimum of four weeks before the respective missions. The surveys should complement the benchmark data and measure the degree to which the Project has attained outputs, outcomes, and impacts – closely reflecting the indicators of DMF. The following detailed procedures for monitoring and evaluation of the project will be followed.

(a) Output and Milestones Monitoring

1. Planning, Monitoring and Evaluation Specialist of the CISC will review and follow the overall output targets along with the milestones targets, as shown in the MYRP, to achieve the outputs in Annual Performance Targets (APT) with reference to approved subprojects for the year. The baseline data and targets of each road subprojects will be derived from the baseline surveys carried out for database and monitoring system. The DIST will also prepare APT for the approved subprojects for their districts. All these targets will be allocated to respective RBGs (VIUGs in case of SIs), RBICs with information to VICCC after the APTs are approved by DPO.

2. The DIST will record all the progress data (also received from RBICs, VIUGs and VICCCs) in computer preferably excel (until new software is installed). A copy of this computer file will be submitted to District Information and Documentation Centre (DIDC) for their updates in their Decentralized Monitoring Information System (DMIS)¹. The data will be processed by DIST to find out aggregate progress against the targets in trimester basis. The trimester progress reports will be prepared on the basis of this processing and reports will be disseminated to DPO and DDC/DPCC and PCU. The CISC will record the data in its computer and the data will be processed to find out overall progress against the annual targets. The processed data will be reviewed by PCU and PICC, and then sent to M&E section of DoLIDAR to integrate them into its system. Similarly the progress reports will be sent to ADB DFID, SDC and OFID on trimester basis. These reports will be also sent to the respective DDCs and DPOs. A full review of these reports will be done by each DDC together with DPO and other district level stakeholders and provide timely feedback to PCU.

¹ All DDCs have established DIDC and DIDC operates DMIS which is a main component of District Poverty Monitoring and Analysis.

3. CISC (Planning, Monitoring and Evaluation Specialist) will prepare project performance report (PPR) in trimester basis, in which the account of performance assessment and analysis of deviation, if any, will be included. PPR will be the basis of generating feedback on the performance assessment to be disseminated to DIST and DPO and suggestions for corrective measures to improve the speed of output performance. DIST will then generate feedback to be disseminated to RBGs, VIUGs, RBICs, VICCCs and to CISC for corrective measures in trimester basis.

(b) Outcome Monitoring

4. Planning, Monitoring and Evaluation Specialist will allocate the overall outcome targets in Annual Performance Targets (APT) with reference to the MYRP². DIST will then allocate baseline data and outcome targets in APT for the approved subprojects for their districts.

5. DIST will update records of outcome progress data in its computer data base. This updated computer file will be shared with DIDC (at DDC) for updates in their DMIS. The data will be processed by DIST to find out aggregate outcome progress against the targets in required. The progress reports will be reported to DPO, DDC/DPCC and PCU/ CISC. The CISC will record the outcome data in its computer. The outcome progress data will be processed to find out overall outcome progress against its annual targets. The processed data will be reviewed by PCU and PCU will present to PICC and then sent to M&E section of DoLIDAR to integrate into its system. The updated progress reports will be sent to ADB in trimester basis and other donors as per their requirements.

6. CISC will prepare Project Benefit Monitoring and Evaluation (PMBE) report on the basis of outcome data in a half yearly basis and reported to ADB (it will be better to coincide with 6 monthly joint review missions of ADB and co-financiers). The data of this report will be integrated into PPR. A performance assessment will be carried out by reviewing the outcome progress against its targets and corresponding output performance in order to find out whether the output progress is contributing to generate the desired outcomes. An analysis of the deviation if any will be helpful to generate the feedback for planning or adjustments in the design of the subprojects and its selection. These suggestions will be disseminated to DPO and DIST. Same will be shared with ADB and other donors, and DoLIDAR and MLD for their review in half yearly basis.

(c) Impact Monitoring and Evaluation

7. The impact cannot be monitored regularly because of a long time lag in producing the impact. The projection based on the actual growth rate of overall development expenditure can be made annually to estimate the impact. This projection should be substantiated by Nepal Living Standard Surveys (NLSS) if taken place within the project period. A rapid poverty surveys will be conducted in sample project areas to validate the projection six before the end of the project. These tasks will be carried out by independent consultants. This report resembles the evaluation study on efficiency and effectiveness. Efficiency is indicated by the production of planned level of outputs with the allocated levels of inputs with the project schedule and inputs. Effectiveness is reflected by the achievement of project outcomes and impacts as a consequence of full implementations of all planned interventions. In addition, sustainability of the programs can be evaluated by verifying whether the arrangement of regular repair and maintenance of constructed infrastructure are made through adequate regular funding sources and mechanism, and whether the economic and social activities of Self Help Group

² Also refer to baseline data for other proxy data like travel time, etc) and outcome targets of approved subprojects for the year. The baseline data and outcome targets mainly existing travel time in a whole stretch of the roads to be rehabilitated and upgraded, additional households to be served by water supply schemes, proportion of major disadvantaged groups in the community etc. of each sub projects will be derived from the baseline survey results (a part of socio economic surveys) of the selected sub projects.

(SHG) will continue after the closing of the programs. These sustainability indicators can be measured through review of the latest PPR and physical observation made through the field visits in the sample areas.

1.13 Grant Covenants

The grant agreement between ADB and Government of Nepal (GoN) and the Project Administration Memorandum (PAM) for RRRSDP specifies certain specific conditions as Major Grant Covenants. A list of the major project specific covenants as stipulated in schedule 4 of the **Grant Agreement** are given in Appendix 15 of the PAM. These covenants are considered essential to ensure successful implementation of the Project. The status of compliance with these covenants should be submitted to ADB together with the Trimester Progress Report. DoLIDAR, the executing agency, and participating DDCs, the programme implementing agencies at district level, along with GoN, are required to follow and fulfil the conditions outlined in the grant covenants. The grant covenants are presented below in this manual.

Covenants	Reference in Project Grant Agreement	Remarks/Issues
Sector Covenants		
1. Within eighteen (18) months of the Effective Date, Ministry of Local Development (MLD) shall approve a national strategy for local transport. MLD shall ensure that the strategy shall be developed in close consultation with stakeholders at all levels. The strategy shall include a detailed and time-bound plan, with budget projection, on harmonization of technical, managerial, and administrative issues in local transport.	Schedule 4, para. 17	
2. The Department of Local Infrastructure Development and Agricultural Roads (DOLIDAR) shall ensure that there shall be no geographical overlap between Project-funded subprojects and projects funded by other development partners.	Schedule 4, para. 20	
Financial Covenants		
1. Immediately after the Effective Date, the Recipient shall establish an imprest account at Nepal Rastra Bank. The imprest account shall be separate from all the imprest account established for purposed of the OFID Loan and shall be established, managed, replenished and liquidated in accordance with ADB's Loan Disbursement Handbook and any further detailed arrangements agreed.	Schedule 2, para. 5a	
2. All Funding into the imprest account shall be channelled to either of (and no other than) the following accounts: (i) PCU Project operating account to be established at the central level, or (ii) DPO Project operating accounts established in each district, in accordance with the budgetary allocation agreed between each of these entities and the Recipient and subject to the provisions of ADB's Loan Disbursement Handbook.	Schedule 2, para. 5b	

Covenants	Reference in Project Grant Agreement	Remarks/Issues
3. The Ministry of Finance (MOF) shall ensure that the approved annual budget allocations for the Project shall be sufficient to cover all required counterpart funding, including, but not limited to: (a) resettlement related payments; and (b) land surveys and cadastral mapping.	Schedule 4, para. 15	
4. Prior to the commencement of any Project activities in a District, DoLIDAR and the DDC of such District shall have entered into a Memorandum of Understanding, the format of which has be approved by ADB, which regulates: (a) the terms and conditions for releasing funds from the DDC to the building groups - including conditions relating to the DDC contributions; (b) the auditing and reporting mechanism from the DDC to the PCU; and (c) coordination mechanisms with similar activities under other projects in the district.	Schedule 4, para. 22	
5. DoLIDAR and DDCs of districts in the Project area shall take all appropriate and necessary measures to increase rural road maintenance funding to a sustainable level. This shall include the establishment of District Roads Maintenance Funds.	Schedule 4, para. 30	
Environmental Covenants		
1. DoLIDAR shall ensure that all subproject shall be identified, selected, implemented, and reported in accordance with (a) the environmental procedures and requirements specified in the Environmental Assessment and Review Procedure; (b) the initial environmental examination (IEE) of each subproject; (c) the ADB's Environmental Policy, 2002; and (d) relevant national and local environmental laws and regulations. DoLIDAR shall ensure that each IEE shall include provisions regarding compensatory reforestation programs.	Schedule 4, para. 32	
Social Covenants		
1. The Recipient shall ensure that a village infrastructure construction coordination committee (VICCC) shall be constituted in each VDC area where Project activities are planned. The VICCC shall be formed prior to the commencement of any Project activities and shall include representatives of political parties, non-government organizations active in the VDC area, women, <i>dalits</i> and other disadvantaged groups. The members shall be selected through a mass meeting of beneficiaries, facilitated by the district project office (DPO). All efforts shall be made to ensure participation of 33% women as well as a due representation of various ethnic groups and castes.	Schedule 4, para. 12	
2. DoLIDAR shall ensure that all DDCs and DPOs shall involve the communities and villages identifying and selecting supplementary infrastructure. Proposals from the	Schedule 4, para. 19	

Covenants	Reference in Project Grant Agreement	Remarks/Issues
communities and villages shall be evaluated by the respective DPO and approved by the respective DDC.		
3. DoLIDAR shall ensure that the design of each and every subproject shall be developed in the consultation with the communities, and in close coordination between the engineering team, the resettlement team, and the environmental team.	Schedule 4, para. 21	
4. DoLIDAR shall ensure that prior to any civil works for a rural road (a) the feasibility study and detailed design for such road shall have been completed; (b) all environmental and social safeguard clearances shall have been obtained; and (c) all resettlement activities and compensation payment shall have been completed in accordance with the resettlement plan for the road.	Schedule 4, para. 25	
5. DoLIDAR shall ensure that, to the extent feasible, all civil works shall use the full labor-based, environment friendly, and participatory (LEP) approach, which includes (a) employing unskilled labor instead of heavy construction equipment; (b) applying design and construction methods that protect the physical environment; and (c) incorporation local interests and opinions in the planning, design, and implementation of the works. DoLIDAR shall provide adequate technical assistance to ensure that the integrity of the approach is maintained in all districts and throughout the entire implementation period.	Schedule 4, para. 26	
6. DoLIDAR shall ensure that unskilled employment in the subproject shall be reserved for beneficiaries living within the influence area of the infrastructure to be constructed. Priority shall be given to poor and disadvantaged groups and castes, as well as households affected by the acquisition of land and assets. DoLIDAR shall ensure that workers shall be paid in full, on a fortnightly basis.	Schedule 4, para. 27	
7. The Recipient shall ensure that civil works contractors comply with all applicable labor legislation. Bidding documents shall include a clause on the prohibition of child labor, as defined in the Recipient's legislation, for construction and maintenance activities as well as a clause stipulating equal pay for men and women for work of equal value. Compliance with these provisions shall be strictly monitored during Project implementation.	Schedule 4, para. 28	
8. DoLIDAR shall ensure that recruitment or remobilization as the case may be, training, and deployment of social mobilizers to villages, shall be done on a priority basis at the outset of the Project, prior to the commencement of any construction activities.	Schedule 4, para. 31	
9. MLD shall ensure that all necessary measures shall be taken to implement all provisions of the Resettlement Framework agreed upon between MLD and ADB and of the resettlement plans prepared under the Resettlement Framework.	Schedule 4, para. 33	

Covenants	Reference in Project Grant Agreement	Remarks/Issues
10. DoLIDAR shall ensure that no voluntary land donation shall take place if such donation would result in the household falling below the poverty line, as defined in the Resettlement Framework. Any other land donation shall be done in strict compliance with the procedures set forth in the Resettlement Framework agreed upon between MLD and ADB.	Schedule 4, para. 34	
11. DoLIDAR shall ensure that no land acquisition, either through eminent domain or through land donation, shall be required for subproject other than rural roads. If involuntary resettlement and land or asset acquisition are required for any of the subprojects, a resettlement plan, based on the detailed subproject design, shall be prepared in accordance with the ADB's Policy on Involuntary Resettlement, 1995, and the Resettlement Framework. The concerned DDC shall publicly disclose the resettlement plan, in places and using language accessible to all affected people. The resettlement plan shall include a complete census and inventory of losses.	Schedule 4, para. 35-36	
12. DoLIDAR shall ensure not to approve any construction unless a resettlement plan, in form and substance acceptable to ADB, shall have submitted to and approved by DoLIDAR, the Project Coordination Unit (PCU), and ADB. All activities related to land acquisition, including compensation payment, shall be completed prior to possession of land and other assets, and before award of civil works contracts. DoLIDAR shall ensure to initiate compensation process simultaneously with the start of the bidding process.	Schedule 4, para. 37	
13. Within twelve (12) months of the Effective Date, DoLIDAR shall hire an external monitoring agency to conduct annual monitoring of the implementation of and compliance within the Resettlement Framework and resettlement plans.	Schedule 4, para. 38	
14. DoLIDAR shall ensure that the Project shall be implemented in full compliance with the Indigenous Peoples Development Framework agreed between MLD and ADB, as well as the Indigenous and Ethnic Peoples Development Plan for the subproject, if required.	Schedule 4, para. 39	
15. DoLIDAR shall take all necessary measures to ensure full implementation of the Gender Action Plan (RRP, Appendix 16). Gender issues shall be duly considered in respect of Project beneficiaries, staff recruited by DoLIDAR, district technical offices (DTOs), and consulting firms.	Schedule 4, para. 40	
16. Within nine months of the Effective Date, the PCU shall have conducted initial gender and ethnicity segregated baseline physical and socioeconomic surveys, and shall have submitted a detailed Project implementation-monitoring plan for ADB's review and concurrence. The data shall include income and expenditure data, livelihoods data, demographic trends, gender issues, information on ethnic and minority groups. After the initial survey, the PCU shall conduct and DoLIDAR shall submit to ADB, and OFID annual benefit monitoring reports.	Schedule 4, para. 44	

Covenants	Reference in Project Grant Agreement	Remarks/Issues
Other Covenants		
1. Established, Staffed, and Operating PMU/PIU Within one month of the Effective Date, DoLIDAR shall have fully staffed the PCU. The PCU shall at all times during Project implementation be headed by a full-time Project Coordinator who shall be a class one officer, and who shall report to the Secretary of the MLD through the Director General of DoLIDAR. The PCU shall include at least the following full-time staff: two senior divisional engineers, five engineers, one environmental engineer, one senior resettlement officer, one sociologist, one senior accountant, two accountants, one compute operator and sufficient support staff. The PCU shall be supported by consultants.	Schedule 4, para. 6	
2. Fielding of Consultants.		
3. MLD shall be the Project Executing Agency, responsible for overall Project management and implementation.	Schedule 4, para. 1	
4. DoLIDAR shall be the Project Implementing Agency at the central level.	Schedule 4, para. 2	
5. Within one month of the Effective Date, MLD shall have established the PMC. The PMC shall be chaired by the Joint Secretary of the MLD and comprise the Director General of DoLIDAR, the Project Coordinator, and the respective heads of the MLD Financial Administration Section, the MLD Planning and Foreign Aid Coordination Section, the MLD Monitoring Section, and representatives from MOF and National Planning Commission. The PMC shall be responsible for (a) monitoring overall Project implementation; (B) resolving policy issues; (c) guiding the PCU; and (d) facilitating inter-ministerial coordination. The PMC shall meet whenever necessary, but not less than once every six months. The Project Coordinator shall be its member-secretary.	Schedule 4, para. 3	
6. Within one month of the Effective Date, DoLIDAR shall have established the PICC. The PICC shall be chaired by the Director General of DoLIDAR and comprise a representative from the MLD Financial Administration Section, a representation from the MLD Monitoring Section, a representative from the MLD Planning and Foreign Aid Coordination Section and five (5) representatives from Project district on a rotating basis. ADB and other co-financiers may participate as observers to the PICC. The PCU shall be the secretariat for the PICC. The Project Coordinator shall be its member-secretary. The PICC shall meet whenever necessary, but not less than once every four months. The PICC shall be responsible for (a) supervising day-to-day Project implementation; (b) reviewing Project progress; and (c) coordinating between DoLIDAR and DDCs.	Schedule 4, para. 4-5	
7. The DDCs shall be the Project Implementing Agencies at the district level, responsible for overall coordination, monitoring and facilitating of Project activities. The DTO of	Schedule 4, para. 8	

Covenants	Reference in Project Grant Agreement	Remarks/Issues
<p>each respective DDC shall be responsible for technical and Project management matters. Each DDC shall establish and chair a District Project Coordination Committee to (i) coordinate with all relevant line agencies; (ii) issue District policy guidelines; (iii) resolve District implementation issues; and (iv) hear complaints against the Project, if any.</p>		
<p>8. Within one month of the Effective Date, each DDC shall have established and staffed a DPO within DTO. The head of the DTO of each respective DDC shall also head the DPO in that District. In addition, each DPO shall comprise the following full-time DTO staff, one rural infrastructure engineer, one sub-engineer, two assistant sub-engineers, one accountant, one administrative staff, one computer operator, and sufficient support staff. The DPO shall be supported by the DIST, which shall be engaged as a firm and shall include engineering, safeguards, and social mobilization staff. DoLIDAR shall ensure that DISTs shall engage equally qualified local engineers and other staff on a priority basis, provided such engineers and local staff shall be equally qualified as candidates from outside the District. MLD shall ensure that all vacancies in the DTOs filled as result of the Project, shall remained filled throughout the duration of the Project implementation. Any Project activities to be implemented in the DRILP Districts shall be implemented through the DRILP District implementing agencies.</p>	<p>Schedule 6, para. 9 and 11</p>	
<p>9. MLD shall, for the purposes of the Project, strictly implement the provisions of the Civil Service Act, 2007, that deal with the transfer of civil servants.</p>	<p>Schedule 6, para. 16</p>	
<p>10. DoLIDAR shall ensure that the selection and approval of all subprojects shall be in accordance with the criteria agreed upon between MLD and DoLIDAR on the one hand and ADB on the other hand and as set forth in Appendix 11 of the RRP. All selected subprojects shall be technically suited for construction using the LEP approach. DPOs shall assess short-listed projects in respect of social, technical, economic, environment, and resettlement aspects, and shall score and qualify proposed subprojects for final selection. The responsible DIST shall undertake a feasibility study and detailed design for the highest-ranked subprojects, including a detailed technical design, drawings, quantity and cost-estimate, and environment, resettlement and social requirements and plans.</p>	<p>Schedule 6, para. 18</p>	
<p>11. Prior to the commencement of any road construction works in a village or community, the DDC, the relevant VDC, and the BGs shall have entered into a Memorandum of Understanding, in form and substance acceptable to ADB, regulating: (a) the in-kind beneficiaries' contribution; (b) minimum specifications and standards of construction works to be performed by the BGs; (c) minimum specifications and standards for the operation of the works to be performed by the BGs; (d) environmental standards applicable to the design, construction, and operation and maintenance of the works; and (e) employment terms and conditions for BG-members, including wage rate and frequency of pay.</p>	<p>Schedule 6, para. 23</p>	

Covenants	Reference in Project Grant Agreement	Remarks/Issues
12. Prior to the commencement of any supplementary infrastructure works in a village or community, the DDC, the relevant VDC, and the VIUGS shall have entered into a Memorandum of Understanding, in form and substance acceptable to ADB, regulating: (a) the in-kind beneficiaries' contribution; (b) minimum specifications and standards of construction works to be performed by the VIUGs; (c) minimum specifications and standards for the operation of the works to be performed by the VIUGs; and (d) environmental standards applicable to the design, construction, and operation and maintenance of the works.	Schedule 6, para. 24	
13. Before 30 April of each year during Project implementation, DoLIDAR and ADB shall agree on the annual maintenance program for rural roads in the Project districts for the following year. DoLIDAR shall submit to ADB, for its review, the proposed maintenance budget by 31 March of each year.	Schedule 6, para. 29	
14. nine months of the Effective Date, the PCU shall have established PPMS to monitor whether Project inputs and activities deliver the expected outputs and benefits to the intended beneficiaries.	Schedule 6, para. 43	

2. PROJECT MANAGEMENT & INSTITUTIONAL ARRANGEMENTS

The project management and implementation involves institutions of the GoN (PCU, DPOs, DoLIDAR, MLD, DDCs, VDCs) and Joint Venture of international and national consultants at the central level, domestic consultant in each core (20) districts and individual consultants in non-core (18 DRILP) districts, communities from project area and donors and other agencies involved in rural development of Nepal. The institutional arrangement of the project is shown in the following diagram.

The arrangements and responsibilities for project management and implementation at the central level and decentralized level will be in accordance with the provision of Schedule 4 of the Grant Agreement. The executing agency for the project will be MLD, and DoLIDAR will be the central implementing agency. The Implementation Arrangement (organizational structure) for implementing the project is outlined in the diagrammatic figure below.

2.1. Central Level

2.1.1 Project Monitoring Committee and Project Implementation Coordination Committee

Within one month of the Effective Date of 1 February 2008, Project Monitoring Committee (PMC)³ will be established in MLD chaired by the Joint Secretary of MLD. The PMC will be responsible to (i) monitor overall Project implementation, (ii) resolve policy issues, (iii) guide PCU; and (iv) facilitate inter-ministerial coordination.⁴ PMC will meet at least once every six months. DoLIDAR will establish a Project Implementation Coordination Committee (PICC)⁵ within one month of Effective Date of 1 February 2008, PICC will be responsible to (i) supervise day-to-day project implementation; (ii) review project progress; and (iii) coordinate between DoLIDAR and DDCs. The PICC will meet whenever necessary, but not less than once every three months.

2.1.2 Project Coordination Unit

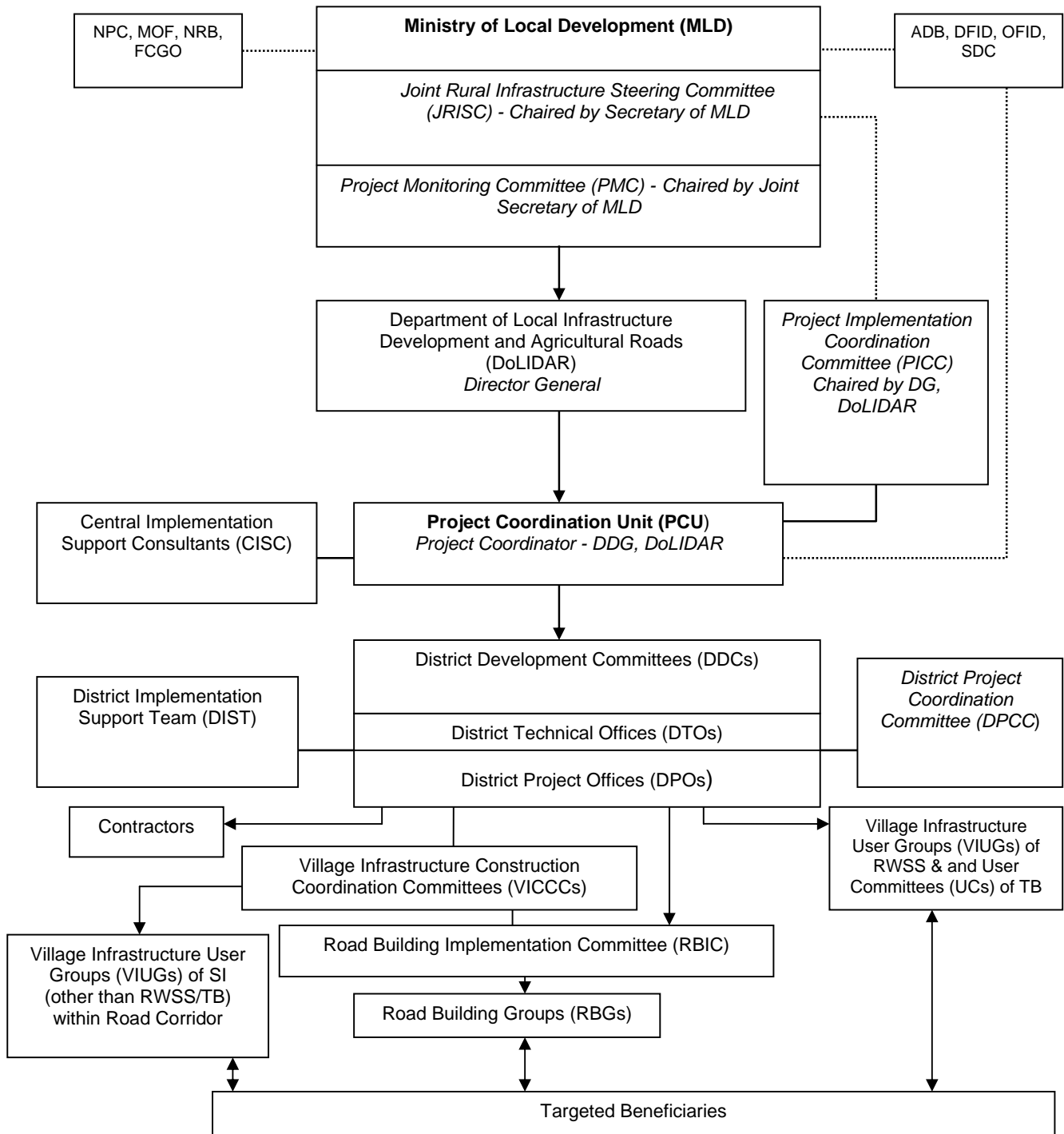
Within one of the Effective Date of 1 February 2008, DoLIDAR will have established and fully staffed a Project Coordination Unit (PCU). The PCU at all times during project implementation will be headed by a full-time Project Coordinator of class one officer. The PCU will include at least the following full-time staff: two senior divisional engineers, five engineers, one environmental engineer, one senior resettlement officer, one sociologist, one account officer, two accountants, one computer operator and sufficient support staff. The PCU staff will be supported by consultants of whom the expertise and duration of assignment will be as agreed between MLD and ADB. The Project Coordinator will report to the Secretary of the MLD through the Director General of DoLIDAR.

³ The project monitoring committee will also include the Director General of DOLIDAR, project coordinator, heads of MLD Financial Administration Section, Planning and Foreign Aid Coordination Section, and Monitoring Section, and *members from ADB and co-financers*. Joint Secretary of Local Self Governance division of MLD will participate as an invitee.

⁴ The existing joint steering committee for rural infrastructure under the chairmanship of the Secretary MLD will provide overall policy direction for the sector.

⁵ PICC will be chaired by the Director General of DOLIDAR, two representatives of MLD (Financial Administration Section, and Monitoring Section), two representatives of DOLIDAR (Planning and donor coordination and monitoring, environment and technology promotion section) and five representatives from project districts on rotation basis. ADB and other co-financiers may participate as *both members and observers*. PCU will be the secretariat for PICC with the project coordinator being the member secretary.

2.1.3 RRRSDP: INSTITUTIONAL ARRANGEMENT CHART



SI = Supplementary Infrastructure (except RWSS); RWSS = Rural Water Supply & Sanitation; TB = Trail Bridges
 Line of Command →
 Line of Coordination ———
 Line of Advice/Policy Guidance ·····

2.1.4 Project Coordination Unit (PCU)

The PCU will coordinate, guide and monitor day-to-day project implementation, including engineering, compliance with safeguard provisions including gender action plan, financial management, and procurement. Specific responsibilities of the PCU will include, but not be limited to,; (a) detailed planning of project implementation; (b) guiding and monitoring DDCs/DTOs that participate in the project; (c) allocating and disbursing project funds in accordance with mechanisms and processes established in the Recipient's Local Body Financial Administration Regulations; (d) liaising with other donor-funded projects in the rural infrastructure sector on day-to-day implementation matters; (e) preparing consolidated annual work plans; (f) ensuring satisfactory implementation of the gender action plan, the environmental guidelines, the resettlement frameworks and plans, and indigenous peoples framework and development plans; (g) ensuring timely compliance of agreed covenants; and (h) preparing necessary progress reports as well as the project completion report.

2.2. Decentralized Level

2.2.1 Project Implementing Agencies

The DDCs will be the Project Implementing Agencies at the district level. The DTO of each respective DDC shall be responsible for technical and project management matters. Each DDC shall establish and chair a District Project Coordination Committee to (i) coordinate with all relevant line agencies; (ii) issue District policy guidelines; (iii) resolved District implementation issues; (iv) hear complaints against the project, if any; and (v) give directives/suggestions to resolve any existing/potential problems and issues with appropriate solutions and measures to DPO to include in the implementation phase.

2.2.2 District Project Office in 20 Core Districts

Within one month of the Effective Date, each DDC will have established and staffed a DPO. The head of the district technical office (DTO) of each participating DDC will also head the DPO in the District. In addition, each DPO will comprise the following full-time DTO staff: one rural infrastructure engineer, one sub-engineer, two assistant sub-engineers, one accountant, one administrative staff, one computer operator, and sufficient support staff. The DTO staff in the DPO will be supported by the DIST, which will be engaged as a firm and will include engineering, safeguards, and social mobilization staff. DoLIDAR will ensure that DISTs engage equally qualified local engineers and other staff on a priority basis, provided such engineers and local staff are equally qualified as candidates from outside the District.

Specific responsibilities of the DPO, assisted by the DIST, shall include, but not be limited to: (a) preparing annual work programs; (b) finalizing detailed subproject designs; (c) ensuring that all safeguard measures including gender action plan shall be complied with; (d) supervising all construction activities; (e) organizing community level training; and (f) arranging procurement.

2.2.3 Individual Consultants in 18 Non Core (DRILP) Districts

The RRRSD project activities to be implemented in the 18 non core (DRILP) districts will be implemented through the Individual Consultants (ICs) recruited by RRRSDP/PCU in each non-core districts under the District Technical Office/Officer (DTO). A team of Individual Consultants (ICs) comprising of one engineer, one sub-engineer, one assistant sub-engineer, and 2 social mobilizers will assist in survey, design and implementation supervision, monitoring and reporting of the RRRSDP's RWSS subprojects in these districts.

2.2.4 Village Level Implementation

At the village level, village infrastructure construction coordination committees (VICCCs) will be constituted in each VDC where projects will be implemented. VICCC will be formed prior to the commencement of any project activities and will include representatives of political parties, nongovernment organizations active in the VDC area, women, *dalits* and other disadvantaged groups. All efforts must be made to ensure participation of 33% women as well as a due representation of various ethnic groups and castes inclusive of leadership positions of women.

The VICCC, in close cooperation with and under the guidance of the respective DPO/DIST, shall coordinate rural roads and other supplementary infrastructure (except RWSS and TB) planning; guide formation of road building implementation committee (RBIC) and road building groups (RBGs) for rural roads and Village Infrastructure User Groups (VIUGs) for supplementary infrastructure (except RWSS and TB) within the road corridor/vicinity; solve local social conflicts and problems related to construction and implementation of subprojects; supervise beneficiaries' contributions for subprojects; monitor implementation of village infrastructure works; and ensure public audits during construction and upon subproject completion.

It is to be noted that all Rural Water Supply and Sanitation (RWSS) and Trail Bridge (TB) subprojects being constructed anywhere in a VDC the VICCC will not have a direct role for these subprojects as decided by RRRSDP/PCU. Therefore for these subprojects VIUG for RWSS and UC for TB shall be responsible for all activities.

In each Road Building Implementation Committees (RBICs) will be formed as per the RRRSDP guideline. They are mainly responsible for ensuring the labour payments (deposited in the bank by DPO as per the work performance certification by DIST and approval by DPO), monitoring and controlling the RBGs at work including some managerial type of works related to the RBGs. They must be officially registered (with constitution) with DDC before signing an agreement with DPO.

2.3 State Restructuring

8. If at any time during project implementation, the Recipient shall undergo state restructuring resulting in changes to its public administration, the Recipient shall immediately inform the ADB thereof. In such case, the Recipient and ADB shall review the project management and implementation arrangements to ensure such arrangements reflect the changes.

2.4 Project Implementation Procedures

The individual tasks related to the project can be distinctly divided into planning and implementation phases of the project. As such the tasks in planning and implementation phases are presented in separate sections. The tasks related to each phase are shown in respective sections of this manual.

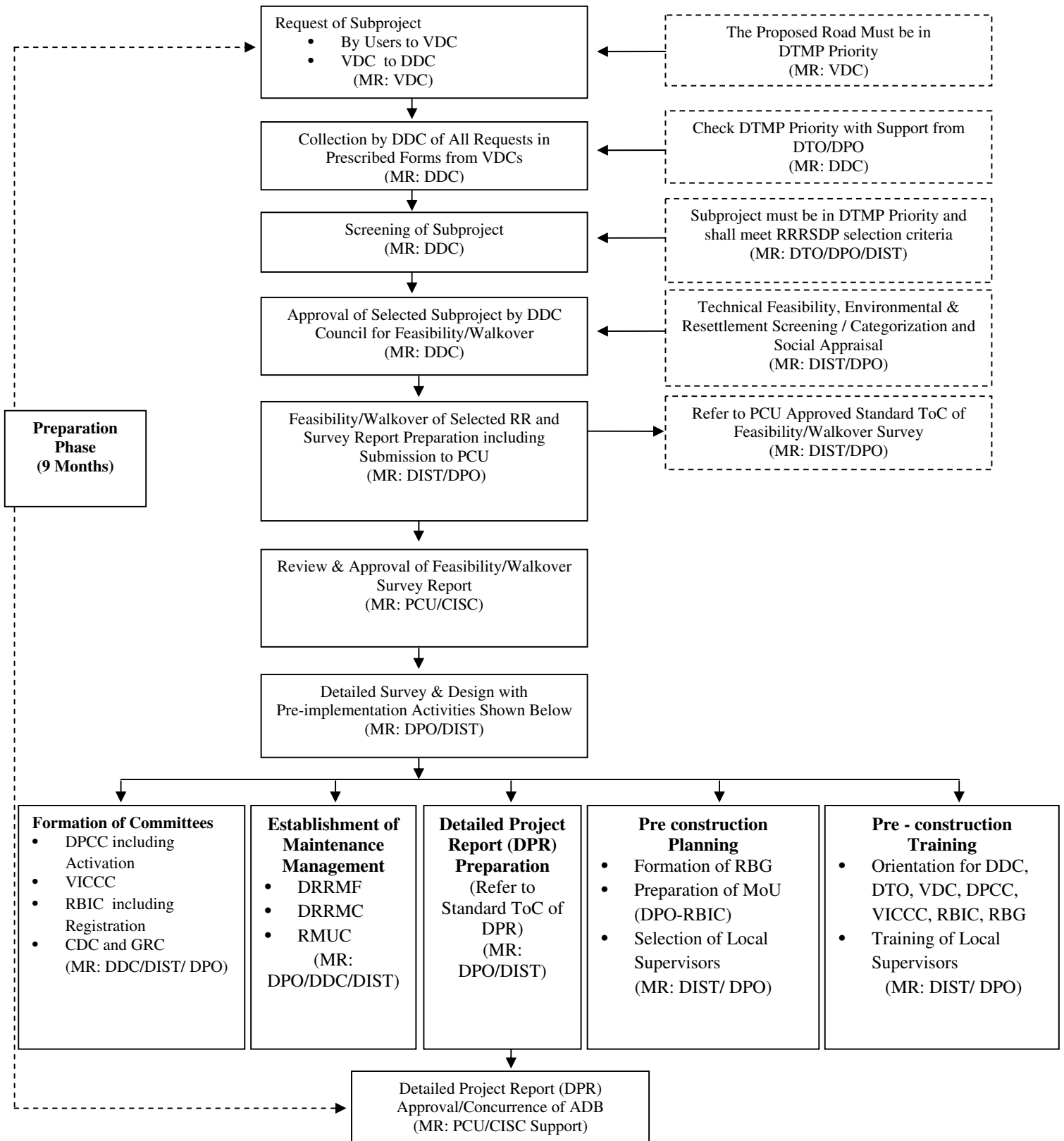
Each task has a specific process and to carry out an individual task requires performing many activities. Successful completion of each activity involves one or more of the project partners and stakeholders. Each one of them has specific roles and responsibilities. The procedure sheet for individual task presents the process for carrying out the task, along with the details of activities and responsible institutions/persons. The related training inputs as required are also shown for each task along with the key points to be considered for each task. The overview of trainings and workshops proposed for RRRSDP is mentioned in the manual under each procedure topic as applicable. Similarly, the main reference and resource materials, which are essential for carrying out the tasks, are shown in procedure sheet for respective tasks.

2.5 Implementation Flowcharts

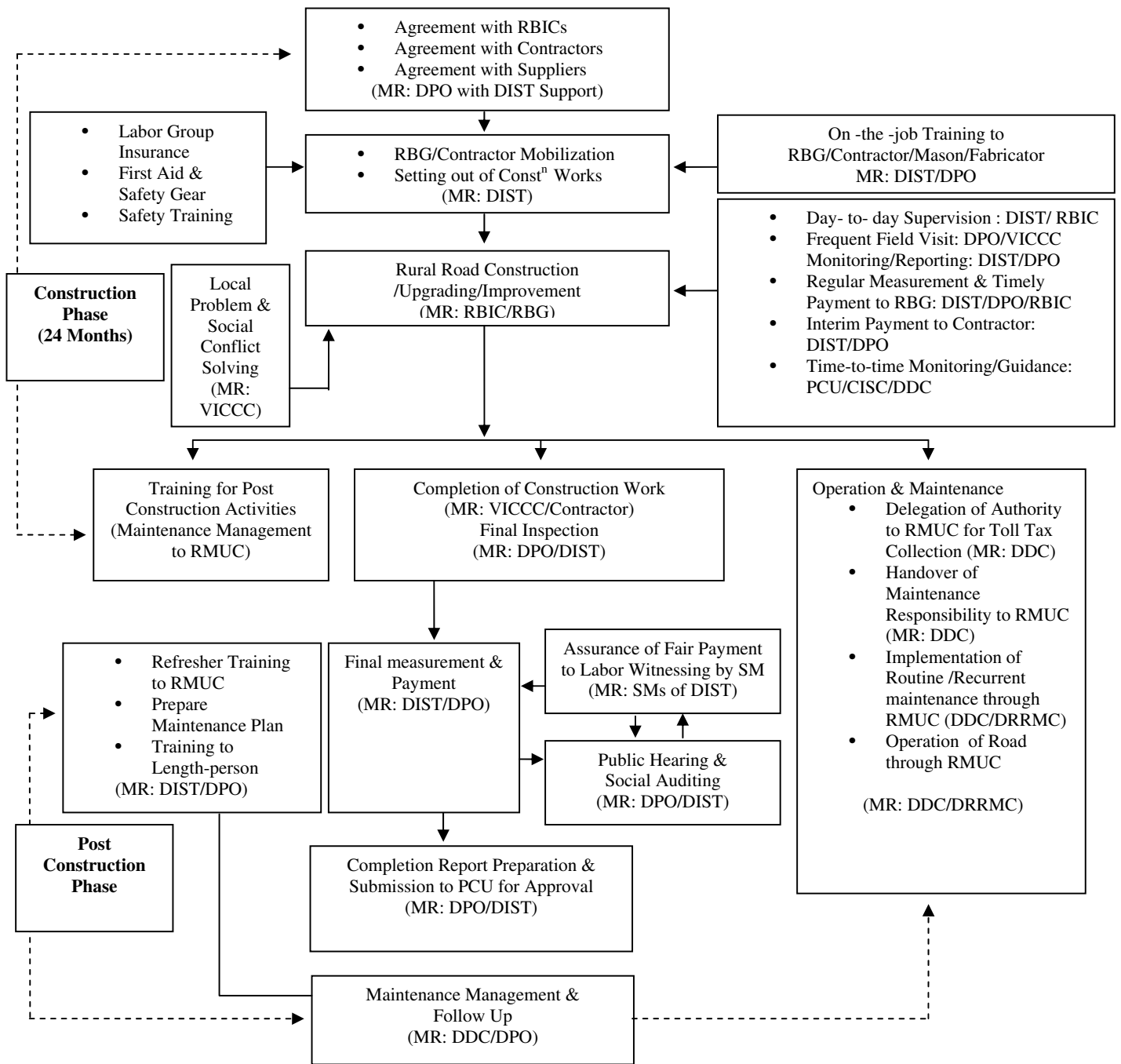
Implementation flowcharts are not only very vital for implementation procedures but also useful for dissemination to all stakeholders and implementers of the project for easiness in grasping and for common understanding about the processes in a systematic manner and about the responsibilities, tasks and activities. These flowcharts also work as basic guidelines to implement the project procedures. Therefore CISC team in consultation with PCU made a joint effort to prepare these flowcharts for implementation and retouched other already existing charts of the projects, as necessary. The flowcharts as reproduced below for reference and use:

- i. Rural Road (RR) Implementation Flow Chart
- ii. Rural Water Supply & Sanitation (RWSS) Implementation Flow Chart
- iii. Involuntary Resettlement Flow Chart: Land Acquisition Process
- iv. Involuntary Resettlement, Planning and Implementation Flow Chart
- v. Environmental Assessment Flow Chart (Source: PAM)
- vi. Social Implementation Flow Chart
- vii. Procurement Steps for Goods and Works in RRRSDP Work Flow Chart

I: RURAL ROAD (RR) IMPLEMENTATION FLOW CHART

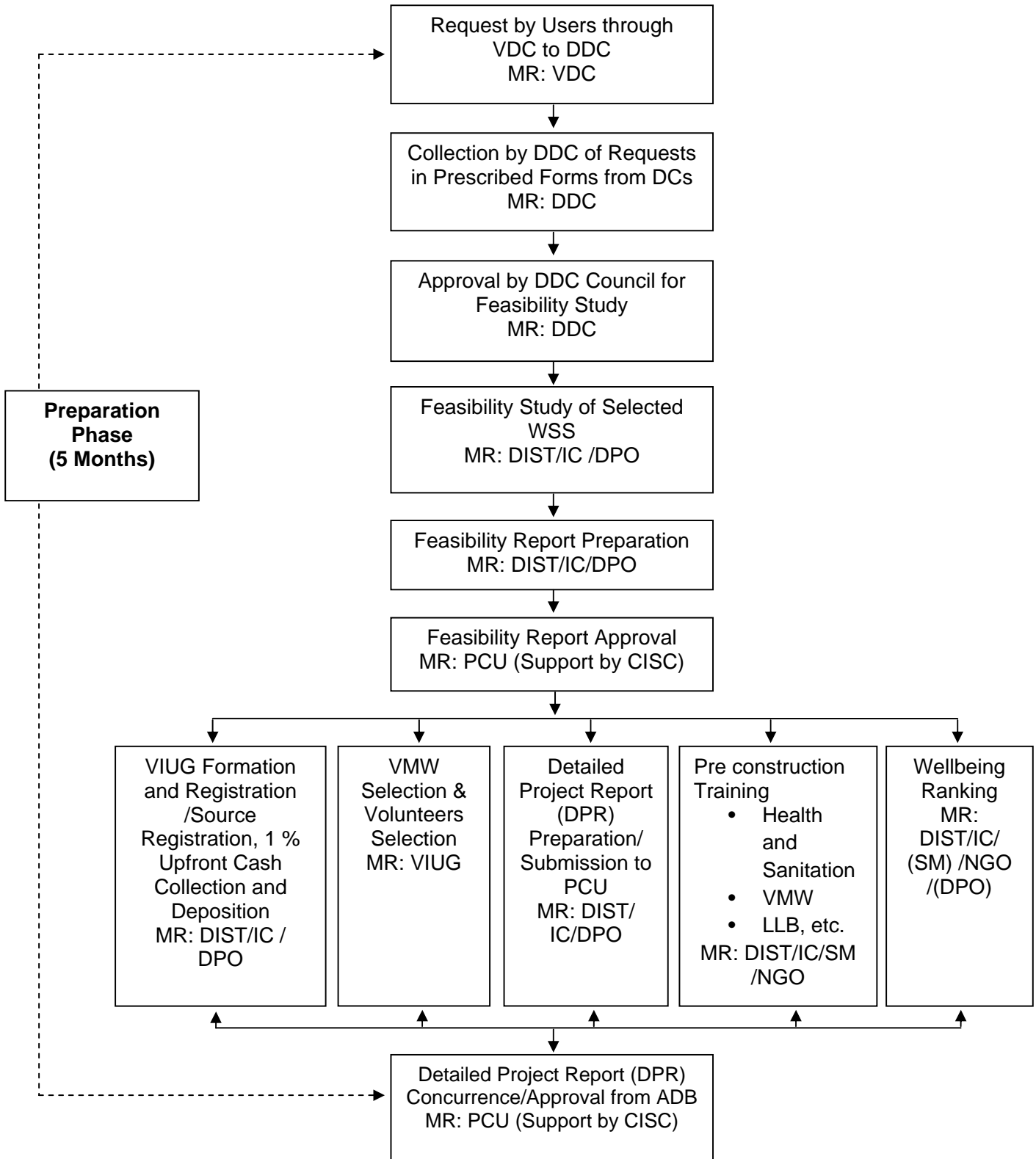


Note: DPR includes detailed engineering report, detailed environmental study report, detailed social study report, detailed resettlement study report, bid documents, RBIC (RBGs) and contract packages as referred to in PPM.

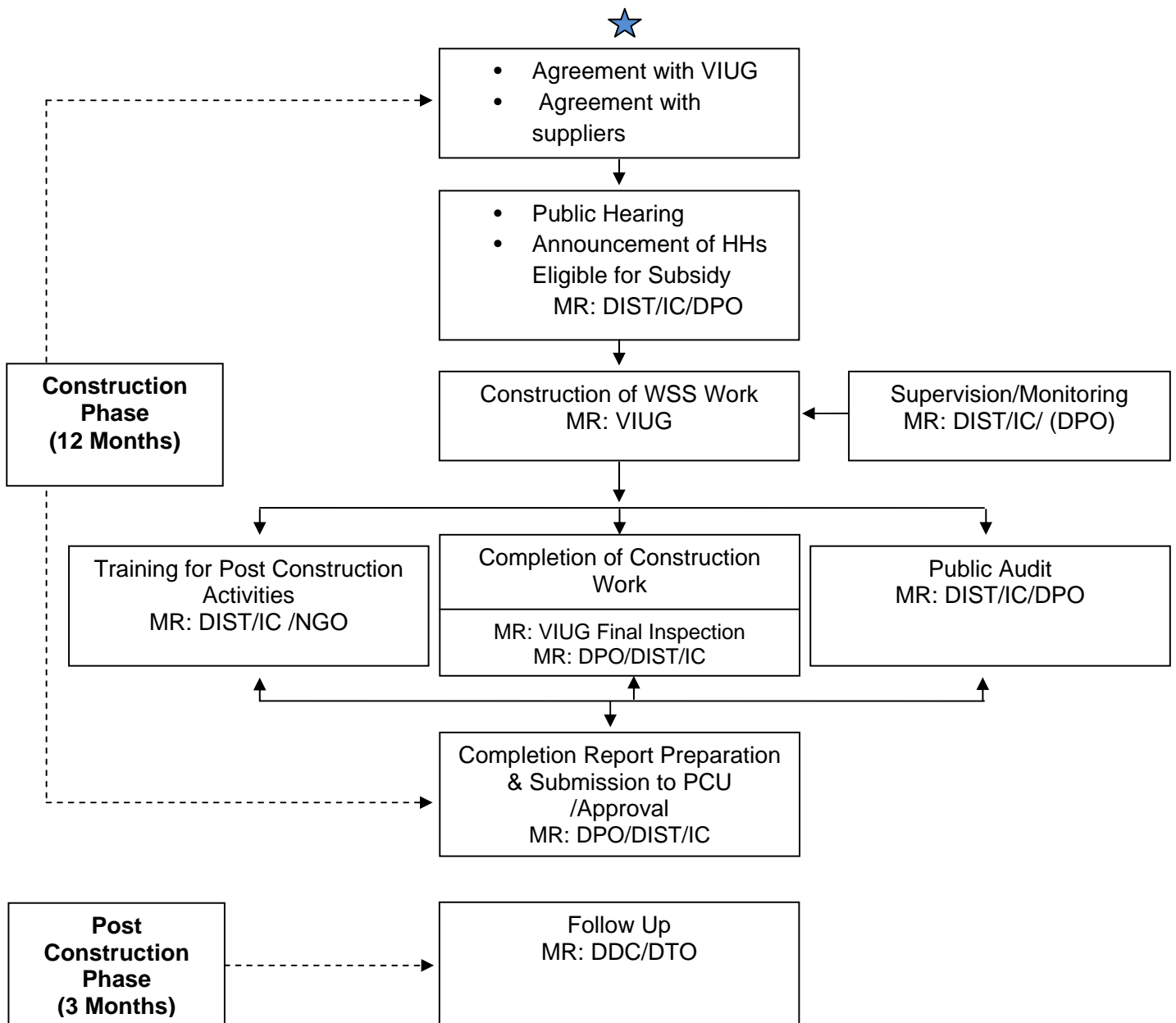


ACRONYMS			
VICCC	- Village Construction Coordination Committee	MR	- Main responsibility
RBIC	- Road Building Implementation Committee	RBG	- Road Building Group
DRRMF	- District Rural Road Maintenance Committee	DDC	- District Development Committee
RMUC	- Road Maintenance Users' Committee	SM	- Social Mobilizer
DPC	- District Project Coordination Committee	DPO	- District Project Office
DIST	- District Implementation Support Team	VDC	- Village Development Committee
CDC	- Compensation Determination Committee	ToC	- Table of Content
GRC	- Grievance Redress Committee	DTMP	- District Transport Master Plan
CISC	- Central Implementation Support Consultant	PCU	- Project Coordination Unit

II: RURAL WATER SUPPLY & SANITATION (RWSS) IMPLEMENTATION FLOWCHART



Note: DPR includes detailed engineering report, environment report, and 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

III: INVOLUNTARY RESETTLEMENT FLOW CHART Land Acquisition Process (Based On Land Acquisition Act, 2034)

- Served at public places
- At door if house acquired

- Duration of PA is 15 days

- Within 15 days of initiating PA

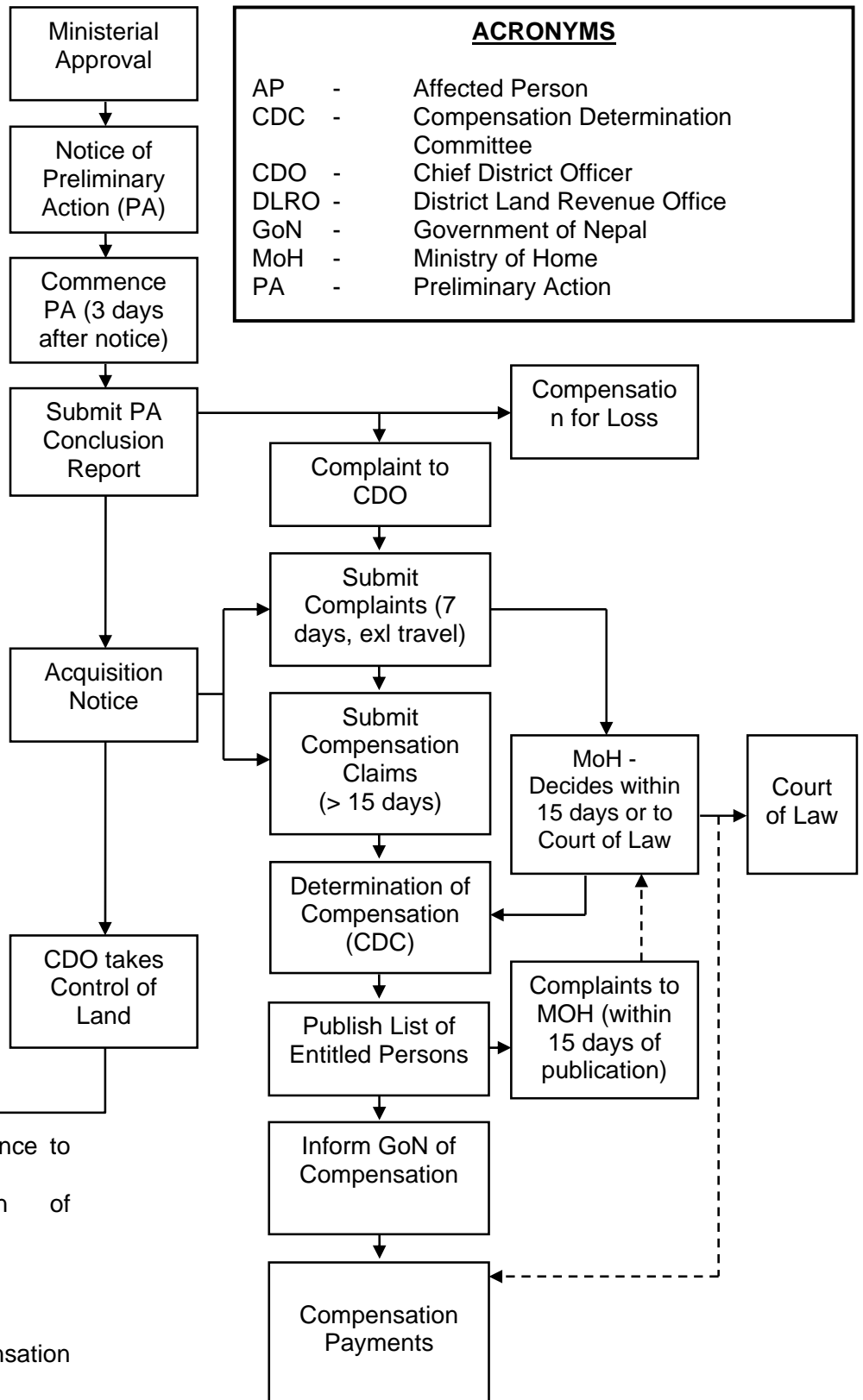
- Served at public places
- Personal notice where required
- Specify period for claims submission

- After lapse of complaint period
- After complaint resolution
- DLRO informed within 15 days to transfer
- Owner advised of land transfer
- GoN may reverse acquisition process
- GoN may use excess land, or
- Excess land returned to owner

- District officials to provide assistance to CDO
- Penalties/fines for obstruction of acquisition process

- 50% advance payment for house
- No timeframe for other compensation payments

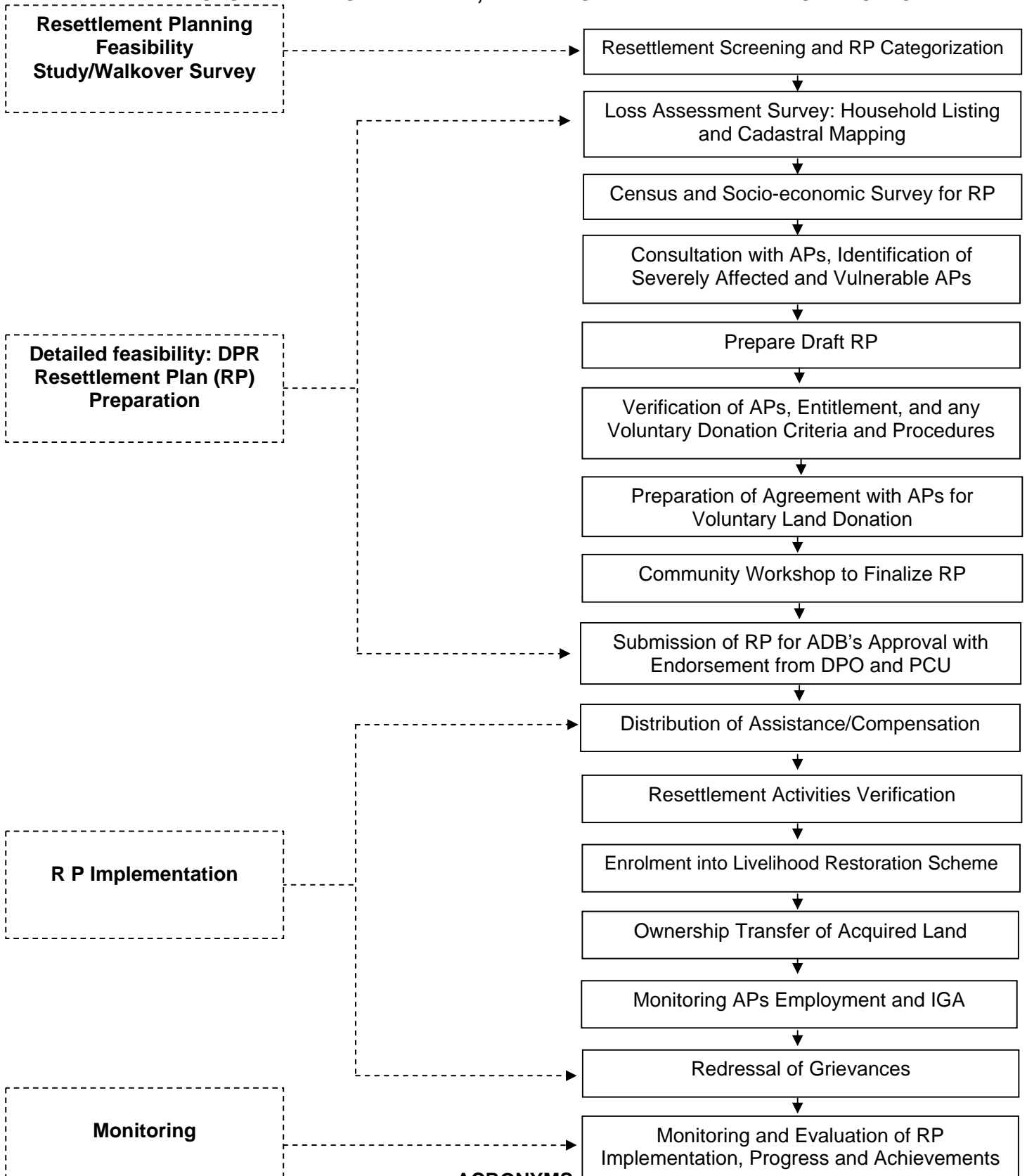
- If AP fails to receive, or refuses to accept compensation within time limit (3 months), the amount shall be deposited in the Security Deposit Account.



ACRONYMS

AP	-	Affected Person
CDC	-	Compensation Determination Committee
CDO	-	Chief District Officer
DLRO	-	District Land Revenue Office
GoN	-	Government of Nepal
MoH	-	Ministry of Home
PA	-	Preliminary Action

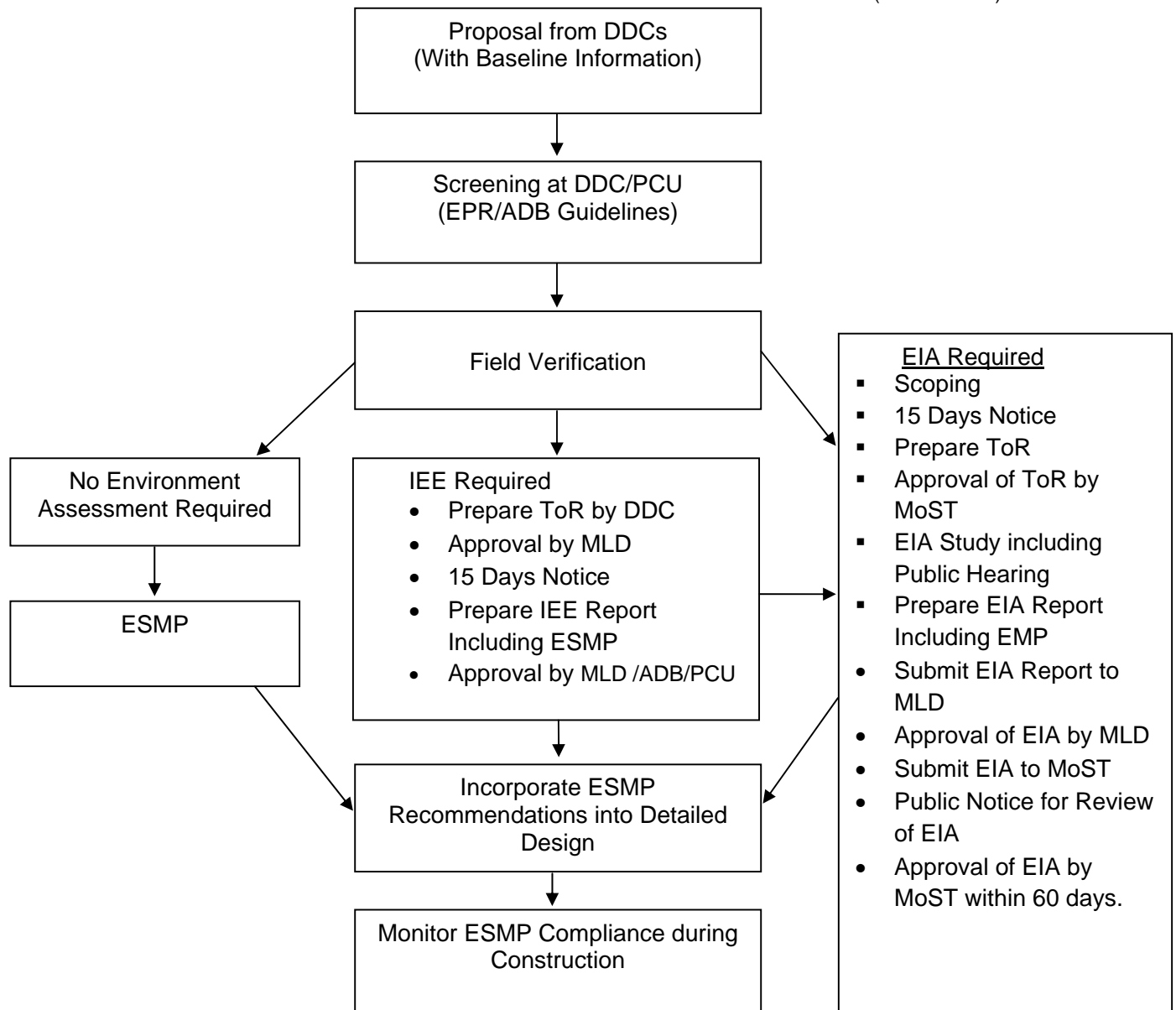
IV: INVOLUNTARY RESETTLEMENT, PLANNING AND IMPLEMENTATION FLOW CHART



ACRONYMS

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

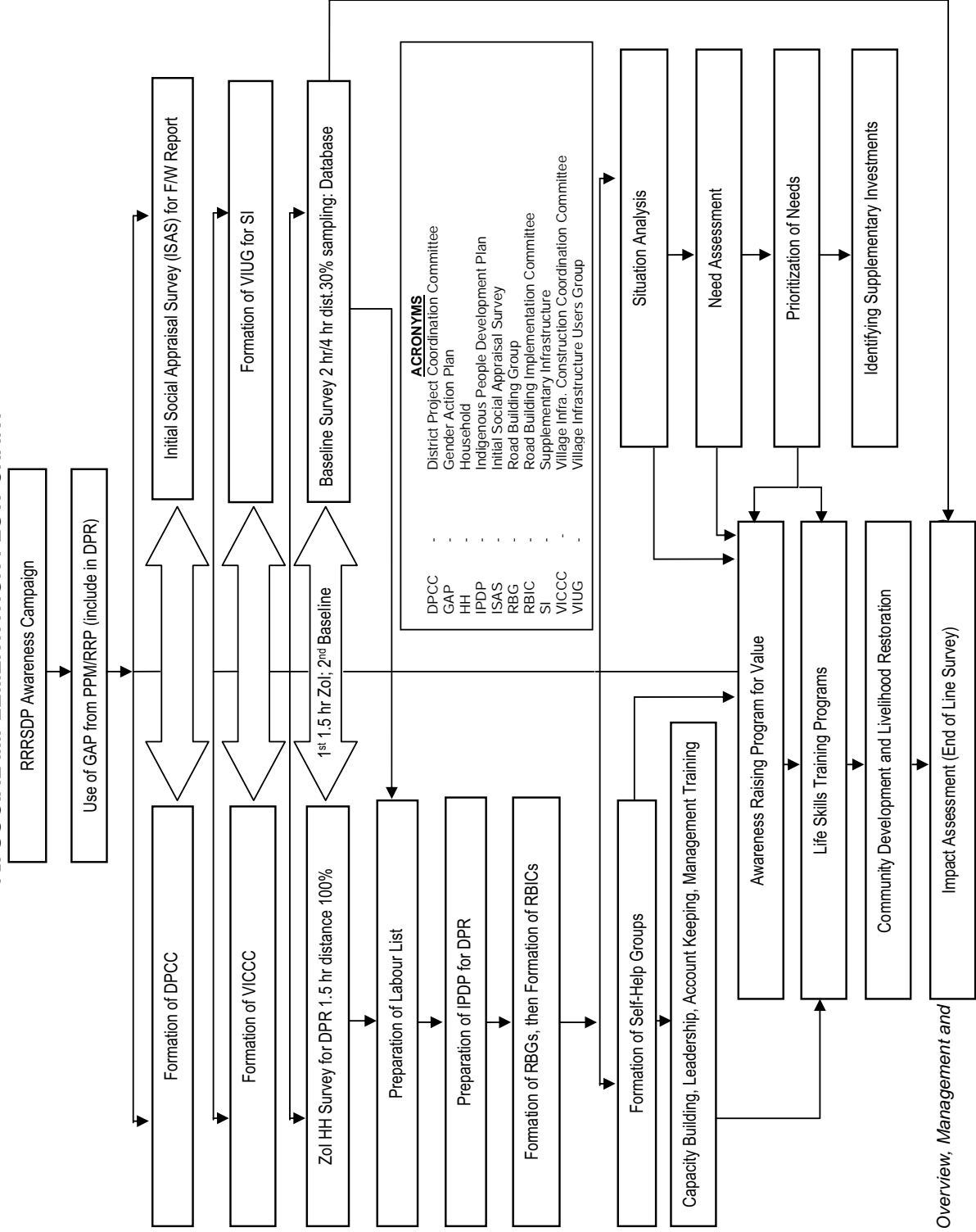
V: FLOW CHART FOR ENVIRONMENTAL ASSESSMENT (Source: PAM)



ACRONYMS

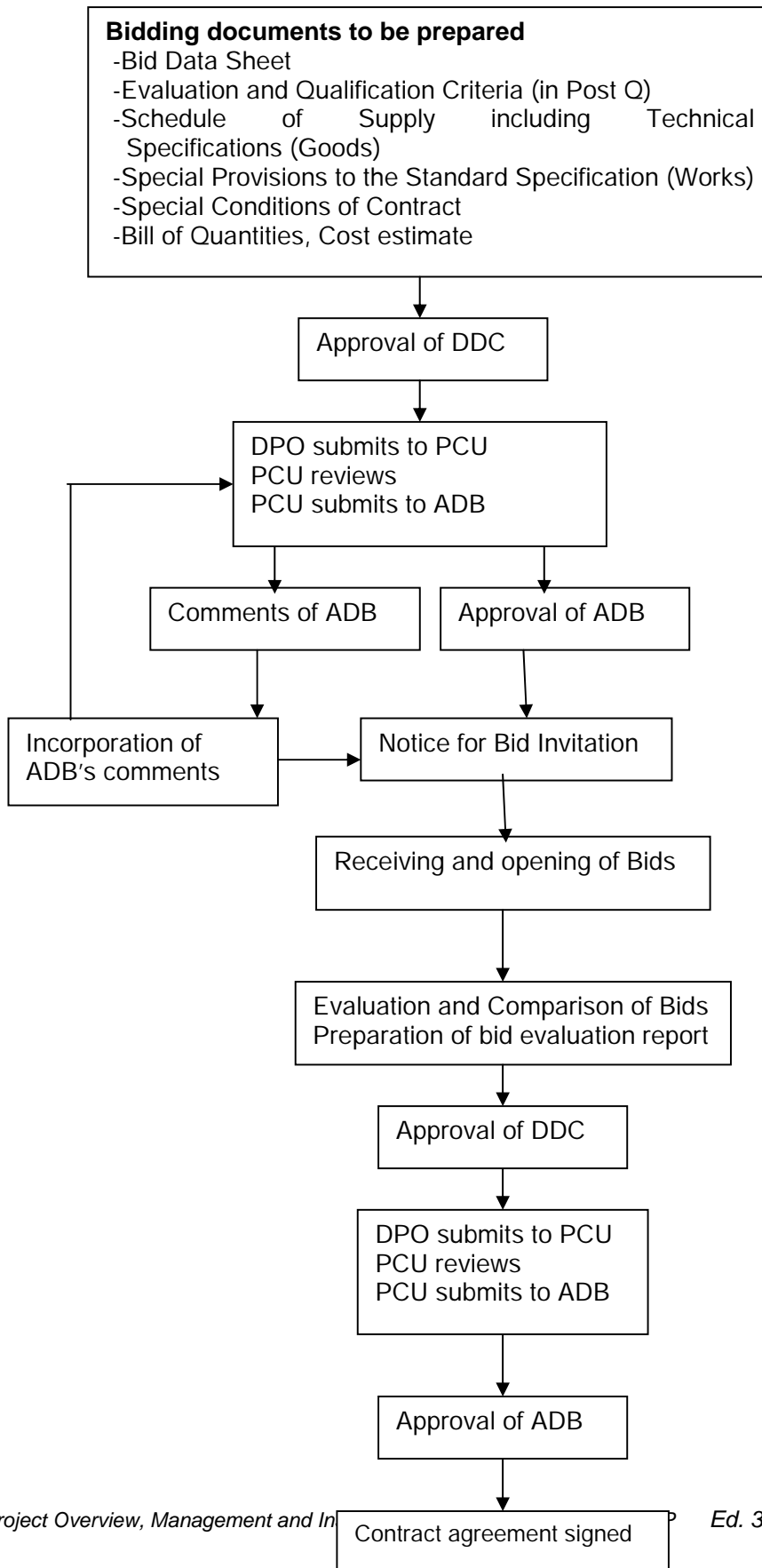
ADB -	Asian Development Bank	DDC -	District Development Committee
PCU -	Project Coordination Unit	MLD -	Ministry of Local Development
ToR -	Terms of Reference	MoST -	Ministry of Science & Technology
EIA -	Environmental Impact Assessment	ESMP -	Environmental Sector Management Plan
EPR -	Environmental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

VI: SOCIAL IMPLEMENTATION FLOW CHART

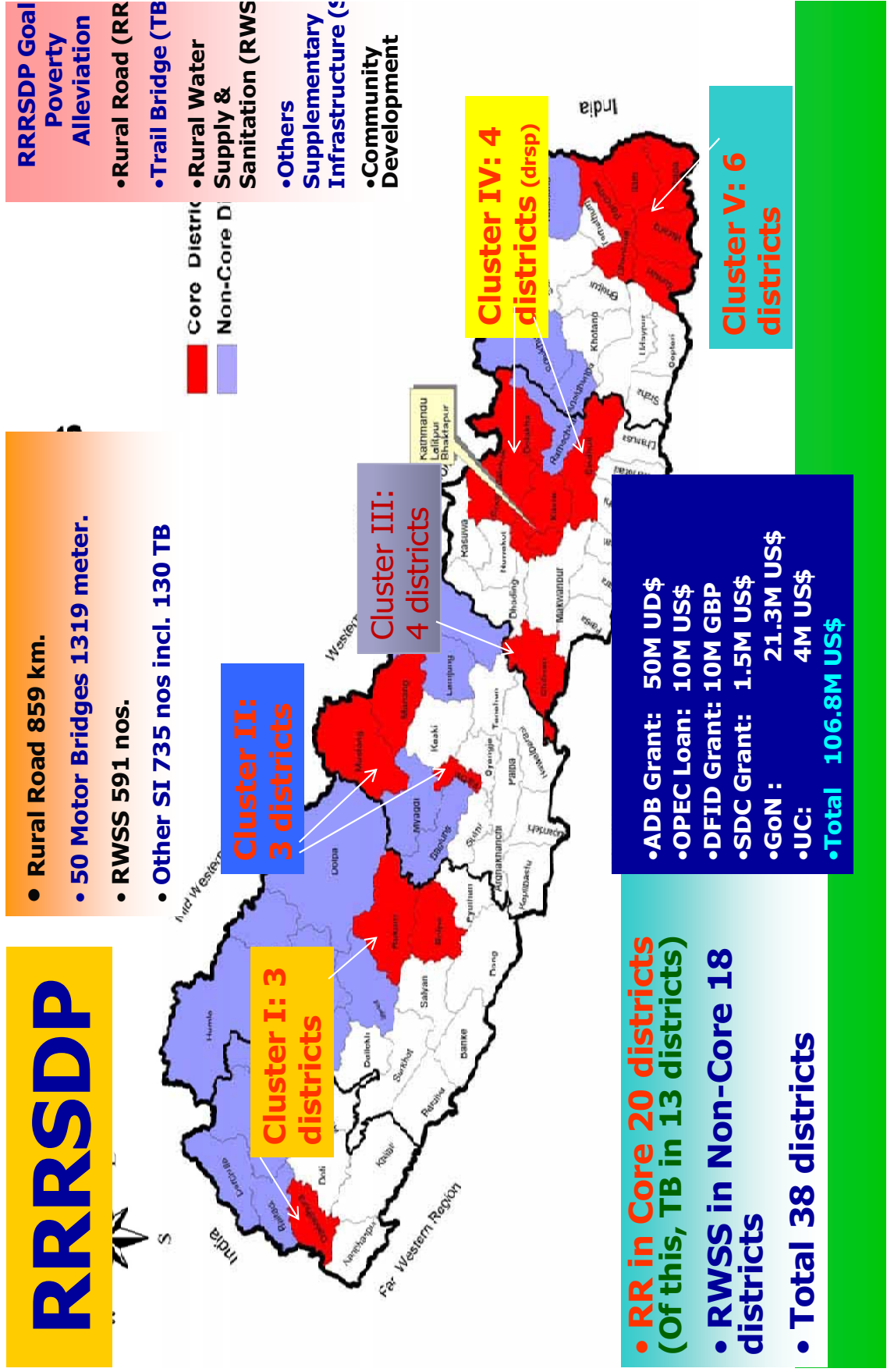


Section 1: Project Overview, Management and

**VII: PROCUREMENT STEPS FOR GOODS AND WORKS IN RRRSDP
WORK FLOW CHART**



ANNEX - 1.1: MAP INDICATING RRRSDP DISTRICTS AND CLUSTERS



SECTION-2

PLANNING PHASE PROCEDURES

SECTION 2: PLANNING PHASE PROCEDURES

P.0 ESTABLISHMENT

- P.0.1 Signing of Memorandum of Understanding (MoU) *Pg. P.0.-1*
- P.0.2 Establishing District Project Office (DPO) *Pg. P.0.-2*
- P.0.3 Preparing Standard Documents and Guidelines *Pg. P.0.-3*
- P.0.4 Referencing the Existing District Transport Master Plan (DTMP) *Pg. P.0.-*
- P.0.5 Procuring District Implementation Support Team (DIST) - Domestic Engineering Consultant *Pg. P.0.-6*
- P.0.6 Establishing District Rural Road Maintenance Fund (DRRMF) *Pg. P.0.-8*

P.1 DISTRICT ANNUAL PROGRAM/ BUDGET AND YEARLY PLAN OF OPERATION

- P.1.1 Preparing District Annual Program/Budget and Yearly Plan of Operation (YPO) for RRRSDP *Pg. P.1.-1*
- P.1.2 Preparing Annual Rural Road Maintenance Plan (ARMP) for District Roads *Pg. P.1.-3*
- P.1.3 Preparing Operation & Maintenance Plans for Supplementary Infrastructure (SIs) *Pg. P.1.-*

P.2 SUBPROJECT SELECTION

- P.2.1 Identifying Subproject (Preparing Long-List) *Pg. P.2.-1*
- P.2.2 Short listing of Identified Subproject (Short-List) *Pg. P.2.-3*

P.3 FEASIBILITY/WALKOVER SURVEY (PRELIMINARY ASSESSMENT)

- P.3.1 Social Aspects from Walkover (Social Appraisal) for All Subprojects *Pg. P.3.-1*
- P.3.2 Environmental Aspects from Walkover (Rapid Environmental Screening for Road and No Significant Impacts for Supplementary Infrastructure (SIs)) *Pg. P.3.-2*
- P.3.3 Resettlement Aspects from Walkover (Resettlement Scoping for Road only) *Pg. P.3.-3*
- P.3.4 Engineering Feasibility Study for All Subproject *Pg. P.3.-4*
- P.3.5 Preparing Feasibility/Walkover Survey Report of the Selected Subproject *Pg. P.3.-6*

P.4 DETAILED ENGINEERING SURVEY, DESIGN AND COST ESTIMATES FOR DPR

- P.4.1 Conducting Detailed Engineering Survey and Data/Information Collection *Pg. P.4.-1*
- P.4.2 Preparing Detailed Engineering Design and Drawings *Pg. P.4.-3*
- P.4.3 Preparing Detailed Estimates and Packaging of Works in DPR *Pg. P.4.-4*
- P.4.4 Preparing the Bid Document for Contracting Civil Works *Pg. P.4.-*

P.5 DETAILED, SOCIAL, ENVIRONMENTAL, RESETTLEMENT STUDIES AND ECONOMIC APPRAISAL FOR DPR

- P.5.1 Carrying Out Economic Appraisal *Pg. P. .-1*
- P.5.2 Carrying Out Detailed Social Study *Pg. P. .-2*
- P.5.3 Carrying Out Detailed Environmental Study *Pg. P. .-8*
- P.5.4 Carrying Out Detailed Resettlement Study *Pg. P. .-14*
- P.5.5 Preparing Study Reports on Economic Appraisal and Detailed Social, Detailed Environmental and Detailed Resettlement Studies and Producing Detailed Project Report (DPR) *Pg. P. .-21*

P.6 BASELINE SURVEY AND DATABASE

- P.6.1 Baseline Survey and Establishment of Central Level Database *Pg. P.6.-1*

P.7 FORMING SUBPROJECT INSTITUTIONS

- P.7.1 Forming District Project Coordination Committee (DPCC) *Pg. P.7.-1*
- P.7.2 Forming Village Infrastructure Construction Coordination Committees (VICCC) *Pg. P.7.-2*
- P.7.3 Forming Road Building Implementation Committees (RBI_s) *Pg. P.7.-4*
- P.7.4 Forming Road Building Groups (RBG_s) *Pg. P.7.-6*
- P.7.5 Forming VIUGs for SIs including RWSS and Users Committee (UC) for Trail Bridge (TB) *Pg. P.7.-8*

P.0.1 – P.0.6

Process:

- The District Development Committee (DDC) of individual participating districts enters into MoU with DoLIDAR for the implementation of the project.
- DDC establishes a District Project Office (DPO) headed by DTO Chief and forms District Project Coordination Committee (DPCC).
- It is assumed that the District Transport Master Plans in all RRRSDP core districts are in place (already prepared /updated).
- The standard procurement documents and guidelines for use during project planning and implementation at district level are prepared.
- District Rural Road Maintenance Fund (RRMF) for maintenance of rural roads is established with contribution from district, and with gradually scaling down funding from Project funds.

Tasks involved:

- P.0.1 Signing of Memorandum of Understanding (MoU) between DoLIDAR and DDC**
- P.0.2 Establishing District Project Office (DPO)**
- P.0.3 Preparing Standard Documents and Guidelines**
- P.0.4 Referencing the Existing District Transport Master Plan (DTMP)**
- P.0.5 Procuring District Implementation Support Team (DIST) - Domestic Engineering Consultant**
- P.0.6 Establishing District Rural Road Maintenance Fund (DRRMF)**

P.0 ESTABLISHMENT

SIGNING OF MEMORANDUM OF UNDERSTANDING BETWEEN DoLIDAR AND DDC

P.0.1

Rev:

Date:

Process:

- The draft MoU between DoLIDAR and DDC is prepared by PCU with inputs of CISC.
- The final MoU between DoLIDAR and DDC is prepared after incorporating the comments of the participating districts, ADB and approval of Ministry of Local Development (MLD) is obtained on the sample MoU.
- The MoU between DoLIDAR and DDC after approval by DDC is signed by DDC Chairperson and DG, DoLIDAR.

Activities and Responsibilities:

#	Activity	Responsibility
P.0.1.1	Prepare draft MoU between DoLIDAR and DDC and submit to PCU.	CISC
P.0.1.2	Forward draft to district DDCs, MLD and ADB for comments.	PCU
P.0.1.3	Brief participating districts' DDCs about the Project Agreement.	PCU with input from CISC
P.0.1.4	Provide comments and feedback to PCU on draft Project Agreement.	DDC, MLD and ADB
P.0.1.5	Prepare final Project MoU between DoLIDAR and DDC by incorporating the comments.	PCU with input from CISC
P.0.1.6	Approve Project MoU between DoLIDAR and DDC	MLD and DDC
P.0.1.7	Sign MoU between DoLIDAR and DDC	DDC Chairperson and DG DoLIDAR

Resource Material:

- Project Administration Memorandum (PAM)
- Agreement between The Government of Nepal and ADB (Project Number: 40554)
- Report and Recommendation of the President to the Board of Directors (RRP)

Key Issues, Considerations:

- Agree with DDC, MLD and ADB on deadline for comments.
- Ensure close cooperation with other RRRSDP donors in the formulation of Project Agreement.
- Ensure that DDC, DPCC and other stakeholders are aware of the details of the Project Agreement.

ESTABLISHING DISTRICT PROJECT OFFICE (DPO)

P.0.2

Rev:

Date:

Process:

- District Project Office (DPO) for RRRSDP is established within the District Technical Office (DTO).
- DPO is headed by DTO Chief with fulltime staff comprising of one Rural Infrastructure Engineer, one Sub Engineer, two Assistant Sub-Engineers, one Accountant, one Administrative staff, one Computer Operator and sufficient support staffs for the implementation of the project and to carry out day-to-day activities. The DPO will be supported by DIST (team of consultant).
- Adequate logistical support for DPO is procured from the allocated budget.
- Adequate working space for the DPO is ensured by making arrangement for a suitable office in the district.

Activities and Responsibilities:

#	Activity	Responsibility
P.0.2.1	Decide to establish the DPO under the DTO.	DoLIDAR/PCU
P.0.2.2	Recruit DPO engineer	PCU
P.0.2.3	Recruit Sub-Engineer, Assistant Sub-Engineer, Accountant, Administrator, Computer Operator and other Support Staff.	DoLIDAR/PCU
P.0.2.4	Authorise project implementation to DTO Chief in DPO.	MLD/DDC
P.0.2.5	Establish the DPO Office together with DIST office	DDC, DTO
P.0.2.6	Procure logistical support for DPO	PCU, DTO

Resource Material:

- Project Administration Memorandum (PAM)
- Agreement between GoN and ADB, Bilateral MoU between GoN and DFID, Agreement between GoN and OPEC and Tripartite MoU between GoN, ADB and SDC
- Report and Recommendation of the President to the Board of Directors (RRP)

Key issues, Considerations:

- DDC/DTO to agree with PCU the modality of recruitment process and deadlines for recruitment. Provide authority for budget expenditure and logistic support for DPO.

PREPARING STANDARD DOCUMENTS AND GUIDELINES

P.0.3

Rev:

Date:

Process:

- The guidelines are prepared by CISC with the input of PCU to follow consistent modality of working together with same quality, standard and standardization in planning, design and same kind of approaches in the implementation of project activities.
- Separate guidelines are being prepared to cover social, environmental, resettlement and engineering/technical aspects. The relevant government acts, rules, standards, ADB requirements as well as existing practices followed by DoLIDAR and best practices of other similar projects are considered in preparation of the individual sectoral guidelines.
- The standard documents, guidelines and forms/formats are prepared to assist in feasibility/walkover survey, detailed survey, design and estimates and implementation of subproject.
- These guidelines are prepared to assist in implementation of safeguard measures inclusive of resettlement plan, environmental mitigation plan, community development activities (capacity building), social action plan, gender action plan and indigenous people development plan and baseline data collection for data base for regular monitoring and future impact evaluation.

Activities and Responsibilities:

#	Activity	Responsibility
P.0.3.1	Prepare sector specific draft guidelines (Environmental; Social; Resettlement and Engineering/Technical inclusive RWSS) and forward to PCU for comments.	CISC
P.0.3.2	Prepare standard documents for use by districts for procurement of civil works, goods and selection of consultants and forward to PCU for comments.	CISC
P.0.3.3	Seek ADB's comments and feedback on standard procurement documents and guidelines as required.	PCU
P.0.3.4	Provide feedback to CISC on the guidelines and standard documents.	PCU
P.0.3.5	Prepare final version of guidelines and standard procurement documents by incorporating the PCU's comments and submit to PCU.	CISC
P.0.3.6	Approve the procurement documents and guidelines.	PCU
P.0.3.7	Forward the procurement documents and guidelines to the DDC and DTO/DPO for use in project works.	PCU
P.0.3.8	Orient district team on the use of these procurement documents and guidelines.	CISC

Resource Material:

- Project Administration Memorandum (PAM)
- LSGA and other Sectoral Government Acts, Rules and Regulations
- DoLIDAR Approach Manual, DoLIDAR Norms and Technical Specifications
- WWW.dolidar.gov.np ; www.rrr.gov.np
- ADB Guidelines

Key Issues, Considerations:

- Ensure that the individual guidelines are prepared in close consultation with other subject specialists and PCU. Consider best practices and experiences of other similar projects under DoLIDAR.
- Note that these guidelines have to be reviewed and updated regularly by incorporating the lessons learnt from application of guidelines and considering suitable/appropriate feedback from districts as per their testing and action researches.

REFERENCING THE EXISTING DISTRICT TRANSPORT MASTER PLAN

P.0.4

Rev:

Date:

Process:

- The DTMP is the main guiding document used for the identification and selection of the rural road subproject.
- The DDC is obliged to prepare or update the DTMP based on the principles of the Approach Manual of DoLIDAR and as highlighted in the RRP document the DTMP being updated should also cover inclusion of poor and social inclusion aspects as per the national policy of GoN. Otherwise this should be covered by the criteria of the project selection.

Activities and Responsibilities:

#	Activity	Responsibility
P.0.4.1	Refer to the DTMP for selecting the rural road subproject as one of the fundamental criteria.	DIST/DPO

Resource Material:

- *DoLIDAR Approach Manual, IRAP Tool*
- *DTMP/DTPP*

Key Issues, Considerations:

- Be aware of DTMP priority for roads.
- Ensure a participatory and bottom-up planning approach during the entire selection process involving stakeholders.

PROCURING DISTRICT IMPLEMENTATION SUPPORT TEAM (DIST) - DOMESTIC ENGINEERING CONSULTANT**P.0.5**

Rev:

Date:

Process:

- The domestic engineering consultants are procured by the respective DPOs in 16 districts (Panchthar, Ilam, Jhapa, Morang, Sunsari, Dhankuta, Lalitpur, Bhaktapur, Kathmandu, Chitawan, Manang, Mustang, Parbat, Rolpa, Rukum and Dadeldhura) in accordance with the guidelines on the use of consultants by ADB and its borrowers.
- The invitation notices are published and invited the interested and eligible firms to submit a detailed and amplified Expression of Interest (EoI) for short-listing purposes. At least three consultant firms are short-listed. Requests for Proposals (RFP) are then issued to only first ranked short listed firm to submit technical and financial proposals in each district. These are evaluated based on the Consultant's Qualification Selection (CQS) method of ADB. Negotiations are done and contract is finally signed with the successful consultant of each district.
- In the remaining 4 districts (Sindhuli, Dolakha, Sindhupalchowk and Kabhrepalanchok), the DIS T team in each of those districts is provided by SDC as TA grant support.

Activities and Responsibilities:

#	Activity	Responsibility
P.0.5.1	Prepare detailed and amplified EoI documents, ToR and RFP document including cost estimate and evaluation criteria based on standard document for short listing and RFP and forward to PCU for approval.	DPO /PCU/CISC
P.0.5.2	Evaluate the EoI submissions and prepare a shortlist of consultants.	DPO, Evaluation Committee
P.0.5.3	Approve and forward to PCU the evaluation report and minutes of meeting of the evaluation committee for concurrence.	DDC/DPO
P.0.5.4	Review and forward for ADB's Concurrence.	PCU
P.0.5.5	Inform ADB's Concurrence to DPO	PCU
P.0.5.6	Issue RFP to the first ranked consultant and get Technical and Financial Proposals from the first ranked consultant.	DPO
P.0.5.7	Evaluate technical and financial proposals and negotiate with the consultant	DPO, Evaluation Committee /DDC
P.0.5.8	If negotiation succeeded approve the negotiated draft contract and forward negotiated draft contract to PCU for concurrence	DPO/DDC
P.0.5.9	Review the negotiated contract and forward it to ADB's concurrence and send back to DPO	PCU
P.0.5.10	Issue Notice to Proceed (NTP) to the consultant.	DPO

Resource Material:

- EoI Document, ToR
 - RFP Document
- Guidelines on the Use of Consultants by ADB and its Borrowers

Key Issues, Considerations:

- Make aware DPO of the time frame for selection.
 - Make sure that the evaluation is carried on the basis of information provided in the EoI and RFP submitted by the consultants.
 - Do not forget to send the above mentioned document to PCU to seek ADB's concurrence before moving to next steps
-

ESTABLISHING DISTRICT RURAL ROAD MAINTENANCE FUND (DRRMF)

P.0.6

Rev:

Date:

Process:

- Rural Road Maintenance Directive - 2064 (RRMD – 64 which has been officially approved by MLD for implementation of rural road maintenance management system) of DoLIDAR shall be followed.
- District Rural Road Maintenance Fund (district level) (DRRMF) will be established by each DDC inclusive of District Rural Road Maintenance Committee (DRRMC) and operated.
- Similarly for each individual road, Road Maintenance Users Committee(s) (RMUC) will be formed and registered with necessary constitution as prescribed by the RRMD-64. Depending upon the size of road and seeing the magnitude of road maintenance and handling requirement there could be several RMUC(s) on one road to be decided by DPCC.
- According to RRP/PAM of RRRSDP, its share of road maintenance cost will be 100% in the 1st year, 75% in the 2nd, 50% in the 3rd, and 25% in the 4th year. DDC is to provide matching funds to make 100% accordingly.
- The scope of maintenance works to be carried out using these funds is also defined.

Activities and Responsibilities:

#	Activity	Responsibility
P.0.6.1	Request letter to DDC with copy to DTO to follow the directives and guidelines on Rural Road Maintenance Directive-2064 for the establishment DRRMF and formation of DRRMC operation.	PCU/DoLIDAR
P.0.6.2	The above said DRRMF (as district road maintenance basket fund) and DRRMC (fund operating committee with policy, rules and regulations chaired by DDC) at the district level is established and instructions are given to DPPC, DTO	DDC
P.0.6.3	Advise DDC to allocate funds for DRRMF for road maintenance with initial funding for establishment and on matching basis against RRRSDP financial support.	DoLIDAR/PCU
P.0.6.4	Send instruction to DTO/DPO to establish separate Road Maintenance Users Committee(s) (RMUCs) on RRRSDP roads in consultation with DPCC.	PCU
P.0.6.5	Facilitate registration and establishment of RMUCs for the RRRSDP roads.	DPO
P.0.6.6	Approve establishment of RMUCs including registration.	DDC
P.0.6.7	Monitoring of DRRMF and inform PCU including records of matching DDC contribution and project funds in it.	DDC/DTO
P.0.6.8	Orient DDC, DTO and train other stakeholders on DRRMF.	CISC

Resource Material:

- DoLIDAR's Rural Road Maintenance Directive - 2064

Key Issues, Considerations:

- Ensure that establishment of DRRMF and formation of DRRMC & RMUCs (for all district rural roads calling for maintenance) are done and are in line with DoLIDAR's RRMD-64.
- Agree with DDC on deadline for operation of DRRMF.

P.1.1 – P.1.3

Process:

- DTO/DPO with the input of DIST prepares the district's yearly budget and program and submits for DDC's approval and send to PCU.
- The proposed budget is based on the ceiling provided to DPO by PCU (as per NPC/MoF).
- After the budget for fiscal year is known DTO/DPO with the input of DIST prepares the detailed annual program and gets approval from the DDC and sends to PCU.
- Ensure annual program covers the maintenance of district's rural roads and RRRSDP's supplementary infrastructures

Tasks involved:

- P.1.1 Preparing District Annual Program/Budget and Yearly Plan of Operation (YPO) for RRRSDP**
- P.1.2 Preparing Annual Rural Road Maintenance Plan (ARMP) for District Roads**
- P.1.3 Preparing Operation & Maintenance Plan for Supplementary Infrastructure (SI_s)**

P.1 DISTRICT ANNUAL PROGRAM/BUDGET AND YEARLY PLAN OF OPERATION

**PREPARING DISTRICT ANNUAL PROGRAM
/BUDGET & YEARLY PLAN OF OPERATION
FOR RRRSDP**

P.1.1

Rev:

Date:

Process:

- The budget ceiling for each district for RRRSDP is provided by PCU/DoLIDAR/MLD after formal endorsement by NPC/MoF.
- Based on the approved budget figures at the beginning of every fiscal year detailed annual programme/budget is prepared in the GoN formats by DTO/DPO with the inputs of DIST for review of DDC and approval of DDC.
- Then district wise RRRSDP Yearly Plan of Operation (YPO) is prepared (based on overall Multi-Year Rolling Plan for total project period prepared by the district at the beginning as soon as DIST is in place and referring to the PCU's central level Multi-Year Rolling Plan) by DPO/DIST.
- YPO includes the approved annual programme/budget and all other RRRSDP component activities including rural roads, supplementary infrastructure, community empowerment, institutional development and training activities with physical and financial targets and weightage and time frames on trimester basis that will be carried out in that particular fiscal year.
- The YPO is then forwarded by DPO to PCU.
- The central level Annual Plan of PCU for RRRSDP is then prepared by compiling YPO data from the individual district with its detailed action plans (in YPO) with the inputs and support of CISC.
- PCU's AP should match with the central level RRRSDP Multi-Year Rolling Plan for monitoring and future evaluation.

Activities and Responsibilities:

#	Activity	Responsibility
P.1.1.1	Inform the DDC and DTO/DPO about the project budget ceilings for coming fiscal year.	PCU/DoLIDAR with information from MLD / MoF/NPC
P.1.1.2	Prepare draft annual programme/budget of the project in the GoN formats and forward to DDC. <i>(Recommended Date: Month of Magh of the current Fiscal year)</i>	DTO/DPO with input of DIST
P.1.1.3	Review the annual programme/budget and submit in District Council meeting for approval.	DDC
P.1.1.4	Approve the annual programme/budget	District Council
P.1.1.5	RRRSDP Yearly Plan of Operation (YPO) is prepared in detail for implementation with schedules as per the approved annual programme (based on Multi-Year Rolling Plan of RRRSDP in the district) inclusive of all other RRRSDP component activities showing resources, timeframe, targets, indicators on trimester basis that will be carried out in that particular fiscal year. <i>(Recommended Date: By Srawan 1 of the coming fiscal year)</i>	DTO/DPO with DIST's inputs
P.1.1.6	Discuss the YPO in DPCC and finalise considering their recommendation. Forward the approved AP to PCU for information and record. <i>(Recommended Date By end of Srawan of coming fiscal year)</i>	DTO/DPO

P.1.1.7	Review and approve the YPO based on project requirements for achieving overall targets and inform DTO/DPO. <i>(Recommended Date: Latest by Bhadra 1 of next fiscal year)</i>	PCU
P.1.1.8	Forward the final YPO to DDC for monitoring and DIST for implementation support and supervision.	DPO
P.1.1.9	Prepare RRRSDP's central level Annual Plan by transferring/compiling districts' YPOs and comparing/ matching the central level Multi-Year Rolling Plan	CISC, PCU

Resource Material:

- GoN Annual & Trimester Programme Formats and Guidelines
- DTMP, District Periodic Plan, RRRSDP Plan

Key Issues, Considerations:

- Be aware of dates of district council's annual meeting for the preparation of annual programme.
- Take into consideration the project progress and targets in scheduling activities in YPO.
- Take note of the dates mentioned in the activities P.1.1.2, 5, 6 & 7.

PREPARING ANNUAL RURAL ROAD MAINTENANCE PLAN (ARMP) FOR DISTRICT ROADS

P.1.2

Rev:

Date:

Process:

- The district's rural roads' inventory is updated.
- The condition of district rural roads is assessed and road sections in a maintainable condition are identified by DIST (take advisory support from concerned stakeholders e.g., RBIC and RMUC).
- The data about total funds available for maintenance from different sources is compiled. Based on funds available and road condition an overall Annual Road Maintenance Plan (ARMP) for carrying out district roads maintenance in planned manner is prepared by DIST/DPO.
- The district annual road maintenance plan (ARMP) and modality is reviewed by DDC/DRRMC/DPCC and agreed.
- DTO/DPO sends the final ARMP to PCU for arranging funds from ADB as per the following:
- RRRSDP share of road maintenance cost from ADB grant will be 100% in the 1st year, 75%, 50% and 25% respectively in the following years. So DDC will provide the required funds on an increasing basis accordingly. RBN is required to allocate 30% of its annual maintenance allotment to local bodies and DDC can apply for and access the RBN fund.

Activities and Responsibilities:

#	Activity	Responsibility
P.1.2.1	Collect and update data of district rural transport infrastructure inventory	DTO with input from concerned projects.
P.1.2.2	Assess district rural road condition.	DTO with input from concerned projects
P.1.2.3	Compile the data about funds availability	DTO
P.1.2.4	Follow RRMD-064 for District Rural Road Maintenance Fund (DRRMF) operation	DDC/DTO
P.1.2.5		
P.1.2.6	Agree on DRRMF operation procedures based on RRMD - 64.	DDC/DPCC and concerned project partners
P.1.2.7	Prepare draft annual road maintenance plan (ARMP) as guided by RRMD – 064 and forward to DDC.	DTO/DPO with support of DIST
P.1.2.8	Review the prepare draft annual road maintenance plan with concerned project partners and agree after amending as agreed	DDC and Project Partners
P.1.2.9	Inform PCU, DoLIDAR and MLD (and NRB through DoLIDAR)	DDC/DTO

Resource Material:

- Project Budget Allocations
- Information on District Roads
- DoLIDAR Approach Manual, DoLIDAR Rural Road Maintenance Directive-2064
- Nepal Roads Board's Guidelines and its ARMP forms/formats

Key Issues, Considerations:

- Ensure that all project partners involved in rural transport sector in the district are informed and agree on principle.
 - Make sure to discuss plan with other stakeholders e.g. transport operators, traders, etc.
 - Make sure to define and agree on the scope of maintenance works to be carried out.
-

PREPARING OPERATION & MAINTENANCE PLAN FOR SUPPLEMENTARY INFRASTRUCTURES (SIs)

P.1.3

Rev:

Date:

Process:

- Separate operation & maintenance (O&M) plans for individual SIs focusing on RRRSDP supported SIs should be also prepared according to the commitment of the local communities by VIUGs.
- The funds collected at the beginning from the users/beneficiaries for maintenance and funding support from VDC including any commitment for future are compiled.
- Suitable VMWs (referring to the RRRSDP Guideline for RWSS - 2009) are elected (numbers depend on the size and coverage of the subproject scheme) by local level assembly of users and beneficiaries where VDC/Ward members are also invited to witness the process. DIST to facilitate the process of election.
- Routine operation (e.g., water supply line opening and closing) and maintenance are carrying out to up keep the SI system by the elected Village Maintenance Workers (VMWs) including a leader of the team.
- VMWs are obliged to inform the progress to VIUG regularly. VIUG is supposed to resolve any problems and constraints for O&M.
- DIST will facilitate the process of preparing the maintenance plan through suitable and adequate training.
- The maintenance plan is reviewed by VDC and approves to generate future funds also by imposing tariff.
- Larger maintenance beyond the local capacity will be requested to DTO Office for support.
- Similarly for other supplementary investment subproject such maintenance plan is prepared for which VICCC and VIUG will be responsible (note that according to RRRSDP policy there is no VICCC authority to oversee the RWSS subproject).
- Maintenance of suspension bridge is planned in accordance with the guideline prepared by DoLIDAR's Trail Bridge Section.

Activities and Responsibilities:

#	Activity	Responsibility
P.1.3.1	The 1% upfront contributions are collected and deposited in the bank	VIUG
P.1.3.2	Compile information of fund availability including fund from other supports and tariff.	VIUG with support of VDC/Ward
P.1.3.3	Elect VMWs and train them for O&M.	Local Assembly/DIST
P.1.3.4	Sign contracts with ToR and responsibility	VIUG
P.1.3.5	Monthly reporting of VMWs activities and progress including constraints and problems.	VMW Leader
P.1.3.6	Resolving of any problems or constraints related to O&M.	VIUG/VDC Support
P.1.3.7	Larger maintenance requests forwarded to DTO with copy to DDC for support.	VIUG via VDC
P.1.3.8	Review O&M maintenance plan and agree after amending and forward a copy for information to PCU	DPO

Resource Material:

- Upfront fund for maintenance collection and deposited amount in the bank, Contribution by VDC.
- RRRSDP Guideline for RWSS and RRRSDP Flow Charts.
- Relevant DoLIDAR s Manuals for SI subproject.

Key Issues, Considerations:

- Ensure that all beneficiaries/users, VIUG and VDC involved in RWSS and additionally VICCC involved in other SIs (except RWSS) in all process.
 - Make sure to discuss plan with other stakeholders.
 - Make sure to define and agree on the scope and tariff of supplies/services from the subproject.
-

P.2.1 – P.2.2

Process:

- Disseminate information about project to stakeholders to have their meaningful participation in subproject selection.
- Identify possible subproject from recent approved DTMP, District Periodic Plan and DDC Council minutes considering overall project objectives.
- Assess from the total list and then shortlist possible subproject identified based on RRRSDP criteria to carry out feasibility/walkover survey

Tasks involved:

P.2.1 Identifying Subproject (Preparing Long-List)

P.2.2 Short listing of Identified Subproject (Short-List)

P.2 SUBPROJECT SELECTION

IDENTIFYING SUBPROJECT (PREPARING LONG-LIST)

P.2.1

Rev:

Date:

Process:

- The proper awareness campaigning and orientation workshops are conducted at VDC//*llaka* level in order to disseminate information about RRRSDP and its processes and procedures involved, from the identification to selection of subproject including eligibility criteria for a potential subproject. The aim should be that local people and stakeholders are involved in participatory approach and transparency is maintained from the very beginning of the selection process.
- The participants and local stakeholders are familiarized with the flow charts of implementation for various subprojects to understand the whole process from the beginning stage of the selection.
- The list of possible rural road subproject is derived from latest DTMP and is presented in these workshops for consideration. Similarly local demands from the beneficiaries/users are collected by VDC.
- Priority is given to those subprojects that fulfil the objectives of the project that are most cost-effective and have the most efficient impact on poverty reduction and livelihoods enhancement.
- Based on the feedback from the workshops, a list of eligible subproject is prepared by DPO by applying the selection criteria of RRRSDP.

Activities and Responsibilities:

#	Activity	Responsibility
P.2.1.1	Conduct awareness campaigning and orientation workshops at DDC or VDC// <i>llaka</i> level to disseminate project's information in a transparent manner	DDC/DPO
P.2.1.2	Provide orientation to VDC / <i>llakas</i> and local stakeholders on eligibility and selection criteria of RRRSDP and the process for identification and selection of subproject	DIST
P.2.1.3	Prepare a list of possible Subproject from DTMP for road subproject and local demand driven needs for Supplementary infrastructures and present the list in VDC// <i>llaka</i> workshops and compile feedback for selection/screening.	DPO, DIST
P.2.1.4	Check compliance of demands received in accordance with eligibility criteria and RRRSDP implementation flow charts for any proposed subproject to include in the long list.	DIST, DPO
P.2.1.5	Review the long-list keeping in view benefits, importance and expected impact on socio-economic and livelihood aspects and at the same time meeting the objectives of RRRSDP.	DIST, DTO

Resource Material:

- Latest DTMP/DTPP
- RRRSDP eligibility criteria and guidelines for the prioritisation & selection of subproject.
- RRRSDP Implementation Flow Charts.

Key Issues, Considerations:

- Ensure involvement of all stakeholders in identification process.
- Agree on time frame for whole process.
- Ensure that the information to concerned stakeholders for participation in workshops is provided in time.

SHORTLISTING OF IDENTIFIED SUBPROJECT (SHORT-LIST)

P.2.2

Rev:

Date:

Process:

- The agreed long-list of road subproject is presented to a DPCC meeting, for short-listing purposes. Similarly the SI subproject list endorsed by VDC is presented to DDC.
- Intensive discussion and assessment is carried out in DPCC or DDC to consider the comparative importance, benefit and impact of the proposed subproject from a socio-economic, poverty reduction and livelihoods aspect, based on the information available.
- A short-list of subproject is prepared by DPCC or DDC with consensus giving due consideration to the time limit and available resources from RRRSDP.
- The information of approved short-listed subproject is forwarded to PCU/DoLIDAR for comments and/or processing for approval.
- Information about the short-listed subproject are shared and disseminated with the stakeholders at the district level.

Activities and Responsibilities:

#	Activity	Responsibility
P.2.2.1	Call a DPCC meeting for short listing of rural transport subproject	DDC/DTO
P.2.2.2	Present the prepared long-list of proposed subproject along with information about these subproject to DPCC meeting for consideration	DTO, DIST
P.2.2.3	Discuss, prioritise and agree on the short-listing of possible subproject	DPCC
P.2.2.4	Prepare the meeting proceedings and minutes of the decisions.	DTO, DIST
P.2.2.5	Recommend the agreed short-list of possible subproject for approval to DDC.	DPCC, DTO
P.2.2.6	Approve the proposed short-listed subproject for further assessment and forward to PCU/ DoLIDAR for comments.	DDC
P.2.2.7	Provide feedback to DDC.	PCU
P.2.2.8	Instruct DTO for carrying out further assessment of short listed subproject.	
P.2.2.9	Disseminate information about the approved subproject at various levels in the district to maintain transparency.	DIST, DTO

Resource Material:

- Recent DTMP/DTPP/ DDC Periodic Plan, RRRSDP Documents, List of Identified subproject (Long List)
- Eligibility criteria of RRRSDP and guidelines for the prioritisation & selection of subproject
- RRRSDP Implementation Flow Charts

Key Issues, Considerations:

- Give due consideration to budget, time frame and suitability of subproject for LEP approach and contracting out for specialized works.
- Give consideration to resettlement aspects while short-listing of the road subproject
- Make aware to DPCC and DDC about the need for speedy decision making and to limit the number of projects in the shortlist.

Process:

- A feasibility/walkover survey of each short-listed subproject is conducted. The main aim of the feasibility/walkover survey is to make a preliminary assessment from the results of the engineering/technical feasibility, social, environmental and resettlement aspects that will further assist in identifying the subproject for detailed studies and survey.
- For new alignments, the possibilities of different alignment options in terms of technical, environmental, resettlement and socio-economic aspects are explored and the best option is selected.
- Thus a simplified Social Appraisal, Rapid Environmental Screening, Resettlement Scoping and Engineering/Technical Feasibility Survey need to be carried out.
- This survey is planned in such a way that all necessary information can be collected and recorded in different RRRSDP forms and formats to carry out analyses of the aspects said above for the preliminary assessment.
- After carrying out the feasibility/walkover survey, each subproject is analysed and checked for eligibility for further detailed surveys.
- A Feasibility/Walkover Survey Report is prepared according to the Table of Contents prescribed by RRRSDP and submitted to PCU for comments and approval.
- After the central level approval is obtained by DTO/DPO, detailed survey and study is planned and carried out immediately.
- It is to be noted that no resettlement aspect is necessary for SI subproject and environmental aspect is checked only for no significant impacts. Requiring any resettlement action or not meeting no significant impact on environment as minimum requirement such SI subprojects are deleted from the list.

Tasks involved:

- P.3.1 Social Aspects from Walkover (Social Appraisal) for All Subprojects**
- P.3.2 Environmental Aspects form Walkover (Rapid Environmental Screening for Road and No Significant Impacts for Supplementary Infrastructures (SI_s))**
- P.3.3 Resettlement Aspects from Walkover (Resettlement Scoping for Road only)**
- P.3.4 Engineering Feasibility Study for All Subprojects**
- P.3.5 Preparing Feasibility/Walkover Survey Report of the Selected Subproject**

**P.3 FEASIBILITY/WALKOVER
SURVEY (PRELIMINARY
ASSESSMENT)**

SOCIAL ASPECTS FROM WALKOVER (SOCIAL APPRAISAL) FOR ALL SUBPROJECTS	P.3.1	Rev:
		Date:

Process:

- From walkover an initial social appraisal is done for the preliminary assessment of the short listed subproject by filling up the forms and formats prescribed by RRRSDP.
- Extensive consultations with the local beneficiaries/villagers carried out to verify their demand/requests and finally seek their concurrence.
- The study is complemented by the data/information from secondary sources.
- The information on VDC, major settlements, population densities, ethnicity, indigenous people, major occupation and poverty situation (food sufficiency) data are included in the appraisal report.

Activities and Responsibilities:

#	Activity	Responsibility
P.3.1.1	Prepare detail plan for the initial social appraisal (SA) as part of walkover survey.	DIST
P.3.1.2	Discuss with DPO and agree on the proposed plan.	DIST
P.3.1.3	Inform concerned VDCs and other stakeholders to support the team in the data collection process.	DPO
P.3.1.4	Carry out field survey for initial social appraisal and fill up required RRRSDP forms and formats.	DIST
P.3.1.5	Arrange local level meetings for extensive consultations to verify local demands request and finally seek their concurrence.	DIST
P.3.1.6	Feed the data in the computer, process and analyse data.	DIST
P.3.1.7	Prepare social aspect from walkover report.	DIST

Resource Material:

- Eligibility Criteria & Guidelines for the Prioritization & Selection of Subproject
- Social Matrix, Flow Charts, Forms and Formats prescribed by RRRSDP
- Community Development and Livelihood Restoration Guidelines

Key Issues, Considerations:

- Ensure that this activity is carried out along with rapid environmental screening, technical assessment and resettlement scoping for road projects and for SI it can be done independently.
- Agree on the action plan to be followed during walkover survey with other team members.
- Keep stakeholders involved and follow participatory approach.

ENVIRONMENTAL ASPECTS FROM WALKOVER (RAPID ENVIRONMENTAL SCREENING FOR ROAD AND NO SIGNIFICANT IMPACTS FOR SUPPLEMENTARY INFRASTRUCTURES (SIs))	P.3.2	Rev:
		Date:

Process:

- A Rapid Environmental Screening is carried out to make a preliminary assessment of each short-listed road subproject, from an environmental perspective during walkover survey. Similarly examine for No Significant Impacts for other Supplementary Infrastructure subproject.
- All necessary environmental data are collected and observations are made using the forms and formats as per Environmental Guidelines, Eligibility Criteria and Guidelines for the Prioritisation and Selection of subproject.
- Extensive consultations with the local beneficiaries/villagers carried out.
- The Rapid Environmental Screening report is prepared as part of the walkover survey report of the subproject for roads and simplified report for SIs.

Activities and Responsibilities:

#	Activity	Responsibility
P.3.2.1	Prepare detailed plan for the Rapid Environmental Screening for walkover survey.	DIST
P.3.2.2	Discuss with DTO and agree on the proposed plan.	DIST
P.3.2.3	Inform concerned VDCs and other stakeholders to support the team in the data collection process.	DPO
P.3.2.4	Arrange local level meetings for extensive consultations.	DIST
P.3.2.5	Carry out field survey for Rapid Environmental Screening data collection.	DIST
P.3.2.6	Feed the data in the computer, process and analyse data.	DIST
P.3.2.7	Prepare Rapid Environmental Screening report as part of walk over survey report.	DIST

Resource Material:

- Eligibility Criteria & Guidelines for the Prioritization & Selection of Subproject
- Environmental Guidelines
- Implementation Flow Charts for Environment

Key Issues, Considerations:

- Ensure that this activity is carried out along with social appraisal, technical assessment and resettlement scoping. For SI it can be done independently.
- Agree on the action plan to be followed during walkover survey with other team members.
- Keep stakeholders involved and follow participatory approach.

RESETTLEMENT ASPECTS FROM WALKOVER (RESETTLEMENT SCOPING FOR ROAD ONLY)**P.3.3**

Rev:

Date:

Process:

- The resettlement scoping as part of walkover survey is conducted to have preliminary assessment of the potential loss in assets particularly private land and properties in the selected road subproject.
- Community consultation meetings are organized along the proposed road corridor to find out the interest of local people to be involved in the sub project construction works.
- The potential for donation of land is also explored from the community consultation meetings.

Activities and Responsibilities:

#	Activity	Responsibility
P.3.3.1	Prepare detailed plan for the resettlement scoping task as part of walkover survey.	DIST
P.3.3.2	Discuss with DPO and agree on the proposed plan.	DIST
P.3.3.3	Inform concerned VDCs and other stakeholders to support the team in the data collection process.	DPO
P.3.3.4	Undertake a brief assessment of property losses, considering the ownership, types of loss and their nature including tentative valuation.	DIST
P.3.3.5	Organize community consultation meetings to find out interest of local people to be involved in the sub project construction	DIST
P.3.3.6	Explore potential for land donation by local owners of the land.	DIST/DPO
P.3.3.7	Prepare a feasibility/walkover survey report on the resettlement aspects (resettlement scoping).	DIST/DPO
P.3.3.8	Fill in the screening question for resettlement categorization	DIST

Resource Material:

- Resettlement Resource Guide of RRRSDP – *(Checklist for Resettlement Scoping Loss Assessment and Rate Assessment Survey Forms Community Consultation Meeting Notes/ Record Sheets)*
- Resettlement Framework of RRP
- Topographical Maps
- Table of Content for Feasibility/Walkover Survey (prescribed by PCU)

Key Issues, Considerations:

- Make sure that the enumerators and other survey team members are well briefed about resettlement aspects of project.
- Ensure that the community along the road corridor are informed transparently about the subproject.

**ENGINEERING FEASIBILITY STUDY FOR
ALL SUBPROJECTS****P.3.4**

Rev:

Date:

Process:

- As part of feasibility/walkover survey of subproject, engineering feasibility study as preliminary technical assessment is carried out for all subproject in order to check suitability of the selected road or supplementary infrastructure and make the initial cost estimate.
- The compliance of subproject with project criteria is also assessed.
- All necessary engineering data are collected using the forms and formats given in the technical guidelines and Table of Content prescribed by PCU for the report preparation of this survey.
- Examine alternative alignments for new alignments as needed by making local level consultation in an effort to be within the permitted criteria of environment and resettlement and to minimize subproject costs and make comparative benefits of alternative alignments.
- Data are analysed and the findings are incorporated in the Feasibility/Walkover Survey Report with necessary recommendation for detailed survey in the next stage.

Activities and Responsibilities:

#	Activity	Responsibility
P.3.4.1	Prepare detailed plan for the engineering feasibility survey.	DIST
P.3.4.2	Discuss with the DPO and agree on the proposed plan.	DIST
P.3.4.3	Inform DDC (also DPCC about road) concerned VDCs and other stakeholders to support the team in feasibility survey works.	DPO
P.3.4.4	Carry out field survey and fill up the information and data in the prescribed forms and formats.	DIST
P.3.4.5	Arrange local level meetings for extensive consultations for all subprojects referring to criteria and need of local commitments.	DIST
P.3.4.6	Also discuss with local villagers/VICCCs about any alternative alignments for new road alignments to be within the permitted criteria of environment and resettlement and to minimize total project costs.	DIST
P.3.4.7	Examine/observe geology, general condition of road alignment and identify potential high risk sections.	DIST
P.3.4.8	Store, process and analyse the information.	DIST
P.3.4.9	Prepare initial cost estimate by using spreadsheet programme for it.	DIST
P.3.4.10	Collect other relevant information according to the prescribed Table of Content (ToC) as part of feasibility/walkover survey report.	DIST/DPO

Resource Material:

- RRRSDP Technical Guidelines
- Feasibility/Walkover Survey Forms and Formats prescribed by PCU,
- DoLIDAR Approach Manual, DoLIDAR Work Norms,
- RRP and PAM

Key Issues, Considerations:

- Ensure that this activity is carried out along with social appraisal, technical assessment and resettlement scoping.
 - Agree on the action plan to be followed during feasibility/walkover survey with other team members.
 - Keep stakeholders involved and follow participatory approach.
-

PREPARING FEASIBILITY/WALKOVER SURVEY REPORT OF THE SELECTED SUBPROJECT

P.3.5

Rev:

Date:

Process:

- The Feasibility/Walkover Survey Report is prepared by compiling the findings and assessment related to social, environmental, resettlement and engineering technical aspects of particular subproject. *(Note that as decided by PCU, economic aspects are to be included only for Detailed Project Report later.)*
- Based on the findings, recommendations and conclusion will be included and the report will be submitted to PCU for suggestions/comments.
- PCU will review and give conditional approval of the subproject saying that all its comments, suggestions and requirements on the Feasibility/Walkover Survey Report shall be included in the Detailed Project Report (DPR) by DIST/DPO.

Activities and Responsibilities:

#	Activity	Responsibility
P.3.5.1	Make data analyses and compile reports of feasibility walkover survey.	DIST Team
P.3.5.2	Prepare Feasibility/Walkover Survey Report incorporating the results of social aspects, rapid environmental screening, the resettlement scoping (only for road) and preliminary engineering/technical assessment.	DIST
P.3.5.3	Forward the report to DPO.	DIST
P.3.5.4	Review and send back the reports with comments and suggestions (also check safeguard compliance and meeting of criteria) to DIST.	DPO
P.3.5.5	Inform DDC (and DPCC about road) about the findings	DTO/DPO, DIST
P.3.5.6	Incorporate and make suitable changes on the report as per the suggestions and comments of DDC, DPO, DPCC and submit to DPO	DIST
P.3.5.7	Forward the report to PCU for review and comments.	DPO
P.3.5.8	Discuss, review and write comments/suggestions on the report	CISC/PCU
P.3.5.9	Approve and give clearance for the detailed studies.	PCU

Resource Material:

- DTMP
- DoLIDAR Approach Manual and Work Norms
- RRRSDP Guidelines for Engineering, Environmental, Social, and Resettlement,
- District Data and Information
- PAM, RRP
- Flow Chart for Implementation (Prescribed by PCU)
- RRRSDP Guidelines (Prescribed by PCU)
- Table of Content of Feasibility/Walkover Survey Report (Prescribed by PCU)

Key Issues, Considerations:

- Make consultations with stakeholders
 - Keep the overall project objective and criteria in consideration while prioritising the subproject
 - Be objective in presenting the findings to DDC and DPCC.
 - Follow specified structure in report compilation (Refer to Flow Charts, Guidelines and ToC prescribed by PCU).
 - Ensure the use of up-to-date information about district and subproject area.
-

Process:

- As soon as green signal for detailed survey/ studies are received from PCU internal discussions and planning process are initiated by all sectoral specialists and engineers of the DPO/DIST for clear and common understanding.
- Desk studies of topographical maps, design standards, feasibility/walkover survey reports including comments from PCU and Table of Content (ToC) for Detailed Project Report (DPR) prescribed by PCU are made thoroughly.
- Engineering team with other sector specialists is mobilized equipped with necessary survey equipment and accessories.
- Public/ local consultations/meetings are done, information shared transparently and suggestions/recommendations of local people recorded.
- Results of previous feasibility/walkover survey verified and recommendations checked in field.
- Alignment descriptions for road and other necessary features for SIs are properly recorded in detail.
- All data from topographical survey, geological observation, hydrological & meteorological secondary information, slope vegetation, land erosion situation, landslide prone areas, drainages patterns, requirement river training, gully formation, and other features are properly recorded for roads. Necessary details of requirement of bridges/culverts/ causeway and other road structures are also recorded.
- Similarly important features for SIs as required are also recorded.
- Inventory of public infrastructure taken with locations.
- Engineering surveys are done with horizontal and vertical controls and benchmarking with all details necessary for a detailed design of roads. And similarly for SIs as required are also done.
- Material availability is surveyed. Local rates of construction materials established or enquired as per the prevailing rates and wage rates are confirmed from district rates for cost estimating purpose.
- Engineering drawings are prepared.
- Detailed engineering report is prepared following the ToC and included in the overall DPR.

Tasks involved:

P.4.1 Conducting Detailed Engineering Survey and Data/ Information Collection

P.4.2 Preparing Detailed Engineering Design and Drawings

P.4.3 Preparing Detailed Estimates and Packaging of Works in DPR

P.4.4 Preparing the Bid Document for Contracting Civil Works

P.4 DETAILED ENGINEERING SURVEY, DESIGN AND COST ESTIMATES FOR DPR

CONDUCTING DETAILED ENGINEERING SURVEY AND DATA/ INFORMATION COLLECTION**P.4.1****Rev:****Date:****Process:**

- Detailed engineering survey is carried out for subproject selected for detailed design after thorough desk study.
- In the case of roads, data/information collection are done related to topographical survey, geological observation, hydrological & meteorological secondary information, slope vegetation, land erosion situation, landslide prone areas, drainages patterns, requirement of river training, gully formation, and other features are properly recorded for roads.
- Likewise necessary details of requirement of bridges/culverts/ causeway and other road structures are also recorded.
- Similarly important features for SIs as required are also recorded during detailed survey.
- Any disputes in finalisation of the subproject (e.g., road alignment or water source, location of any SI, etc.) are resolved in a participatory way by discussion with local community and VICCCs, and/or DPCC (if road). The process is facilitated by the Social Mobilizer of DIST.
- On completion of the detailed survey, the detailed engineering designs are done and drawings are prepared and the total cost estimate is also computed to include in the DPR.

Activities and Responsibilities:

#	Activity	Responsibility
P.4.1.1	Prepare plan for detailed engineering survey in field after internal discussion and finalise it in coordination with DPO.	DIST
P.4.1.2	Study previous feasibility/walkover survey report of the proposed subproject. Consider the recommendation/ suggestion made in the Feasibility / Walkover Survey Report.	DIST
P.4.1.3	Inform DDC/ DPCC (if road project) and other stakeholders about the field visit schedule.	DPO
P.4.1.4	Inform concerned VDCs/VICCC (for roads and other SI in road corridor/vicinity) or VDCs/VIUG (for RWSS and Trail Bridges) and other stakeholders to support the team in field visit.	DIST (DPO)
P.4.1.5	Inform about the subproject to the communities through VICCC (for alignment or roads and other SIs in road corridor/vicinity) with the help of Social Mobilizer.	DIST (DPO)
P.4.1.6	Facilitate in getting communities' concurrence for subproject with the help of Social Mobilizer.	VICCC (DIST)
P.4.1.7	Carry out detailed engineering survey including pegging of alignments and referencing points, location of structures and marking of RoW.	DIST
P.4.1.8	Collect/ record data and information from topographical survey, geological observation, hydrological & meteorological secondary information, slope vegetation, land erosion situation, landslide prone areas, drainages patterns, requirement river training, gully formation, and other features are properly recorded for roads. Necessary details of requirement of bridges/culverts/ causeway and other road structures are also recorded.	DIST
P.4.1.9	Compile data by filling up the forms and formats for detailed engineering survey as prescribed by PCU or specified in technical guidelines.	DIST

Resource Material:

- Technical Guidelines; Forms and Formats (prescribed by PCU),
- Best Practices Documents
- DoLIDAR Approach Manual and other relevant DoLIDAR's Technical Publications (www.dolidar.gov.np)
- Table of Content for Detailed Engineering Survey (prescribed by PCU)

Key Issues, Considerations:

- Ensure transparent information providing to the local community about carrying out of detailed survey/study of subproject (remind them their earlier demand or request and their concurrence on the feasibility/walkover survey/ study).
- Make sure to use expertise advice or service of geologists/geotechnical engineer and surveyors if necessary.

PREPARING DETAILED ENGINEERING DESIGN AND DRAWINGS

P.4.2

Rev:

Date:

Process:

- The detailed engineering design and drawings are based on the data collected during detailed engineering survey.
- Manual or computer aided software designs can be done.
- The detailed designs are prepared by DIST following DoLIDAR Rural Road Design Standards for Roads and Community Based Water Supply Design Standards for RWSS.
- Detailed and standard drawings are also prepared as mentioned in Technical Guidelines.
- The designing works are carried out in the district and only if the facilities are not available in the district then they are finalised in Kathmandu.
- The design and drawings consist of the location map and layout, design profile, design cross-section/ plan, other structural detailing and drawings and standard/typical drawings.
- In the case of roads the drawings should be compiled/ collated for suitably packaging for RBGs or contractors. For RWSS and Trail Bridges the constructions are done by local community (VIUGs for RWSS and Users Committee, UC for TB) only.

Activities and Responsibilities:

#	Activity	Responsibility
P.4.2.1	Plot existing ground contour, profile, cross-sections and plan.	DIST
P.4.2.2	Design vertical profile, cross-sections and plan.	DIST
P.4.2.3	Design retaining, cross drainage structures and other road structures.	DIST
P.4.2.4	Verify the design at site to suit its conditions, modify the design accordingly and finalise the drawings.	DIST
P.4.2.5	Submit the design and drawings to DPO for review	DIST
P.4.2.6	Provide comments on submitted design and drawings.	DPO
P.4.2.7	Finalise the design and drawings incorporating comments and submit for approval.	DIST
P.4.2.8	Approve the design and drawing	DPO
P.4.2.9	Compile/collate the engineering drawings in a separate volume(s) as instructed in technical guidelines (including packaging for RBGs or contractors in the case of roads) and include in the DPR.	DIST
P.4.2.10	Submit the compiled design and drawing in DPR to PCU for processing and approval for implementation	DPO

Resource Material:

- RRRSDP Technical Guidelines,
- Table of Content (prescribed by PCU),
- DoLIDAR Rural Road Design Standards and Other Relevant DoLIDAR's Technical Publications (www.dolidar.gov.np)
- Engineering Design Books on Roads/Highways and Other Relevant Handbooks, Code of Practices, etc.

Key Issues, Considerations:

- Ensure that DPO is informed about the progress of design work.
- Do not hesitate to seek for expertise advice from CISC.

PREPARING DETAILED ESTIMATES AND PACKAGING OF WORKS IN DPR

P.4.3

Rev:

Date:

Process:

- Based on the profile and sectional design, the quantity of work (bill of quantities) for the subproject is computed.
- The detailed cost estimate is prepared using the calculated quantities and unit rates, derived from standard applicable District Rates and DoLIDAR Work Norms.
- The volume of works (for road section in each VDC/VICCC or for each SI subproject) is determined.
- In the case of roads the packaging for RBGs and for contractors is done. For RWSS and Trail Bridges (TB) the constructions are done by local community (VIUGs for RWSS and UC for TB) only. The road works consisting mainly unskilled labour is packaged for implementation by RBGs.
- More complex structures and specialized works will be packaged for implementation by procuring contractors.

Activities and Responsibilities:

#	Activity	Responsibility
P.4.3.1	Calculate quantities of different items of works.	DIST
P.4.3.2	Prepare rate analyses for different items of works.	DIST
P.4.3.3	Prepare draft cost estimate for the subproject.	DIST
P.4.3.4	Compute the volume of works and cost of works in each VDC.	DIST
P.4.3.5	Divide the work in work packages for RBGs and contractors (also refer to instructions in technical guidelines).	DIST
P.4.3.6	Submit the report (DPR) including detailed estimate including design drawings, quantity and base cost estimate with proposed work packaging to DPO for review.	DIST
P.4.3.7	Review and provide feedback to DIST.	DPO
P.4.3.8	Incorporate DPO's comments, finalise report, prepare final estimate based on approved work packaging and resubmit to DPO for approval.	DIST
P.4.3.9	Approve the DPR and packaging with cost estimates	DPO
P.4.3.10	Forward to DDC for endorsement if required	DTO/DPO
P.4.3.11	Forward to PCU for final approval (also send e-version for finalization by CISC to make good of minor CISC comments, before sending to ADB by PCU for concurrence. But if there are major corrections then the DPR will be returned to the DPO).	DTO/DPO
P.4.3.12	Forward the documents to ADB for concurrence with recommendation	PCU
P.4.3.13	Provide information of approval to DPO for implementation.	PCU

Resource Material:

- DoLIDAR Work Norms
- DoLIDAR Technical Specifications and Other Relevant DoLIDAR's Technical Publications
- Technical Guidelines

Key Issues, Considerations:

- Make sure that DDC, DPCC and VICCC are informed about the progress and outcomes on regular basis.
- Consider their feedback and comments while finalising estimates and packaging.

PREPARING THE BID DOCUMENT FOR CONTRACTING CIVIL WORKS

P.4.4

Rev:

Date:

Process:

NOTE: IN ORDER NOT TO LOOSE THE SE UENCE OF BIDDING/TENDERING PROCESS IN THE IMPLEMENTATION PROCEDURES THIS P.4.4 HAS BEEN AGAIN REPEATED AS I.3.1 IN SECTION: 3 UNDER IMPLENTATION PHASE PROCEDUERES.

- The bid document for each work package is prepared by DIST based on Standard Bid Document for Civil Works provided by PCU.
- The bid document is reviewed by DPO and gets approval from DDC for some specific nature of items and forwards to PCU for processing.
- The bid document is reviewed by PCU and gets concurrence from ADB (*as applicable*) and sends back to DPO for initiating bidding process.

Activities and Responsibilities:

#	Activity	Responsibility
P.4.4.1	Prepare the bid documents for each package, based upon standard bid document for the procurement of civil works, and submit to DPO.	DIST
P.4.4.2	Approve the bid document and send for concurrence	DDC/DPO
P.4.4.3	Review the documents	PCU/CISC
P.4.4.4	Forward the bid document to ADB (<i>as applicable</i>)	PCU
P.4.4.5	Provide feedback to the DPO.	PCU
P.4.4.6	Incorporate the comments sent by PCU in the final bid document	DPO/DIST
P.4.4.7	Initiate the bidding process.	DPO with support of DIST

Resource Material:

- ADB's Procurement Guidelines 2007
- Standard Bid Document for Procurement of Civil Works
- Local Bodies Financial Administration Regulations (LBFAR)
- Detailed design, drawings and estimate of subproject
- Draft Procurement Manual of RRRSDP

Key Issues, Considerations:

- Ensure that specific information and data specific to each package of subproject is incorporated in bid document.
- Ensure that relevant specifications and drawings are included in the bid document.

Process:

- After approval of feasibility/walkover report by PCU the subproject is undertaken for detailed study.
- On top of detailed engineering survey, detailed social, technical, environmental studies and economic appraisal are carried out.
- The team should be well prepared. It should plan the tasks in such a way that all required information is fully collected during the detailed engineering survey in field.
- The number of field visits for the same purpose should not be repeated as far as possible. There should be strong communication and coordination among the sectoral team members.
- Local community and beneficiaries should be transparently informed in advance about the plans of the detailed studies by organizing the local consultation meetings. The whole process of field assessment is carried with their participation.

Tasks involved:

P.5.1 Carrying Out Economic Appraisal

P.5.2 Carrying Out Detailed Social Study

P.5.2.1 Household Survey In one of Influence (ol) within 1.5 hr Walk

P.5.2.2 Preparing Gender Action Plan (GAP), Indigenous People Development Plan (IPDP) and Social Action Plan (SAP)

P.5.3 Carrying Out Detailed Environmental Study

P.5.3.1 Environmental Screening of Subproject

P.5.3.2 Preparing Terms of Reference for Initial Environmental Examination (IEE)

P.5.3.3 Carrying Out Public Consultations on Environment

P.5.3.4 Preparing Initial Environmental Examination Report

P.5.4 Carrying Out Detailed Resettlement Study

P.5.4.1 Conducting Household Listing Survey (affected by Resettlement) and Cadastral Mapping

P.5.4.2 Carrying Out Affected Household Census and Resettlement Socio-economic Survey of the Affected Peoples (APs)

P.5.4.3 Preparing Resettlement Entitlement Database

P.5.4.4 Preparing Resettlement Plan (Determining compensation and preparing agreement of voluntary land donation processes)

P.5.5 Preparing Study Reports on Economic Appraisal and Detailed Social, Detailed Environmental and Detailed Resettlement Studies and Producing Detailed Project Report (DPR)

**P.5 DETAILED, SOCIAL,
ENVIRONMENTAL, RESETTLEMENT
STUDIES AND ECONOMIC
APPRAISAL FOR DPR**

CARRYING OUT ECONOMIC APPRAISAL

P.5.1

Rev:

Date:

Process:

- The economic appraisal is aimed at determining the economic viability of the investments and contributes to the assessment of the overall economic rate of return (EIRR) of the subproject.
- The economic appraisal is carried out by the District Implementation Support Team (DIST). They collect the required data from the relevant (secondary) sources and make the appraisal calculations based on the respective pre-set spreadsheets provided by PCU in the guidelines or in software package.
- They also perform the interpretation of the values calculated and prepare the economic appraisal report as part of the DPR.

Activities and Responsibilities:

#	Activity	Responsibility
P.5.1.1	Collect the required data from relevant secondary sources.	DIST
P.5.1.2	Calculate the economic indicators using the respective spreadsheet.	DIST
P.5.1.3	Analyse the results and prepare the draft economic appraisal report based on analyses of benefit/cost ratios, sensitivity and EIRR. .	DIST

Resource Material:

- Guidelines for the economic analysis and appraisal of subproject (incl. electronic spreadsheets)
- Feasibility/Walkover Survey Report of subproject.

Key Issues, Considerations:

- Discuss the findings with team members.

CARRYING OUT DETAILED SOCIAL STUDY

P.5.2

Rev:

Date:

The social study requires the following subtasks for including in the preparation of Detailed Social Study Report as part of DPR.

The subtasks are as follows:

HOUSEHOLD SURVEY IN ONE OF INFLUENCE (OI) WITHIN 1.5 HR WALK **P.5.2.1**

PREPARING GENDER ACTION PLAN (GAP), INDIGENOUS PEOPLE DEVELOPMENT PLAN (IPDP) AND SOCIAL ACTION PLAN (SAP) **P.5.2.2**

HOUSEHOLD SURVEY IN ONE OF INFLUENCE (oI) WITHIN 1.5 HR WALK

P.5.2.1

Rev:

Date:

Process:

- Plan Zol HHs survey together with team and study checklist / Zol HH survey questionnaires/forms.
- Study previous feasibility/walkover survey report of the concerned subproject.
- The survey of the zone of influence households of each sub projects is carried out by the DIST within the geographical boundary of 1.5 hours walking distance and the survey covers 100% (census).
- Field work for data collection by enumerators and intensive supervision by DIST social staff.
- Classify the information after verification.
- Forward the verified/classified data for entry, analysis and interpretation
- The information about the direct beneficiaries and details about these households are collected in specially designed forms by the surveyors/enumerators.
- Well being ranking (Refer to Updated Community Development and Livelihood Restoration Guidelines for Well Being Ranking).
- Data is basically used for preparation of labour availability.
- Zol HHs survey will be carried out

Activities and Responsibilities:

#	Activity	Responsibility
P.5.2.1.1	Prepare plan for social studies related to Zol HHs survey having consulted with DPO.	DIST
P.5.2.1.2	Inform DDC and DPCC about survey schedule. (And if handy & possible discuss with district network of NEFIN - Nepal Federation of Indigenous Nationalities which will be pertinent to IPDP preparation).	DPO
P.5.2.1.3	Select enumerators from the same road corridors disaggregated by gender, caste and ethnicity.	DIST
P.5.2.1.4	Provide orientation training to the enumerators.	DIST
P.5.2.1.5	Inform VICCC and VDC about survey and request for assistance.	DIST
P.5.2.1.6	Conduct meeting in communities to inform about survey transparently.	DIST
P.5.2.1.7	Carry out the social survey (Zol HHs survey) and collect data in the Zol HHs survey questionnaire forms provided by PCU	DIST
P.5.2.1.8	Collect required data from secondary sources also.	DIST
P.5.2.1.9	Analyse the data and use for the preparation of various social plans (see next pages). Also find out labour availability.	DIST

Resource Material:

- Community Development and Livelihood Restoration Guidelines (Zone of Influence Household Survey Form)

- Flow Charts and Questionnaires Supplied by PCU
- Refer to District Data Base
- Feasibility/Walkover Survey Report

Key Issues, Considerations:

- Consider the recommendation/suggestion made in the Feasibility/Walkover Survey Report.
 - Make sure that communities along the road corridor are informed about the field visit.
 - Note that the detailed study is multidisciplinary work and discuss the findings with team members.
-

PREPARING GENDER ACTION PLAN (GAP), INDIGENOUS PEOPLE DEVELOPMENT PLAN (IPDP), AND SOCIAL ACTION PLAN (SAP)

P.5.2.2

Rev:

Date:

Process:

- Household survey will be conducted in the subproject zone of influence (1.5 hrs walking distance from the project location) and collect information on the socio-economic condition of population, their sources of livelihood, income, employment, access to public resources etc.
- Results from HH survey will be analyzed against the Vulnerable Criteria (re: TA 4919 as indicated in the Resources below) developed by the project to identify most vulnerable and socially excluded population in the area.
- Vulnerable population in the area through community mass meetings at Ward, VDC level along the project influence zone will be verified.
- Separate focus group discussions with the identified vulnerable groups to identify their needs and issues related to the program will be conducted.
- Equity measures for social interventions to address their needs and increase their participation in and benefit from project opportunities will be developed.
- DIST/DPO will consult DDC and hold community meetings to facilitate the formation of DPCC, VICCC, VIUGs, RBGs and RBICs.
- DIST will provide trainings to the user groups and committees on project procedures and social awareness issues. This includes, contract clauses and procedures, payment, methods, labour laws, safety and security issues, workers' insurance issues and public audit procedures.
- Social assessment, community consultation and focused group discussion (FGDs) will be held separately with the identified vulnerable population within the ZoI to identify their needs and demands for livelihood enhancement skills training (LEST) program. Components of the LEST will include (a) income generating and on-farm (b) non-income generating and off-farm program.
- Identified target population will be grouped into SHGs based on sector specific needs and priorities. Women's SHGs will be formed separately as needed. SHGs can be formed within RBGs from members, who fit the LEST beneficiary criteria.
- DIST will advertise the LEST program and screen proposal from external agencies for training delivery. Resource persons (RPs) from district line agencies and local NGOs will be preferred for sector-wise training.
- DIST will prepare the training proposals and submit it to DPO for approval.
- A proposed list of LEST menu has been prepared by the project. DIST will add, select and prioritize the selection based on district specific needs and market potentials.
- Based on the data compiled during social surveys (1.5 hr ZoI HHs surveys) an Indigenous People Development Plan (IPDP) and Social Action Plan (SAP) are prepared. However, for the Gender Action Plan (GAP), it is used from the PAM/RRP and there will be only one GAP for a district.
- These plans are discussed widely among the stakeholders and finalised by DIST before preparing the Detailed Social Study Report.
- Then this report is included in the total DPR including other detailed study of sectoral works for submission to PCU by DPO

- Any comments or feedback from PCU/CISC should be incorporated and finalized by DPO/DIST (they are advised to bring along soft copy so that minor corrections for finalisation can be done in KTM with CISC to expedite the submission) for forwarding by PCU to ADB for concurrence.

(A). Activities and Responsibilities for GAP:

#	Activity	Responsibility
P.5.2.2.1	Analyse primary data/information collected during the social survey.	DIST
P.5.2.2.2	Compile and analyse secondary data about subproject	DIST
P.5.2.2.3	Develop a draft Gender Action Plan (GAP) based on data analysis.	DIST
P.5.2.2.4	Forward the draft report to DPO.	DIST
P.5.2.2.5	Inform/discuss with DDC, DPCC and VICCC (for road subproject).	DPO
P.5.2.2.6	Prepare the draft final report incorporating the feedback from these meetings.	DIST
P.5.2.2.7	Submit final draft GAP to PCU for comments.	DPO
P.5.2.2.8	Provide comments to DPO on the GAP.	PCU (CISC)
P.5.2.2.9	Finalise GAP by incorporating the comments from PCU.	DIST
P.5.2.2.10	Forward the final Gender Action Plan (GAP) reports to PCU processing for approval of ADB.	DPO
P.5.2.2.11	Send back the approved GAP to the district.	PCU

(B). Activities and Responsibilities for IPDP:

#	Activity	Responsibility
P.5.2.2.12	Screening and categorization of impacts on IPs	DIST/DPO
P.5.2.2.13	Referring to social impact assessment and prepared IP plans and then prepare Indigenous People Development Plan (IPDP) after discussing with the affected people and communities (and if handy & possible discuss with district network of NEFIN - Nepal Federation of Indigenous Nationalities).	DIST/DPO
P.5.2.2.14	Forward the draft IPDP to DPO.	DIST
P.5.2.2.15	Inform/discuss the IPDP with DDC, DPCC and VICCC (for road subproject).	DPO (DIST)
P.5.2.2.16	Finalise the reports incorporating the feedback from these meetings	DIST
P.5.2.2.17	Submit final draft IPDP to PCU for comments.	DPO
P.5.2.2.18	Provide comments to DPO on the IPDP.	PCU (CISC)
P.5.2.2.19	Finalise IPDP by incorporating the comments from PCU.	DIST
P.5.2.2.20	Forward the final IPDP reports to PCU processing for approval of ADB.	DPO
P.5.2.2.21	Send back the approved IPDP to the district.	PCU

(C). Activities and Responsibilities for SAP:

#	Activity	Responsibility
P.5.2.2.22	Carry out social assessment for identification of poor and socially excluded groups and their need assessment for social intervention.	DIST
P.5.2.2.23	Carry out social mobilization activities for preparing the communities to take project ownership (formation of VICCC, VIUGs, RBGs and RBIC).	DIST
P.5.2.2.24	Social mobilization for training of VICCC, VIUGs, RBIC and SHG to manage and operate construction activities including future maintenance.	DIST
P.5.2.2.25	Social mobilization (by social mobilizers) for training to RBGs inclusive implementation of construction part (by engineers).	DIST
P.5.2.2.26	Social mobilization for site supervision and maintenance of health and hygiene standard	DPO
P.5.2.2.27	Social assessment, community consultation and FGD for identification of target beneficiaries and appropriate LEST for them.	DIST
P.5.2.2.28	Form SHGs and prepare profiles of SHGs	DIST
P.5.2.2.29	Prepare LEST packages for SHGs training	DIST

Resource Material

- Compiled Survey Data
- District Data Base
- Gender Action Plan (GAP) & Indigenous People Development Plan (IPDP) of PAM, RRP
- TA 4919 (NEP): Preparation of the Rural Reconstruction and Rehabilitation sector Development Program – Supplementary Appendixes, 30 June 2007

Key Issues, Considerations:

- Be sure to obtain feedback of communities before finalising the plan.
- Make sure that the PCU (CISC) is asked to give its comments.

CARRYING OUT DETAILED ENVIRONMENTAL STUDY

P.5.3

Rev:

Date:

The assessment of a subproject for the environmental study requires several assessment tasks in a predefined sequential manner. For clarity the procedures for carrying out environmental assessment have been divided into following sub-tasks. The results will be used in the preparation of Detailed Environmental Study Report as part of DPR.

The subtasks are as follows:

ENVIRONMENTAL SCREENING OF SUBPROJECT	P.5.3.1
PREPARING TERMS OF REFERENCE FOR IEE	P.5.3.2
CARRYING OUT PUBLIC CONSULTATION ON ENVIRONMENT	P.5.3.3
PREPARING INITIAL ENVIRONMENTAL EXAMINATION REPORT	P.5.3.4

ENVIRONMENTAL SUBPROJECT	SCREENING	OF	P.5.3.1	Rev:
				Date:

Process:

- Environmental Screening is carried by DIST on behalf of DDC to determine and propose whether IEE or EIA or no formal environmental appraisal is needed for the proposed subproject/s.
- The screening of the selected subproject is carried out with inputs from representatives from District Forest Office (DFO) and District Soil Conservation Office (DSCO) as well.
- The Environmental Screening document along with a Rapid Environmental Assessment checklist of the subproject is prepared.

Activities and Responsibilities:

#	Activity	Responsibility
P.5.3.1.1	Assign environmental screening task of selected subproject to DIST	DPO
P.5.3.1.2	Discuss once with DDC on the methods and approaches for screening.	DPO
P.5.3.1.3	Inform and organize meeting with other agencies (DFO, DSCO) in presence of DDC for carrying out environmental screening.	DPO
P.5.3.1.4	Carry out environmental screening together with representatives from DFO and DSCO.	DIST
P.5.3.1.5	Prepare environmental screening document with recommendation for further study and submit to DTO.	DIST
P.5.3.1.6	Complete Rapid Environmental Assessment checklist, for selected subproject and submit to DTO.	DIST
P.5.3.1.7	Review Environmental Screening Document and Rapid Environmental Assessment and provide feedback to DIST.	DPO
P.5.3.1.8	Finalise reports incorporating comments and submit to DDC through DTO.	DIST
P.5.3.1.9	Forward Rapid Environmental Assessment checklist to PCU.	DPO

Resource Material:

- The Environmental Protection Act, 1996
- The Environmental Protection Rules, 1997
- Environmental Guidelines for RRRSDP (*Screening guidelines, ADB Rapid Environmental Assessment checklist*)
- Walkover Survey Report

Key Issues, Considerations:

- Ensure that screening should be carried out as a consultative process.
- Make sure that DDC is fully present in the meetings with DFO and DSCO for the screening process.

PREPARING TERMS OF REFERENCE FOR INITIAL ENVIRONMENTAL EXAMINATION (IEE)

P.5.3.2

Rev:

Date:

Process:

- As per the legal requirements the Terms of Reference (ToR) for IEE is prepared by the concerned DDC with inputs from DPO (DIST).
- Information contained in Environmental Screening Document, Feasibility/Walkover Survey Report and other available information about the project area and scope of proposed subproject is used to prepare an environmental summary.
- The environmental issues are identified on the basis of professional judgment, public sensitivity, risk and experience of similar projects and legal requirements.
- The ToR for IEE is drafted according to the format given in the schedule 3 of EPR, 1997 and submitted to MLD for approval through PCU.

Activities and Responsibilities:

#	Activity	Responsibility
P.5.3.2.1	Carry out data collection, prepare environmental summary and identify environmental issues. Facilitate the process and plan for ToR for IEE.	DPO (DIST)
P.5.3.2.2	Prepare ToR for IEE in the given formats based on the collected information/data.	DIST
P.5.3.2.3	Submit draft ToR to DDC for review through DTO.	DIST
P.5.3.2.4	Incorporate suggestions/changes and finalize the ToR	DIST (DPO)
P.5.3.2.5	Review and submit ToR for approval to MLD through PCU.	DPO
P.5.3.2.6	Approve the ToR and send back to PCU by MLD and to DPO by PCU	MLD/PCU

Resource Material:

- The Environmental Protection Act, 1996
- The Environmental Protection Rules, 1997
- Environmental Guidelines for RRRSDP (*Refer: ToR preparation*)
- Environmental Screening Document
- Feasibility/Walkover Survey Report
- Latest data/information collected

Key Issues, Considerations:

- Ensure the timely approval of ToR from MLD to start IEE and its report preparation.

CARRYING OUT PUBLIC CONSULTATION ON ENVIRONMENT

P.5.3.3

Rev:

Date:

Process:

- The public consultation is undertaken for obtaining the information and views from the stakeholders. During the consultation the stakeholders are also informed about the potential environmental impact due to the project intervention.
- To incorporate the views of concerned stakeholders in IEE report, a notice is affixed in the concerned Village Development Committee (VDC) or Municipality, District Development Committee (DDC), school, hospital and health post and other related organizations requesting concerned individuals or institutions to offer their written opinions and suggestions within 15 days with regard to the possible impact of the implementation of the proposal.
- The said 15 days notice is also published in a national daily newspaper to meet the legal requirements.
- Deed of enquiry (*Muchulka*) for the affixed notice from concerned organizations is prepared and letter of recommendation from concerned VDC/s, DDC/c or Municipality is obtained.

Activities and Responsibilities:

#	Activity	Responsibility
P.5.3.3.1	Prepare draft notice to solicit written opinions and suggestions from stakeholders and forward to DDC through DPO/DTO for publication.	DIST
P.5.3.3.2	Publish 15 day notice in a national level daily news paper to solicit written opinions and suggestions.	DPO
P.5.3.3.3	Facilitate to affix said notice in the concerned VDC/s or Municipality, DDC, school, hospital and health post and related organizations.	DPO (DIST)
P.5.3.3.4	Prepare a deed of enquiry (<i>Muchulka</i>) for the affixed notice from concerned organizations.	DIST (DPO)
P.5.3.3.5	Obtain the recommendation letter from concerned VDC/s or Municipality.	DPO (DIST)

Resource Material:

- The Environmental Protection Act, 1996
- The Environmental Protection Rules, 1997
- Environmental Guidelines for RRRSDP (*Refer: format for notice, deed of inquiry and VDC/Municipality recommendation letter*)
- National level daily news paper

Key Issues, Considerations:

- Ensure that concerned and affected people/organizations should be informed and their opinions and suggestion should be incorporated in the IEE report.

PREPARING INITIAL ENVIRONMENTAL EXAMINATION REPORT

P.5.3.4

Rev:

Date:

Process:

- After the approval of the ToR for the IEE, DIST is assigned by DPO/DTO with approval of DDC to carry out the IEE and prepare an IEE Report for the subproject/s.
- DIST with the additional input of necessary subject matter experts (as indicated in the ToR) prepares IEE report and presents to DPO.
- DPO reviews and finalizes and submits the IEE Report to DDC.
- After reviewing the report, DDC submits it to MLD through PCU for approval.

Activities and Responsibilities:

#	Activity	Responsibility
P.5.3.4.1	Assign IEE preparation work to DIST.	DPO
P.5.3.4.2	Inform DDC about the field visit schedule.	DTO/DPO
P.5.3.4.3	Inform DPCC/VICCC, concerned VDCs and other stakeholders to support the team in field visit.	DDC
P.5.3.4.4	Carry out desk review for collecting secondary sources of Information.	DIST
P.5.3.4.5	Organize initial interaction and consultation about the impact of the proposed subproject, with key and knowledgeable local persons.	DIST
P.5.3.4.6	Conduct field survey to identify impacts and environmental consequences.	DIST
P.5.3.4.7	Recommend mitigation measures to minimise adverse impacts.	DIST
P.5.3.4.8	Prepare environmental monitoring plan (EMP).	DIST
P.5.3.4.9	Prepare draft IEE Report including the possible impacts with suggestion for mitigation and with monitoring plan and present it to DDC.	DPO (DIST)
P.5.3.4.10	Finalise the IEE Report incorporating comments of DPO/DPCC, and DDC.	DIST
P.5.3.4.11	Submit the final IEE Report to MLD through PCU	DPO
P.5.3.4.12	Approve the IEE report and inform PCU by MLD and PCU will then inform DPO.	MLD/PCU

Resource Material:

- The Environmental Protection Act, 1996
- The Environmental Protection Rules, 1997
- Environmental Guidelines for RRRSDP
- ToR for IEE Report

- Survey Report
- 1:25,000 Scale Topographical Maps (colour)
- 1:25,000 or 1:50,000 scale LRMP maps
- Regional Geological Map Or LRMP District Geological Map
- District Map Showing VDC Boundaries
- Community Forest Operational Plan (if the road passes through Community Forest area)
- Field Equipment - Altimeter, Compass, Measuring Tape, Clinometers, Camera, Voice Recorder and Binocular etc.

Key Issues, Considerations:

- Include the following documents in IEE Report: Public notice published in the national daily newspaper; Deed of enquiry (*muchulka*) from the concerned organizations; and recommendation letter from the concerned VDC or municipality.
 - Check IEE Report for completeness, accuracy, adequacy and credibility and compliance with GoN & ADB Guidelines including the legal requirements.
-

CARRYING OUT DETAILED RESETTLEMENT STUDY

P.5.4

Rev:

Date:

The detailed resettlement studies/surveys consist of the following subtasks:

CONDUCTING RESETTLEMENT SURVEY, HOUSEHOLD LISTING SURVEY AND CADASTRAL MAPPING	P.5.4.1
CARRYING OUT AFFECTED HOUSEHOLD CENSUS AND RESETTLEMENT SOCIO-ECONOMIC SURVEY	P.5.4.2
PREPARING RESETTLEMENT ENTITLEMENT DATABASE	P.5.4.3
PREPARING RESETTLEMENT PLAN	P.5.4.4

**CONDUCTING RESETTLEMENT SURVEY,
HOUSEHOLD LISTING SURVEY AND
CADASTRAL MAPPING****P.5.4.1**

Rev:

Date:

Process:

- The detailed surveys of all losses incurred by each household, enterprise, or community due to the project are conducted.
- The land acquisition and loss of physical assets, as well as loss of income resulting from displacement of household members from employment or income generating resources due to proposed project implementation is recorded.
- A cadastral map with the road alignment and the land area to be acquired is prepared during cadastral mapping. The land records and ownership of deeds (100 % of the affected households) is recorded and reviewed by the resettlement survey team. The area, from which people will be moved, as well as the area to which people are proposed to be resettled, is mapped in detail.
- The household listing survey and community consultation is done by DIST. The cadastral survey is done by the cadastral surveyor from the District Land Survey Office for which the official request has to be made by the DPO.

Activities and Responsibilities:

#	Activity	Responsibility
P.5.4.1.1	Interact with the DPO, and District Land Survey Office (DLSO) to start a loss inventory. Review the feasibility/walkover study report.	DIST
P.5.4.1.2	Write a letter to the DLSO requesting to provide cadastral surveyor for cadastral mapping of the alignment	DPO
P.5.4.1.3	Inform DPO about the field visit schedule.	DIST
P.5.4.1.4	Inform DPCC, VICCC, concerned VDCs and other stakeholders to support the team in field work.	DPO
P.5.4.1.5	Distribute leaflets and other project introductory documents to the people. Hold ward-level community meetings to publicise the project.	DIST
P.5.4.1.6	Conduct meetings with local people and VDC, VICCC, RBIC along the alignment and prepare meeting notes.	DIST
P.5.4.1.7	Assign a cadastral surveyor for the DPO to conduct the cadastral mapping of the designed alignment.	DLSO
P.5.4.1.8	Issue notice of preliminary action and affix it in specified places for public information at least 3 days before the cadastral survey of land along the subproject alignment.	DPO
P.5.4.1.9	If the cadastral surveyor is not available in the DLSO, make alternative arrangement of cadastral surveyor (also consult PCU).	DTO/DPO
P.5.4.1.10	Identify and print the cadastral maps along the alignment. Arrange the necessary cadastral mapping equipment in coordination with the DTO/DPO.	Cadastral Surveyor/DPO

P.5.4.1.11	Deploy a forest technician to assess the forest product loss along the alignment (when required).	DTO/DPO
P.5.4.1.12	Deploy an agro-technician to assess and quantify the agro-product loss (when required).	DTO/DPO
P.5.4.1.13	Prepare a cadastral map of the plots (<i>itta</i> /Parcel) adjacent to the alignment fixed by the detailed survey for subproject.	Cadastral Surveyor
P.5.4.1.14	Document all the losses and owners of the lost assets.	DIST
P.5.4.1.15	Prepare a trace map of the plots adjacent to the alignment. Show the existing road and design road in the trace, with different colours in case of rehabilitation.	Cadastral Surveyor
P.5.4.1.16	Plot the Right of Way (RoW) or other necessary information in the trace map of the alignment (if needed).	Cadastral Surveyor
P.5.4.1.17	Prepare a cadastral survey report with an official record of land ownership and addresses of the owners.	Cadastral Surveyor
P.5.4.1.18	Submit a verified cadastral survey report to DTO/DPO.	DLSO
P.5.4.1.19	Handover the cadastral survey report to DIST	DPO
P.5.4.1.20	Compile all the information and data collected from listing surveys, community meetings, cadastral survey reports and other related secondary sources.	DIST

Resource Material:

- Feasibility/Walkover Survey Report
- Resettlement Resource Guide (HH Listing survey Forms, Loss Assessment Form & Formats), Community Consultation Meeting Notes, Entitlement Database Sheet
- Cadastral Maps.
- Land Acquisition Act, 2034

Key Issues, Considerations:

- Inform on the project's requirement on the width of the right of way along the alignment. Any changes required to minimize the loss or to be within the predefined criteria should be assessed and justification prepared.
- Ensure the members of the survey team are trained and briefed before field survey.
- Ensure that the cadastral surveyors are briefed about the works to be carried out by them.

CARRYING OUT AFFECTED HOUSEHOLD CENSUS AND RESETTLEMENT SOCIO-ECONOMIC SURVEY

P.5.4.2

Rev:

Date:

Process:

- A complete enumeration of all affected households and their assets is done by collecting information during household survey by gathering information in household census forms.
- Details of household income and expenditure, occupation and livelihoods are collected during resettlement socio economic survey (of all potential affected people), which is also carried out at the same time.
- The information on the poor, indigenous people, ethnic minorities, and other vulnerable groups, including women for the baseline monitoring and evaluation are also collected during this survey.

Activities and Responsibilities:

#	Activity	Responsibility
P.5.4.2.1	Discuss among the members of the survey team to plan timely completion of the census and asset inventory survey and inform DTO of survey plan.	DIST
P.5.4.2.2	Inform DTO about the field visit schedule.	DPO
P.5.4.2.3	Inform DPCC, VICCC, concerned VDCs and other stakeholders to support the team in field visit.	DTO
P.5.4.2.4	Conduct the census survey (100%) of affected households, using the designated survey form.	DIST
P.5.4.2.5	Verify the forms filled by the enumerators and make note/ amendments.	DIST
P.5.4.2.6	Hold community meetings to identify vulnerable households and those who are seriously affected by the project and who need special support and encouragement	DIST, VDC, VICCC, RBIC
P.5.4.2.7	Hold a meeting with affected persons to identify the willingness of land donation, where feasible	DTO, DPO, DIST, VDC, VICCC
P.5.4.2.8	Verify the name of the owner and area of land loss with the prepared cadastral map and other asset losses with the household listing report.	DIST
P.5.4.2.9	Edit and code the information drawn from the census and socio-economic surveys in coded form.	DIST

Resource Material:

- Resettlement Resource Guide (*Resettlement Survey (Household Census) Form, Community Consultation Meeting Notes, Data/Information and Losses Record Sheets, Entitlement Database Sheet*)
- Cadastral Survey Report

- Detailed Survey Report and Designs
- Resettlement Framework

Key Issues, Considerations:

- Ensure that all team members are briefed and instructions for the resettlement survey are given before the start of survey. If enumerators are hired then they should be properly trained.
- Discuss and agree with DPO by DIST on the survey planning & schedule.
- Ensure that DDC, DPCC, VDC, VICCC, RBIC and communities are well informed about the survey and the project criteria.
- Ensure that the cadastral mapping is completed.
- Ensure that the computer operator is aware of the data entry process.

PREPARING RESETTLEMENT ENTITLEMENT DATABASE

P.5.4.3

Rev:

Date:

Process:

- The data collected during the household listing survey, household census and socio-economic survey of the potential affected people are entered into database programme.
- The data are provided by the DIST in the verified and coded form to the computer operator.
- An entitlement database sheet is prepared on the basis of entitlement database sheet generated.

Activities and Responsibilities:

#	Activity	Responsibility
P.5.4.3.1	Verify the data in completed forms and make sure they are coded.	DIST
P.5.4.3.2	Provide to the computer operator the edited and properly coded survey forms from the resettlement specialist/ social mobilizer.	DIST
P.5.4.3.3	Enter the data and information provided, using the prepared database programme and generate entitlement database sheet.	DIST
P.5.4.3.4	Prepare the entitlement database using entitlement database sheet.	DIST
P.5.4.3.5	Submit entitlement database to DTO.	DIST
P.5.4.3.6	Forward the reports to the DTO for further action.	DPO

Resource Material:

- Filled Survey Forms
- Resettlement Resource Guide (*Entitlement Database Sheet*),
- Detailed Survey Report And Designs
- Resettlement Framework
- Generic Documents

Key Issues, Considerations:

- Be careful during the final compilation of the information. Verify all the information twice to produce accurate, valid and reliable reports.
- Ensure that computer operator is trained to use data base programme.

PREPARING RESETTLEMENT PLAN

P.5.4.4

Rev:

Date:

Process:

- The Resettlement Plan for each subproject, outlining the procedures and processes to mitigate adverse effects and to maintain living standards of those affected by land acquisition and any other resettlement effects, is prepared.
- The parameters of the entitlement package for those affected including the institutional framework, mechanism for consultation and grievance resolution, the timeframe and cost estimates are defined based on the RRRSDP Resettlement Frame Work.
- A full, short or no resettlement plan (depending upon the category of resettlement activities required) is prepared for each subproject depending on number of affected person and assets as detailed in Resettlement Resource Guide.

Activities and Responsibilities:

#	Activity	Responsibility
P.5.4.4.1	Review the information collected in the community meetings during surveys.	DIST
P. 5.4.4.2	Review the entitlement database.	DIST
P. 5.5.4.3	Get the information on an estimated cost of losses from the Compensation Determination Committee (if the CDC has convened already) or together from community consultation.	DIST
P. 5.4.4.4	Incorporate the entitlement data base in Resettlement Plan	DIST
P. 5.4.4.5	Prepare Resettlement Plan (including its social action plan for the APs)	DIST
P. 5.4.4.6	Submit Resettlement Plan (including its social action plan) to DPO	DIST
P. 5.4.4.7	Forward the Resettlement Plan to DDC and discuss in presence of DPCC	DPO/DIST
P. 5.4.4.8	Reframe the Resettlement Plan as per the valid recommendation of the above meeting and send to PCU for review.	DIST, DPO
P. 5.4.4.9	Send any suggestions/comments on the Resettlement Plan to DPO for inclusion in DPR	PCU
P. 5.4.4.10	Incorporate comments of or make necessary correction suggested by PCU and include in the Resettlement Detailed Study Report for inclusion in the DPR.	DPO/ DIST

Resource Material:

- Handbook on Resettlement: *A Guide to Good Practice*, ADB
- Resettlement Resource Guide
- Resettlement Framework and Entitlement Matrix (PAM)
- Generic documents

Key Issues, Considerations:

- Be aware that the physical implementation can not start before the approval of resettlement plan.

PREPARING STUDY REPORTS ON ECONOMIC APPRAISAL AND DETAILED SOCIAL, DETAILED ENVIRONMENTAL AND DETAILED RESETTLEMENT STUDIES AND PRODUCING DETAILED PROJECT REPORT (DPR)

P.5.5

Rev:

Date:

Process:

- A detailed study report of these individual studies is prepared by compiling the findings and assessment made during the sectoral field detailed studies related to economic, social, environment and resettlement of particular subproject.
- They are finally compiled with the detailed engineering survey and design report to produce the whole Detailed Project Report (DPR).
- DPR should also include results of the project's EIRR, resettlement plan, environmental mitigation plan, and gender action plan, indigenous people development plan and social action plan.
- The social action plan provides the data for the formation of RBGs with preference to poor and disadvantaged groups, community development activities inclusive of livelihood enhancement training and skill development.
- The resettlement plan provides data for land and asset compensation.
- EIRR shows the benefit/cost ratios, sensitivity analyses and EIRR values.
- Environment mitigation plans are necessary to reduce adverse or negative impacts.
- These plans are useful for monitoring and evaluation purposes also.
- The DPR with all necessary documentation is prepared for review by PCU and forwarding with recommendation to ADB for concurrence.
- In the DPR the civil works are also divided into work packages (i) Road Building Groups to work using LEP approach and (ii) Contractors for specialised and complex works.
- Bidding/contract documents, drawings, cost estimates are all included in the DPR.
- An overall assessment of concerned subproject/s with recommendation for undertaking particular subproject for implementation is prepared and submitted to RRRSDP/PCU for the consideration and approval.
- Based on the findings the recommendation will be sent to ADB by PCU for ADB's concurrence to proceed with implementation of the subproject.

Activities and Responsibilities:

#	Activity	Responsibility
P.5.5.1	Prepare detailed study report of individual studies related to economic appraisal and detailed studies of social, environmental, resettlement of particular subproject with sectoral findings, analyses, assessment results, conclusion and recommendations.	DIST Team
P.5.5.2	Prepare Detailed Project Report (DPR) by compiling the above sectoral detailed study reports with engineering/technical report and all other documents (bidding, condition of contract, agreement, procurement, etc).	DIST
P.5.5.3	Forward the report to DTO for perusal and review.	DIST
P.5.5.4	Review and check in detail the completeness of the DPR in different volumes.	DPO
P.5.5.5	Return to DIST for necessary corrections and incorporation of comments/suggestions of DPO.	DPO

P.5.5.6	Forward finalized reports to PCU for review and processing for approval.	DPO
P.5.5.7	Discuss, review and assist DIST for final correction in Kathmandu (if e-version of the DPR is brought along by DIST or DPO)	PCU (CISC)
P.5.5.8	Forward to ADB with recommendation for the approval/ concurrence of the subproject for implementation.	PCU
P.5.5.9	Send back to DPO with both comments/ feedback of ADB and information of approval by ADB to proceed.	PCU
P.5.5.10	Finalize by new changes giving due consideration to ADB and PCU's comments and as advised for resubmission.	DPO
P.5.5.11	Approve the subproject for implementation and inform the DPO for further process.	PCU/ADB

Resource Material:

- Table of Content for Detailed Project Report (prescribed by PCU)
- Detailed Study Reports of Economic, Social , Environmental, Resettlement, Detailed Engineering/Technical Compiled to make Detailed Project Report (DPR)
- PAM, RRP

Key Issues, Considerations:

- Discuss findings of the studies with DPO before submission of report to PCU.
- Make sure that the recommendations are in line with the criteria/requirement specified in PAM and RRRSDP Guidelines.

SPECIAL NOTE: CIVIL WORKS FOR RURAL ROADS WILL COMMENCE AFTER COMPLETION OF FEASIBILITY/WALKOVER SURVEY, DETAILED SURVEY/STUDIES AND DESIGNS, RECEIPT OF ENVIRONMENT AND SOCIAL SAFEGUARD CLEARANCES, AND COMPLETION OF RESETTLEMENT ACTIVITIES AND COMPENSATION PAYMENTS.

Process:**Baseline Survey of Zol within 4 hr Walking in Hills and 2 hr Walking Distance in Terai**

- The baseline survey of Zol within the geographical boundary of 4 hours of walking distance in hills and 2 hr in *terai* is carried out. Baseline survey plan is prepared.
- Coordination with all stakeholders and concerned agencies will be maintained.
- Checklist /baseline survey questionnaires prescribed by PCU will be used.
- The information about the direct beneficiaries and details about these households are collected in specially designed forms.
- Classification of the information is done after verification of data and forwarded to central level (PCU/CISC). The compiled, verified/classified data of baseline survey is used for entry, analysis and interpretation and then evaluation.
- The baseline survey is intended to assess the vulnerable conditions of sub project beneficiaries within the specified Zol (of baseline).

Establishment of Database at Central Level

- Database in line with RRRSDP's Project Performance Management System framework will be established and specifically designed to support the data requirements (segregated by poor, disadvantaged, gender and ethnicity) of a performance/result based management system.
- PPMS activities will be conducted periodically to assess whether project inputs have delivered the expected benefits to the intended beneficiaries as per the Multi-Year Rolling Plan.
- PPMS with the help of the database, its analyses and interpretation will also detect deviations between the plan and execution of the project.
- This will ensure that deviations between the plan and achieved results (outputs, outcomes and impacts) will be recognized by project management for corrective actions.
- PCU will conduct a benchmark physical and socio-economic survey at selected project districts, and submit for ADB's review and concurrence a detailed implementation plan for monitoring performance and preparing benchmark information as soon as possible (*actually the original requirement is within 9 months of grant effectiveness of ADB*).
- The database established at the centre will also be utilized at various levels of project reviews, program benefits and impact assessment, end line survey, risk mitigation and so forth.

**THE BASELINE SURVEY AND ESTABLISH
CENTRAL LEVEL DATABASE**

P.6.1

Rev:

Date:

Carrying out baseline survey and establishment of central level database consist of the following subtasks:

**CARRYING OUT BASELINE SURVEY OF ONE OF
INFLUENCE (oI) WITHIN 4 HOURS WALKING DISTANCE**

P.6.1.1

ESTABLISHMENT OF DATABASE AT CENTRAL LEVEL

P.6.1.2

CARRYING OUT BASELINE SURVEY OF ONE OF INFLUENCE (OI) WITHIN 4 HR WALKING DISTANCE IN HILLS AND 2 HR IN *TERAI*

P.6.1.1

Rev:

Date:

Process:

- The scope of baseline survey is determined by DIST/DPO in consultation with CISC and PSU.
- The baseline survey of ZOI within the geographical boundary of 4 hours of walking distance in hills and 2 hr in *terai* is carried out by DIST after being trained by CISC.
- Baseline survey plan is prepared with DIST team in consultation with DPO.
- As far as possible enumerators will be recruited from the same road corridors disaggregated by gender, caste and ethnicity.
- Orientation training will be provided to the enumerators.
- Coordination with all stakeholders and concerned agencies will be maintained.
- Checklist /baseline survey questionnaires prescribed by PCU will be thoroughly studied.
- The information about the direct beneficiaries and details about these households are collected in specially designed forms by the enumerators.
- Classification of the information is done after verification of data and forwarded to central level (PCU/CISC).
- The compiled, verified/classified data of baseline survey is used for entry, analysis and interpretation.
- The base line survey is intended to assess the vulnerable conditions of sub project beneficiaries within the specified ZOI.
- Enumerators ought to be hired for all sorts of surveys including baseline. The remuneration for enumerators is paid by respective DPOs and such cost can be included in DPR, if not budgeted earlier in annual program/budget.

Activities and Responsibilities:

#	Activity	Responsibility
P.6.1.1.1	Define the scope of baseline survey in discussion with CISC and PCU	DPO/DIST
P.6.1.1.2	Inform the districts about the scope of baseline survey and train DIST/DPO	PCU (CISC)
P.6.1.1.3	Plan the survey and discuss with DPO	DIST
P.6.1.1.4	Inform DDC about survey plan and brief on the use of this baseline data collection.	DPO
P.6.1.1.5	Inform VICCC, RBIC, VIUG (except trail bridge and water supply scheme), DPCC and VDC about survey and request for active support & assistance	DPO
P.6.1.1.6	Conduct meetings with communities to inform about survey	DIST
P.6.1.1.7	Collect and compile data according to the checklist and in baseline survey questionnaires	DIST

P.6.1.1.8	Classify/code the information after verification of field data	DIST
P.6.1.1.9	Make entry of all available data (compiled, verified/classified) of baseline survey sent by districts, and then carry analysis and make interpretation for Project Performance Monitoring System (PPMS) and future impact evaluation.	CISC
P.6.1.1.10	Prepare Baseline Survey Report and forward to PCU	CISC

ESTABLISHMENT OF DATABASE AT CENTRAL LEVEL

P.6.1.2

Rev:

Date:

Process:

- Database in line with RRRSDP's Project Performance Management System (PPMS) framework will be established and specifically designed to support the data requirements (segregated by poor, disadvantaged, gender and ethnicity) of a performance/result based management system.
- PPMS activities will be conducted periodically to assess whether project inputs have delivered the expected benefits to the intended beneficiaries as per the Multi-Year Rolling Plan.
- The objective indicators and targets for all designed project outputs, outcomes, and impacts will be defined for annual/or episodic points (as per the Multi-Year Rolling Plan) in the database of the project cycle. PPMS with the help of the database, its analyses and interpretation will also detect deviations between the plan and execution of the project.
- The use of a result based management approach (database) will ensure that deviations between the plan and achieved results (outputs, outcomes and impacts) will be recognized by project management in a timely manner, thereby allowing corrective management actions both at policy and operational levels and decisions to be taken.
- PCU will conduct a benchmark physical and socio-economic survey at selected project districts, and submit for ADB's review and concurrence a detailed implementation plan for monitoring performance and preparing benchmark information as soon as possible (*actually the original requirement is within 9 months of grant effectiveness of ADB*).
- Baseline survey will be conducted in accordance with the design and monitoring framework and provide the basis for preparing the database (benchmark information and target values).
- The database established at the centre will also be utilized at various levels of project reviews, program benefits and impact assessment, end line survey, risk mitigation and so forth.

Activities and Responsibilities:

#	Activity	Responsibility
P.6.1.2.1	Orient to CISC/PCU specially the Planning, Monitoring and Evaluation Specialist for establishment of software/database (in coordination with Institution Strengthening Action Plan (ISAP), DoLIDAR for uniformity of all DoLIDAR's road subprojects).	Subject Matter Consultant or Specialist
P.6.1.2.2	Establish software/database in line with ADB's Project Performance Management System (PPMS) framework and in coordination with ISAP.	PCU (CISC)
P.6.1.2.3	Monitor the Multi-Year Rolling Plan for gauging progresses as per the objectively verifiable indicators and referring to targets, indicators, milestones and means of verifications as detailed in the Multi-Year Rolling Plan.	PCU (CISC)
P.6.1.2.4	Avail essential project information and data through database and use deviations or achieved results for decisions to be taken for corrective measures or for progress reports.	PCU (CISC)

Resource Material:

- Baseline Survey Guidelines
- District Data Base
- PAM and RRP

Key Issues, Considerations:

- While selecting the enumerators give due consideration that they are accepted by the community and capable to cope up with various situations.
- Make sure that enumerators are not imposing their ideas during baseline survey.
- Make sure that whole process follows a participatory approach.

Process:

- For subproject implementation it is necessary to forming local level various institutions for getting support in the process of creating awareness in village/community level, bringing them together and social mobilization, developing willingness and positive attitude, resolving local level conflicts and assisting actively the DPO and DIST during field survey and studies.
- These institutions also assist in selection/finalisation of alignment, location of Trail Bridge, decision of water sources and so on and assist in implementation/coordination and community development activities as per their respective ToR.
- The DPCC is formed by the DDC as its subcommittee (similar to DRCC under section 190 of Local Self Governance Act) to advise and support it in the planning, implementation and management of district's rural transport infrastructure, particularly roads. This will be formed as per the RRRSDP guideline.
- In each VDC a Village Infrastructure Construction Coordination Committee (VICCC) is formed by DPO. They are responsible to coordinate with various other organizations and institutions, communities, line agencies, political parties and project implementers. They are focused in road subproject and supplementary infrastructure (except RWSS & Trail Bridge) in the road corridor/vicinity. This will be formed as per the RRRSDP guideline.
- In one road subproject many Road Building Implementation Committees (RBICs) will be formed as per the RRRSDP guideline. They are mainly responsible for handling the labour payments (deposited in the bank) and monitoring and controlling the RBGs at work including some managerial type of works related to the RBGs. They must be officially registered (with constitution) with DDC before signing an agreement with DPO.
- In each supplementary infrastructure project there will be formed one VIUG as per the RRRSDP guideline. They are mainly responsible for handling the labour payments (deposited in the bank) and monitoring and controlling the users at work including some managerial type of works related to the project implementation. They are also responsible for maintenance, for ensuring community contributions. They must be officially registered (with constitution) with DDC before signing an agreement with DPO.

Tasks involved:

- P.7.1 Forming District Project Coordination Committee (DPCC)**
- P.7.2 Forming Village Infrastructure Construction Coordination Committees (VICCC)**
- P.7.3 Forming Road Building Implementation Committees (RBIC_s)**
- P.7.4 Forming Road Building Groups (RBG_s)**
- P.7.5 Forming VIUGs for SIs including RWSS and Users Committee (UC) for Trail Bridge (TB)**

FORMING DISTRICT PROJECT COORDINATION COMMITTEE (DPCC)

P.7.1

Rev:

Date:

Process:

- The DPCC is formed by the DDC as its subcommittee (similar to DRCC under section 190 of Local Self Governance Act, LSGA) to advise and support it in the planning, implementation and management of district's rural transport infrastructure, particularly roads.
- The DPCC are formed following its terms of reference, which are forwarded to DDCs for consideration by the PCU.

Activities and Responsibilities:

#	Activity	Responsibility
P.7.1.1	Prepare draft Terms of Reference (ToR) of DPCC and forward to PCU for comments.	CISC
P.7.1.2	Provide feedback on ToR of DPCC.	PCU
P.7.1.3	Prepare final version of ToR by incorporating the PCU's comments.	CISC
P.7.1.4	Forward the ToR of DPCC to the Districts.	PCU
P.7.1.5	Orient DDC on the salient features of the DPCC's ToR.	DTO, and CISC
P.7.1.6	Make appropriate alterations and finalise ToR of DPCC.	DDC
P.7.1.7	Select the DPCC members in accordance with the ToR.	DDC
P.7.1.8	Inform selected DPCC members.	DDC
P.7.1.9	Provide list of DPCC members and date of its formation to PCU.	DDC
P.7.1.10	Brief DPCC members about their roles and responsibilities.	DTO

Resource Material:

- Project Administration Memorandum (PAM)
- Loan Agreement between the Government of Nepal and ADB: Loan Number 40554
- MoU between DoLIDAR and DDC

Key Issues, Considerations:

- PCU discusses with DDC on deadlines for the formation of DPCC and agrees on it.
- PCU sends official letter to DTO/DPO for formation of DPCC with formation procedures and members.
- Ensure that DPCC is inclusive and has invitees from major political parties, professionals and business community as stipulated in the guideline for formation procedure issued by PCU.
- Ensure that there are women members and representation of *Dalits* and *Janjati* in DPCC. Refer to formation procedure issued by PCU.
- Ensure that the DPCC members understand clearly their roles and responsibilities and working relationship with DPO, VICCC (road) and RBIC.

**FORMING VILLAGE INFRASTRUCTURE
CONSTRUCTION COORDINATION
COMMITTEE (VICCC)**

P.7.2

Rev:

Date:

Process:

- Village Infrastructure Construction Coordination Committees (VICCC) shall be constituted in each VDC area where project activities are planned to be implemented.
- VICCC shall be formed prior to the commencement of any project activities and shall include representatives of political parties, non government organizations active in the VDC area, women, *dalits* and other disadvantaged groups as stipulated in the formation procedures issued by PCU.
- VICCCs are formed by DPO in consultation with the stakeholders at VDC level and with support of DPCC.
- DPCC confirms/confers the VICCC as its subcommittee to support, assist and facilitate the subproject for coordination at each VDC level and DDC is informed of the formation of VICCC by DPO.
- VICCC is obliged to carry out specific tasks as stipulated in its ToR and for coordination of subproject implementation.
- Detailed ToR (showing activities, tasks, roles and responsibility) for VICCC will be prepared by DPO with DIST inputs as per the guideline of the PCU.
- All efforts shall be made to ensure participation of 33% women as well as a due representation of various ethnic groups and castes in the committee.
- VICCC assists in carrying out the public audit facilitated by DIST with support of RBIC.

Activities and Responsibilities:

#	Activity	Responsibility
P.7.2.1	Collect information about VDCs, where VICCCs are to be formed and forward to DPO.	DIST
P.7.2.2	Brief DPCC about the VICCC formation process and its supportive role.	DTO with input from DIST
P.7.2.3	Consult with VDC level stakeholders for selection of members.	DPO/DIST
P.7.2.4	Recommend members of VICCC to include representatives of political parties, non government organizations active in the VDC area, women, <i>dalits</i> and other disadvantaged groups	DPO/DIST
P.7.2.5	Nominate members of VICCC and DPCC confirms/confers the as its subcommittee to support, assist and facilitate the subproject for coordination at each VDC level and DDC is informed of the formation of VICCC.	DPCC/DPO
P.7.2.6	Detailed ToR (showing activities, tasks, roles and responsibility) for VICCC will be prepared by DPO with DIST inputs.	DPO/DIST
P.7.2.7	Orient VICCC members about their role and responsibilities.	DIST
P.7.2.8	Assist in carrying out the public audit facilitated by DIST with support of RBIC.	VICCC (DIST)

Resource Material:

- Procedures, Form and Formats (prescribed by RRRSDP/PCU)
- Implementation Flow Charts (prescribed by RRRSDP/PCU)
- RRRSDP Guidelines

Key Issues, Considerations:

- Ensure that DPCC members are aware of the role and responsibilities of VICCC.
- Be aware of the timeframe for the formation of VICCC.
- Make sure that the political parties at the local level are informed and coordinated properly about the project
- Ensure that the VICCC members understand clearly their roles and responsibilities and working/coordinating relationship with DPCC and RBIC and RBGs.

FORMING ROAD BUILDING IMPLEMENTATION COMMITTEES (RBICs)

P.7.3

Rev:

Date:

Process:

- The RBICs are formed from the representatives of RBGs
- The Road Building Implementation Committees (RBICs) are formed as per the guideline provided by PCU and the process will be facilitated by DIST.
- Detailed ToR (showing activities, tasks, roles and responsibility and authority) for RBIC will be prepared by DPO with DIST inputs.
- The formation shall be finally ratified by DPO via VICCC.
- RBIC shall be registered as community organization with DDC with its constitution (prescribed by RRRSDP/PCU) before signing a contract with DPO (USD 30,000 per contract).
- RBIC is to support, assist and facilitate the road subproject implementation only and does monitoring and controlling of RBGs at work including some managerial type of works.
- It coordinates and assists in solving local problems and social conflicts.
- This committee will ensure payments to the RBGs against works certified by DIST engineers and after approval by DPO.
- RBIC will operate the account in the bank for this purpose.
- RBIC will also maintain the Project Book prescribed by RRRSDP/PCU.

Activities and Responsibilities:

#	Activity	Responsibility
P.7.3.1	Collect information about RBGs for RBICs formation.	DIST
P.7.3.2	Brief VICCC about the RBIC formation process and its role.	DIST
P.7.3.3	Inform VDC level stakeholders.	VICCC
P.7.3.4	Select membership for RBIC by RBG workers' meeting.	VICCC facilitated by DIST
P.7.3.5	Nominate members of RBIC and inform about RBIC members to DPO.	VICCC (DIST)
P.7.3.6	Detailed ToR (showing activities, tasks, roles and responsibility and authority) for RBIC will be prepared by DPO with DIST inputs.	DPO/DIST
P.7.3.7	Prepare constitution and register with DDC	RBIC with input from DIST
P.7.3.8	Sign an agreement between DPO and RBIC specifying the list of tasks (ToR) and defined responsibilities and authority as per the RBIC constitution.	DPO/RBIC with input of DIST
P.7.3.9	Orient RBIC members about their role and responsibilities (in presence of VICCC).	DIST
P.7.3.10	Facilitate for opening and operating the Bank account of RBIC (seek support from DDC).	DPO
P.7.3.11	Ensure and make payments to RBGs against their road construction works as per the certification by DIST and approval by DPO.	RBIC
P.7.3.12	Maintain Project Book prescribed and provided by RRRSDP/PCU and assist in carrying out the public audit in presence of VICCC and facilitated by DIST.	DIST/RBIC

Resource Material:

- Implementation Flow Charts (prescribed by RRRSDP/PCU)
- Detailed Design and Estimate Report (DPR) and Feasibility/Walkover Survey Report of subproject
- Form and Formats (prescribed by RRRSDP/PCU)
- RRRSDP Guidelines

Key Issues, Considerations:

- Ensure that DDC, DPCC and VICCC members are aware of the role and responsibilities of RBIC.
- Be aware of the timeframe for the formation of RBIC.
- Ensure that the RBIC members understand clearly their roles and responsibilities and working relationship with VICCC and RBGs.

FORMING ROAD BUILDING GROUPS (RBGs)

P.7.4

Rev:

Date:

Process:

- DIST will keep handy of the social survey data/information from the DPR and Feasibility/Walkover Report with special reference to poor people (food sufficiency data) of Zol survey and availability of labour.
- RBGs shall be formed prior to the commencement of road construction works disaggregated by gender, caste and ethnicity.
- Formation of Road Building Groups (RBGs) is assisted by VICCC and DIST is to facilitate the process (as per the approval of DPO).
- Several RBGs under RBIC will be formed for construction of rural roads by LEP approach.
- RBGs shall be constituted in cluster/hamlet levels in each influenced VDC within Zol where roads are planned to be constructed.
- The members of RBGs shall be selected through a mass meeting of beneficiaries based on labourer list facilitated by the DIST (apply different PRA tools appropriately by DIST).
- All efforts shall be made to ensure participation of 50% women as well as a due representation of various ethnic groups and castes.
- RBIC will control, monitor and make managerial type of supervision of the RBGs and their physical works.
- RBGs are paid from the project fund put in the bank and operated by RBIC against the work performed and certified by DIST engineer and approved by DPO.

Activities and Responsibilities:

#	Activity	Responsibility
P.7.4.1	Collect information about RBGs labour force based on Zol HHs survey including their social data.	DIST
P.7.4.2	Brief VICCC about the RBG formation process and its role in the formation of RBIC and construction activities using LEP approach.	DIST
P.7.4.3	Inform the beneficiaries about the project opportunities for participation and short and long term employment opportunities.	DPO/DIST/VICCC
P.7.4.4	Formation of RBGs as per the guideline of RRRSDP/PCU prior to the commencement of road construction works (inclusion by disaggregated gender, caste and ethnicity). Ensure women participation by 50%.	VICCC/DIST
P.7.4.5	Sign MoU/agreement between RBIC and DPO specifying the work details in the Project Book supplied by DPO (PCU). DIST will help prepare the agreement.	RBIC/RBGs
P.7.4.6	Fully participate in the Public Auditing	RBGs

Resource Material:

- Implementation Flow Charts
- Detailed design and estimate report of subproject (DPR) and Feasibility/Walkover Survey Report
- Form and Formats (prescribed by RRRSDP/PCU)

- RRRSDP Guideline

Key Issues, Considerations:

- Ensure that local people/villagers are aware of the LEP approach being implemented by RBG.
- Be aware of the timeframe for the formation of RBGs.
- Ensure that the RBG members understand clearly their works and working relationship with RBIC.

FORMING VILLAGE INFRASTRUCTURE USERS GROUPS (VIUG_s) FOR SIs INCLUDING RWSS AND USERS COMMITTEE (UC) FOR TRAIL BRIDGE (TB)

P.7.5

Rev:

Date:

Process:

- The Village Infrastructure User Groups (VIUGs) are formed by DIST with support of VICCC (Note that VICCC is not there for RWSS and Trail Bridge).
- The VIUGs are formed in consultation with the stakeholders at community level (where project are planned) in accordance with its formation guideline provided by RRRSDP/PCU.
- The members of VIUGs shall be selected through a mass meeting of beneficiaries, facilitated by the DIST.
- DDC is provided relevant information by DPO about the formation of VIUGs for SI
- VIUG is registered (with constitution) before signing an agreement with DPO. Refer to the RRRSDP Guideline.
- The VIUGs shall be formed prior to the commencement of SI activities including RWSS and detailed ToR (showing activities, tasks, roles and responsibility and authority) will be prepared by DPO with DIST inputs. Refer to the guideline provided by RRRSDP/PCU.
- All efforts shall be made to ensure participation of 33% women as well as a due representation of various ethnic groups and castes.
- The VIUG type for Trail Bridge, SI is called Users Committee (UC) and it is formed as per the standard guideline of TBSU / DoLIDAR and with TBSSP's (of SDC Project) help.
- In the public audits organized by DIST where DPO, Ward and VDC representatives are to be present, with presentation of at least 50% of the VIUGs members and as much as possible the beneficiaries should also participate.

Activities and Responsibilities:

#	Activity	Responsibility
P.7.5.1	Collect information about VDCs where subproject is there for formation of VIUGs.	DIST
P.7.5.2	Brief VICCC (except RWSS & Trail Bridge) about the VIUG formation process and its role.	DIST
P.7.5.3	Consult with VDC level stakeholders and communicate about the VIUG formation (where VICCC is not there).	DIST
P.7.5.4	Select the members of VIUG by mass meeting of beneficiaries and send names of the nominated members of VIUG to DPO.	DIST
P.7.5.5	DDC is provided relevant information by DPO about the formation of VIUGs for SI.	DPO
P.7.5.6	VIUG is registered before signing an agreement with DPO.	VIUG with DIST support
P.7.5.7	Prepare detailed ToR (showing activities, tasks, roles and responsibility and authority) and approve by DPO	DIST, DPO
P.7.5.8	Orient VIUG members about their role and responsibilities Sign agreement between DPO & VIUGs	DPO/DIST
P.7.5.9	Facilitate for opening of Bank account of VIUGs	DDC
P.7.5.10	Fully participate together with the beneficiaries in the	DIST

Public Auditing organized by DIST where DPO, Ward and VDC representatives should be present.

Resource Material:

- Implementation Flow Charts
- Detailed design and estimate report of subproject (DPR) and Feasibility/Walkover Survey Report
- Form and Formats (prescribed by RRRSDP/PCU)
- RRRSDP Guideline

Key Issues, Considerations:

- Ensure that VDC, VICCC members (as applicable) are aware of the role and responsibilities of VIUG.
- Be aware of the timeframe for the formation of VIUG.
- Ensure that the VIUG members understand clearly their roles and responsibilities.

SECTION-3

IMPLEMENTATION PHASE PROCEDURES

SECTION 3: IMPLEMENTATION PHASE PROCEDURES

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I.6 SUPPLEMENTARY INVESTMENTS

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I.3 SELECTING CONTRACTORS FOR THE IMPLEMENTATION OF WORKS

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- I.4.6 Preparing the Bills of Works Done by RBGs/VIUGs Pg. I.4.-8
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- I.7.4 Conducting Special Reviews, Mid-term and Project End Evaluations Pg. I.7.-6

Process:

- As officially proposed by DPO as per the field survey, verification and preparation of cadastral maps and data and formal approval thereof from RRRSDP procedure, the DDC (after consulting with the major district level political parties/representatives for any community/ social problems related to resettlement policy, if necessary) submits entitlement database and resettlement plan to CDO requesting to form the Compensation Determination Committee (CDC). CDC determines the amount of compensation for the loss of assets.
- Affected persons receive information about acquisition of their lost assets and apply for the compensation payment.
- CDC/DDC pays the determined amount for the losses and prepares the receipts and asks District Land Revenue Office for the deed transfer.
- Resettlement specialist from the CISC verifies the status of the completion of the land acquisition and compensation payment process and produces a verification report.

Tasks involved:

- I.1.1 Determining Compensation**
- I.1.2 Disbursing Compensation and Preparing Agreement of Voluntary Donation**
- I.1.3 Verifying Land Acquisition and Compensation**
- I.1.4 Transferring Deed (Amending Land Ownership)**

**I.1 RESETTLEMENT PLAN
IMPLEMENTATION**

DETERMINING COMPENSATION

I.1.1

Rev:

Date:

Process:

- DPO with the inputs of DIST prepares the entitlement matrix for compensation payments as per the field survey and data, cadastral mapping, proposed *ITTA AT*, categorization of compensation and field verification sends to DDC.
- The categories of entitlement are submitted by DDC to the Chief District Officer (CDO) for the valuation of assets, according to the approved project entitlement matrix.
- The Compensation Determination Committee (CDC), if not already set up in the district, is set up by CDO. The information on prices of different type of assets e.g. trees, structures, agricultural product and land is collected from different sources and made available to the committee.
- Based on information the fair price is determined by CDC.
- As per the committee's decision the resettlement plan and social action plan is prepared by DIST. These are finalised after incorporating comments of PCU.

Activities and Responsibilities:

#	Activity	Responsibility
I.1.1.1	Submit reports as provided by DPO after necessary preparation, field verification and approval by RRRSDP/PCU on the loss of assets and land to be acquired to the CDO with request to set up a Compensation Determination Committee (CDC).	DDC
I.1.1.2	Form Compensation Determination Committee (CDC) in accordance with GoN rules for the valuation of the lost assets.	CDO
I.1.1.3	Disseminate information about RRRSDP Resettlement Framework to Compensation Determination Committee members.	DPO, DIST
I.1.1.4	Compile information on current tree, structure, agriculture products and land price and make available to Compensation Determination Committee.	DIST
I.1.1.5	Determine fair valuation of the assets according to the approved entitlement matrix of subproject. Record the decision and inform DDC	CDC
I.1.1.6	Instruct DPO/DIST to revise the entitlement database, resettlement plan and social action plan as per the decision of Compensation Determination Committee.	DDC
I.1.1.7	Revise the entitlement database, resettlement plan and social action plan and submit to DPO.	DIST
I.1.1.8	Forward the revised entitlement database, resettlement plan and social action plan to PCU.	DPO
I.1.1.9	Provide feedback to DPO.	PCU
I.1.1.10	Approve the plans incorporating PCU's comments.	DPO

Resource Material:

- Entitlement Database
- Resettlement Plan and Resettlement Framework
- Land Acquisition Act 1977 (2034 B.S.)

Key Issues, Considerations:

- Make sure that Compensation Determination Committee members understand the RRRSDP Resettlement Framework.
- Make sure to have the valuation of lost assets done on the basis of fair market price.

DISBURSING COMPENSATION AND PREPARING AGREEMENT OF VOLUNTARY DONATION

I.1.2

Rev:

Date:

Process:

- A public notice stating the purpose of acquisition and details of the land to be acquired (VDC, ward, parcel no., area boundary etc.) and other assets for land acquisition or donation is issued by CDO.
- The relevant land transactions are suspended by District Land Revenue Office till further notice.
- The application for the compensation is made by the respective property owner. The application is verified by the office of CDO/DPO and final notice for the payment is published.
- The land according to the land acquisition act is acquired and compensation for land as well as structures, trees, crops, and resettlement allowances are paid.

Activities and Responsibilities:

#	Activity	Responsibility
I.1.2.1	Issue a notice including the purpose of acquisition and details of land to be acquired (VDC, ward, parcel no., area boundary etc) and other assets and also inform Land Registration Office.	CDO
I.1.2.2	Suspend relevant land transactions until the CDO directs it to lift the suspension.	District Land Revenue Office
I.1.2.3	Call a public meeting in the concerned community of persons providing voluntary donations to prepare the agreement paper of land donation.	DPO/VDC
I.1.2.4	Facilitate and assist property owner to apply for compensation.	DIST
I.1.2.5	Facilitate and assist property owner and the DPO in the preparation of land donation agreement papers in case of voluntary donation.	DIST
I.1.2.6	Pay compensation and produce receipts for payment.	CDO/ DPO
I.1.2.7	Start the deed transfer process.	DDC/ District Land Revenue Office

Resource Material:

- Land Acquisition Act 1977 (2034 BS)
- Resettlement Framework
- Resettlement Resource Guide (*Land donation agreement format, Application format for compensation, Receipt format for compensation payment, Application format for deed transfer*)
- Resettlement plan
- Copy of CDC decision

Key Issues, Considerations:

- Ensure that there is no use of force for the voluntary donation.
- Note that the deed transfer process could continue up to a year into construction.

VERIFYING LAND ACQUISITION AND COMPENSATION

I.1.3

Rev:

Date:

Process:

- The extent to which donations were freely made and whether assessed compensation and allowances have been paid and were received by the affected person is verified by the Resettlement Specialist of CISC.
- Additional surveys of around 10% affected persons to check compliance is carried out.
- A verification report is prepared and submitted to DPO, which is forwarded to the DDC/ PCU and ADB.

Activities and Responsibilities:

#	Activity	Responsibility
I.1.3.1	Prepare a progress report on status of compensation payment and outstanding resettlement activities and submit to DPO.	DIST
I.1.3.2	Forward the progress report to PCU.	DPO
I.1.3.3	Carry out additional survey as required for verification.	CISC Resettlement Specialist with DIST
I.1.3.4	Prepare the verification report and submit it to the DPO.	DIST (check by CISC)
I.1.3.5	Forward the verification report to the DDC.	DPO
I.1.3.6	Forward the verification report to PCU and CISC.	DDC
I.1.3.7	Submit the verification report to ADB for approval	PCU
I.1.3.8	Inform DDC about ADB's approval/ comments	PCU
I.1.3.9	Act on ADB's comments and inform PCU.	DDC

Resource Material:

- Entitlement Database
- Resettlement plan
- Copy of CDC decision

Key Issues, Considerations:

- Note that the construction works can start once the ADB approval of contract is received.
- Discuss and agree on timeframe for verification.

TRANSFERRING DEED (AMENDING LAND OWNERSHIP)

I.1.4

Rev:

Date:

Process:

- Based on the land donation agreement and compensation payment, the request for the ownership transfer of the acquired land in the State's name is made by DDC to the District Land Revenue Office (DLRO).
- The necessary documents for the deed transfer purpose are handed over to the DLRO by DDC.
- The Land ownership certificate in the name of the DDC is prepared by the Land Revenue Office.
- The land tax assessments to reflect the change in parcel size is made and land owners informed.

Activities and Responsibilities:

#	Activity	Responsibility
I.1.4.1	Hold ward level or village level meeting with the concerned land owner. Prepare the minutes of the meeting.	DPO/DIST
I.1.4.2	Assist the DPO in the community meeting and prepare the minutes of meeting.	DIST
I.1.4.3	Assist concerned land owner to fill in applications for the deed transfers.	DIST
I.1.4.4	Write to the District Land Revenue Office requesting the deed transfers.	DDC
I.1.4.5	Revise land ownership certificate of the owner by <i>LAGAT ATTA</i> (by correcting the original area of land parcel subjected to land acquisition and transfer in the State's name as public land).	DLRO
I.1.4.6	Adjust the land tax assessment to reflect the change in parcel size.	DLRO
I.1.4.7	Publish in <i>RAJPATRAN IT</i> (GoN Gazette).	MLD
I.1.4.8	Request CDO to lift the suspension of land transactions.	DDC

Resource Material:

- Copy of CDC decision
- Copy of agreement and compensation payment receipt
- Cadastral survey report and cadastral maps with alignment

Key Issues, Considerations:

- Ensure that the land owner along the alignment has not to pay any fees for deed transfer.

I.2.1 – I.2.4

I.2 IMPLEMENTATION OF WORKS BY COMMUNITY

Process:

- The detailed design and estimate and then packaging of the subproject provides information about the volume of works to be undertaken by community in each VDC along the road corridor and other specialized and complex works to be done by contractors.
- In the case of works for RBGs using LEP approach the requirement of number of RBGs depending upon size, type of the subproject work and time availability is determined.
- The DPO signs MoU with RBIC and delegates responsibility for implementation of works by RBGs for road construction to RBIC and VIUGs for all supplementary infrastructure construction and with UCs for Trail Bridges (TB).
- DIST/DPO with the support of VICCC if needed forms RBGs and VIUGs following specified participatory approach and guideline of RRRSDP/PCU.
- The hand tools and material required are procured by DPO and provided to RBIC/RBGs/VIUGs/UCs as required.
- The RBIC gives RBGs work orders for specific works and DPO to VIUG for SIs and UCs for TB works which they perform under the DIST supervision.
- The RBIC makes payments for completed works regularly to each individual RBG member from the fund deposited in the bank account in its name by DPO as per the certification by DIST of works performed by RBGs and as approved by DPO. Similarly, DPO makes payments to VIUGs for SIs and UCs for TBs with support of DIST.
 - (Contracting work is dealt separately as per GoN LBFAR, Local Bodies PWD, and ADB Guideline as per PAM and RRP)

Tasks involved:

- I.2.1 Implementation by Road Building Groups (RBGs) and Village Infrastructure Users Committees (VIUGs)**
- I.2.2 Procuring Hand Tools and Construction Materials**
- I.2.3 Managing Hand Tools and Construction Materials by RBIC/RBG for Road, VIUG for SI and UC for TB**
- I.2.4 Allocating Works to RBGs/VIUGs**

IMPLEMENTATION BY ROAD BUILDING GROUPS (RBGs) AND VILLAGE INFRASTRUCTURE USERS COMMITTEE (VIUGs)

1.2.1

Rev:

Date:

Process:

- Civil works requiring mainly unskilled labour and simple skills are carried out by the Road Building Groups (RBG) on roads and Village Infrastructure User Committees (VIUGs) on Supplementary Infrastructure works. There can be several RBGs each of which are constituted by a group of about 20-25 workers formed from the people living in subprojects zone of influence. VIUG could have any size of the members from the beneficiaries as required for a subproject implementation.
- In each VDC along the road corridor the RBGs are formed by VICCC with facilitation and support by DIST. Similarly for SI implementation VIUG is formed. It is called UC (Users Committee) for TB.
- On road works VICCC has the role of coordination and resolving local level problems and social conflicts. Whereas, RBIC is formed as per the RRRSDP requirement and guideline by electing members from the RBGs as facilitated by DIST with support of VICCC. VIUG is formed by DIST facilitation of the process with support of VICCC or VDC as applicable.
- The number of RBGs required is calculated by DIST according to the work volume, type of the road work and labour availability and is approved by DPO with the recommendation of RBIC.

Activities and Responsibilities:

#	Activity	Responsibility
I.2.1.1	Determine the number of RBGs to be formed in each VDC or under each RBIC and recommend to DPO for approval before signing agreement accordingly with corresponding RBIC.	DIST
I.2.1.2	Disseminate information about RBG formation amongst communities in VDC wards within the zone of influence.	VDC, VICCC, DIST
I.2.1.3	Call a public meeting of interested persons from the respective zone of influence for participation as RBG members.	VDC, VICCC
I.2.1.4	Inform the meeting about the detailed scope of works, work plan, number of RBG members required, RBG's role and responsibility and selection criteria for RBG members.	DPO, DIST
I.2.1.5	Respond to local queries or questions of clarifications	DPO, DIST
I.2.1.6	Select RBG members and form RBGs for road construction and similarly VIUGs for supplementary infrastructures.	VICCC
I.2.1.7	Form RBIC from RBGs' representation as per RRRSDP guideline and the process to be facilitated by DIST with VICCC support.	RBGs & VICCC
I.2.1.8	RBIC and VIUG for RWSS are to be registered with DDC	RBIC, VIUG/DIST support
I.2.1.9	Inform DPO about the RBGs and VIUGs formation.	DIST
I.2.1.10	Prepare report of the proceeding of meeting and submit to DPO.	DIST
I.2.1.11	Orient RBGs, RBICs and VIUGs about their tasks, role and responsibilities.	DIST

Resource Material:

- Institutional Structures for Implementation at Subproject Level
- Detail design and estimate report of subproject
- RRRSDP Project Book and PCU prescribed Guidelines, Forms/Formats

Key Issues, Considerations:

- Ensure that VDC and VICCC members are aware of the role and responsibilities of RBGs.
- Agree on deadline for the formation of RBGs with VDCs, VICCC.
- Ensure that whole process of RBG formation and selection of members is done in participatory manner.

Note: For the management of RBGs (called Users Groups by LBFAR) formation process and their work performance regulations, the GoN's Local Body Financial Administration Regulations (LBFAR) 2064 shall be referred to in the case of any ambiguity or non clarity on the related subject matters said here from the bilateral agreement of the GoN and the ADB signed for this RRRSDP and its integral documents inclusive of the Project Administration Memorandum (PAM).

PROCURING HAND TOOLS AND CONSTRUCTION MATERIALS

I.2.2

Rev:

Date:

Process:

- The hand tools and construction material, which DTO/DPO has to provide, are procured following Local Bodies Financial Administration Regulation (LBFAR), ADB's Procurement Guidelines and Procurement Plan as mentioned in RRRSDP Grant agreement between GoN and ADB.
- The details of hand tools and construction materials are prepared by DIST. The bids for delivery and supply are invited by DPO.
- The contract is awarded to the lowest evaluated substantially responsive bidder. The goods received are verified by DPO with the assistance of DIST.

Activities and Responsibilities:

#	Activity	Responsibility
I.2.2.1	Update the inventory of usable hand tools and construction material in store.	DIST/DPO
I.2.2.2	Update the inventory of usable hand tools and construction material with RBGs and VIUGs.	RBIC, VICCC, (DIST)
I.2.2.3	Determine the quantity of hand tools and construction material to be procured taking into account the items available and forward to DPO.	DIST
I.2.2.4	Decide on the modality of procurement after discussion with PCU.	DPO
I.2.2.5	Prepare the procurement document for the procurement of hand tools/construction material using standard document for the procurement of goods and submit to DPO.	DIST (CISC support)
I.2.2.6	Publish notice of invitation for bids for the supply and delivery of hand tools/construction material in a national newspaper. (<i>Alt. Use shopping method, as applicable</i>)	DPO
I.2.2.7	Sell bid document and receive completed bid documents from bidders. (<i>Alt. receive bids as applicable</i>)	DPO
I.2.2.8	Form Evaluation Committee	DPO
I.2.2.9	Open the bids received and prepare minutes of bid opening	DPO, DIST
I.2.2.10	Evaluate the bids and prepare evaluation report with the support of DIST recommending lowest evaluated substantially responsive bid for award.	Evaluation Committee
I.2.2.11	Make decision / recommendation to DDC. (as applicable or beyond DTO Chief's authority)	DPO
I.2.2.12	Make decision and inform DTO/DPO.	DDC
I.2.2.13	Forward the decision with bid evaluation report to PCU for concurrence of PCU/ADB.	DPO
I.2.2.14	Review the decision and provide concurrence.	PCU/ADB
I.2.2.15	Issue letter of acceptance to the successful bidder.	DPO
I.2.2.16	Publish notice for award	DPO
I.2.2.17	Sign the contract after receipt of specified performance security from the bidder.	DPO, Bidder
I.2.2.18	Release the bid bond of other bidders.	DPO

I.2.2.19	Receive Goods in store. Check the quantity and quality of goods.	DPO
I.2.2.20	Assist DTO/DPO in monitoring quality of goods supplied.	DIST
I.2.2.21	Make payment of received goods.	DPO
I.2.2.22	Release performance security after the completion of contractual obligations.	DPO

Resource Material:

- Standard Bid Document for the Procurement of Goods
- Guidelines for Bid Evaluation
- Documents for shopping
- Specifications of different construction material and tools
- Subproject's detail estimate and packaging of works

Key Issues, Considerations:

- Agree on the modality of procurement to be followed giving consideration to volume of goods and time frame.
- Ensure that whole procurement process follows the relevant rules.
- Make sure that the evaluation is based on the procedures specified in bid document.
- Make sure that the contract is monitored for timely delivery of goods of the specified quality.

MANAGING HAND TOOLS AND CONSTRUCTION MATERIALS BY RBIC/RBG FOR ROAD, VIUG FOR SI AND UC FOR TB

I.2.3

Rev: _____
Date: _____

Process:

- Hand tools and construction material provided to RBIC and RBGs for roads, VIUG for SI and UC for TB by DPO have to be stored, maintained and properly recorded in their respective places/stores in coordination with VICCC if required by DPO.
- The worn out hand tools are returned by RBG and RBICs. These are replaced by DPO with proper procedure and informed VICCC if DPO thinks necessary.
- The small maintenance of hand tools, which can be handled at worksite, is entrusted to RBGs or VIUGs or UCs themselves.
- At the end of each working season updated inventory of hand tools and construction material is prepared.
- The tools in maintainable condition are collected and DPO organises to handover for the maintenance purposes with proper record information to Maintenance Committees, DPCC (DRCC) and VDC.

Activities and Responsibilities:

#	Activity	Responsibility
I.2.3.1	Assess the tool storage and maintenance facility in subproject area and inform VICCC and RBGs.	DIST
I.2.3.2	Discuss and agree with RBG, RBIC and DPO on the scope of tools' maintenance at site and provision of costs for it.	DIST
I.2.3.3	Determine the quantity of hand tools and construction material to be provided to each VICCC taking into account the items available with them and forward to DPO.	DIST
I.2.3.4	Provide hand tools and construction material to RBIC.	DPO
I.2.3.5	Prepare the list of hand tools and construction material provided by DPO and handed over to each RBGs.	VICCC
I.2.3.6	Keep record of hand tools received by RBGs.	RBG/VIUG Leader/ Co-leader
I.2.3.7	Monitor the use, maintenance and replacement of tools.	DIST
I.2.3.8	Advise RBGs or VIUGs for tools maintenance at site.	DIST
I.2.3.9	Maintain tools at site.	RBG, VIUG
I.2.3.10	RBG/RBIC seek replacement of worn out tools for road works and VIUG/UC for RWSS/TB works with proper recording. VICCC assists for coordination for replacement from DPO through DIST.	RBG/RBIC, VIUG, (VICCC)
I.2.3.11	Identify at site the tools requiring major maintenance and advise RBGs and RBIC.	DIST
I.2.3.12	Return tools requiring major maintenance to DPO through RBIC, VIUG/UCs (RWSS/TB). VICCC assists the process if required.	RBIC, VIUG, (VICCC)
I.2.3.13	Arrange for major maintenance of tools	DPO (DIST)
I.2.3.14	Prepare an annual report on hand tools and construction material management and submit to DPO.	DIST

Resource Material:

- Store Records of Tools and Construction Material
- Form and formats for use of VICCC

Key Issues, Considerations:

- Ensure that the tools and material are available in time at site.
- Be sure to make arrangements for major maintenance of tools during off-season.

ALLOCATING WORKS TO RBG_s/VIUG_s

I.2.4

Rev:

Date:

Process:

- Based on the detailed estimate and work packaging, type and volume of works, the scope of civil works to be carried out by RBGs for road works and by VIUG for SI works along the road corridor is determined.
- The RBIC (with support and coordination of VICCC, if needed) are delegated authority by DPO to enter into to give Work Order (using WO Form in the Project Book) and manage the RBGs for doing specified LEP road works. The RBGs are assisted by RBIC during the implementation processes. RBIC also monitors the works.
- For measuring the performance based works DoLIDAR work norms are followed by DIST and measurements are carried in presence of the RBG members and RBIC representatives. The measurements are properly recorded in the Project Book (PB).
- RBIC makes payments against the works performed by RBGs as measured/certified by DIST and approved by DPO.
- All records of site visits by central & district level personnel, instructions issued on works, measurements, attendance of workers, meeting minutes and public audit records are maintained in the Project Book provided by RRRSDP/PCU.
- RBG and RBIC are informed about the working modality and supervisors are trained for implementation/ execution of LEP approach and techniques by DIST.
- Detailed orientations and instructions to RBG members on working methodology are given by site supervisors.
- The works are implemented by RBGs under direct supervision of supervisors daily and regularly by DIST team at site.

Activities and Responsibilities:

#	Activity	Responsibility
I.2.4.1	Sign the MoU between RBIC and DPO. Authorize RBIC to issue Work Orders (WO) to RBGs. DIST (and VICCC if required) assists the processes.	RBIC, DPO (DIST)
I.2.4.2	Similarly MoU with VIUG for SI and with UC for TB are signed by DPO. DIST is to assist in the processes. DIST (and VICCC if required) assists the process.	VIUG, UC, DPO (DIST)
I.2.4.3	Prepare and issue WO for every RBG by RBIC using standard format and as per the authorisation of DPO. DIST assists the process. Forward a copy of WO given to RBGs to DPO.	RBIC (DIST)
I.2.4.4	DIST to explain the terms and conditions of WO to RBGs, DPO signed MoU to RBIC, VIUGs, UCs and to VICCC for coordination.	DIST
I.2.4.5	Instruct, supervise and advise the RBG/RBIC/VIUG during working for proper implementation of works. RBG and RBIC are informed about the working modality and supervisors are trained for implementation/ execution of LEP approach and techniques.	DIST
I.2.4.6	Monitor/supervises the works being carried out by RBGs/VIUG and working condition in coordination with VICCC as needed.	RBIC for Road/DIST for all
I.2.4.7	Measurements are carried in presence of the RBG members and RBIC representatives. The measurements are properly	DIST

recorded in the Project Book (PB) and in Measurement Book (MB) as necessary.

I.2.4.8 RBIC makes payments against the works performed by RBGs as measured/certified by DIST and approved by DPO. RBIC (DIST)

Resource Material:

- Forms and formats for use of VICCC
- Detailed Design and estimate of Subproject
- District's Yearly Plan of Operation of RRRSDP

Key Issues, Considerations:

- Ensure that the required tools and construction material are available at site.
- Ensure that the RBG members are briefed about the works and the working conditions.
- Make sure that the site supervisors are always present at site to assist RBG members in carrying out works as per work orders and that safety precautions are followed during working.
- Make sure that daily attendance of RBG members is kept by RBG leader and verified by site supervisors.

1.3.1 – 1.3.3

Tasks involved:

- I.3.1 Preparing the Bid Document for Contracting Civil Works**
- I.3.2 Selecting Contractor for Implementation of the Civil Works**
- I.3.3 Signing the Contract with Contractor for the Implementation of Civil Works**

I.3 SELECTING CONTRACTORS FOR THE IMPLEMENTATION OF WORKS

PREPARING THE BID DOCUMENT FOR CONTRACTING CIVIL WORKS

I.3.1

Rev:

Date:

Process:

NOTE: IN ORDER NOT TO LOOSE THE SE UENCE OF BIDDING/TENDERING PROCESS IN THE IMPLEMENTATION PROCEDURES THIS I.3.1 IN SECTION: 3 UNDER IMPLENTATION PHASE PROCEDUERES HAS BEEN AGAIN REPEATED HERE EVENTHOUGH IT HAS BEEN ALREAD PRESENTED IN P.4.4 OF SECTION: 2.

- The bid document for each work package is prepared by DIST based on Standard Bid Document for Civil Works provided by PCU.
- The bid document is reviewed by DPO and gets approval from DDC for some specific nature of items and forwards to PCU for processing.
- The bid document is reviewed by PCU and gets concurrence from ADB (*as applicable*) and sends back to DPO for initiating bidding process.

Activities and Responsibilities:

#	Activity	Responsibility
I.3.1.1	Prepare the bid documents for each package, based upon standard bid document for the procurement of civil works, and submit to DPO.	DIST
I.3.1.2	Approve the bid document and send for concurrence	DDC/DPO
I.3.1.3	Review the documents	PCU/CISC
I.3.1.4	Forward the bid document to ADB (<i>as applicable</i>)	PCU
I.3.1.5	Provide feedback to the DPO.	PCU
I.3.1.6	Incorporate the comments sent by PCU in the final bid document	DPO/DIST
I.3.1.7	Initiate the bidding process.	DPO with support of DIST

Resource Material:

- ADB's Procurement Guidelines 2007
- Standard Bid Document for Procurement of Civil Works
- Local Bodies Financial Administration Regulations (LBFAR)
- Detailed design, drawings and estimate of subproject
- Draft Procurement Manual of RRRSDP

Key Issues, Considerations:

- Ensure that specific information and data specific to each package of subproject is incorporated in bid document.
- Ensure that relevant specifications and drawings are included in the bid document.

SELECTING CONTRACTOR FOR IMPLEMENTATION OF THE CIVIL WORKS

I.3.2

Rev:

Date:

Process:

- The public notice inviting the bids for the implementation of civil works is published by DPO.
- The bid documents are made available by DPO to the interested bidders.
- The completed bid documents are submitted by interested bidders within specified time in DPO.
- The bids are evaluated in accordance with the evaluation criteria specified in the bid document and lowest evaluated substantially responsive bidder is awarded the contract by DPO after receiving concurrence from PCU/ADB.
- The letter of acceptance is issued to the successful bidder.

Activities and Responsibilities:

#	Activity	Responsibility
I.3.2.1	Publish a notice in a national daily newspaper for invitation for bids for the implementation of civil works.	DPO
I.3.2.2	Provide bid documents to interested bidders.	DPO
I.3.2.3	Conduct meeting to interested contractors at the district level to explain the bidding documents and process.	DPO, DIST
I.3.2.4	Respond to the queries of the bidders.	DPO
I.3.2.5	Assist the DPO in responding to the queries.	DIST
I.3.2.6	Conduct pre-bid meeting and inform in writing all the answers and clarifications given in the meeting to all purchasers of the bid document.	DPO
I.3.2.7	Receive completed bid documents from the bidders.	DPO
I.3.2.8	Form bid evaluation committee.	DPO
I.3.2.9	Open the bids received and prepare minutes of bid opening	DPO
I.3.2.10	Evaluate the bid offers received.	Evaluation Committee
I.3.2.11	Assist in evaluation of offers.	DIST
I.3.2.12	Make decisions for contract award and send to PCU for concurrence.	DDC/DPO
I.3.2.13	Review and forward the bid evaluation report for concurrence from ADB.	PCU
I.3.2.15	Provide feedback to DPO after concurrence of ADB.	PCU
1.3.2.16	Issue letter of acceptance to the successful bidder.	DPO
1.3.2.17	Publish notice for award	DPO

Resource Material:

- Bid Document
- Local Bodies Financial Administration Regulations (LBFAR)
- Detailed design, drawings and estimate of subproject
- Project Agreement

Key Issues, Considerations:

- Be aware of deadlines for amendment, clarification of bid, sale and receipt of bid document
- Be sure to reply to the queries/clarifications made in pre-bid meeting.
- Ensure that the minutes of bid opening is signed by all.
- Make sure to evaluate the bids in accordance with specified criteria.
- Make sure that evaluation report contains all the information and recommendation to make the decision.

SIGNING THE CONTRACT WITH CONTRACTOR FOR THE IMPLEMENTATION OF CIVIL WORKS

I.3.3

Rev:

Date:

Process:

- The contract agreement is prepared by DIST and is checked by DPO.
- The performance security bond is submitted by the successful bidder, who also checks the contract agreement.
- The authorised representative of the successful bidder and DPO on behalf of RRRSDP signs the contract. The bid security of other unsuccessful bidders is then released.
- The community from subproject area DPCC, RBIC, VICCC and other stakeholders are informed by DPO and DIST about the scope and modality of works under contract.
- REMINDER: Other SI subprojects are never contracted out.

Activities and Responsibilities:

#	Activity	Responsibility
I.3.3.1	Submit performance security in the specified form to the DPO	Successful Bidder
I.3.3.2	Prepare the Contract Agreement Document and submit to the DPO	DIST
I.3.3.3	Check the Contract Agreement Document and sign the agreement	DPO, Successful Bidder
I.3.3.4	Forward the copies of contract agreement to DDC and PCU.	DPO
I.3.3.5	Orient and instruct the contractor's authorized personnel about working modality and contractual arrangements.	DPO, DIST
I.3.3.6	Release the bid security bond of the other unsuccessful bidders	DPO
I.3.3.7	Inform the community from subproject area, DPCC, VICCC and other stakeholders about the contractors' scope of works and contractual arrangements	DPO, DIST

Resource Material:

- Bid submitted by Successful Bidder
- Form of Contract Agreement

Key Issues, Considerations:

- Ensure that contract agreement incorporates all required data/ information e.g. work schedule, authorised representatives etc.

I.4.1 – I.4.

Process:

- Works are set out at site by DIST with the participation of RBIC/RBGs or Contractors for road work.
- DPO insures the workers under a group accidental insurance scheme.
- DIST team supervises and monitors technical standard and quality of works by following relevant specification, technical guidelines and by carrying out laboratory tests (set up by RRRSDP in each district).
- DIST team provides coaching and on-the-job training to the workers to maintain quality and standard as well as to enhance their skills.
- DIST team also monitors the working condition and social aspects as well as monitors the compliance with environmental recommendations.
- DDC, DTO/ DPO, DPCC and particularly VICCC and RBIC also take part in monitoring/managerial supervising.
- The completed works are measured by DIST (as approved by DPO upon recommendation of DIST) and paid by RBIC to RBGs against road work and by DPO to VIUGs/UCs against other SI/TB works.
- The community conducts public audit of completed works with the participation of RBG, RBIC, VIUG, VICCC, contractors and village and district authorities.

Tasks involved:

I.4.1 Setting out Works

I.4.1.1 Setting out Works for Roads Building Groups (RBGs)

I.4.1.2 Setting out Works for Contractors

I.4.2 Insuring the Workers and RBG Members

I.4.3 Supervising and Monitoring Engineering/Technical Aspects

I.4.4 Supervising and Monitoring Environmental Aspects

I.4.5 Supervising and Monitoring Social Aspects

I.4.6 Preparing the Bills of Works Done by RBGs/VIUGs

I.4.7 Preparing the Bills of Contractor's Works

I.4.8 Making Payments to Contractors and Preparing Completion Report

I.4.9 Conducting Public Audit

I.4 WORKS IMPLEMENTATION AND MANAGEMENT

SETTING OUT WORKS

I.4.1

Rev:

Date:

The procedures for setting out of works for road building groups (RBGs) and contractors differ substantially and as such they are undertaken as separate tasks and presented as follows:

SETTING OUT WORKS FOR ROAD BUILDING GROUPS (RBGs) I.4.1.1

SETTING OUT WORKS FOR CONTRACTORS I.4.1.2

(NB: Setting out for other SI Subprojects are done separately by DIST or by Individual Consultant, ICs in DRILP districts for R SS and by TBSU engineers for TB).

SETTING OUT WORKS FOR ROAD BUILDING GROUPS (RBGs)

I.4.1.1

Rev:

Date:

Process:

- As per design drawings, technical specifications and technical guidelines the setting out is carried out by DIST team.
- The works to be carried are explained to RBGs by DIST team. Setting out of works is done only after issuance of work order by RBIC to RBGs.

Activities and Responsibilities:

#	Activity	Responsibility
I.4.1.1.1	Issue work order to RBGs.	RBIC
I.4.1.1.2	Make arrangement of necessary equipment required for setting out works.	DIST/DPO
I.4.1.1.3	Provide on-the-job coaching to site-in-charge, site supervisors about setting out works	DIST
I.4.1.1.4	Carry out setting out works as per design drawings, technical specifications and technical guidelines with necessary support from DIST engineers/technicians.	DIST
I.4.1.1.5	Check whether the setting out/ layout is as per the requirement	DIST Engineer
I.4.1.1.6	Instruct RBG members to start works	DIST

Resource Material:

- Detail Design and Drawings of Subproject
- Technical Guidelines and Technical Specifications
- Contract Agreement

Key Issues, Considerations:

- Ensure that the work order has been issued to RBGs prior to start of setting out works.
- Make sure that the setting out follows the process detailed in technical guidelines.
- Ensure that the RBG members understand the job to be undertaken.

SETTING OUT WORKS FOR CONTRACTORS

I.4.1.2

Rev:

Date:

Process:

- As per design drawings, technical specifications and technical guidelines, contractor's technical personnel carries out setting in accordance with the instruction, and advise of DIST team.
- The works to be carried are explained to contractor by DIST site team. Setting out of works is done only after issuance of work order by DPO/ DDC to contractors.

Activities and Responsibilities:

#	Activity	Responsibility
I.4.1.2.1	Issue work order to contractor	DPO/ DDC
I.4.1.2.2	Make arrangement of necessary equipment required for setting out works.	Contractor/ DIST/DPO
I.4.1.2.3	Provide on the job coaching to site-in-charge, site supervisors, contractor's technical personnel about setting out works	DIST
I.4.1.2.4	Carry out setting out works as per design drawings, technical specifications and technical guidelines.	Contractor
I.4.1.2.5	Monitor and assist contractor's technical personnel in setting out works	DIST
I.4.1.2.6	Check whether the setting out/ layout is as per the design	DIST
I.4.1.2.7	Instruct to start works	DIST

Resource Material:

- Detailed Design and Drawings of Subproject
- Technical Guidelines and Technical Specifications
- Contract Agreement

Key Issues, Considerations:

- Ensure that the work order has been issued to contractor prior to start of setting out works
- Ensure that the contractor's technical personnel are available at site prior to start of setting out works.
- Ensure that the contractor's technical personnel carries the setting out works in accordance with technical guidelines.

INSURING THE WORKERS AND RBG MEMBERS

I.4.2

Rev:

Date:

Process:

- The labourers employed by contractors in the project and RBG members are provided with group accidental insurance by DPO.
- The insurance premium is paid through project funds by DPO.
- The DIST team and VICCC assist RBG members and labourers in settling any insurance claim.

Activities and Responsibilities:

#	Activity	Responsibility
I.4.2.1	Prepare a cost estimate of insurance based on the estimated number of workers and forward to DPO.	DIST
I.4.2.2	Prepare the documents for invitation of proposals for group accidental insurance of workers.	DIST
I.4.2.3	Review of the document, approve and invite proposals.	DPO
I.4.2.4	Receive and evaluate the offers.	DPO
I.4.2.5	Assist in evaluation of the offers	DIST
I.4.2.6	Select the best offered insurance company.	DPO
I.4.2.7	Insure the workers and inform DDC, PCU.	DPO
I.4.2.8	Inform the workers, RBIC, VICCC, VDC, DPCC, DDC and concerned contractors about the terms and conditions of the insurance.	DIST

Resource Material:

- RBG List
- Contract Agreement
- Guideline for Inviting Proposals for Insurance.

Key Issues, Considerations:

- Ensure that invitation of proposals is well advertised.
- Ensure that the insurance formalities are completed in time.

SUPERVISING AND MONITORING ENGINEERING/TECHNICAL ASPECTS

I.4.3

Rev:

Date:

Process:

- The work supervision and monitoring is carried out by DIST, who are authorised to act on behalf of the DPO. The Contractor is briefed and given in writing by DPO and given instruction on the role, responsibility and authority of DIST.
- The DIST supervises the whole work with engineering and technical competence and is assisted by RBIC/VICCC in monitoring the works implementation.
- The additional monitoring is done by DPO, DPCC and DDC.

Activities and Responsibilities:

#	Activity	Responsibility
I.4.3.1	Provide on-the-job coaching to RBG members/ contractor personnel regarding quality/testing of construction works (material and workmanship) as per the specifications	DIST
I.4.3.2	Check the works that are carried out in accordance with design drawings, technical specifications and site instructions	DIST
I.4.3.3	Issue verbal and written instructions to the contractor as deemed necessary, in accordance with the conditions of contract for time, quality control and delivery of itemized works.	DIST- Site in-charge
I.4.3.4	Fill up daily activity record format and check the daily attendance of labour	DIST- Site Supervisors
I.4.3.5	Carry out field and laboratory tests as specified in contract and provide reports to site in charge	Contractors
I.4.3.6	Monitor the physical and financial progresses and compare with work plan/ schedule and provide necessary instructions to site-in-charges / RBGs/ contractors so as to meet the targets within the stipulated time.	DIST, DPO
I.4.3.7	Conduct monthly meetings between the DPO, DIST and RBIC/VICCC/DPCC and contractors to review the progress, to resolve any problems/issues/constraints and to work out necessary actions to be taken.	DPO, DIST, RBIC/VICCC, DPCC, Contractor
I.4.3.8	Facilitate the meeting and prepare the minutes of meeting.	DIST
I.4.3.9	Prepare monthly, trimester and annual reports in the specified formats and forward to DPO, DDC and PCU.	DIST (with inputs from contractors in contracted works)
I.4.3.10	Forward reports to PCU with copy to DDC.	DPO

Resource Material:

- Detailed Design and Drawings of Subproject
- Technical Guidelines and Technical Specifications
- Contract Agreement, Work Plan and Reporting Formats
- Project Book

Key Issues, Considerations:

- Ensure that the works are carried out as per design drawings, technical specifications and technical guidelines.
- Make sure that the workers are able of carrying out works as required.
- Make sure that RBIC/VICCC members are at site and that contractor representative is at site.

SUPERVISING AND MONITORING ENVIRONMENTAL ASPECTS

I.4.4

Rev:

Date:

Process:

- Monitoring refers to the collection and recording of information over a period of time and is done through review of the IEE and other project reports, site observations, inspections, surveys, measurements and discussion with local residents.
- The basic purpose of environmental monitoring in a project is to ensure that mitigation measures in accordance with the Environmental Mitigation Plan (EMP) prepared and approved for DPR of the road subproject are being addressed as described in the environmental document i.e. to check compliance and enforcement.
- Monitoring indicators of potential impacts are specified in the environmental monitoring plan.

Activities and Responsibilities:

#	Activity	Responsibility
I.4.4.1	Determine monitoring indicators to be used and agree with DPO.	DIST
I.4.4.2	Collect information through site observation and discussion with local community and stakeholders	DIST
I.4.4.3	Analyse the information collected.	DIST
I.4.4.4	Draw conclusions and recommend report with implementation of mitigation measures or MEP to DPO.	DIST
I.4.4.5	Review monitoring report and take necessary action.	DPO
I.4.4.6	Prepare action taken report and forward to PCU.	DPO
I.4.4.7	Forward monitoring report with action taken report to ADB in the regular reporting.	PCU

Resource Material:

- The Environmental Protection Act, 1996
- The Environmental Protection Rules, 1997
- Environmental Guidelines for RRRSDP (*Refer monitoring format*)
- IEE report
- Detail survey and design report

Key Issues, Considerations:

- Note that this is done along with social, technical and resettlement monitoring of the implementation of sub project.

SUPERVISING AND MONITORING SOCIAL ASPECTS

I.4.5

Rev:

Date:

Process:

- The monitoring of social aspects (implementation of Gender Action Plan - GAP, Indigenous Development Plan - IPDP, and Social Action Plan – SAP prepared and approved for DPR of the road subproject) is carried by DIST during work implementation.
- The workers and RBG members are made aware of the facilities to be made available at work site and these are monitored.
- The DPO, RBIC, VICCC and Contractors are advised about the social aspects as per the conditions of contract and project requirement.
- The workers are made aware of insurance scheme and assisted in submitting claim by DIST in the event of accidents.
- The regular report is prepared and forwarded to PCU

Activities and Responsibilities:

#	Activity	Responsibility
I.4.5.1	Check the working conditions and conducive environment as per the contract requirement at site	DIST
I.4.5.2	Make workers aware about the facilities to be provided by contractor or RBIC (as per the contract signed with DPO) for RBGs.	DIST
I.4.5.3	Assist the workers in making accidental insurance claim	DIST
I.4.5.4	Monitor the Attendance and Payment Card of individual worker employed by contractor.	DIST
I.4.5.5	Make regular advice to contractor or RBIC & VICCC on the status of social aspects at site	DIST
I.4.5.6	Prepare report with recommendation to DPO	DIST
I.4.5.7	Take appropriate action on the recommendation of DIST	DPO

Resource Material:

- Social Mobilisation Guidelines
- Contract Agreement

Key Issues, Considerations:

- Make sure that the all site personnel are aware about the social aspects to be followed at work site.

PREPARING THE BILLS OF WORKS DONE BY RBG_s/VIUG_s

I.4.6

Rev:

Date:

Process:

- The works are measured and bills prepared on a regular basis by DIST ensuring that workers are paid fairly and on time. DoLIDAR norms are used as the base for performance evaluation of works for payments.
- Project Books (PB) are maintained properly with all measurement details.
- Measurement/ running bills of all works (including roads and SIs) are made on a two-weekly basis by DIST and forwarded immediately to DPO for approval.
- The RBIC and VIUG are informed of measurements/bills by DIST and approved by DPO in a timely manner.
- The individual RBG members are paid in person by RBIC for road and by VIUG by DPO for all SIs.

Activities and Responsibilities:

#	Activity	Responsibility
I.4.6.1	Check that the works carried out are as per the drawings, specifications and site instructions.	DIST
I.4.6.2	Carry out measurement of completed works with the help of site supervisors in the presence of the RBIC representatives, RBG leader/ members, VIUG key members.	DIST
I.4.6.3	Prepare running bills on fortnightly basis and forward it to DPO with certification.	DIST
I.4.6.4	Review and approval of bills and release of funds.	DPO
I.4.6.5	Prepare final bills after the completion of assigned works in the agreement.	DIST
I.4.6.6	Authorise RBIC and VIUGs to make payments to RBG or VIUG working members as per the RRRSDP guideline.	DPO

Resource Material:

- Detail Design and Estimate of Subproject
- Technical specifications
- Technical guidelines
- Billing formats

Key Issues, Considerations:

- Ensure that the completed works are as per design drawings, technical specifications and technical guidelines and work orders.
- Ensure that measurements are carried in presence of the RBG/VIUG/UC members and VICCC as applicable in a timely manner.

PREPARING THE BILLS OF CONTRACTOR'S WORKS

I.4.7

Rev:

Date:

Process:

- The completed works are inspected by DIST team jointly with the Contractor's authorised technical personnel to ensure that the works are completed as per design drawings, technical specifications and technical guidelines.
- The completed works, which has been deemed to be carried out as per contract, are measured jointly by DIST engineer and the Contractor's technical personnel under the supervision of DIST according to the instructions in the specification and technical guidelines.
- All the measurement records are duly filled in the measurement book (MB) and verified rechecked and signed by Contractor's representative and DIST engineer.
- The bills for completed and approved works are prepared by contractor and forwarded to DPO through DIST.
- The DIST team checks, verifies, certifies and forwards the bills with its recommendation to DPO for payment.

Activities and Responsibilities:

#	Activity	Responsibility
I.4.7.1	Inspect and check that the completed works are as per design drawings, technical specifications and technical guidelines.	DIST team/ Contractor
I.4.7.2	Carry out measurement of completed works under supervision of the DIST site-in-charge. Record all the measurements in MB	Contractor/DIST
I.4.7.3	Prepare bills of measured works.	Contractor
I.4.7.4	Verify, check and certify the bills prepared by Contractor and forward with recommendation.	DIST
I.4.7.5	Recommend the bills to DPO for review and approval	DIST Engineer
I.4.7.6	Review and approve the bills.	DPO

Resource Material:

- Contract Agreement , Design and Drawings of Subproject
- Technical specifications Technical guidelines
- Billing Formats and Measurement Book

Key Issues, Considerations:

- Ensure that the completed works are as per design drawings, technical specifications and technical guidelines and DoLIDAR norms.
- Ensure that the bills prepared by the contractor's technical personnel are properly verified and checked and duly certified.
- Make sure that the bills are prepared in intervals as per contract.

MAKING PAYMENTS TO CONTRACTORS AND PREPARING COMPLETION REPORT

I.4.8

Rev:

Date:

Process:

- The bills forwarded by DIST are checked and approved by DPO according to authority delegation for project implementation.
- The amount for payment is calculated by the account section of DPO after making deductions of advances and retention monies in accordance with contract agreement.
- The payment is made in contractor's bank account.
- After the completion of all works and end of defect liability period a completion report is prepared by DIST and submitted to DPO.
- The final bills are submitted by contractor and on recommendation of DIST final payments are made by DPO.
- The performance security is then released by DPO.

Activities and Responsibilities:

#	Activity	Responsibility
I.4.8.1	Forward the running bills (Statement of Account for interim payments) and finally the final bill at the end to account section with instruction to check and recommend.	DPO
I.4.8.2	Check the running / final bills and recommend to DPO the amount to be paid in accordance with contract agreement.	DPO Account Section
I.4.8.3	Authorise the account section to make cheque for payment of running / final bills.	DPO
I.4.8.4	Make payment and prepare monthly expenditure statements and forward it to PCU in monthly basis for disbursement of grant/loan.	DPO

Resource Material:

- Contract Agreement
- LBFAR
- Project Agreement
- Accounting Manual of RRRSDP

Key Issues, Considerations:

- Ensure that deductions for advance, retention money etc. are made as per contract agreement.
- Make sure that completion report is attached for final payment.
- Make sure the measurements are recorded in Measurement Book.

CONDUCTING PUBLIC AUDIT

I.4.9

Rev:

Date:

Process:

- The public audit of both road subprojects and supplementary investment schemes are conducted.
- The public audits of the works are carried out by the community with the participation of RBGs, RBIC/ VICCC, and Contractors engaged in carrying out works.
- As far as practicable VDCs, and DPCC members also may participate in public audit.
- The concerned RBIC, RBGs and Contractors present the details of works carried out, payments made and respond to the queries of participants or workers.
- In the public audits the DPO is represented and takes active part.
- Whole process is facilitated by DIST who also prepares the record of proceedings of public audit (records decisions in Project Bok) which is then approved by the participants.

Activities and Responsibilities:

#	Activity	Responsibility
I.4. 9.1	Discuss with VDC, VICCC, RBIC, DPO and decide on dates of Public Audit and inform DPCC/DDC.	DIST
I.4. 9.2	Inform communities, participants all other concerned in advance and prepare for the event.	RBIC, VICCC, DIST
I.4. 9.3	Present during Public Audit the scope and progress of works, status of the budget, expenditure and major highlights. Displays in Notice Board all the budget, payments and key information for transparent information of the public.	RBIC, Contractor, DIST
I.4. 9.4	Respond to the queries of participants.	RBIC, Contractor, DPO, DIST, VICCC
I.4. 9.5	Prepare the record of proceeding (also record the decisions in the Project Book) and present in Public Audit.	DIST
I.4. 9.6	Discuss and approve the record of proceeding by signing by participants.	Participants
I.4. 9.7	Prepare a report of Public Audit and forward to DPO.	DIST
I.4. 9.8	Forward the Public Audit report to DDC and PCU.	DPO

Resource Material:

- Community Development and Livelihood Restoration Guidelines.
- Project Book.

Key Issues, Considerations:

- Ensure that RBGs are aware of the date and place.
- Do not forget to ask suggestions for the improvement.
- Maintain the decisions as minutes in the Project Book (provided by RRRSDP/PCU at site)
- Check that all suggestions are incorporated in the public audit report.

Process:

- The community development activities address the need of for effective beneficiary participation. The awareness programme for target groups identified in planning stage encourages them to participate in works as RBG members and later gradually converted into self-help groups (saving groups) after undergoing through various approaches of capacity building and training.
- The social survey, discussions and need assessment with community assists in identification of appropriate community development programmes for these self help groups.
- The social mobilisation programmes are developed and designed to meet the identified needs. These programmes also assist them in selecting supplementary investment schemes.
- The RBGs and self help groups also receive useful life-skill training. The DIST with CISC backstopping support provides these services.
- The CISC provide DIST and district holders and training to make them capable of providing services.

Tasks involved:

- I.5.1 Developing Road Building Groups (RBGs) into Self-help Groups (SHGs)**
- I.5.2 Identifying Appropriate Community Development Programmes Based on Self-help Group's Need**
- I.5.3 Conducting Social Mobilization Programme**
- I.5.4 Identifying and Providing Life Skill Training**

DEVELOPING ROAD BUILDING GROUPS (RBG_s) INTO SELF-HELP GROUPS (SHG_s)

I.5.1

Rev:

Date:

Process:

- A meeting of RBGs members is organised by DPO/DIST with support of VDC, RBIC and VICCC to facilitate the formation of Self-help Groups (SHG).
- The process of forming SHGs and the benefits of forming such groups is explained to RBG members in the meeting by DIST and they are motivated to form self help groups.
- All RBG members may not be interested to become SHG members. Adequate efforts by trying to convince them of the value for long-term livelihood should be made to graduate to SHGs as maximum as possible by motivating the RBGs.
- The DISTs are properly oriented or even capacitated by CISC for this purpose and for firmly undertaking the process..
- The process is monitored by RBIC, VICCC and assisted DPO and DPCC.

Activities and Responsibilities:

#	Activity	Responsibility
I.5.1.1	Call meeting of RBG members and inform them about the scope of the community development activities in RRRSDP.	DIST
I.5.1.2	Inform about roles and responsibilities of self help groups (SHG).	DIST
I.5.1.3	Brief them about capacity building training and eventually starting of saving scheme for RBG members.	DIST
I.5.1.4	Motivate and facilitate the RBG members to form self-help/saving groups.	DIST
I.5.1.5	Form self-help/saving groups and involve RBIC in the process.	DIST (RBGs)
I.5.1.6	Inform VDC/VICCC and DPO through report about the formation of self-help/saving groups in road subproject.	DIST
I.5.1.7	Give various trainings to self-help/saving groups.	DIST

Resource Material:

- Community Development and Livelihood Restoration Guidelines

Key Issues, Considerations:

- Don't try to do everything at once.
- Make sure that all the RBG members share their feelings and experiences regarding the formation of self help groups.
- Make sure that whole process follows participatory approach.

DEVELOPING APPROPRIATE COMMUNITY DEVELOPMENT PROGRAMMES BASED ON SELF HELP GROUP'S NEEDS

I.5.2

Rev:

Date:

Process:

- After completion of the social survey, situation analysis of the community is needed which helps to understand the economic and social situation of the community.
- Develop and design community development programme. Refer and fully use Social Action Plan (SAP), Gender Action Plan (GAP) and Indigenous People Development Plan (IPDP) prepared during DPR of the subproject

Activities and Responsibilities:

#	Activity	Responsibility
I.5.2.1	Call a meeting of Self-Help Groups facilitated by DIST at the beginning with support of RBIC.	VICCC
I.5.2.2	Take active and full participation in the meeting.	Participants
I.5.2.3	Facilitate in exploring / identifying the range of community development programmes.	DIST
I.5.2.4	Prioritise the community development programmes. (social mobilisation/ life-skill training).	Participants
I.5.2.5	Agree on prioritised community development programmes.	Participants/DIST
I.5.2.6	Develop the delivery modality for prioritised community development programmes.	DIST
I.5.2.7	Present recommendation to DPO, VDC, DPCC and DDC.	DIST
I.5.2.8	Forward recommendation for comments to PCU/CISC.	DPO
I.5.2.9	Provide feedback to DPO.	PCU
I.5.2.10	Agree on community development programmes to be undertaken, taking note of PCU/CISCs feedback, and funding for carrying out the programmes.	DIST

Resource Material:

- Community Development and Livelihood Restoration Guidelines
- Social Action Plan (SAP), Gender Action Plan (GAP) and Indigenous People Development Plan (IPDP) prepared during DPR of the subproject

Key Issues, Considerations:

- Make sure that all the RBGs participate the meeting
- Encourage women to actively participate.
- Agree on the time frame for phasing out.

CONDUCTING SOCIAL MOBILISATION PROGRAMME**I.5.3**

Rev:

Date:

Process:

- The social mobilisation programmes are undertaken as a continuous process from the formation of the Road Building Groups and aims at empowering them.
- These programmes are identified and prioritised by DIST through participatory appraisal.
- The delivery of social mobilisation programmes by DIST is designed with the input and support of CISC.

Activities and Responsibilities:

#	Activity	Responsibility
I.5.3.1	Discuss with target group and identify the social mobilisation programmes.	DIST
I.5.3.2	Design all social mobilization programmes with input of CISC.	DIST/CISC
I.5.3.3	Prepare the delivery modality of individual social mobilisation programmes.	DIST / CISC
I.5.3.4	Capacitate the DIST to design the individual social mobilisation programmes with focus on specific target group.	CISC
I.5.3.5	Conduct individual social mobilisation programmes.	DIST
I.5.3.6	Prepare report on progress of individual social mobilisation programmes and submit to DPO.	DIST

Resource Material:

- Community Development and Livelihood Restoration Guidelines
- Social Action Plan (SAP), Gender Action Plan (GAP) and Indigenous People Development Plan (IPDP) prepared during DPR of the subproject

Key Issues, Considerations:

- Make sure that the individual programmes are designed with target group in mind.
- Make sure that the social mobilisation programmes are conducted in participatory manner.

IDENTIFYING AND PROVIDING LIFE SKILL TRAINING

I.5.4

Rev:

Date:

Process:

- The life skill trainings needs of target group (RBGs) are identified through a participatory training need assessment by DIST.
- The trainings are prioritised by DIST with support of CISC based on their likely impact on the livelihood of RBGs.
- Professional experts/institutions are to provide training as identified by DIST/CISC. These experts/institutions are contracted by DPO for short term consulting services to provide training.

Activities and Responsibilities:

#	Activity	Responsibility
I.5.4.1	Identify life skill trainings in participatory manner.	DIST/ RBIC/RBGs
I.5.4.2	Prioritise the life skill trainings.	DIST/CISC
I.5.4.3	Discuss prioritisation with SHGs/RBGs and agree on life skill trainings for SHGs/RBGs.	DIST/RBGs
I.5.4.4	Conduct the training by DIST. Identify the external training providers if situation demands for specialized topics. Linkage with district line agencies is to also sought for training	DIST/CISC
I.5.4.5	CISC provides inputs and training material including orientation training to DIST	CISC
I.5.4.6	Present and discuss training plan with DPO.	DIST
I.5.4.7	Finalise training plan.	DIST
I.5.4.8	Seek proposals from training providers and select the most appropriate on recommendation of DIST.	DPO
I.5.4.9	Award the delivery of life skill training to selected training provider.	DPO
I.5.4.10	Conduct the life skill training based on RBG/SHGs member's needs.	Training Provider
I.5.4.11	Prepare training report and forward it to DPO	Training Provider

Resource Material:

- Community Development and Livelihood Restoration Guidelines

Key Issues, Considerations:

- Make sure that the trainees are able to apply the knowledge and skills given in the trainings.
- Follow the outcome of training and its impact on trainees.

I.6.1 – I.6.3

Process:

- The community level infrastructures in VDCs within the road corridor/vicinity or influence area of the road subprojects are identified for supplementary investments. However, Rural Water Supply and Sanitation (RWSS) and Trail Bridges (TB) subprojects can be implemented anywhere in the VDC.
- The supplementary infrastructures showing a clear access benefit to the subproject are selected. They include improvement of village trails and building of short span TB; construction of new and/or rehabilitation of RWSS; reconstruction & rehabilitation of existing small irrigation schemes; construction of community buildings & market buildings; construction of new, or rehabilitation /upgrading of existing health post and primary school buildings.
- The supplementary infrastructures are selected in a participatory manner by beneficiaries, who also contribute 15% (but 20% for RWSS with some relaxation for the poor) of investment cost in cash or kind.

Tasks involved:

- I.6.1 Identifying and Proposing Probable Supplementary Investment Schemes**
- I.6.2 Selecting Supplementary Investment Schemes**
- I.6.3 Estimating the Cost of Supplementary Investment Schemes, Implementing and Making Payments.**

I.6 SUPPLEMENTARY INVESTMENTS

IDENTIFYING AND PROPOSING PROBABLE SUPPLEMENTARY INVESTMENT SCHEMES

I.6.1

Rev:

Date:

Process:

- The communities in the villages within subproject areas are informed by DIST with support of VDC and VICCC (for road corridor/vicinity subprojects) about the scope of supplementary investments particularly the need to contribute 15% (20 % RWSSP with some relaxation for poor) of total cost.
- The supplementary investment schemes are identified and proposed by the beneficiary communities in a participatory process (refer to Implementation Flow Charts prescribed by PCU for the process).
- The whole process is facilitated particularly by DIST with additional input of DPO and support of VDC and VICCC as applicable.

Activities and Responsibilities:

#	Activity	Responsibility
I.6.1.1	Call meeting in each VDC along the subproject area to inform about scope of supplementary investment schemes.	DPO with support of VDC
I.6.1.2	Inform the meeting about supplementary investment schemes selection process and selection criteria.	DIST
I.6.1.3	Identify the possible supplementary investment schemes within the framework of the project.	Participants of the meeting
I.6.1.4	Review the selected supplementary investment schemes and prioritise for proposing based on specific criteria.	Participants of the meeting
I.6.1.5	Make arrangements for beneficiary contributions and operation & management of supplementary investment schemes.	Participants of the meeting
I.6.1.6	Facilitate the meeting and whole process of proposing supplementary investment schemes.	DIST
I.6.1.7	Prepare the minute of the meeting and its recommendation.	DIST
I.6.1.8	Forward the minutes of meeting with the list of recommended supplementary investment schemes to DPO for information and follow up for further process (feasibility, DPR).	DIST

Resource Material:

- Guidelines for the selection of the supplementary investment schemes.
- Implementation Flow Charts prescribed by PCU
- PAM/RRP

Key Issues, Considerations:

- Ensure that the communities and VDC, VICCC are informed well ahead about the meeting and its agenda
- Ensure that most excluded and poor amongst the beneficiaries are involved in identification process.
- Check that in selection of supplementary investment schemes the duplication of activities of other development projects are avoided while synergies are developed.

SELECTING SUPPLEMENTARY INVESTMENT SCHEMES

I.6.2

Rev:

Date:

Process:

- These VDC proposals are reviewed and assessed at district level by the DPO/DIST and selected according to selection criteria and within the project framework.
- The selection is approved by the DDC and endorsed by the PCU.
- VIUG is formed for each supplementary infrastructure (SI) subproject as per the guideline provided by RRRSDP/PCU and similarly UCs for Trail Bridges (TB).

Activities and Responsibilities:

#	Activity	Responsibility
I.6.2.1	The schemes submitted to DDC are assessed for costs and other criteria by DIST and recommendations made to DPO.	DIST
I.6.2.2	The recommendation is reviewed by DPO and sent to DDC with recommendation on selection of supplementary investment schemes.	DPO
I.6.2.3	The supplementary investment schemes are approved by DDC (and DDC Council if necessary).	DDC
I.6.2.4	VIUG is formed for the approved SI by following procedure laid out in the Guideline prescribed by RRRSDP/PCU	VDC (VICCC), DIST & Beneficiaries
I.6.2.5	PCU is informed by DPO about selected supplementary investment schemes.	DPO
I.6.2.6	The compliance of approved scheme with RRRSDP requirements and funding is assessed by PCU and DPO is advised.	PCU/CISC
I.6.2.7	The final decision is made by DDC/DPO taking into consideration PCU's feedback.	DDC/DPO
I.6.2.8	The VIUG and VDC are informed of approved supplementary investment schemes and advised to inform beneficiary communities.	DPO
I.6.2.9	The beneficiary communities are advised by VIUG/VICCC and VDC to arrange the modality for contribution as per the RRRSDP guideline.	VDC/DIST
I.6.2.10	Agree on the modality of operation and management of supplementary investment schemes.	Beneficiaries

Resource Material:

- Guidelines for the selection of the supplementary investments (incl. form 1 and 2)
- Integrated Rural Accessibility Planning in Nepal (DoLIDAR, 2005)
- RRRSDP Guidelines for Formation of Committees
- Implementation Flow Chart prescribed by PCU

Key Issues, Considerations:

- Make sure that at least one scheme in each VDC along the subproject corridor is selected. It should be noted that RWSS and TB subprojects can be selected and implemented anywhere in the VDC (not necessarily to be within the road corridor or vicinity).
- Ensure that all beneficiaries of the schemes provide contribution.
- Make arrangements for operation and management prior to approval of scheme.

ESTIMATING THE COST OF SUPPLEMENTARY INVESTMENT SCHEMES, IMPLEMENTING AND MAKING PAYMENTS

I.6.3

Rev:

Date:

Process:

- The detailed design and estimates of supplementary investment schemes is carried out by DIST in similar way as for main subproject (Ref.: Procedures P.4.1 – P.4.3) following standard applicable guidelines.
- The design and estimates are reviewed and approved by DPO.
- The contribution of beneficiaries is determined for RWSS and TB (assess material support for TB from SDC).
- The works are supervised by DIST and payments are made in similar way by VIUG for SIs (after making adjustment for contribution).

Activities and Responsibilities:

#	Activity	Responsibility
I.6.3.1	Prepare the draft detailed design and cost estimates of supplementary investment schemes and forward to DPO.	DIST
I.6.3.2	Review the design and cost estimates and provide feedback to DIST.	DPO
I.6.3.3	Finalise the detailed design and cost estimates of supplementary investment schemes incorporating the DPO's comments.	DIST
I.6.3.4	Approve the detailed design and cost estimates of supplementary investment schemes.	DPO
I.6.3.5	Call meeting of beneficiaries and explore on modality of implementation and confirm beneficiaries' contribution within the project framework.	VIUG, VDC
I.6.3.6	Form VIUGs from amongst beneficiaries, sign MoU with VIUGs and give work orders.	DIST
I.6.3.7	Delegate implementation responsibility to VIUG for all SIs and UC for TB.	DPO
I.6.3.8	Instruct, supervise and monitor the implementation of works.	DIST
I.6.3.9	Measure and prepare bill of completed works and recommend to DPO for payment for all SIs. VIUGs/UCs will take care of payments to working members.	DIST
I.6.3.10	Make payments and forward financial statement to DPO.	VIUG or UC (DIST)
I.6.3.11	Prepare completion report and advise DDC through DPO for handover of scheme to beneficiaries.	DIST, VIUG
I.6.3.12	Handover the supplementary investment schemes to community in witness of VDC.	DDC/DPO

Resource Material:

- Technical Standard Specifications, Norms related to the type of supplementary investment schemes.
- Table of Contents (prescribed by PCU)
- Form and Formats (prescribed by PCU)
- RRRSDP Technical Guidelines provided by PCU

Key Issues, Considerations:

- Make sure that the community agrees on contribution modality.
- Ensure that the contribution is not deducted only from the workers.

Process:

- Conduct baseline surveys (refer to P.6 of the PPM in Section 2) to establish baseline indicators in social, environmental, resettlement and engineering/technical aspects for monitoring and evaluation purpose.
- Supervise the preparation and execution of project activities and record the information by DIST. The DPO's – with the assistance of the DIST's – verify the information and prepare and submit progress reports in the prescribed reporting formats and in the foreseen periodic intervals to the PCU/CISC.
- PCU and CISC monitoring teams frequently visit subproject sites and districts to provide support, discuss any emerging issues with respective field team members and stakeholders, to verify on a sample bases the received data and check that the executed works meet the requirement of the project. Prepare note of the findings of field visits and report to the PCU.
- PCU – with the assistance of CISC – prepares and compiles Trimester, Annual and any other reports required by the GoN and ADB. The PCU distributes these reports as per requirement.
- ADB conducts half yearly review missions, midterm review missions and end review mission including project evaluation.

Tasks involved:

- I.7.1 Establishing Baseline Target Indicators and Reporting Mechanisms (PPMS)**
- I.7.2 Carrying out Reporting**
- I.7.3 Analysing the Reports**
- I.7.4 Conducting Special Reviews, Mid-term and Project End Evaluations**

I.7.1 – I.7.4

**I.7 REPORTING, PROJECT
PERFORMANCE MONITORING AND
EVALUATION**

ESTABLISHING INDICATORS MECHANISMS (PPMS)	BASELINE AND	TARGET REPORTING	I.7.1	Rev:
				Date:

Process:

- Following the PPMS Guideline and Design and Monitoring Framework (DMF) of RRRSDP (refer to PAM) - the PCU with the assistance of CISC has to set up target/indicators for RRRSDP (refer to RRRSDP Multi-Year Rolling Plan) to obtain the present status (baseline as said in P.6 of the PPM) and from there on monitor project processes and outputs.
- The DIST will define the data sources and conduct baseline surveys through enumerators as guided by CISC/PCU, which is forwarded to the PCU/CISC for central database record.
- The DIST collects subproject or/and district wise information and data on progress of implementation of subprojects and community development activities and also on capacity building, resettlement, technical, financial and environmental activities at defined intervals with quantifiable indicators and targets in order to monitor the progress throughout the project implementation.
- All the monitoring data / information recorded in the follow ups by DIST. The district-project level information collected by DIST are verified by the DPO's and forwarded to the PCU/CISC in the format(s) prescribed.
- The survey data/information shall be entered into the central database system (refer to P.6 of PPM) by PCU/CISC (Planning, Monitoring & evaluation Consultant or Specialist) in coordination with ISAP for uniformity of all DoLIDAR's rural road projects and the results of the analyses and interpretations will be sent to the district with necessary advice for any corrective measures to its project activities.

Activities and Responsibilities:

#	Activity	Responsibility
I.7.1.1	Conduct Baseline Survey using the PCU prescribed Baseline Social Survey Forms/Formats	DIST
I.7.1.2	Maintain district-wise records of community development and capacity building activities and summarise them in the prescribed forms for reporting trimester-wise.	DIST/DPO
I.7.1.3	Follow up the processes and activities as per the Resettlement Plan and Environment Mitigation Plan closely and report the information of some key indicators monthly.	DIST/DPO
I.7.1.4	Maintain and fill up daily work activity records and check the attendance of workers in subprojects.	DIST/RBIC/VICCC and VIUG
I.7.1.5	Supervise, monitor and maintain records of social, physical, financial and work progress at district project level trimester-wise.	DISTC/DPO
I.7.1.6	Enforce technical specification for civil work at site so that RBGs or contractors maintain quality of work and maintain records for timely reporting.	DIST
I.7.1.7	Prepare payment certificates and maintain RBG and labour payment records and monitor labour payments or material consumption trimester-wise. .	DIST
I.7.1.8	Maintain social, gender-inclusive, ethic groups' record including indigenous people (refer to GAP, IPDP and SAP), and report to PCU/CISC.	DPO/DIST
I.7.1.9	Verify the records on community development and capacity	DPO

building, resettlement, subprojects and SIs information in regard to activities carried out, physical progress and financial information and forward uniform records at specified intervals to PCU/CISC

I.7.1.10 Store records and documents of district level project information in the District Project Office DPO

Resource Material:

- RRRSDP Monitoring Guidelines on PPMS
- RRRSDP Multi-Year Rolling Plan
- RRRSDP Baseline Survey Forms/Formats
- PAM/RRP
- RRRSDP'S Resettlement Plan, Environment Mitigation Plan, Gender Action Plan, Indigenous People Development Plan, Social Action Plan

Key Issues, Considerations:

- Ensure that trained social mobilizers and other staff are in place to undertake their tasks
- Ensure that monitoring data are submitted complete and timely to PCU/CISC
- Ensure that baseline data and monitoring data that has been collected are properly stored at DPO and PCU for future use.

CARRYING OUT REPORTING

I.7.2

Rev:

Date

Process:

- RRRSDP is based on participatory and gender sensitive approach and as such, the monitoring and reporting system are adopted accordingly.
- The status of project operational activities and processes are recorded before or at the start of subprojects/SIs and during implementation. The information collected is processed at district and PCU/CISC level for the preparation of monthly, trimester and annual progress reporting.
- The work under taken by RRRSDP is monitored through regular reporting and reviews. NPC, GoN and other additional formats are used to prepare textual reports.
- Major issues covered by the reports in addition to the implementation of subprojects/SIS are related to the progress in social mobilisation, community development, capacity building, resettlement, and environmental monitoring activities as well as financial reporting.
- The project activity reports shall be prepared such, that project inputs can be compared with corresponding outputs, outcomes or impacts. The reports shall also cover phase wise, e.g. planning, implementation and maintenance – post construction – stages.

Activities and Responsibilities:

#	Activity	Responsibility
I.7.2.1	Together with other members of DIST, collect information and data in the field before, during and after subproject/SIs implementation as per I.7.1. Present the information to the DPO at prescribed intervals.	DIST
I.7.2.2	Enter the baseline survey data into the data bank at the central level, for which submit the information to the PCU/CISC, store the original questionnaires and a soft copy at the PCU/CISC. Send results of monitoring (data/information analyses, interpretation and results) to districts in soft copy.	DPO/DIST
I.7.2.3	Use the DIST and supplementary information/data such as reimbursement status, RBGs/VIUGs/contract status, institutional or operational obstacles related to the DDC as well as remedial measures to prepare a report to DDC and PCU/CISC at prescribed intervals.	DPO
I.7.2.4	Regularly maintain and prepare district level implementation progress reports with detailed financial expenditure against estimated amount, labour payment and material cost.	DPO
I.7.2.5	Prepare out of the information received from the DPO trimester progress reports to GoN	PCU/CISC
I.7.2.6	Prepare out of information received from the trimester progress reports in ADB Format	PCU/CISC
I.7.2.6	Carry out monitoring visits and submit reports on critical aspects, highlighting areas of deviation from specifications and proposals of modifications required to working procedures, if any.	PCU/CISC
I.7.2.7	With assistance of CISC, prepare and submit annual reports to DoLIDAR.	PCU

Resource Material:

- RRRSDP Monitoring Guidelines
- Data/Information Sheets sent by district duly filled in from field surveys

Key Issues, Considerations:

- Ensure that the DIST field team regularly maintains field supervision and proper field progress records in prescribed formats / sheets on time
- DIST instructs RBIC, RBGs, contractors, VICCC regularly to maintain their daily records of attendance of labour, material, tools and payments on the Project Book against work done by labours/groups.
- Make sure that field technical & social persons are aware of technical, social reporting system.

ANALYSING THE REPORTS

I.7.3

Rev:

Date:

Process:

- The district level project data and information collected as per I.7.1 and I.7.2 shall be verified and preliminary analysis of data is done at the activity /subproject level.
- While summarizing the data on district level into required reporting formats the data shall be analysed, necessary steps for improvement decided on an as low as possible level and the data forwarded in the prescribed formats with recommendations / observations to the PCU/CISC.
- The PCU/CISC provides from the district data the consolidated reports, analyses the overall project performance, and recommends / decides on major interventions or procedural changes. PCU/CISC prepares the reports necessary for submission to GoN, ADB, DFID and SDC (also reports in the review missions).
- GoN, ADB, DFID and SDC, on the basis of their analysis may suggest strategic measures/changes for consideration.

Activities and Responsibilities:

#	Activity	Responsibility
I.7.3.1	Collect district level project information and verify and analyse them possibly at the source.	DIST
I.7.3.2	DIST further analyses the data collected, provides comments and recommendations, summarizes the data in prescribed formats and forwards them to DPO	DIST
I.7.3.3	DPO reviews and assesses the information received and initiates if required necessary corrective local operational measures that lay in his competence.	DPO
I.7.3.4	DPO then submits the entire information processed to meet the requirements of PCU - inclusive of his assessment, actions taken and further recommendations - to PCU/CISC.	DPO
I.7.3.5	PCU/CISC checks, reviews and summarizes the district data to get an overall view on the projects progress. PCU/CISC compares the actual status with the baseline information and project targets and decides on major operational interventions, if necessary, PCU/CISC prepares necessary GoN, ADB and other donor's reports.	CISC
I.7.3.6	PCU/CISC supported by DIST assists the DPO in implementing requested/instructed measures for improving and optimizing project operations.	DPO
I.7.3.7	GoN, ADB and other donors review the received reports and, if necessary suggest to or instruct the PCU for strategic changes.	GoN, ADB, and other Donors

Resource Material:

- Monitoring and Reporting Guidelines
- Project Performance Monitoring System (PPMS)
- Design and Monitoring Frameworks (DMF)
- Project Administration Memorandum (PAM)

Key Issues, Considerations:

- Analysis of data and observation should take place at all levels.
- Day to day operational Interventions should be immediate and decided as decentralised as possible, at district level.
- Major overall interventions are decided at the central project-management level (PCU).
- Strategic / normative issues are decided jointly at GoN, ADB and other Donors level.

CONDUCTING SPECIAL REVIEWS, MIDTERM AND PROJECT END EVALUATIONS

I.7.4

Rev:

Date:

Process:

- Evaluations are moment forts assessing indebt the activities and results achieved in the entire project or look at specific project areas.
- Based on the nature of the evaluation pertinent data that allow assessing the relevance, effectiveness, efficiency and coherence with the governments and the lenders policies of the project or of a specific project area needs to be obtained. Such data should reflect the logical frame indicators and must also be comparable to the baseline data and the targets of the project in order to draw project specific conclusions.
- The evaluation team verifies such data by e.g. making spot verification checks, holds interviews or/and gathers stakeholders for public audits.
- The data and conclusions and recommendations are presented compiled in an evaluation report.
- The concerned stakeholders must have the possibility to receive and react to the evaluation report. Concurrence with the concerned on the implementation of recommendations should be sought before action is taken.

Activities and Responsibilities:

#	Activity	Responsibility
I.7.4.1	Prepare Terms of Reference incl. schedule for the Evaluation, (<i>Depending on nature of evaluation whenever possible with the consent of the concerned stakeholder</i>)	GoN, ADB, Donors or PCU/CISC
I.7.4.2	Compile pertinent data to the purpose of the evaluation (e. g. agreements, institutional set-up, baseline data, project reports etc.)	PCU/CISC
I.7.4.3	Collect additionally required data (e.g. data on social, resettlement and environmental issues).	CISC/DIST
I.7.4.4	Provide logistics to the evaluators and accompany them	PCU/CISC
I.7.4.5	Compile evaluation report	Evaluators
I.7.4.6	Present evaluation report to concerned stakeholders (workshop) and seek concurrence on the implementation of recommendations.	PCU/CISC
I.7.4.7	Lead implementation of recommendations.	PCU/CISC

Resource Material:

- RRRSDP Monitoring & Evaluation Guidelines
- Design and Monitoring Framework (DMF) – part of PPMS of RRRSDP (Refer to PAM)
- Project agreements, baseline data, regular progress reports, subject matter reports, evaluation specific collected project data

Key Issues, Considerations:

- Ensure that evaluations are understood as a step for meeting the objectives of the project

A Tentative List of Technical/Engineering Training Packages for 20 Core Districts

S. N.	Course Code	Training Package	Participants	Total No. of Participants	Total No. of Training	Training Provider	Duration	Tentative Date	Remarks
1	En.T. 02	Survey, Complete Road Design, Drawings, Cost Estimates, Report Preparation, Construction Management Including Supervision & Monitoring + Project Records (Books)	DIST/DPO	15-20	6 (Cluster Based)	The Degree of Relevancy and Need of this Type of Training is to Be Discussed at District Level Seeing the Technical Capabilities of DIST	3 Days	August, 2009	
2	En.T. 03	LEP Approach for Earth Road (Green Road Concept); DoLIDAR Approach Manual DTMP/IRAP	DIST/DPO	22-26	6 (Cluster Based)		2 Days	Nov/Dec, 2009	
3	En.T. 04	Upgrading/Improvement to Gravel Road, and Blacktopped Road (with Types)	DIST/DPO	12-16	6 (Cluster Based)	CISC	2 Days	Feb/Mar, 2009	
4	En.T. 05	Bio-engineering Techniques	DIST/DPO	15-20	6 (Cluster Based)	Outsourcing	3 Days	April, 2010	
5	En.T. 06	Maintenance Management System	DPO/DIST/DDC/ DPCC Members/LDO	40	6 (Cluster Based)	CISC	4 Days	May, 2010	
6	En.T. 08	Quality Control, Quality Assurance Including Lab Testing	DIST/DPO	6-8	6 (Cluster Based)	CISC, Resource Person	3 Days	Jan, 2010	
7	En.T. 09	Software Training for Highway Design	CISC/PCU	5	1 (Central Level)	To be Discussed with PCU	5 Days	Sept, 2009	
8	En.T. 10	Report Writing and Presentation	CISC/PCU	10	1 (Central Level)	Resource Person/CISC/TL/DTL	4 Days	Oct/Nov, 2009	
9	En.T. 01	District Level Orientation with Awareness Campaign	DIST/DPO/DDC	All Stakeholders	20 (District Based)	CISC/DIST/PCU	Each Event of 1 Day	Continued Process as Required	Information to Record should be Sent by Nov, 2009 and Reminders during Monsoon Workshop.
10	En.T. 07	Planning, Review and Recording of Best Practices through Action Researches	DPO/DIST/CISC/ PCU	20-30	1 (Central Level)	PCU/CISC	3 Days	Octct/Nov, 2011	

A Tentative List of Water Supply and Sanitation Training Packages for 20 Core Plus 18 Non Core Districts

S. N.	Course Code	Training Package	Participants	Total No. of Participants	Total No. of Training	Training Provider	Duration	Tentative Date	Remarks
1	WSS. T. 03	Training of Trainer on Pre-Construction, Post-Construction, Operation & Maintenance Activities, Public Auditing and Book keeping	DIST/IC	30-36	3 (Central Level)	PCU/CISC	1 Day	Aug, 2009	1 Day (38-42 Participants in Total)
2	WSS.T. 04 and WSS.T. 05	Training of on Pre-Construction, Post-Construction, Operation & Maintenance Activities, Public Auditing and Book keeping	VIUGs	900	100 VIUGs (Village Level) 6-Events @ 2/Year	IC/DIST	See Remarks	Plan & Design	Scheme Wise, Pre-Construction-6 Days VIUGs, Post-Construction-3 Days VIUGs, O&M-10 Days VMW
3	WSS.T. 06 and WSS.T. 07	Water Quality Demonstration, Basic Health and Sanitation Campaigning/Awareness Building	DIST/IC	76	3 (Central Level)	Suppliers, Outsourcing	1 Day	Aug, 2009	10-12 Participant in each Training (Total 36-40 Participants)
4	WSS.T. 08	Software Operation Training	DIST/IC	30-36	3 (Central Level)	PCU/CISC	4 Days	Aug, 2009	4 Days (30-36 Participants in Total)
5	WSS.T. 09	Interaction Training Program	DTO/Ics	36	1 (Central Level)	PCU/CISC	1 Day	Aug, 2009	
6	WSS. T. 01	Orientation/Training about Water Supply and Sanitation	20 Core Districts DIST/DPO	11	1 (Central Level)	PCU/CISC	1 Day	March, 2009	Already Done
7	WSS. T. 02	Orientation/Training about Water Supply and Sanitation	Individual Consultant	36	1 (Central Level)	PCU/CISC	2 Days	January, 2009	Already Done

Note: Course code WSS. T. 03 & T. 08 shall be conducted continuously i.e. one after another.

A Tentative List of Social Training Packages for 20 Core Districts

S. N.	Course Code	Training Package	Participants	Total No. of Participant	Total No. of Training	Training Provider	Duration	Tentative Date	Remarks
1	S.T. 02	Project Orientation to District Project Coordination Committees	DPPC Members	130	20 (District Based)	DIST/DPO	1 Day	July/August 2009	
2	S.T. 03	Workshop on Preparation of Yearly Plan of Operation for District Project	DPO/DIST Members	150	6 (Cluster Based)	CISC	2 Days	Sept/Oct'09	
3	S.T. 04	Social Mobilization Training	DISTs	120	6 (Cluster Based)	CISC	4 Days	Sept/Oct'09	
4	S.T. 06	Training on Preparation of; Gender Action Plan (GAP), Indigenous People Development Plan (IPDP) and Preparation of Social Action	DPO/DIST	108	7 (Cluster Based)	CISC	4 Days	July/August 2009	
5	S.T. 07	Orientation/Training about RRRSDP	RBIC/VICCC	3000	20 (District Based)	DIST	3 Days	Oct/Nov'09	
6	S.T. 08	Orientation to RBGs/RBG Leaders	RBGs Leader	2000	20 (District Based)	DIST	1 Day	Nov/Dec'09	
7	S.T. 09	Training on Book Keeping	RBIC	900	20 (District Based)	DIST	1 Day	Jan/Feb 2010	
8	S.T. 10	Training on Project Book and Public Audit	RBIC/VICCC	1400	20 (District Based)	DIST with Support of CISC	1 Day	Dec, 2009	
9	S.T. 11	Social & Technical Audit Training	DIST/DPO	160	20 (District Based)	External Resource Person	2 Days	Feb, 2010	
10	S.T. 12	Training on Designing Social Development Programs	DIST	150	6 (Cluster Based)	CISC	2 Days	March, 2010	
11	S.T. 13	Saving and Credit Mobilization Training	SHG	1800	20 (District Based)	DIST with Support of CISC	2 Days	June, 2010	2 from each SHG
12	S.T. 14	Training on Life-skill Development and Implementation of IG Activities	RBGs/SHGs	13500	20 (District Based)		3 Days	June/July'10	
13	S.T. 15	Training on Capacity Building	SHGs	1800	20 (District Based)	DIST with Input of CISC and SMEs	3 Days	July, 2010	2 from each SHG
14	S.T. 16	Leadership and Management Training	SHGs	1800	20 (District Based)		3 Days	July, 2010	
15	S.T. 01	Project Orientation to District Authorities and District Project Implementers	DDC/DTO Members	90	1 (Central Level)	CISC with Inputs of PCU	2 Days	March, 2009	
16	S.T. 05	Training/Workshop on Report Preparation	DTO/DPO/DIST Members	100	6 (Cluster Based)	CISC with Input from SMEs	3 Days	Dec, 2009	

A Tentative List of Resettlement Training Packages for 20 Core Districts

S. N.	Course Code	Training Package	Participants	Total No. of Participant	Total No. of Training	Training Provider	Duration	Tentative Date	Remarks
1	Res.T. 01	Conduct Orientation/Workshops to the District Level Stakeholders on Involuntary Resettlement	DPO/DIST and Other Stakeholders	80	20 (District Based)	PCU/CISC	2 Days	Already Done	
2	Res.T. 02	Conduct Capacity Development Training/Workshops	DPO/DIST Staffs	40	1 (Central Level)	PCU/CISC	2 Days	Oct, 2009	
3	Res.T. 03	Training on Resettlement for DPR Preparation	DPO/DIST Staffs	80	6 (Cluster Based)	PCU/CISC	4 Days	July/August 2009	
4	Res.T. 04	Conduct Resettlement Training to the DIST (Resettlement/Social Staffs)	Resettlement Specialist and Social Development Specialist	72	6 (Cluster Based)	PCU/CISC	4 Days	July/August 2009	
5	Res.T. 05	Refresher Training to the DIST Resettlement Specialist	Resettlement Specialist	20	6 (Cluster Based)	PCU/CISC	3 Days	Nov/Dec 2009	
6	Res.T. 06	Training on Lifeskill to the sub-project Affected People (APs)	Sub-project Affected Persons (Aps)	1180 APs (59 roads @ of 20 APs from each road sub-project)	District Based (no. of training depends on AP's requirement and will be find out by the RS after ADB approval of RP doing need assesment of Aps)	DPO/DIST (Arranging institutions or resource persons)	Depends on type of Training	After ADB approval of RP (this is contineous process)	The training can be started after ADB approval of Resettlement Plan and duration depends on type of training provided to the APs
7	Res.T.07	Training on Data Entry and Analysis Database System of Resettlement Household Survey Questionnaire.	Resettlement Specialists of the DISTs	20 (16+4)	2 (Centre based)	PCU/CISC	5 days	Aug/Sept, 2009	

A Tentative List of Environmental Management Training Packages for 20 Core Districts

S. N.	Course Code	Training Package	Participants	Total No. of Participant	Total No. of Training	Training Provider	Duration	Tentative Date	Remarks
1	Env.T. 01	Training on Initial Environmental Examination & Report Preparation	DIST/DPO/TL/DTL/ ES	80	6 (District Based)	CISC/PCU	2 Days	Sept, 2009	
2	Env.T. 02	Training on Environment Mitigation Plan Preparation	DIST/DPO/TL/DTL/ ES/DDC	80	6 (Cluster Based)	CISC/PCU	3 Days	March, 2010	
3	Env.T. 03	Training on Environmental Monitoring & Reporting	DIST/DPO/TL/DTL/ PO	80	6 (Cluster Based)	CISC/PCU	3 Days	May, 2010	

A Tentative List of Financial Management Training Packages for 20 Core Districts

S. N.	Course Code	Training Package	Participants	Total No. of Participant	Total No. of Training	Training Provider	Duration	Tentative Date	Remarks
1	Fin.T. 02	Refresher Training on Accounting Manual of RRRSDP	PCU, DDCs, DTOs, DPOs	40	2 (Center Level) 20 Core Districts and 18 None Core Districts	PCU/CISC/ Individual Consultant	2 Days	Sept, 2009	
2	Fin.T. 06	Training on Financial Management	VIUG/VDCs	20	20 Core Districts	DPO/DIST	3 Days	April, 2010	
3	Fin.T. 07	Settlement of Irregularities and Financial Management System	DDCs Members of Account Committee	22	20 Core Districts	CISC, PCU, Individual Consultant, MLD	2 Days	April, 2010	
4	Fin.T. 08	On the Job Training on Financial Management and Reporting	DDCs, DTOs, DPOs	20	20 Core Districts	Individual Consultant, PCU, CISC	2 Days	Sept/Dec, 2009	Continuous Process
5	Fin.T. 01	Refresher Training on Accounting Manual of RRRSDP	PCU, DDCs, DTOs, DPOs	40	2 (Center Level) 20 Core Districts and 18 None Core Districts	Individual Consultant, PCU, CISC	2 Days	Sept, 2010	
6	Fin.T. 03	LBFAR, 2064	DDC, DTOs, DPOs	40	2 (Center Level) 20 Core Districts and 18 None Core Districts	Individual Consultant, PCU, CISC	2 Days	Sept, 2009	
7	Fin.T. 04	Internal Audit (Donor Funding Project)	DDCs, Internal Audit Section	40	2 (Center Level) 20 Core Districts and 18 None Core Districts	MLD, Individual Consultant, PCU	2 Days	Sept, 2009	
8	Fin.T. 05	TOT Training for Financial Management	DPO/DIST	20	6 (Cluster Level)	PCU, CISC, Individual Consultant	2 Days	March, 2010	
9	Fin.T. 09	Public Audit Procedures Manual	DDCs, DTOs, DPOs	20	20 Core Districts	CISC, PCU, MLD	2 Days	August, 2010	

A Tentative List of Procurement Training Packages for 20 Core Districts

S. N.	Course Code	Training Package	Participants	Total No. of Participant	Total No. of Training	Training Provider	Duration	Tentative Date	Remarks
1	P.T. 01	Training on Procurement of Services, Goods and Works	DoLIDAR Staffs/DTO/DPO	52	1 (Central Level)	Procurement Specialist/CISC, Resource Person	3 Days	Nov, 2009	
2	P.T. 02	Training on Procurement of Goods and Works	DTOs, DPOs	64	6 (Cluster Level)	Procurement Specialist/CISC, Resource Person	3 Days	Aug/Sept, 2009	
3	P.T. 03	Training on Bid, Evaluation and Evaluation Report Preparation	DTOs, DPOs	64	6 (Cluster Level)	Procurement Specialist/CISC, Resource Person	1 Day	Aug/Sept, 2009	

A Tentative List of Special Training/Workshop in Support of Smooth Project Implementation

S. N.	Course Code	Training Package	Participants	Total No. of Participant	Total No. of Training	Training Provider	Duration	Tentative Date	Remarks
1	SP. T. 01	Team Building (after Need Discussion)	PCU/CISC	26	1 (Central Level)	Outsourcing	3 Days	Dec, 2009	
2	SP. T. 02	Report Writing & Presentation	PCU/CISC	18	1 (Central Level)	To be Discussed as per Need	5 Days	Nov, 2009	TL Supports
3	SP. T. 03	Technical Audit Training	PCU/CISC	5	1 (Central Level)	Outsourcing	10 Days	As available in outside institution.	
4	SP. T. 04	Planning and Review Workshop (Monsoon Workshop)	DIST/DPO/DDC/CISC/PCU	62 to 78	2 (Central Level)	PCU/CISC	7 Days	August, 2010	
5	SP. T. 05	Safe and Effective Development (SED) Training	PCU/CISC/DPO	12	3 (Central Level)	Risk Management Office (RMO)	2 Days	Oct, 2009	TL Contacts RMO/GTZ Office
6	SP. T. 06	Disaster Risk Reduction Training	PCU/CISC/DPO	5	1 (Central Level)	DFID	2 Days	DFID Consult	TL Assists to Organize
7	SP. T. 07	Sector Wide Approach (SWAp) for Rural Transport Infrastructure (RTI) Training/Workshop	PCU/CISC/DTO/DDC	30	3 - with New Developments (Central Level)	SWAp Consultants/ISAP	2 Days	SWAp Consult	TL Assists to Organize
8	SP. T. 08	Project Performance Monitoring System (PPMS) Training/Workshop and Instruction Classes (inclusive of database, monitoring, internal evaluation using Strength, Weakness, Opportunity and Threat (SWOT) and evaluation of impacts and benefits)	PCU/CISC/DPO	8 to 14	3 different courses (Central Level)	CISC/Experts	3 Days	Nov/Dec, 2009	
9	SP. T. 09	EIRR Training/Instructions Using Simple and Effective Excel Tool and Database System	PCU/CISC	4 to 7	2 (Central Level)	Resource Person, TL, ICs	1 Day	Sept, 2009	