

Government of Nepal
Ministry of Urban Development
Department of Urban Development and Building Construction
Regional Urban Development Project

Annual Progress Report (No. 3)
January-December, 2022



Institutional Development Consultant (IDC)

(Plush Engineers & Architects JV with Udaya, Full Bright & BN Consultancy)

Regional Project Implementation Unit (R-PIU)

Dhangadhi, Nepal

January, 2023

ACKNOWLEDGEMENT

We acknowledge our sincere gratitude to Mayor, Deputy Mayor and Ward Chairpersons of Dhangadhi Sub-Metropolitan City, Bheemdatt, Godawari and Shuklapahanta municipalities for their support, cooperation and invaluable suggestions as well as mayors and personnel of model municipalities for their valuable time.

We also extend our gratitude to the Chief Administrative Officer and the staffs of municipalities for their valuable time and support which are inalienable part for the development of this report.

Furthermore, we would like to thank the project manager, deputy project manager and the staffs of RPIU for their support and suggestions.

Lastly, we are grateful to the project director, deputy project director of PCO and PMC team for accompanying us with their suggestion and guidance for the successful completion of this report.

ABBREVIATION

ADB	- Asian Development Bank
CFUG	- Community Forest Users Group
DMF	- Design and monitoring framework
DUDBC	- Department of Urban Development and Building Construction
DSC	- Design and Supervision Consultant
FGD	- Focus Group Discussion
FOP	- Financial Operating Plan
FHH	- Female Headed Household
GoN	- Government of Nepal
GESI	- Gender Equality and Social Inclusion
HH	- Households
IDC	- Institution Development Consultant
IEC	- Information, Education and Communication
ILO	- International Labour Organization
JD	- Job Description
ISWM	- Integrated Solid Waste Management
IUDP	- Intergraded Urban Development Project
KM	- Kilometre
MoFAGA	- Ministry of Federal Affairs and General Administration
MoUD	- Ministry of Urban Development
NLSS	- Nepal Living Standards Survey
PCO	- Project Coordination Office
PAM	- Project Administrative Manual
PAP	- Project Affected People
PBSEDP	- Performance Based Socio-Economic Development Program
PISU	- Project implementation Support unit
RUDP	- Regional Urban Development Project
RPIU	- Regional Project Implementation Unit
SoE	- Statement of Expenditure
SPSS	- Statistical Product and Service Solutions
STIUEP	- Secondary Towns Integrated Urban Environmental Improvement Project
TLO	- Tole Lane Organization
TOR	- Terms of reference
UN	- United Nation
WCF	- Ward Citizen Forum
WB	- World Bank

EXECUTIVE SUMMARY

The Government of Nepal (GoN) and Asian Development Bank (ADB) agreed to finance Institutional Development Consultant (IDC). The Project aims to improve governance, financial and operational performance of the selected Municipalities through Performance Based Socio-Economic Development Program (PBSEDP). Institutional Development Component (IDC) is a part of Regional Urban Development Project (RUDP). The Institutional Development Consultant (IDC) has been hired for institutional development of four municipalities of Sudurpaschim Province-7 (Dhangadhi, Godawari, Shuklaphanta and Bheemdatt). To provide the consulting services, a contract agreement has been made between the Project Coordination Office (PCO), Department of Urban Development and Building Construction (DUDBC), Babarmahal, Kathmandu and Joint venture of PLUSH Engineers and Architects (P.) Ltd. JV with UDAYA Consultancy (P) Ltd., FULL BRIGHT (P) Ltd. and B.N (P) Ltd. Lalitpur-2, Sanepa (the IDC Consultant) on October 11, 2019.

As per the agreement, the consulting services have been started on October 16, 2019. This **Annual Progress Report is the Third** of many deliverables required under the contract as per mentioned in the reporting requirements of the contract.

During this annum; (January-December), 2022, IDC has carried out regular activities according to ToR. Immediately after the signing of the contract, the IDC mobilized the team to collect relevant reports from various agencies to carry out desk studies. The Team Leader and a number of expert team members visited the field to familiarize with the Project tasks and collect information for the submission of the Inception Report. During the field visit, the team members had interacted with R-PIU, Mayors and officials of project municipalities.

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1 BACKGROUND

The Regional Urban Development Project (RUDP) is being implemented in eight municipalities: Biratnagar, Birgunj, Nepalgunj and Siddharthanagar as Group-A project municipalities and Dhangadhi, Bheemdatt, Godawari and Shuklaphanta as Sudurpaschim Province-7 Project Municipalities. Project Coordination Office (PCO) of the Department of Urban Development and Building Construction (DUDBC) has established a Regional Project Implementation Unit (R-PIU) in Sudurpaschim Province-7 to implement this project. Project Implementation Support Units (PISU) has also been established in the project municipalities to assist the R-PIU. Under the project, all these organizations will be provided with necessary consulting services to strengthen their project design, management and implementation capabilities.

Institutional Development Consultancy (IDC) services with national consultants will be engaged to strengthen the capacity of Sudurpaschim Province-7 project municipalities for improved municipal asset management, strengthen municipal revenue mobilization and financial management capacity and improve urban planning. The expected impact of the contract will be stronger institutional capacity of the municipalities to manage growth in a sustainable and pro-active manner.

2 THE MAJOR OBJECTIVES OF RUDP/IDC

The objectives of the IDC contract are to achieve on financial management system and revenue mobilization capacity, strengthened asset management system, strengthened urban planning, smooth operation of project activities, mainstreamed Gender Equality and Social Inclusion (GESI) in the project municipalities and effective implementation of Performance-Based Socio-economic Development Program (PBSEDP) in grant.

3 THE MAJOR RESPONSIBILITIES OF RUDP/IDC

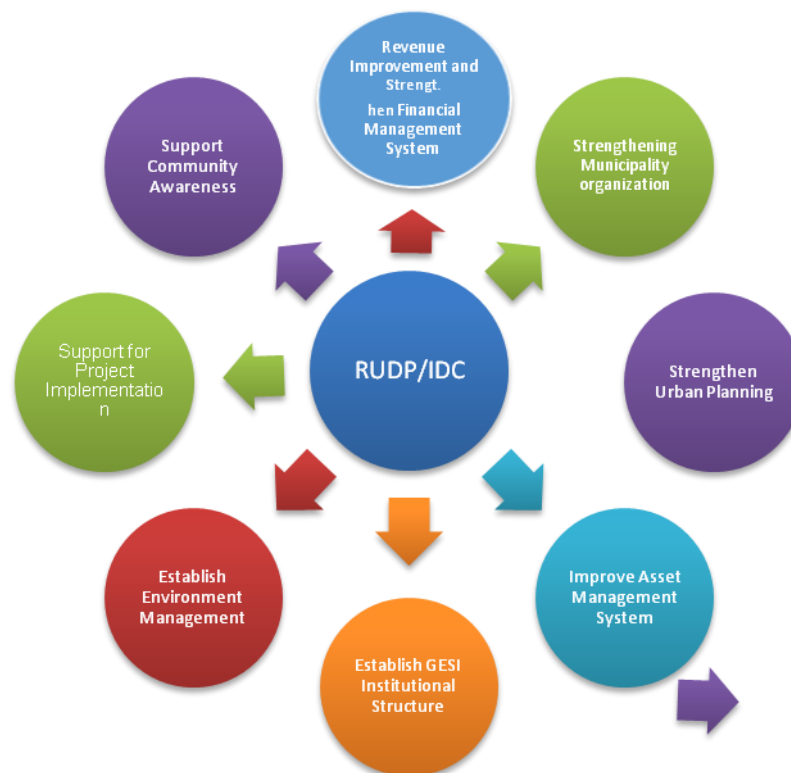


Figure 1: IDC Project Components

4 ANNUAL PROGRESS REPORT

An Annual Progress Report is a compiled document of progress, achievement, lessons with challenges, issues, constraints and probable solutions of previous year and planning for next year. So, this Annual Progress Report of RUDP/IDC incorporates assigned task of IDC with anticipated output of this year (**January-December, 2022**) as well as planning for the year **2023**. This report complies of the Terms of References (ToR) of IDC that has to submit required deliverable to R-PIU on agreed time as the deliverables shall be in the form of Inception report, Monthly report, Quarterly report, Annual report and Draft final report including Final report.

The objectives behind the preparation of this report are:

- To highlight the activities, progress and achievements of the assigned eight components of the project,
- To document or record the progress of IDC, an Institutional Development Consultant,
- The physical and Financial Progress of Performance Based Socio-economic Development Program (PBSEDP).

5 STATUS OF INPUT

The status of input of experts for achieving the outputs is presented below.

Table 1: Status of Input

SN	Expert/ Position	Name	Time Input in Person- Month	Input Up to Dec. 2021	Input in 2022	Input up to Dec. 2022	Remaining Input	Remarks
1	Team Leader / Urban Management Expert	Mr. Narayan Prasad Khanal	38.5	11.59		37.39	1.11	
		Mr. Thumb Raj Shrestha		14	11.8			
2	Financial Management Expert	Mr. Rajendra Prasad Nepal	24	4.55		20.27	3.73	
		Mr. Harka Bahadur Chhetri		6.98	8.74			
3	Institutional Expert	Mr. Kausal Nath Bhattarai	15	13.67	0	13.67	1.33	
4	GIS Expert	Mr. Sailesh Bahadur Shrestha	24			22.86	1.14	
		Ramji Prasad Devkota		10.86	12			

SN	Expert/ Position	Name	Time Input in Person- Month	Input Up to Dec. 2021	Input in 2022	Input up to Dec. 2022	Remaining Input	Remarks
5	Information System Expert	Mr.Suresh Dhoj Shrestha	18			20.16	-2.16	
		Mr. Sarbagya Man Bajracharya		8.16	12			
6	Environment Management Expert	Mr. Dwarika Phuyal	24	1.13		24.62	-0.62	
		Mr. Tirtha Raj Panthi		16.71	6.78			
7	IEC Expert	Mr. Nimesh Regmi	8	2.39	0	2.39	5.61	
8	Municipal Engineer-I	Mr. Santosh Pandey	38.5	19.83	0	24.81	13.69	
		Rabin Dahal		4.98				
9	Municipal Engineer-II	Mr. Ramesh Dahal	38.5	13.14	9.65	35.64	2.86	
		Hark Bahadur Ayer		1.09	11.76			
10	Municipal Engineer-III	Mr. Siddha Raj Panta	38.5	25.14	12	37.14	1.36	
11	Municipal Engineer-IV	Mr. Pradeep Kumar Panta	38.5	23.43	10.83	34.26	4.24	
12	Municipal Finance Specialist-I	Mr. Damodar Subedi	30	7.54	11.97	34.78	-4.78	
		Mr. Matrika Prasad Ghimire		3.27	12			
13	Municipal Finance Specialist-II	Mr. Toya Nath Aryal	30	2.76		23.97	6.03	
		Mr. Bhakta Bahadur Bhandari		11.48	9.73			
14	Municipal Finance	Mr. Tara Dev Joshi	30	0		23.67	6.33	

SN	Expert/ Position	Name	Time Input in Person- Month	Input Up to Dec. 2021	Input in 2022	Input up to Dec. 2022	Remaining Input	Remarks
	Specialist-III	Mr. Damodar Subedi		11.67	12			
15	Municipal Finance Specialist-IV	Mr. Narayan Prasad Baskota	30	6.89		30.56	-0.56	
		Mr. Gopi Chandra Shahi		11.67	12			
16	GESI Specialist-I	Mr. Krishna Prasad Ghimire	30	19.35	10	29.35	0.65	
17	GESI Specialist-II	Mr. Hikmat Bahadur Rokaya	30	24.62	12	36.62	-6.62	
18	GESI Specialist-III	Mr. Kaman Singh Bist	30	24.72	12	36.72	-6.72	
19	GESI Specialist-IV	Mr. Giri Bahadur Sunar	30	24.98	5.55	30.53	-0.53	
	Total Input (Person-Month)		545.5			519.41	26.09	
	Total Input (%)					95.22	4.78	

6 THE DETAIL ACTIVITIES PERFORMED BY IDC

As compliance of the ToR and work schedule, IDC has carried out various activities in this year. The major updated achievements framed under eight thematic areas of IDC are Revenue Improvement and Strengthen Financial Management System, Strengthening Municipality Organization, Strengthening Urban Planning, Improve Asset Management System, Establish GESI Institutional Structure, Establish Environment Management, System Support for Project Implementation and Community Awareness. Details of the major activities performed in this year are presented below under separate headings with work schedule and planning for deliverables.

7 STATUS OF IDC PROPOSALS

IDC prepared proposals in different themes, the detailed status of which is presented below:

Table 2: Status of IDC Proposals

SN	Name of Training	Submission Date	Proposal Status	Work Status	Remarks
1	Task Group 1: Enhance Revenue and Improvement of Financial Management System				
1.1	Exposure Visit / Training of Revenue Improvement Action Plan (RIAP) to Revenue Advisory Committee (RAC) Members		Comment response submitted/ Approval process		
2	Task Group 2: Strengthening Municipal Organizational System				
2.1	Training on Ward Office Management		Proposal submitted		
2.2	Training on Public Relation Management in Municipality		Proposal submitted		
2.3	Training on Public Procurement Management		Proposal submitted		
2.4	Training on Computer Application in Municipal Information System		Proposal submitted		
2.5	Visit Program for Senior Officers of Municipalities		Proposal submitted		
2.6	Municipal Police Management		Proposal submitted		
2.7	Role of Policy Makers & Executives in Successful Implementation of the O& M		Proposal submitted		
2.8	Private Sector Involvement in Municipal Service Delivery		Proposal submitted		
2.9	Digitization of Municipal Management Information		Proposal submitted		
2.10	Modernization of Municipal Management		Proposal submitted		
2.11	Enhancing Project Management Capacity of Local Community		Proposal submitted		
3	Task Group 5: Established a GESI Institutional Structure				
3.1	Baseline Survey Proposal	August 2020	Proposal approved	Training conducted and final report submitted with comments incorporated	
3.2	Training on GESI ToT	June 2020	Proposal approved	Completed	
4	Task Group 6: Established Environmental Management System				
4.1	Training on Faecal Sludge Management (FSM)	October 2020	Proposal approved	Conducted training to municipal staffs and members of Water and Sanitation User Committees of four municipalities on Faecal Sludge	

SN	Name of Training	Submission Date	Proposal Status	Work Status	Remarks
				Management (FSM) from 4-6 October, 2021	
4.2	Training on Integrated Solid Waste Management (ISWM)	October 2020	Proposal approved	Conducted training to municipal staffs and private sectors of four municipalities on Integrated Solid Waste Management (ISWM) from December 26-28, 2021	
5	Task Group 8: Community Awareness				
5.1	Information, Education and Communication Plan for Community Awareness	August 2020	Proposal approved	Working on Newsletter, Information Board	

8 ANNUAL PROGRESS AND PLANNING FOR NEXT YEAR DELIVERABLES

The Annual progress of activities carried out during this year and next year planning of activities are presented in the following tables.

Table 3: Annual Progress and Next Year Plan

SN	Deliverables & task names	Duration	Progress	Next year plan
1. Task Group 1: Enhance Revenue and Improvement of Financial Management System.				
1.2.2	Support municipality to Prepare Revenue Improvement Action Plan and update annually	149.00 wks.	RIAP updated for FY 2079/80 Supported on implementation of RIAP. Supported Revenue Software implementation in all ward level of project Municipalities. Updating RIAP for the FY 2080/81. Supported to reduce deficiencies (Beruju) of the municipalities Continue supporting to find out potential sources of municipal revenue. submitted municipal financial policies to the Municipality Review and provided the Progress of last year RIAP submitted Continued to support ward level staff in computer billing Conduct tax enhancement program Support on taxpayers' data update.	(i) assist to prepare and update RIAP and FOP for FY 2080/81 (ii) provide technical support to municipal finance specialist to support implementation of revenue enhancement activities for 2079/80 and 2080/81 (iii) support municipality to set tariff under subprojects implemented under the project (projects are under implementation) (iv) support to implement revenue administration system software programs developed by central agencies, assist municipal staff in inputting property taxpayer information in Taxpayer database, including linkage with GIS-based house numbering
1.2.3	Support Municipalities for Annually Updated	147.62 wks.	FOP updated for FY 2079/80 and updating for 2080/81 in four project participating	

SN	Deliverables & task names	Duration	Progress	Next year plan
	and Budgeted FOP Policy		municipalities Support on clearance of deficiencies (Beruju) of Municipalities	system and maps. (v) Design and conduct training cum exposure visit on the various aspects of municipal finance and management i.e. IPT, own source revenue, revenue projections, accounting System and other relevant topics of municipal finance, etc. with the best practiced municipalities.
1.2.4	Support Municipalities for Timely Submission of Statement of Expenditures (SOEs)	117.71 wks.	SOE with the institutional support and PBSEDP provided to, PMC to PCO and municipalities	
2. Task Group 2: Strengthening Municipal Organizational System				
1.3.1	Review of Municipal Organizational System Role, Expenditure, and Work flow.	2 wks	Completed in all participating municipalities	Coordination for implementation of O an M report
1.3.2	Support Municipalities to Carry Out Organization and Management Survey	42.00 wks.	Completed in all participating municipalities	Implementation of O and M System O & M Trainings Support to conduct capacity development trainings for municipal staff
1.3.3	Suggest Municipality for Appropriate Organization System	92.14 wks.	Final report of O & M survey is completed and submitted to municipality for approval. Approved in Bheemdatt Municipality	
1.3.4	Identify Capacity Gap in Organization, Prepare job description of all core Municipal Staff and Conduct Training.	88.81 wks.	Completed	
3. Task Group 3: Strengthening Urban Planning				
1.4.2	Amended Building Bylaws and Approved by Municipal Council	88.00 wks.	Expert advice from DUDBC incorporated in draft report of building bylaws Building Bylaws is approved by Bheemdatt Municipality and published in Rajpatra Prepared final draft report of Building Bylaws in Dhangadi, Godawari and Suklaphanta Municipalities	Support municipalities to implement the Building Bye-laws Support to approve, publish in Rajpatra and implement the building bye-laws in Dhangadhi, Godawari, and Suklaphanta Support in implementation of house numbering system
1.4.3	House and Addressing System established and Implementation	148.77 wks.	Completion of House Numbering Survey in all project participating municipalities (total 98,071 houses [Bheemdatt: 26322 houses; Shuklaphanta:	Support in installation of

SN	Deliverables & task names	Duration	Progress	Next year plan
			13020 houses, Godawari 23555 houses, and Dhangadhi: 40,230 houses) Final report on GIS Based house numbering system is prepared and submitted Installation of house number plates and road information boards is in progress in all municipalities Knowledge transfer training to the municipalities Update missing names of road and streets	house number plates and road information boards
1.4.4	Training for Municipal Staffs	52.28 wks.	Training proposal on Updating base map and GID house numbering is submitted to RPIU, PCO.	
4. Task Group 4: Improve Asset Management System				
1.5.2	Support Municipalities for Identifying and Preparing Inventory of Municipal Assets	47.00 wks.	Support to replace traditional Assets resistor system by Public Assets Management System (PAMS) software Assets Management Action Plan for Municipal property/Assets (i.e. road, public buildings, public parks, land etc) is under preparation Prepared draft final report of PBSEDP sub-projects in all participating municipalities	Finalization of asset inventory report of PBSEDP sub-projects Complete Asset management plan of PBSEDP sub-projects
1.5.3	Prepare Asset Management Plan and Approved from Municipalities for Implementation	148.76 wks.	Started and on track in project participating municipalities	
1.5.4	Prepare Operation Guidelines for Asset Management and Operation and Maintenance Plan	148.76 wks.	In progress in project participating municipalities	
5. Task Group 5: Established a GESI Institutional Structure				
1.6.1	Support Municipality for Socio-economic Baseline Survey	36.86 wks.	Prepared final baseline report and submitted.	Support to participants selection from municipality and conduct upcoming capacity building training.
1.6.2	Need Assessment and Capacity Development in GESI Mainstream	150.76 wks.	Completed.in all municipalities	Support to implement PBSEDP sub-projects. Support to municipality implementation of GESI policy.
1.6.3	Implementation of	150.76	GESI Policy 2078 is approved	Support to GESI section to

SN	Deliverables & task names	Duration	Progress	Next year plan
	GESI Sensitive Monitoring and Reporting Guidelines	wks.	by the municipal executives Updated disaggregate data sheet	implementation GESI policy in planning process of municipality.
1.6.4	Provide Training for Capacity Development and GESI Institutionalization	110.14 wks.	Completed in four municipalities Regular support to GESI sections for capacity development	
6. Task Group 6: Established Environmental Management System				
1.7.2	Strengthening Capacity of Municipality on Environmental Management Issue.	149.72 wks.	Completed trainings on Integrated Solid Waste Management (ISWM) to Environment Management Technical Working Group (EMTWG) and private sectors	• Further strengthen the environmental sections/units at municipalities
1.7.3	Design Specific Management Models of FSM and Provide Training to Staff	149.71 wks.	Completed training on FSM to municipal staffs	
1.7.4	Support Municipal Staff for Environment Management, Monitoring and Preparation of Reports	149.71 wks.	In progress	
7. Task Group 7: Project Implementation Support				
1	Formulation of Annual Program for Performance Based Socio-economic Development Program and Institutional Development Program	-	Supported in implementation of PBSEDP sub projects Support in preparation of Self-Evaluation report. Support in preparation of PBSEDP procurement plan Supported to prioritize the demanded sub-projects from TLOs and ward committees by using sub-projects selection tool Supported to include 33% women and 40 % vulnerable group in formation of user committee and 50% women representation in decision making position. Support to conduct pre-construction trainings to User Committee. Advocacy in formation of inclusive committees for other municipal level projects/sub-projects. Support to municipality for user committee formation and registration. Support municipal technical team for preparation of design, estimate and monitoring of sub	Support in selection, planning and implementation of PBSEDP sub projects Support in preparation of Self-Evaluation report Support in preparation of PBSEDP procurement plan Support to conduct pre-construction trainings to User Committee Support to municipality for user committee formation and registration Support municipal technical team for preparation of design, estimate and monitoring of sub projects Supervision and monitoring

SN	Deliverables & task names	Duration	Progress	Next year plan
			projects Supervision and monitoring	
8. Task Group 8: Community Awareness				
1.	Community Awareness		Orientation has been conducted about PBSEDP programs, solid waste collection, Health and hygiene, community-based programs, focus group discussions and safety measures Preparation of guidelines on Social Mobilization for Bheemdatt Support GESI section in preparation of Jingle against gender violence.	Support to implement IEC activities Consultation and participation meeting with TLOs and other community groups
9	Others (if any)		Preparation of monthly, quarterly and annual progress reports Providing information/data etc. as required by PCO/R-PIU Participation in meetings organized by R-PIU Participation and facilitation in monthly MPCC meetings of Municipality Assisted team leader as required. Participation in meetings organized by Municipality	

9 PBSEDP EXPENDITURE STATUS 2021/22

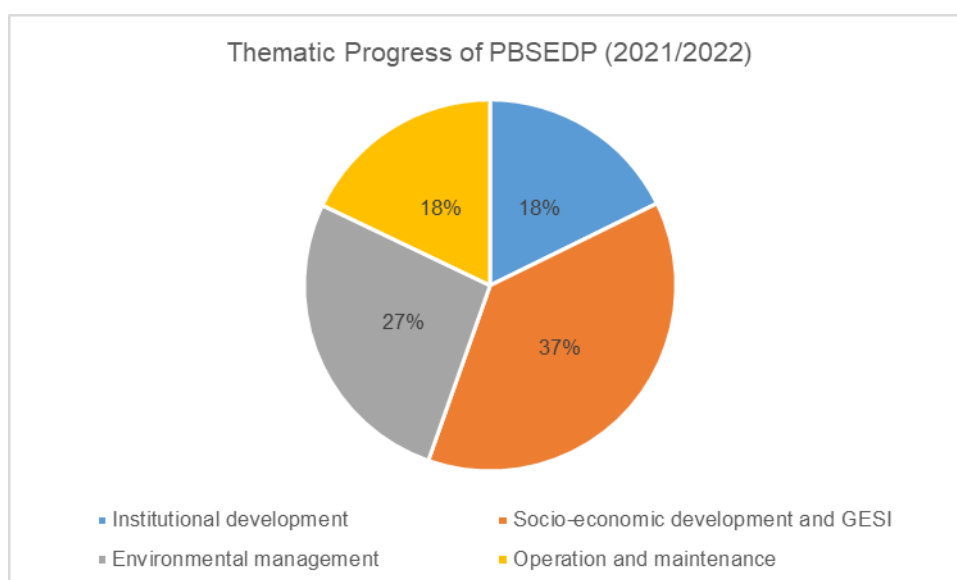
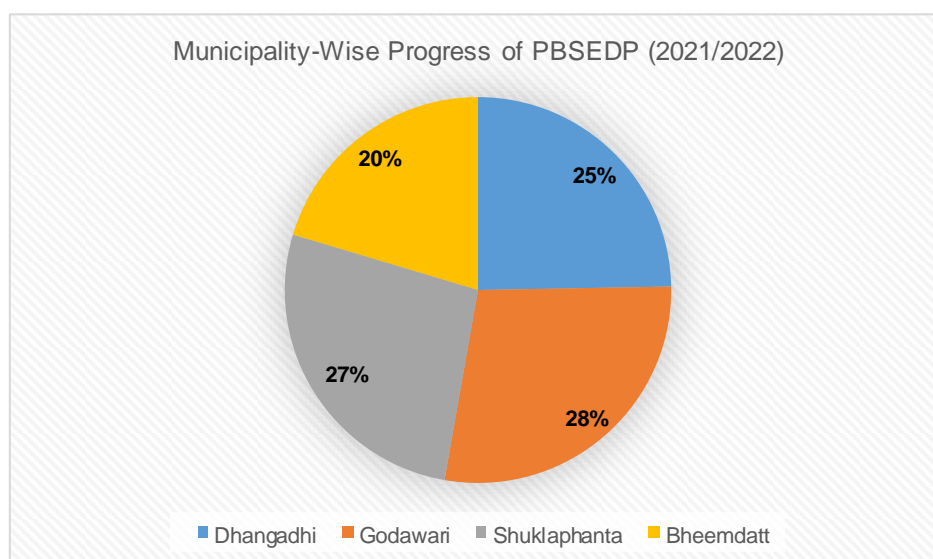
Participating municipalities are supported for the implementation of PBSEDP Program. The expenditure sheet in this year is summarized in Table 4.

Table 4: Municipality Wise and Theme-Wise Budget and Expenditure (2021/2022)

SN	Categories	No. of Sub-Projects	Allocated Budget (NRs.)	Expenditure (NRs.)	Progress (%)	Remarks
Dhangadhi						
1	Institutional development	3	12,610,000.00	7,980,393.00	63.29	
2	Socio-economic development and GESI	1	19,800,000.00	16,672,964.00	84.21	
3	Environmental management	7	11,083,967.00	10,509,336.00	94.82	
4	Operation and maintenance	14	5,800,000.00	5,727,999.00	98.76	
Total		25	49,293,967.00	40,890,692.00	82.95	
Godawari						
1	Institutional development	1	500,000.00	377,946.00	75.59	
2	Socio-economic development and GESI	4	900,000.00	899,521.00	99.95	
3	Environmental management	6	950,000.00	852,254.00	89.71	
4	Operation and maintenance	4	1,510,000.00	1,505,900.00	99.73	
Total		15.00	3,860,000.00	3,635,621.00	94.19	
Shuklaphanta						
1	Institutional development	2	950,000.00	901,848.00	94.93	
2	Socio-economic development and GESI	6	2,300,000.00	2,222,829.00	96.64	
3	Environmental management	3	950,000.00	649,050.00	68.32	
4	Operation and maintenance	10	1,700,000.00	1,546,289.00	90.96	
Total		21.00	5,900,000.00	5,320,016.00	90.17	
Bheemdatt						
1	Institutional development	1	500,000.00	323,553.00	64.71	
2	Socio-economic development and GESI	1	600,000.00	580,413.00	96.74	
3	Environmental management	7	3,400,000.00	2,433,989.00	71.59	
4	Operation and maintenance	4	1,700,000.00	899,496.00	52.91	
Total		13	6,200,000.00	4,237,451.00	68.35	
Grand Total		74	65,253,967.00	54,083,780.00	82.88	

The municipality-wise and theme-wise expenditure of status of PBSEDP for 2021/2022 is graphically illustrated in Figure 2.

Figure 2: Municipality-Wise and Thematic Financial Progress of PBSEDP for 2021/2022



10 EFFECT OF COVID-19 IN IDC PERFORMANCES

Even in second wave of COVID-19 Pandemic in 2021, IDC has supported municipalities and performed tasks as per scheduled in each thematic area with great precaution, precision, and sensitivity. During this period, awareness raising work was conducted in coordination with municipal executives, communities and focal groups to maintain safety delivered from WHO and Government of Nepal. IDC has maintained integrity and patience to deliver its defined tasks as mentioned in agreement. However, the prevailing pandemic situation may affect the total duration performance of IDC

11 SUB-METROPOLITAN CITY AND MUNICIPALITY DATA

Table 5: Progress and Plan

SN	Task Name	Duration (Weeks)	Progress				Remarks
			Dhangadhi	Godawari	Shuklaphanta	Bheemdatt	
1.2	Task Group 1: Enhance Revenue and Improvement of Financial Management System						
1.2.1	Review of Municipal Financial Management Policy	2	Reviewed	Reviewed	Reviewed	Reviewed	
1.2.2	Support Municipality to Prepare Revenue Improvement Action Plan (RIAP) and update annually	149	RIAP Prepared, Updated & Submitted	RIAP Prepared, Updated & Submitted	RIAP Prepared, Updated & Submitted	RIAP Prepared, Updated & Submitted	
1.2.2.1	Revenue Administration	149	In Progress	In Progress	In Progress	In Progress	
1.2.2.2	Economic Enterprise Development	149	In Progress	In Progress	In Progress	In Progress	
1.2.2.3	Revenue Projection	30.33	Projected	Projected	Projected	Projected	
1.2.2.4	Prepare RIAP and Formation of Municipal Revenue Enhancement /advisory committee	148.76	Formed	Formed	Formed	Formed	
1.2.2.5	Recommendations on Investments, Budgets and Financing Strategy	148.76	Suggested	Suggested	Suggested	Suggested	
1.2.3	Support Municipalities for Annually Update and Budgeted FOP Policy	147.62	Updated	Updated	Updated	Updated	
1.2.4	Support Municipalities for Timely Submission of Statement of Expenditures (SoEs)	117.71	Timely submitted	Timely submitted	Timely submitted	Timely submitted	
1.3	Task Group 2: Strengthening Municipal Organizational System						
1.3.1	Review of Municipal Organizational System Role, Expenditure	2	Reviewed	Reviewed	Reviewed	Reviewed	

SN	Task Name	Duration (Weeks)	Progress				Remarks
			Dhangadhi	Godawari	Shuklaphanta	Bheemdatt	
	and work flow						
1.3.2	Support Municipalities to carry out organization and Management Survey	42	Completed	Completed	Completed	Completed	
1.3.3	Suggest Municipalities for Appropriate Organization System	92.14	Final report submitted	Final report submitted	Final report submitted	Final report submitted and approved by municipality	
1.3.4	Identify Capacity Gap in Origination Prepare job description of all core municipal staff and conduct training	88.81	Prepared	Prepared	Prepared	Prepared	
1.4	Task Group 3: Strengthening Urban Planning						
1.4.1	Review existing model building By - Laws and Codes	2	Review in progress	Review in progress	Review in progress	Reviewed	
1.4.2	Amended building By-laws and approved by Municipal Council.	88	Review in progress	Review in progress	Review in progress	Approved by Municipality	
1.4.2.1	IDC amended building By-laws approved	8	Review in progress	Review in progress	Review in progress	Approved by Municipality	
1.4.2.2	Action Plan for implementation	80	Prepared	Prepared	Prepared	Prepared	
1.4.3	House and Street addressing system established and implementation	148.77	In Progress	In Progress	In Progress	In Progress	
1.4.3.1	GIS Based Maps	107.1	Prepared	Prepared	Prepared	Prepared	
1.4.3.2	House numbering System	102.67	In Progress	In Progress	In Progress	In Progress	
1.4.4	Training for Municipal Staffs	52.28	Completed	Completed	Completed	Completed	
1.5	Task Group 4: Improve Asset Management System						
1.5.1	Existing Asset Inventory System and O& M policy	2	Reviewed	Reviewed	Reviewed	Reviewed	

SN	Task Name	Duration (Weeks)	Progress				Remarks
			Dhangadhi	Godawari	Shuklaphanta	Bheemdatt	
	review						
1.5.2	Support Municipalities for identifying and preparing Inventory of Municipal Assets.	47	Prepared Asset Inventory report of sub-projects under PBSEDP	Prepared Asset Inventory report of sub-projects under PBSEDP	Prepared Asset Inventory report of sub-projects under PBSEDP	Prepared Asset Inventory report of sub-projects under PBSEDP	
1.5.2.1	Asset Registration	24	Started use of software PAMs	Started use of software PAMs	Started use of software PAMs	Started use of software PAMs	
1.5.2.2	Asset Condition Parameters and Surveys	24	In Progress	In Progress	In Progress	In Progress	
1.5.2.3	Asset Valuation	6	In Progress	In Progress	In Progress	In Progress	
1.5.2.4	Asset Condition Report	4	In Progress	In Progress	In Progress	In Progress	
1.5.3	Prepare Asset Management Plan and approved by Municipalities for Implementation	148.76	In Progress	In Progress	In Progress	In Progress	
1.5.4	Prepare Operation Guidelines for Asset Management and O & M Plan	148.76	In Progress	In Progress	In Progress	In Progress	
1.5.4.1	Operational Strategies and Plans	80.52	In Progress	In Progress	In Progress	In Progress	
1.5.4.2	Maintenance Strategies and Plans	79.14	In Progress	In Progress	In Progress	In Progress	
1.6	Task Group 5: Establish a GESI Institutional Structure						
1.6.1	Support municipality for socio economic baseline survey	36.86	Completed	Completed	Completed	Completed	
1.6.2	Need Assessment and Capacity Development in GESI Mainstream	150.76	Completed	Completed	Completed	Completed	
1.6.2.1	Inclusion of WPE in Project Activities	150.76	Ensured, practicing	Ensured, practicing	Ensured, practicing	Ensured, practicing	

SN	Task Name	Duration (Weeks)	Progress				Remarks
			Dhangadhi	Godawari	Shuklaphanta	Bheemdatt	
1.6.2.2	WPE Involvement.	150.76	Encouraged and ensured	Encouraged and ensured	Encouraged and ensured	Encouraged and ensured	
1.6.2.3	Inclusion of Urban Poor	150.76	Ensured	Ensured	Ensured	Ensured	
1.6.2.4	Encourage Women Contractors in Small Infrastructures	150.76	Identified, Encouraged	Identified, Encouraged	Identified, Encouraged	Identified, Encouraged	
1.6.2.5	Encourage Local Community Groups / Organizations	150.76	Encouraged	Encouraged	Encouraged	Encouraged	
1.6.3	Development and Implementation of GESI Sensitive Monitoring and Reporting Guidelines	150.76	Developed	Developed	Developed	Developed	
1.6.4	Provide Training for Capacity Development and GESI Institutionalization	110.14	In progress	In progress	In progress	In progress	
1.7	Task Group 6: Establish Environmental Management System						
1.7.1	Review of Existing Structure of Environmental Management System	2	Reviewed	Reviewed	Reviewed	Reviewed	
1.7.2	Strengthening Capacity of Municipality on Environmental Management Issue	149.71	Training Conducted on ISWM	Training Conducted on ISWM	Training Conducted on ISWM	Training Conducted on ISWM	
1.7.3	Design Specific Management Modules of FSM and Provide Training to Staff	149.71	Training Conducted on FSM	Training Conducted on FSM	Training Conducted on FSM	Training Conducted on FSM	
1.7.4	Support Municipal Staff for Environment Management and Monitoring Training and Preparation of Reports	149.71	Prepared	Prepared	Prepared	Prepared	

SN	Task Name	Duration (Weeks)	Progress				Remarks
			Dhangadhi	Godawari	Shuklaphanta	Bheemdatt	
1.7.4.1	Private / other sector involvement and trainings	62.19	Involved in ISWM training	Involved In ISWM training	Involved in ISWM training	Involved in ISWM training	
1.7.4.2	Preparing environmental monitoring guidelines	149.71	In progress	In progress	In progress	In progress	
1.7.4.3	Environmental Management Reporting	149.71	In progress	In progress	In progress	In progress	
1.8	Task Group 7: Support Municipalities for Project Implementation						
1.8.1	Prepare Annual Program by Adopting Participatory Planning Process	149.71	Prepared				
1.8.1.1	Implementation of demand led or responsive participatory approach		Implemented				
1.8.1.2	Increase community capacity to sustain the project	149.71	Conducted orientation and trainings				
1.8.1.3	Enhancement of the role of women in all aspects of the project	149.71	Encouraged user groups to provide 50% women in decision making position and 33 % participation of women while formation of user committees				
1.8.1.4	Integration of hygiene and sanitation education with technically, environmental, and operationally sustainable urban infrastructures	149.71	Integrated	Integrated	Integrated	Integrated	
1.8.2	Prepare Design and Cost Estimate Report of Infrastructure Sub projects	148.76	Supported to Municipal technicians in preparation of design and estimates of Sub-projects under PBSEDP				
1.8.3	Monitoring and Evaluation of Project Activities and Reporting	148.76	Completed	Completed	Completed	Completed	
1.8.4	Prepare Programs and Procurement	148.76	Prepared and implemented	Prepared and implemented	Prepared and implemented	Prepared and implemented	

SN	Task Name	Duration (Weeks)	Progress				Remarks
			Dhangadhi	Godawari	Shuklaphanta	Bheemdatt	
	of Goods and Works		d			d	
1.9	Task Group 8: Support Municipalities for Community Awareness						
1.9.1	Community Awareness, Develop IEC Materials and People's Participation in Project Activities.	148.86	IEC proposal prepared and submitted				
1.9.2	Develop HHE Materials on 3R Activities	147.91	In progress				
1.9.3	Support Municipalities in Health and Hygiene Education	149.81	In progress				
1.9.4	Support Municipalities in 3Rs and Awareness Camping	146	In progress				
	Other		IDC supported all participating municipality by motivating to public and CFUG in ISWM site for obtaining no objection letter. Initiated coordination among utility providers in construction phase of road and drains to assist DSC and support municipality for smooth implementation				

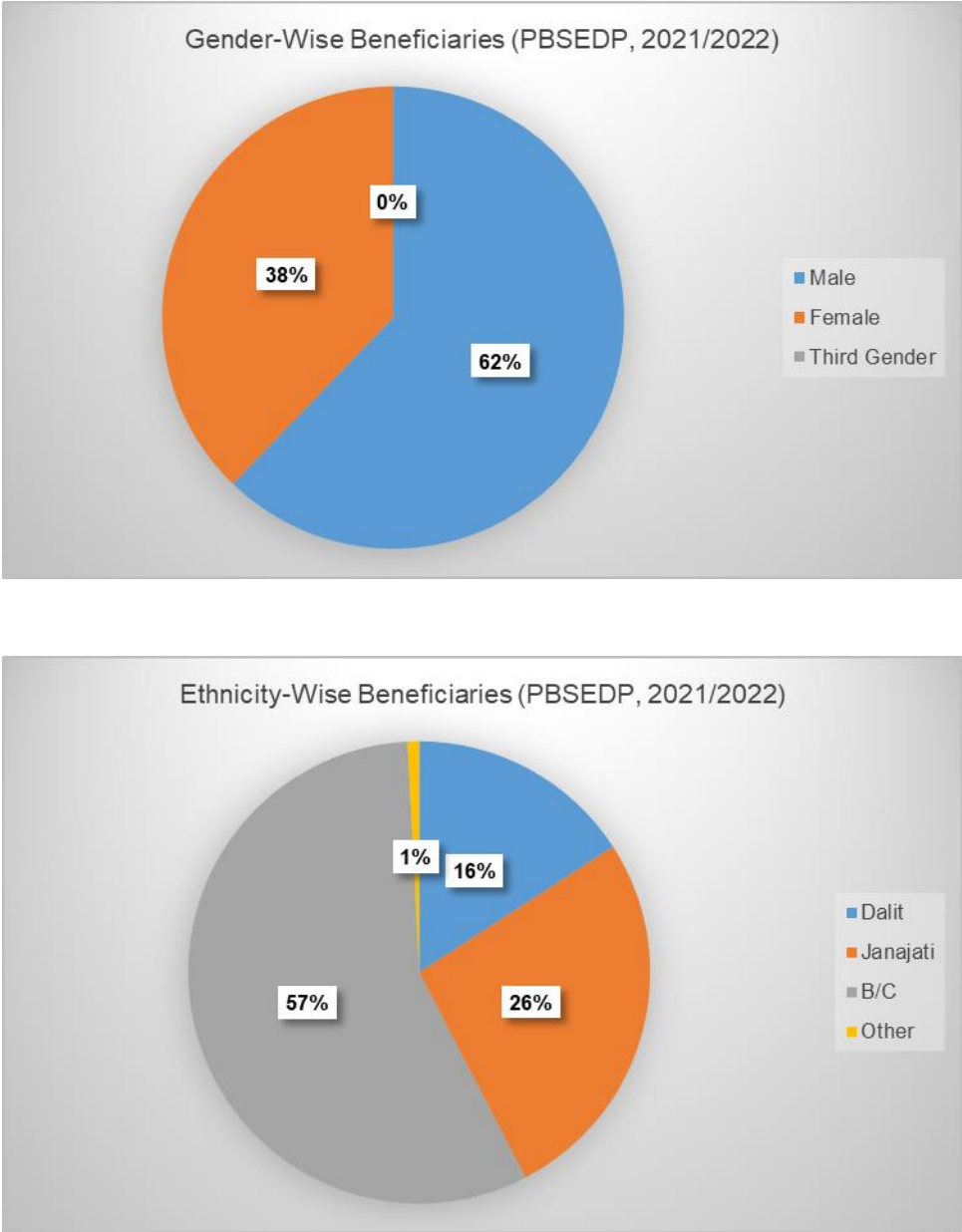
12 DETAIL DISAGGREGATED DATA FROM GESI PERSPECTIVE

Table 6: Cumulative Disaggregated Data of Beneficiaries

S N	Activities	No of Event	Gender			Ethnicity				Total
			Male	Female	Third Gender	Dalit	JJ	B/C	Other	
P7 Municipalities										
1	Community awareness	54	1,259	1,049	-	372	669	1,251	16	2,308
2	Consultation meeting	267	4,171	2,321	-	1,002	1,722	3,714	42	6,480
3	Training orientation	42	610	594	-	204	401	572	27	1,204
4	MPCC Meeting	86	795	189	-	162	123	696	3	984
Total		449	6,835	4,153	-	1,740	2,915	6,239	88	10,982

The gender-wise and ethnicity-wise beneficiaries to the BPSEDP for the year 2021/2022 is illustrated in Figure 3.

Figure 3: Gender-Wise & Ethnicity-Wise Beneficiaries under BPSEDP for 2021/2022



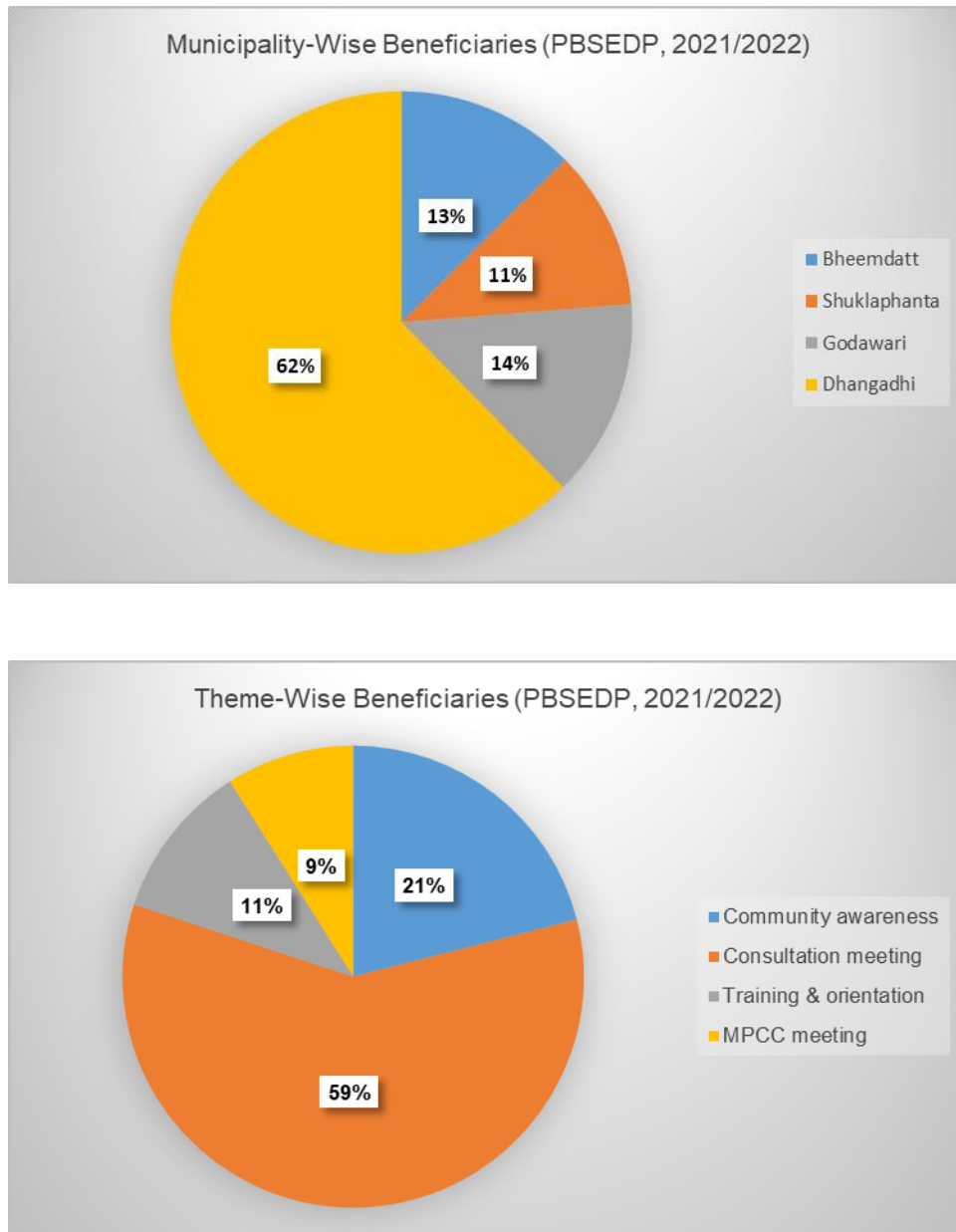
The municipality-wise and thematic disaggregated data is illustrated in Table 7.

Table 7: Municipality-Wise Disaggregated Data of Beneficiaries

Activities	No. of Event	Gender			Ethnicity				Total
		Male	Female	Third Gender	Dalit	Janajati	B/C	Other	
Bheemdatt									
Community awareness	-	-	-	-	-	-	-	-	-
Consultation meeting	37	654	576	-	380	159	685	-	1,224
Training orientation	3	35	35	-	9	12	49	-	70
MPCC Meeting	6	71	19	-	3	1	86	-	90
Total	46	760	630	-	392	172	820	-	1,384
Shuklaphanta									
Community awareness	-	-	-	-	-	-	-	-	-
Consultations and meeting	41	725	373	-	173	319	600	-	1,092
Orientations/Trainings	1	-	31	-	11	18	2	-	31
MPCC meeting	10	79	16	-	-	10	85	-	95
Total	52	804	420	-	184	347	693	-	1,224
Godawari									
Community awareness	1	25	17	-	3	7	31	1	42
Consultations meeting	63	826	366	-	161	320	694	17	1,192
User Committee Orientation	13	123	114	-	56	81	94	6	237
MPCC meeting	6	45	12	-	15	9	33	-	57
Total Events	83	1,019	509	-	235	417	852	24	1,528
Dhangadhi									
Community awareness	53	1,234	1,032	-	369	662	1,220	15	2,266
Consultations meeting	126	1,966	1,006	-	288	924	1,735	25	2,972
User Committee Orientation	25	452	414	-	128	290	427	21	866
MPCC meeting	64	600	142	-	144	103	492	3	742
Total	268	4,252	2,594	-	929	1,979	3,874	64	6,846
Grand Total	449	6,835	4,153	-	1,740	2,915	6,239	88	10,982

The municipality-wise and thematic disaggregated data of beneficiaries under PBSEDP 2021/2022 is illustrated in Figure 4.

Figure 4: Municipality-Wise and Theme-wise Beneficiaries under PBSEDP 2021/2022



13 PROPOSED ACTION PLAN (2022-2023)

After the completion of second year, IDC reviewed its progress and prepared its biannual plan. IDC is performing its designated tasks according to the work schedule presented below. This plan is based on assumption that COVID-19 effect will minimize with time and working environment becomes favourable soon.

Table 8: Proposed Action Plan for 2023

SN	Task Items	Responsible	Status	2022				2023				Outputs
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.2	Task Group 1: Enhance revenue and improvement of financial management system											
1.2.1	Review of municipal financial management policy	Support to municipality (FS-IDC)	Completed									1. Annually Updated and Implemented Revenue Improvement Action Plan (RIAP)
1.2.2	Support municipalities to prepare revenue improvement action plan (RIAP) and update annually							—————	—————	—————	—————	2. Activities or Revenue Implementation Action Plan Implemented
1.2.2.1	Prepared and update of RIAP annually	Support to municipality (FS-IDC)	In progress					—————	—————	—————	—————	
1.2.2.2	Support municipalities to implement major revenue enhancement activities of RIAP	Support to municipality (FS-IDC)	In progress					—————	—————	—————	—————	
1.2.2.3	Tax awareness campaign	Support to municipality (FS-IDC)	In progress					—————	—————	—————	—————	
1.2.2.4	Support to set tariff for established municipal services including under RUDP sub-projects	Support to municipality (FS-IDC)	In progress									
1.2.2.5	Support to implement revenue administration system software developed by centre agency	Support to municipality (FS-IDC)	In progress		—————	—————	—————					

SN	Task Items	Responsible	Status	2022				2023				Outputs
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.2.2.6	Assist municipal staffs for IPT data base	Support to municipality (FS-IDC)	In progress									
1.2.3	Support municipalities prepared/ update Financial Operating Plan (FOP)											3. Annually Updated and Budgeted Financial Operating Plans (FOP)
1.2.3.1	Support municipalities to prepare annual budgets/program as per RIAP	Support to municipality (FS-IDC)	In progress									
1.2.3.2	Support municipalities to prepare annual plan and program under RUDP support	Support to municipality (FS-IDC)	In progress									
1.2.4	Support municipalities for timely submission of statement of expenditures (SOEs)	Support to municipality (FS-IDC)	In progress									4. Timely Submission of Statement of Expenditures
1.2.5	Design and conduct training on municipal finance and management, IPT, OSR etc.	Support to municipality (FS-IDC)	in progress									
1.2.6	Support municipalities to establish inventory management as per software developed by GoN	Support to municipality (FS-IDC)	In progress									
1.2.7	Support to municipalities update current assets inventories record and management	Support to municipality (FS-IDC)	In progress									
1.3	Task Group 2: Strengthening municipal organizational system											
1.3.1	Review of municipal organization system, role, expenditure, work flow	Support to municipality (IDE-IDC)	Completed									5. Organization and Management Survey Report of Municipality

SN	Task Items	Responsible	Status	2022				2023				Outputs	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1.3.2	Support municipalities to carry out organization and management survey	Support to municipality (IDE-IDC)	Completed										
1.3.3	Suggest municipalities for appropriate organization system	Support to municipality (IDE-IDC)	Completed										
1.3.4	Identify capacity gap in organization, prepare job description of all core municipal staff and conduct training	Support to municipality (IDE-IDC)	In progress					—————					
1.4	Task Group 3: Strengthening urban planning												
1.4.1	Review existing model building bylaws and codes	Support to municipality (ME-IDC)	Completed										6. Amended Building Bylaws Approved
1.4.2	Amended building bylaws and approved by municipal council												
1.4.2.1	Support to amend building bye-laws and approval	Support to municipality (ME-IDC)	In progress					—————					
1.4.2.2	Action plan for implementation	Support to municipality (ME-IDC)	In progress							—————			
1.4.3	House and street addressing system established and implementation												7. GIS- based House Numbering System

SN	Task Items	Responsible	Status	2022				2023				Outputs
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.4.3.1	GIS based maps	Support to municipality (DSC-IDC)	In progress									
1.4.3.2	House numbering system											
	House Numbering Survey	Support to municipality (IDC)	Completed									
	Field verification draft presentation/ data cleaning	Support to municipality (IDC)	Completed									
	Final report presentation	Support to municipality (IDC)	In progress									
	House Number installation	Support to municipality (IDC)	In progress									
1.4.4	Training for municipal staffs											
	Filed level practical training	Support to municipality (IDC)	Completed									
	Knowledge transfer training	Support to municipality (IDC)	In progress									
1.5	Task Group 4: Improve asset management system											
1.5.1	Existing asset inventory system and O & M policy review	Support to municipality (DSC-IDC)	In progress									8. Annually Updated O&M Plan
1.5.2	Support municipalities for identifying and preparing Inventory of municipal assets including social infra-structures i.e. road. drainage, bridge, parks etc.											9. Asset Management Plan and Operation Guidelines

SN	Task Items	Responsible	Status	2022				2023				Outputs
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.5.2.1	Asset registration	Support to municipality (DSC-IDC)	In progress									
1.5.2.2	Asset condition parameters and surveys	Support to municipality (DSC-IDC)	Not started									
1.5.2.3	Asset valuation	Support to municipality (DSC-IDC)	Not started									
1.5.2.4	Asset condition report	Support to municipality (DSC-IDC)	Completed									
1.5.3	Prepare asset Management plan and approved by municipalities for implementation	Support to municipality (DSC-IDC)	In progress									
1.5.4	Prepare operation Guidelines for asset management and O&M plan											
1.5.4.1	Operational strategies and plans	Support to municipality (DSC-IDC)	Not started									
1.5.4.2	Maintenance strategies and plans	Support to municipality (DSC-IDC)	Not started									
1.6	Task Group 5: Establish a GESI Institutional Structure											
	GESI Section/unit establishment	Support to municipality (IDC)	Completed									
1.6.1	Support municipalities for socio-economic baseline survey	Support to municipality (IDC)										10. GESI
	Documents review, proposal preparation and approval	Support to municipality (IDC)	Completed									

SN	Task Items	Responsible	Status	2022				2023				Outputs
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
	Enumerators selection	Support to municipality (IDC)	Completed									
	Orientation to enumerators	Support to municipality (IDC)	Completed									
	Presentation to Municipality	Support to municipality (IDC)	Completed									
	Field mobilization	Support to municipality (IDC)	Completed									
	Data verification and analysis	Support to municipality (IDC)	Completed									
	Draft report preparation and presentation	Support to municipality (GESI-IDC)	Completed									
	Final report preparation and submission	Support to municipality (IDC)	Completed									
1.6.2	Need assessment and capacity development in GESI mainstream		Completed									
1.6.2.1	Inclusion of Women poor and excluded groups (WPE) in project activities	Support to municipality (GESI-IDC)	Continuous process					—————				
1.6.2.2	WPE involvement (sub project cycle)	Support to municipality (IDC)	Continuous process					—————				
1.6.2.3	Inclusion of urban poor	Support to municipality (IDC)	Continuous process					—————				

SN	Task Items	Responsible	Status	2022				2023				Outputs	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1.6.2.4	Encourage women contractors in small infrastructures	Support to municipality (IDC)	Continuous process										
1.6.2.5	Encourage local community groups / organizations	Support to municipality (IDC)	Continuous process										
1.6.3	Development and implementation of GESI sensitive monitoring and reporting guideline												
	Draft GESI guideline prepared	Support to municipality (IDC)	Completed										
	Review by Municipality	Support to municipality (IDC)	In progress										
	Approved by Municipality	Support to municipality (IDC)	In progress										
1.6.4	Provide training for capacity development and GESI institutionalization												
	Proposal preparation and approval	Support to municipality (IDC)	Completed										
	GESI ToT	Support to municipality (IDC)	Completed										
1.7	Task Group 6: Establish environmental management system												
1.7.1	Review of existing structure of environmental management system	Support to municipality (EME-IDC)	Completed										11. Environmental Management

SN	Task Items	Responsible	Status	2022				2023				Outputs
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.7.2	Strengthening capacity of municipalities on environmental management issue											
	ISWM Proposal preparation and approval	Support to municipality (EME-IDC)	Completed									
	Training conduction	Support to municipality (EME-IDC)	Completed									
1.7.3	Support to municipalities water quality monitoring		In progress									
1.7.4	Design specific management modules of FSM and provide training to staff	Support to municipality (IDE-IDC)										
	FSM Proposal preparation and approval	Support to municipality (EME-IDC/DSC)	Completed									
	Training conduction	Support to municipality (EME-IDC/DSC)	Completed									
1.7.5	Support municipal staff for environment management, monitoring, training and preparation of reports											
1.7.5.1	Private/ other sector involvement and trainings	Support to municipality (EME-IDC)	Completed									
1.7.5.2	Preparing environmental monitoring guidelines											

SN	Task Items	Responsible	Status	2022				2023				Outputs
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
	Documents review and consultation meeting with municipality	Support to municipality (EME-IDC)	Completed									
	Draft Guidelines preparation	Support to municipality (EME-IDC)	In progress					—————				
	Draft report presentation	Support to municipality (EME-IDC)	In progress					—				
	Review by Municipality	Support to municipality (EME-IDC)	Not started						—			
	Approved by Municipal	Support to municipality (EME-IDC)	Not started						—			
	Environmental monitoring (safeguard)	Support to municipality (EME-IDC)	In progress					—————				
1.7.5.3	Environmental management reporting	Support to municipality (EME-IDC)	In progress					—————				
1.7.6	Provide ongoing technical support and advice to the PCO and PIU on FSM		Continuous process					—————				
1.8	Task Group 7: Support municipalities for project implementation											
	PBSEDP guideline updated and approval		Completed									
	User committee Procurement Guideline		Completed									
	PBSEDP Sub project selection Tools		Completed									

SN	Task Items	Responsible	Status	2022				2023				Outputs
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.8.1	Prepare annual program by adopting participatory planning process											12. Formulation of Annual Program for Performance Based Socio-economic Development Program and Institutional Development Program
	PBSEDP sub project selection F/Y 2077/78	Support to municipality (IDC)	Completed									
	Annual plan & Funding matrix	Support to municipality (IDC)	Completed									
	User committee Formation	Support to municipality (IDC)	Completed									
	Pre-construction /Orientation to UC	Support to municipality (IDC)	Completed									
	Commencement of work	Support to municipality (IDC)	Completed									
	Operation & maintenance training		Completed									
1.8.1.1	Implementation of demand led or responsive participatory approach	Support to municipality (IDC)	Completed									
1.8.1.2	Increase community capacity to sustain the project	Support to municipality (IDC)	Completed									
1.8.1.3	Enhancement of the role of women in all aspects of the project	Support to municipality (IDC)	Completed									

SN	Task Items	Responsible	Status	2022				2023				Outputs
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.8.1.4	Integration of hygiene and sanitation education with technically, environmentally and operationally sustainable urban infrastructures	Support to municipality (IDC)	Completed									
1.8.2	Prepare design and cost estimates report of infrastructures sub-projects	Support to municipality (IDC)	Completed									
1.8.3	Monitoring and evaluation of project activities and reporting	Support to municipality (IDC)	Completed									13. Periodic Progress Reports of Project as per the Guidelines
1.8.4	Prepare programs and procurement of goods and works	Support to municipality (IDC)	Completed									
1.9	Task Group 8: Support municipalities for community awareness											
1.9.1	Community awareness, develop IEC materials and people's participation in project activities											14. Community Awareness
1.9.1.1	Awareness on project activities	Support to municipality (IECE-IDC)	Continuous process									
1.9.1.2	Health and sanitation awareness	Support to municipality (IECE-IDC)	In progress									
1.9.1.3	Develop useful IEC materials for mass media campaign	Support to municipality (IECE-IDC)	Continuous process									
1.9.1.4	Strategy to be adopted for the use of IEC materials	Support to municipality (IECE-IDC)	In progress									

SN	Task Items	Responsible	Status	2022				2023				Outputs	
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4		
1.9.1.5	Selection of IEC tools	Support to municipality (IECE-IDC)	In progress										
1.9.1.6	Orientation and training to the project and other staff	Support to municipality (IECE-IDC)	In progress										
1.9.2	Develop health and hygiene education (HHE) materials on 3 R activities												
1.9.2.1	Organize training / orientation and workshops	Support to municipality (IECE & EME-IDC)											
1.9.3	Support municipalities in HHE												
1.9.3.1	Review of existing IEC materials	Support to municipality (IECE-IDC)	In progress										
1.9.3.2	Prepare inclusive HHE plan and its implementation	Support to municipality (IECE & EME-IDC)	Not started										
1.9.3.3	Awareness on health and construction related preventive measures	Support to municipality (IECE & EME-IDC)	Continued										
1.9.3.4	Activities targeted for health awareness	Support to municipality (IECE & EME-IDC)											
1.9.3.4.1	Training of tole-based health and sanitation groups	Support to municipality (EME-IDC)	Not started										

SN	Task Items	Responsible	Status	2022				2023				Outputs
				Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	
1.9.3.4.2	Health camp	Support to municipality (EME-IDC)	Not started							—————		
1.9.3.4.3	Health check-up of working labours	Support to municipality (EME-IDC)	Not started							—————		
1.9.3.4.4	Home Visit for domestic and surrounding health	Support to municipality (EME-IDC)	Not started								— —	
1.9.3.5	School health program	Support to municipality (EME-IDC)									———	
1.9.3.5.1	Monitoring and progress assessment of HHE	Support to municipality (EME-IDC)	In progress								—————	
1.9.4	Effective implementation of EMP	Support to municipality (EME-IDC)	In progress								—————	
1.9.5	Support municipalities in 3Rs and awareness camping	Support to municipality (EME-IDC)										
1.9.5.1	Organize awareness campaign on 3 R activities	Support to municipality (EME-IDC)	In progress								—————	

ANNEXES

A. MEETING MINUTES AND PHOTOGRAPHS OF BHEEMDATT MUNICIPALITY

કચ્છ મિત્રી 2008 પાલિકા ને બંધી સિન સપ્લાય, -
 સ્થાપિતના PMC Strategic Urban Planner
 શ્રી ઉમેશ બેનરજી ને Building Bylaws તરફ -
 દાખલ કરવા સમય ગઈ.

સ્થાપિત -

- 1) શ્રી ઉમેશ બેનરજી, PMC Strategic Urban Planner
- 2) શ્રી વિપ્લવ પ્રસાદ સિંઘ Engineer, મહાનગર નગર
- 3) શ્રી દેવેશ વજીરજી Municipal Engineer, Godawari
- 4) શ્રી પ્રદીપ કુમારજી " " Surplakanta
- 5) શ્રી સુભાષ શ્રીવાસ્થવ Assistant Urban Planner, DSC
- 6) શ્રી સિદ્ધુ રાજુ મહેતા Municipal Engineer, મહાનગર નગર

નિર્ણય નં. 9) મહાનગર નગર ને બંધી સિન Building Bylaws -
 ને સંબંધિત તરીકે મહાનગર નગર ના સુધારા સમિતી ની
 આ-કામતી Building Bylaws ને સંબંધિત નિર્ણય.

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Figure 5: Meeting on Building Bylaws with PMC Strategic Planner

કચ્છ મિત્રી 2008 પાલિકા ને બંધી સિન સપ્લાય, -
 સ્થાપિતના PMC Strategic Urban Planner
 શ્રી ઉમેશ બેનરજી ને Building Bylaws તરફ -
 દાખલ કરવા સમય ગઈ.

સ્થાપિત -

શ્રી ઉમેશ બેનરજી	PMC Strategic Urban Planner
શ્રી વિપ્લવ પ્રસાદ સિંઘ	Engineer, મહાનગર નગર
શ્રી દેવેશ વજીરજી	Municipal Engineer, Godawari
શ્રી પ્રદીપ કુમારજી	" " Surplakanta
શ્રી સુભાષ શ્રીવાસ્થવ	Assistant Urban Planner, DSC
શ્રી સિદ્ધુ રાજુ મહેતા	Municipal Engineer, મહાનગર નગર

નિર્ણય નં. 9) મહાનગર નગર ને બંધી સિન Building Bylaws -
 ને સંબંધિત તરીકે મહાનગર નગર ના સુધારા સમિતી ની
 આ-કામતી Building Bylaws ને સંબંધિત નિર્ણય.

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Figure 6: MPCC Meeting Minute at Bheemdatt Municipality

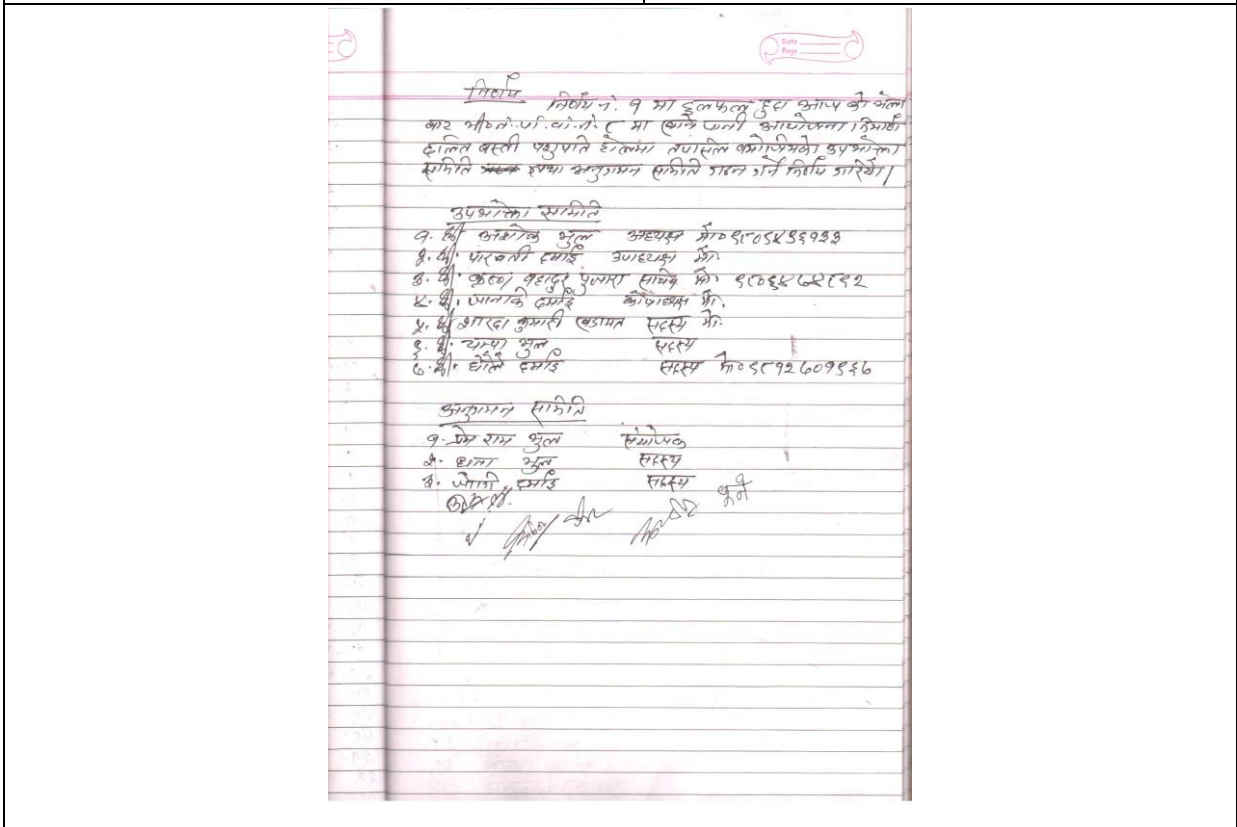
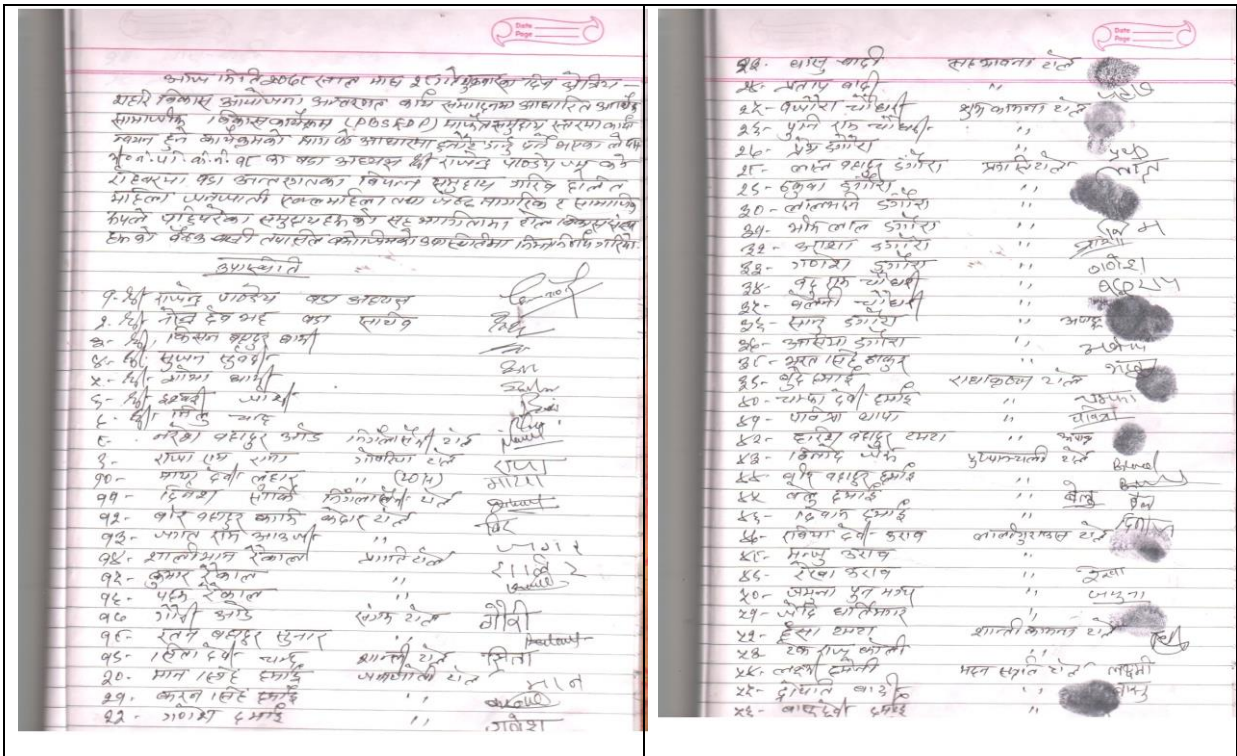


Figure 7: Community Consultation Meeting at Bheemdatt- 1

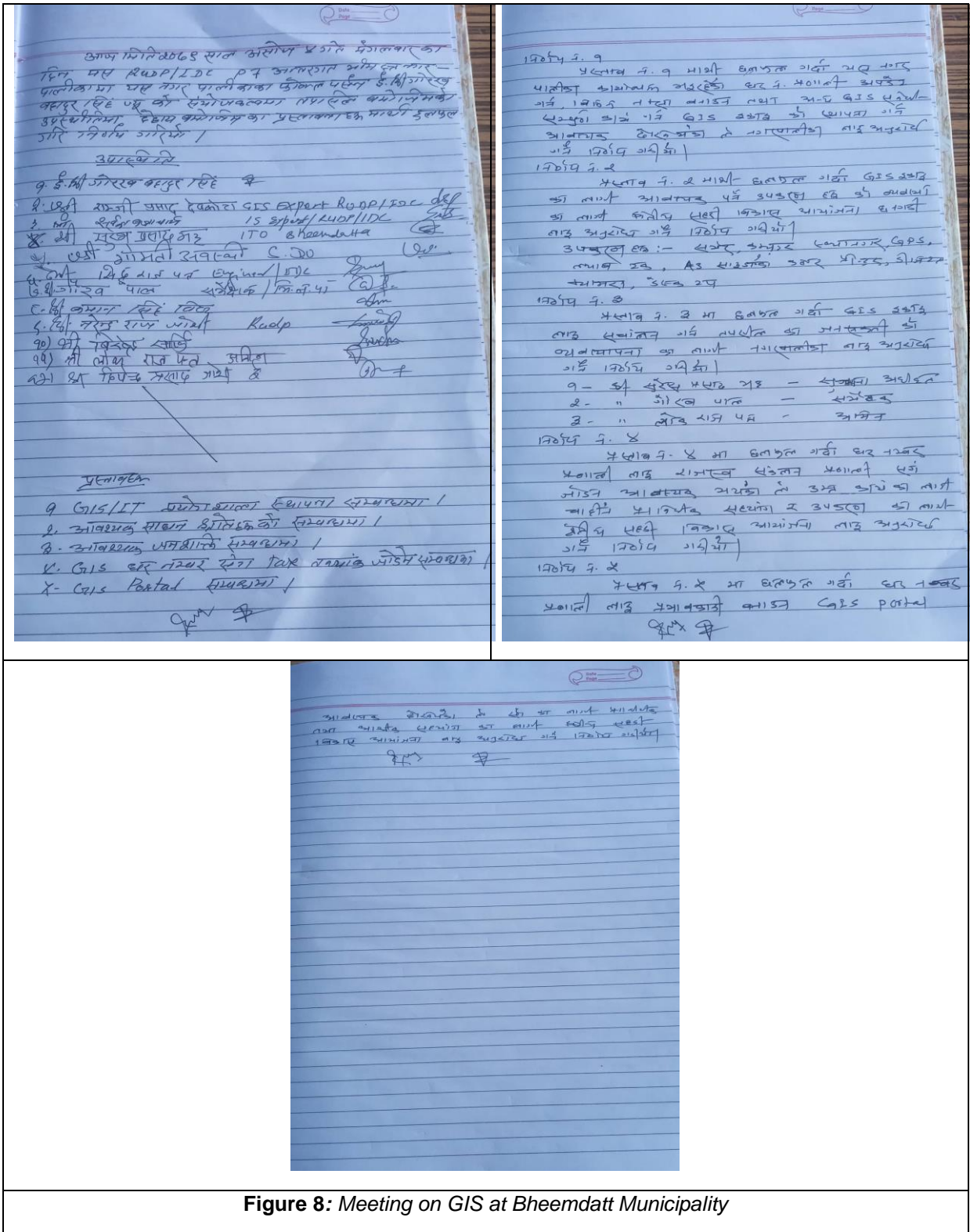


Figure 8: Meeting on GIS at Bheemdatt Municipality

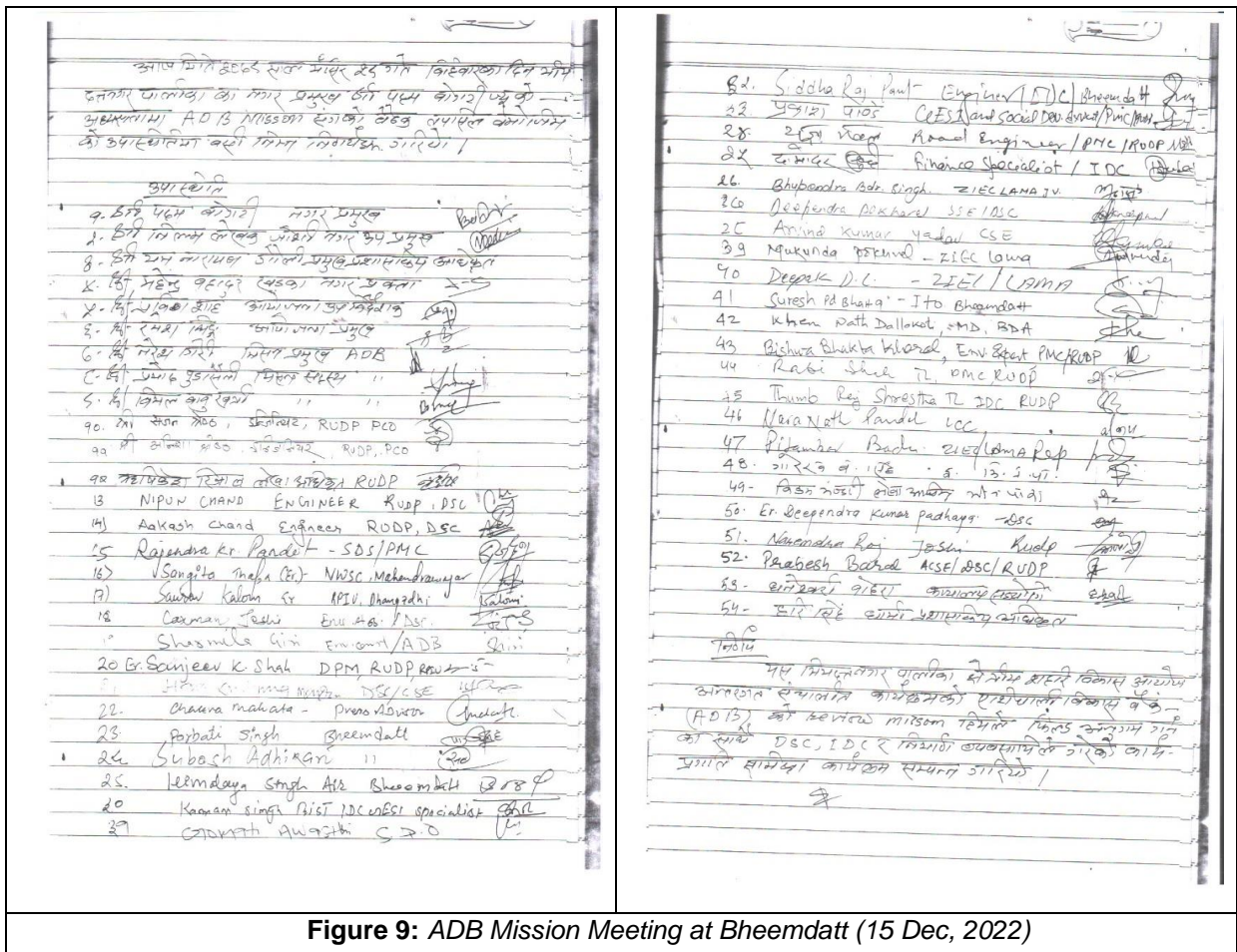


Figure 9: ADB Mission Meeting at Bheemdatt (15 Dec, 2022)

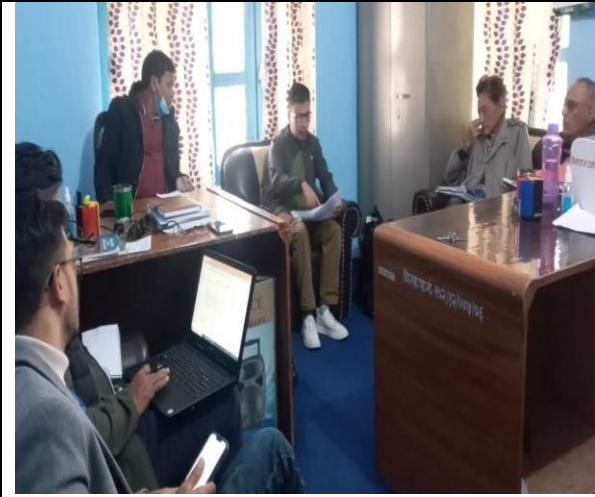


Figure 10: Meeting on Building Bylaws with PMC Strategic Planner at Bheemdatt



Figure 11: Community Consultation Meeting at Bheemdatt-4

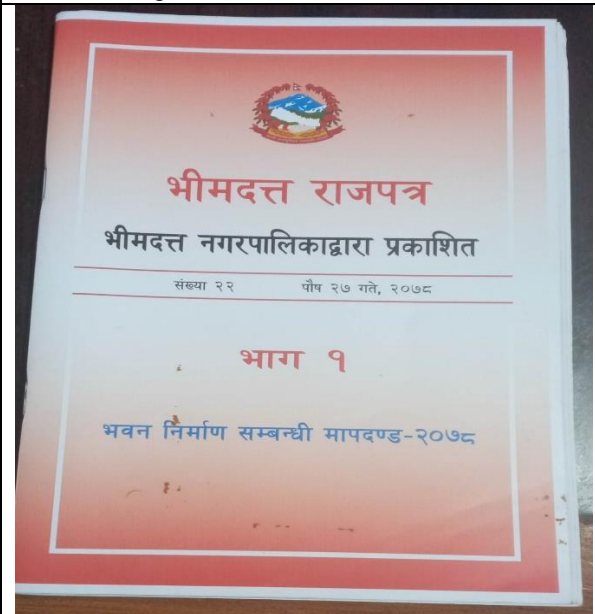


Figure 12: Building Bylaws Published in Rajpatra of Bheemdatt



Figure 13: Hand overing of the Organization and Management (O&M) Report at Bheemdatt



Figure 14: ADB Mission Meeting at Bheemdatt (December 15, 2022)



Figure 15: Site Visit, Bheemdatt-18



Figure 16: Mushroom Farming Training (5 days)



Figure 17: Orientation to U/C of Drinking Water Supply Sub-Project, Bheemdatt-8



Figure 18: Road Upgrading, BishnuTole, Bheemdatt-1



Figure 19: Mushroom Farming Training (5 days)



Figure 20: Water Sample Collection for Quality Test, Bheemdatt-2, Ekata Tole



Figure 21: Park, Janaki Tole, Bheemdatt-18

B. MEETING MINUTE AND PHOTOGRAPHS OF SHUKLAPHANTA MUNICIPALITY

आज मिति २०७८-१०-०६ गते यस शुक्लाफाँटा नगरपालिका का नगरप्रमुख तथा नगर आयोजना सम्बन्धय समितिका अध्यक्ष श्री दिल बहादुर शेर ज्ञेको अध्यक्षतामा बैठक वसी तपखिल बमोजिम उपस्थितीमा निम्न विधित गरियो ।

उपस्थितीमा :

श्री दिल बहादुर शेर	(अध्यक्ष)
श्री तुलसी देवी हमाल	(सदस्य)
श्री लक्ष्मी शाह	(सदस्य)
श्री लक्ष्मी शाह	(सदस्य)
श्री अरुण भण्डारी	(सदस्य - सचिव)

आमन्त्रित :

श्री टिकेन्द्र राज भट्ट	(P.S.U. Chief : शु.न.पा)
श्री लक्ष्मी शाह	(P.S.U. Chief : शु.न.पा)
श्री प्रदिप कुमार पन्त	(इन्जिनियर : शु.न.पा)
श्री लक्ष्मी शाह	(GIS Specialist : IDC)
श्री मात्रिका घिमिरे	(Finance Expert : IDC)

प्रस्ताव :

प्रस्ताव नं. १ : आ.व. २०७८/२०७९ को क्षेत्रिय शहरी विकास आयोजना अन्तरगत कार्यसम्पादनमा आधारित सामाजिक तथा आर्थिक विकास कार्यक्रम सम्बन्धमा ।

निर्णय :

प्रस्ताव नं. १ : आ.व. २०७८/२०७९ को क्षेत्रिय शहरी विकास आयोजना अन्तरगत कार्यसम्पादनमा आधारित सामाजिक तथा आर्थिक विकास कार्यक्रमको बजेट स्वीकृत भइ आएकोले सो स्वीकृत बजेट अनुसार समुदाय बाट उप आयोजनाहरूको माग संकलन गर्ने निर्णय गरियो ।

विहान ८:०० बजे(शनिवार)

आज मिति २०७८।११।२१ गतेका दिन शुक्लाफाँटा नगरपालिका को राजश्व परामर्श समितिका संयोजक एवं नगर उपप्रमुख श्री तुलसी देवी हमाल ज्यु को अध्यक्षतामा बैठक बसी देहाय बमोजिमको निर्णय गरियो ।

उपस्थिती :

श्री तुलसी देवी हमाल	-संयोजक
श्री टिकेन्द्र राज भट्ट	-सदस्य
श्री नरेन्द्र प्रसाद चौधरी	-सदस्य
श्री लक्ष्मी शाह	-सदस्य
श्री हरेन्द्र भण्डारी	-सदस्य
श्री माधव राज जोशी	-सदस्य सचिव

आमन्त्रित :

श्री मात्रिका घिमिरे	-विषय विज्ञ
श्री राजेश कुमार ऐर	-स.क.अ
श्री रमेश कुवर	-स ले पा

निर्णय नं. १ - यस शुक्लाफाँटा नगरपालिकामा गत वर्षमा तयार गरिएको राजश्व सुधार कार्ययोजना (RIAP) यो वर्ष अद्यावधिक गर्ने कार्य सम्पन्न भएकोमा सो उपर छलफल गरी २०७८ चैत्र मसान्त भित्र अन्तिम रुप दिने निर्णय गरियो ।

Figure 22: MPCC Meeting Minutes at Shuklaphanta

Figure 23: Meeting Minutes of RAC at Shuklaphanta

आज मिति २०७९ असोज ४ गते मंगलबार शुक्लाफाँटा नगरपालिका का नगरप्रमुख तथा नगर आयोजना सम्बन्धय समितिका अध्यक्ष श्री दिल बहादुर शेर ज्ञेको अध्यक्षतामा बैठक वसी तपखिल बमोजिम उपस्थितीमा निम्न विधित गरियो ।

उपस्थितीमा :

श्री टिकेन्द्र राज भट्ट	(प्रमुख प्रशासकिय अधिकारी)
श्री दिपक घामी	(इन्जिनियर युवा)
श्री राजेश ऐर	(लेखा)
श्री लक्ष्मी शाह	(स.क.अ)
श्री अरुण भण्डारी	(RUPP-इन्जिनियर)
श्री लक्ष्मी शाह	(IDC - IS Expert)
श्री लक्ष्मी शाह	(IDC -)
श्री प्रदिप कु. पन्त	(IDC - Municipal Eng)
श्री लक्ष्मी शाह	(IDC - GIS Specialist)
श्री लक्ष्मी शाह	(IDC - SM)
श्री लक्ष्मी शाह	(IDC - Disinfect)
श्री लक्ष्मी शाह	(अ.क.अ)

प्रस्तावहरू :-

- 1) GIS/IT प्रयोगशाला स्थापना सम्बन्धमा /
- 2) आवश्यक स्थापना सामग्रीको खरिद सम्बन्धमा /
- 3) आवश्यक जनशक्तिको खरिद सम्बन्धमा /
- 4) GIS house numbering एवं tax तथ्याङ्क जोड्ने सम्बन्धमा /
- 5) GIS Portal सम्बन्धमा /

निर्णयहरू :-

१) प्रस्ताव नं. १ माथी छलफल गर्दा भइ शुक्लाफाँटा नगरपालिकामा यस GIS/IT, Engineer/ Survey को स्थापना रकम ६० लाख रुपैयाँमा स्थापना गर्न निर्णय गरियो । यस पछि को संयोजक भवनशाला प्रमुख रहने प्रति निर्णय गरियो ।

आज मिति २०७९-०६-१० गते यस शुक्लाफाँटा नगरपालिका का नगरप्रमुख तथा नगर आयोजना सम्बन्धय समितिका अध्यक्ष श्री दिल बहादुर शेर ज्ञेको अध्यक्षतामा बैठक वसी तपखिल बमोजिम उपस्थितीमा निम्न विधित गरियो ।

उपस्थितीमा :

श्री दिल बहादुर शेर	(अध्यक्ष)
श्री लक्ष्मी शाह	(सदस्य)
श्री लक्ष्मी शाह	(सदस्य)
श्री लक्ष्मी शाह	(सदस्य)
श्री टिकेन्द्र राज भट्ट	(सदस्य)
श्री लक्ष्मी शाह	(सदस्य)
श्री लक्ष्मी शाह	(सदस्य)
श्री लक्ष्मी शाह	(सदस्य)
श्री लक्ष्मी शाह	(सदस्य - सचिव)

आमन्त्रित :

श्री लक्ष्मी शाह	(P.S.U. Chief : शु.न.पा)
श्री प्रदिप कु. पन्त	(इन्जिनियर : IDC)
श्री लक्ष्मी शाह	(लेखा : अ.क.अ)

प्रस्ताव नं. १ :

RUPP को आ.व. २०७९/०८० को वनिकी जानकारी सम्बन्धमा ।

निर्णय नं. १ :

प्रस्ताव नं. १ मा छलफल गरी आ.व. २०७९/०८० को स्वीकृत कार्यक्रम अनुसार स्थानीय निकाय को स्वीकृत अनुदान तर्फको स्वीकृत कार्यक्रम अन्तर्गत प्रथम चौमासिक वनिकी जम्मा रकम ५,००,०००.०० - र पुनिलाल तर्फको जम्मा रकम ३०,५०,०००.०० - आएको जानकारी गरायो ।

Figure 24: Minutes of Meeting at Shuklaphanta

Figure 25: MPCC Meeting Minutes at Shuklaphanta



Figure 26: MPCC Meeting at Shuklaphanta



Figure 27: Meeting with ADB Mission Team at Shuklaphanta Municipality



Figure 28: Hand-Overing of the Final Report of GIS House Numbering to Shuklaphanta Municipality



Figure 29: FOP Report of Shuklaphanta



Figure 34: Community Consultation Meeting at Godawari-7



Figure 35: Meeting of Godawari Municipality



Figure 36: Meeting with ADB Mission Team, Municipality, RUDP/PMC/IDC/DSC and Stakeholders at Godawari.



Figure 37: Site Visit with Mayor, Engineer, at Different Wards of Godawari Municipality



Figure 38: GIS House Numbering Report Handover to CAO Godawari Municipality



Figure 39: User Committee Formation at Godawari-5

C. MEETING MINUTES & PHOTOGRAPHS OF DHANGADHI SUB METROPOLITAN CITY

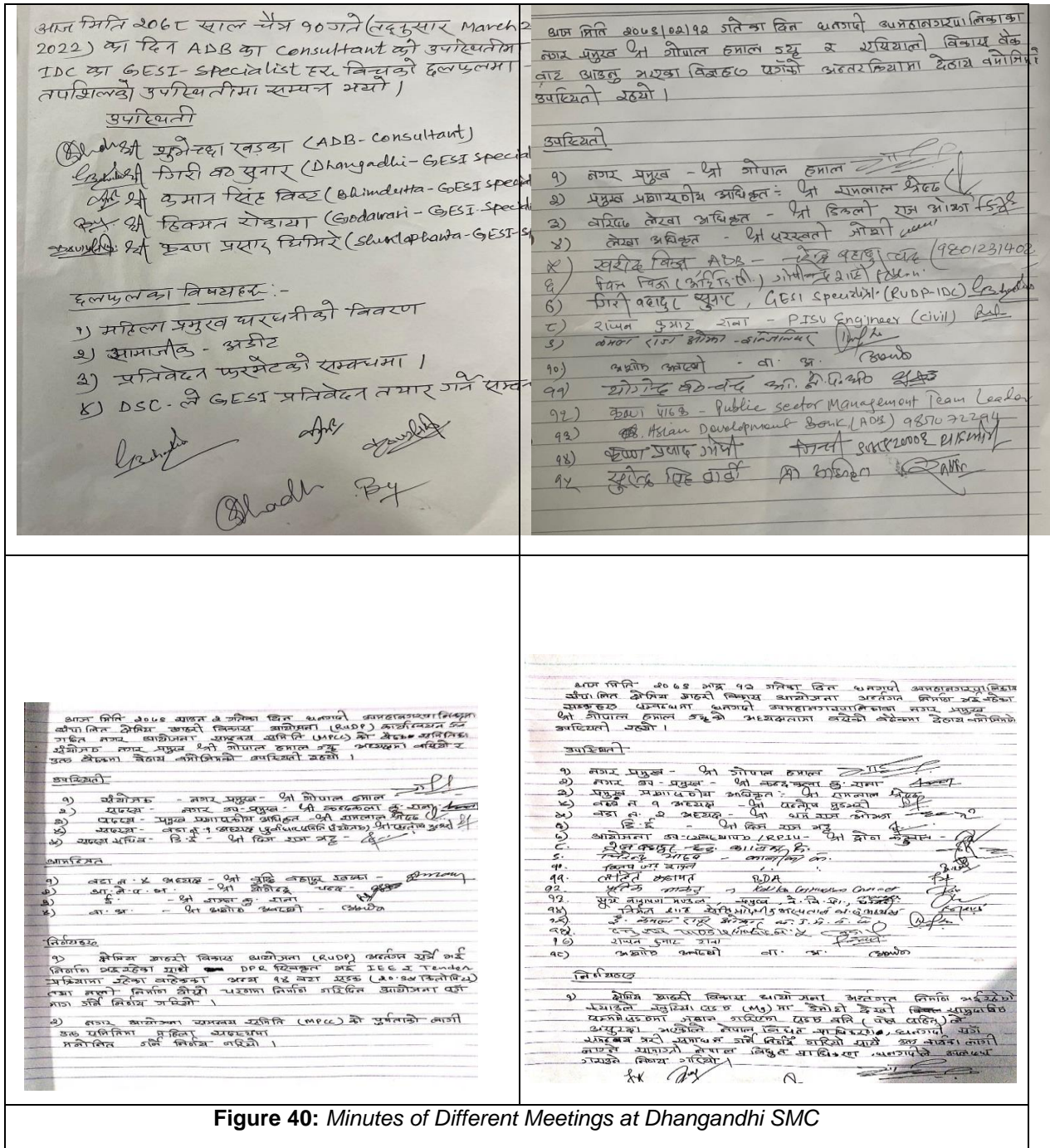


Figure 40: Minutes of Different Meetings at Dhangandhi SMC



Figure 41: User Committee Formation for PBSEDP Sub-Project at Dhangadhi SMC



Figure 42: Metric House & Street Addressing System Inauguration at Dhangadhi SMC



Figure 43: Discussion of Infrastructure Asset Management at Dhangadhi SMC



Figure 44: Interaction with PISU Chief on Building Bye-Laws and O&M Structure