



Ministry of Federal Affairs and Local Development
Local Governance and Community Development Programme

Name of Meeting
Technical Assistance Steering Committee (TASC)
13th TASC meeting

DATE: 4th Nov 2015
LOCATION: MINISTRY OF FEDERAL AFFAIRS AND LOCAL DEVELOPMENT, SINGHDURBAR
TIME START: 02:00PM/END:14:00PM
COORDINATOR: MR. ESHOR RAJ PAUDEL, UNDER SECRETARY/NPM

INTRODUCTION:
 Mr. Eshor Raj Paudel National Programme Manager welcomed representatives from development partners, MoFALD officials and PCU experts in the 13th TASC meeting. The Agenda and proceedings of the meeting are as follows:

AGENDA	DISCUSSIONS
STATUS ON THE ACTION TAKEN ON PREVIOUS TASC meeting	Main highlights of the presentation
TASC meeting	<p>Some of the key decisions complied of previous TASC meeting are as follows:</p> <ul style="list-style-type: none"> • MoFALD has conducted a quick assessment (O&M study) of DDCs and municipalities in the earthquake affected 12 districts. It is in the process of approval • PPSF audit report made available to development partners • Disaster Management Section/MoFALD is coordinating the early recovery support. Coordination committee



formed under the leadership of joint secretary looking after adisaster.
 • Action will be taken after receiving the report on retreat workshop organized in September 2015.
 • Retreat workshop organized by the RCUS' specialist in September 2015.

3rd quarter progress updates

Some of the key achievements of the third quarter are as follows:

- Action Plan 2015/16 of all the outputs and sections consisting of tasks sub-tasks and timelines developed with the support of specialists.
- In 2014/15 MCPM assessment, 93% DDCs and 100% municipalities complied with the minimum conditions while 30% VDCs could not meet the minimum conditions
- ALLDDCs and municipalities have established revenue section for revenue administration.
- Based on therecommendation of PRF Task Force, it was agreed that DGE and UGE shall continue until July 2016. By March 2016, amaximum of two program officers per DDC/municipality shall be brought on board using the JFA fund. Program Officers shall replace the DGE/UGE by July 2016.
- A Task Team has been formed under the chairperson of National Programme Manager to finalize ToR of Mid-Term Review of LGCDP II and to recommend for the procurement of consultants.

Financial Delivery against AWP 2015

Delivery status as of 30th Sept 2015
 Quarterly Budget (USD): 914, 120.00
 Actual Expenditure (USD): 798, 935.00
 Delivery Percentage: 87.40%

4th quarter works plan

Some of the key activities planned for the fourth quarter are as follows:

- Designed new quarterly reporting format for monitoring and tracking the performance of each Specialist; format linked to AMEP targets and how each of the specialist and contributing towards them. The format will also be used for the end of the year performance assessment and linked to contractual renewal.
- Prepare policy and institutional framework for devolution in line with new constitution \ facilitate consultations on options on sub- national governance in a federal context
- Transitional plan for functional federal system \ Conduct study on options of service delivery, administrative mechanism and financial provisions for all levels of government and coordination functions of local government units
- Implement LED development activities in municipalities and peri-urban VDCs
- Establish and operate the Programme Recruitment Facility (PRF) in MoFALLD
- Facilitate learning and sharing session by DP Cellon thematic in consultation with DPs and also create opportunity for systematic sharing of good practice and experience of Aligned programme that support LGCDP
- Organize annual and half year reviews of the programme



<p>Issues and challenges</p>	<ul style="list-style-type: none"> Organized Focused Evaluations on the TASC report recommended by Sub Nac Finalize Baseline and Citizen Perception Survey in the Terai Region It has been difficult to implement LGCDP programme smoothly and achieve its pre-designed outputs and outcomes due to the aftermath of the devastating earthquake and its effects in more than 30 districts. Ongoing strikes and protests in terai region have limited the mobility of local body staff and LGCDP field workers since nearly last 2 months. Due to current crises especially in 20 terai districts adversely affected in programme implementation. The new constitution has provided opportunities for the promotion of federal decentralization and reorganizing existing local bodies.
<p>UNV positions extension</p>	<p><u>Proposed</u>: It was informed that currently UNV has resources to support UN Volunteers until March 2016. However, the discussion is to propose until the LGCDP II programme period. The TASC needs to take a decision.</p> <p>DFID: Provide financial details and a concept note for an extension that will help DPs to decide.</p> <p>UNDP: The details to be included in the concept note being developed to extend the PPSF pillar one beyond December 2015</p>

Key discussions and responses by the management

Bhola Prasad Dahal (Norway):

The representative from Norway made note of the followings:

- Audit of the PPSF: Sources of funding by donors not reflected in UNDP and UNCDF audit reports. It has to be certified by the auditors.
- Staff restructuring: It still remains pending, thereby repercussions in the implementation of ASIP this year.
- Temporary VDC offices: If the funds meant for building temporary VDC offices has not been disbursed, then the money cannot be disbursed because the deadline was 30th October.
- Retreat report: This report was supposed to be received earlier to decide on staff restructuring of PCU and RCU.

Bishnu Adhikari (DFID):

The representative from DFID queried if the authorization for the building of temporary VDC offices has gone or not? It was one of the main decisions of the previous NAC and hence was a top most priority. Does ministry have a definite date by which this has been complied with or will comply?

The financial figures do not seem consistent. Some of the numbers do not match. Hence, a Revised version should be submitted at the earliest.

anil Chandrika (DP Cell): The PFM specialists are on board, both at DP Cell and PCU. The sources of funding are missing and will be reported

soon.

Renaud Meyer (UNDP):

He explained that an NIM audit report if the fund is utilized for achieving the planned results as per the guidelines. The report may not necessarily reflect donor wise contribution. Rather the combined delivery report (CDR) serves this purpose.

Bhola Prasad Dahal (Norway):

The representative cited the report could not be generated for lack of accounting software that generates the report was not compatible with the requirement.

Renaud Meyer (UNDP):

Clarified that CDR report is presented in every project board meeting as a part of PB dossier.

Eshor Poudel (NPM):

Temporary VDC building: NPM assured that the authorization for temporary VDC building construction has already been sent. Nevertheless, will be double checked and informed accordingly.

Staff restructuring: Ministry is taking necessary initiatives. The proposed positions of programme officers have to comply within O&M policy. Due to the scale of intervention, it will take longer time to implement.

Budget, policy and programme of the GoN: VDC merger policy-incentive scheme provided for this policy.

New Constitution: New constitution has provided lots of challenges. There are mega policy issues that need coordination between ministries and secretaries.

Anil Chandrika (DP cell):

It was queried that there was a recent development – an instruction by the Chief Secretary's Office to stop new recruitments. However, it is not clear if it implies to the recruitment of project staffs as well. For example, the commitment from GoN for accounting officers in VDC with 1000 HHS has been approved via O&M. Clarity is needed if the instruction applies to positions that are sought from both GoN and via JFA.

Ms. Laura Leyser (DFID):

In that case, there will be a huge impact to the future programme implementation. How can donor partners help? Maybe coordination is required with the Chief Secretary's office. The concern is also for the reconstruction of houses, it will have a knock-on effect on another programme as well. And this shouldn't be affected those positions approved in the last NAC and budgeted for under the JFA for the 14 most earthquake affected districts.

Yam Nath Sharma (UNDP):

The representative emphasized that there are major challenges in merging VDCs. There have to be clear guidelines from GoN. The representative also stated that a draft retreat report has been already submitted and final report will be shared within this week.



VDC MCPM:

Laura Leyser (DFID): Why is there such a drop in VDC MCPM status?

Eshor Poudel (NPM):

Provide incentives to those that did or did not comply with MCPM process. Grant disbursement was earlier reduced. Half a million budget was added to the capital budget. The budget was sent to DDGs rather than VDCs. However, it was sent to all the VDCs. In addition, LBFC is working tirelessly to implement this. The earlier trend has been that Mid Terai districts have increasing tendency to not comply with MCPM. Also, due to the fact that the number of VDCs failing MCPM have been increasing in the Terai.

Yam Nath Sharma (UNDP):

The decline in the MC result of the VDC could have been caused by the quality assurance put in place by the LBFC in recent years.

Ms. Laura Leyser (DFID):

It also needs to be considered that VDC itself has not failed, but the assessment has increased vigorously?

Anil Chandrika (DP Cell):

- It was underlined that the ministry needs to create IT manager or IT specialists' positions to institutionalize the ICT support.
- PPSF-Output 1,2,3 provides technical support in the form of human resources, hence it is important to have clear capacity development indicators as to how capacity have been transferred and institutionalized. The current PPSF indicators are mostly process oriented and does not really capture or track capacity development. Hence it is important to ensure that all the specialist at PCU and RCU have a counterpart to work with and should be matched accordingly. Also all specialists should have quarterly plan linked to CD results. PCU to develop a performance tracking monitoring system which are result based and each specialist should be assessed based on this quarterly monitoring system.

Mr. Bishnu Adhakari (DFID):

The representative stressed that it will help to see performance against the programme results. It would be great to present the activities against the work plan that will give a sense of the progress against the workplan.

Ms. Laura Leyser (DFID):

She made note of the followings:

- Programme Officers positions-Are the POs positions to be hired to replace DGEs/UGEs impacted by the GoN to not recruit anymore staffs? Also, the engineers and sub-engineers?
- The impact of Unrest/earthquake: DP Cell not been able to have space for the last 6 months. It is worrisome.



- Baseline survey: When is the finalization deadline?
- Downward Budget Revision: Send the budget breakdown to DPs of each quarter that matches the progress report for the revision.

Mr. Eshor Poudel (NPM):

NPM informed that PFM experts are on board, thereby expected to improve the quality of financial and progress reports. Likewise, it was informed that LGCDP is generating a position of Account Officer from GoN at PCU in order to facilitate smooth operation of activities. Regarding baseline report, an informal TASK team will provide inputs on baseline and perception survey report. It is expected that by November feedback will be provided to partners.

Bishnu Adhikari (DFID):

The representative asserted that if there are unresolved issues in the draft baseline report that cannot be further resolved, maybe it's time that the Ministry takes a call to either accept the report in its form or reject it.

Anil Chandrika (DP Cell):

It was clarified that earlier there were ownership issues between monitoring section and PCU to provide the feedback on the baseline survey report. However, it has somewhat resolved at present. New leaderships in the monitoring division and section havenow taken theleadon the report and will provide result soon. 40% payment has been provided while 60% remains pending finalization. UNCDF will have difficulty in providing justification on the unspent budget. The extension is not a possible as the contract expired 30th June.

Financial Overview of PPSF (USD):

The financial reporting of the PPSF was discussed briefly. It was highlighted that the presented data had ambiguity and lacked consistency. It was concluded that the report should be only about actual expenditure and the balance. Thus, revise the budget and share it with DPs for comment.

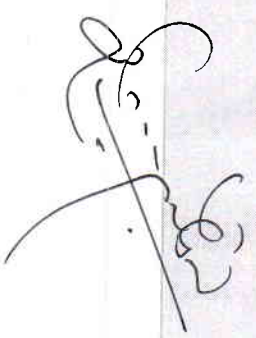
Ms. Laura Leyser (DFID):

She reemphasized that 1st week of December is the time to initiate aprocess to extend PPSF pillar one. Hence, the revised concept note and budget on the extension is urgently needed. The meeting has agreed on revising the project document that will be submitted for a review to all DPs prior to Sub NAC.

Mr. anil Chandrika (DP Cell):

It was also restated that based on the retreat discussions and report, an informed choice can be made on the positions required at RCUs. It was clarified that PPSF document needsto be revised and endorsed, but only related to Pillar one extension.

Ms. Laura Leyser (DFID):





The impact of the ongoing terai crisis on the project was also discussed, where, particularly, if any impact on the budget release to LBS were affected and hence would like to request to provide an update on the LBS. The LBS budget release to the local bodies.

Mr. anil Chandrika (DP Cell): Clarified that based on the finance section of the budget, 85% of the authorization has already been sent out to all the LBS and about 53% of the budget has also been released.

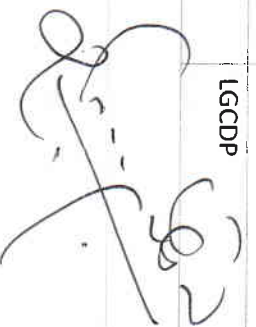
AOB:
UNDP:

- Audit reporting component-Currently, there are three consultants—two national and one international-- working on recovery planning - They are supporting the ministry on the recovery plan, including template design and guideline preparation, which will be applied in one district which can then be rolled out by the ministry in other districts. 3.4 million USD has been endorsed for the early recovery component A coordination committee has been formed led by the Joint Secretary looking after Disaster Management.
- Media Partnering: NPM floated a proposal to partner with media to create awareness on the new constitution under the PPSF plan for the next year.
- **UNDP:** It can be put as an agenda for the output 9 meeting.

Decisions

- CDR report to be attached alongside for every project board meeting.
- Temporary VDC building construction: Ministry to confirm if the authorization has been sent.
- Retreat Report: The draft report shall be circulated to DPs within a week that can further support in making informed decisions on staff restructuring at RCU and PCU.
- Baseline Report: An informal task team will provide inputs and feedbacks, and will be circulated to partners by the end of November and by 15th January 2016 the final report will be circulated.
- Financial reporting of PPSF: It was agreed upon that the report should be only about actual expenditure and balance. A revised budget to be shared with DPs.
- Revised concept note and budget submitted to DPs by UNDP for PPSF pillar one extension prior to Sub NAC.
- UNV position extension: it was agreed to extend contact of UNVs till the end of the Program and UNDP to include the costs of the extension in the revised concept note.
- Media Partnering: NPM floated a proposal to partner with media to create awareness on the new constitution under the PPSF plan for the next year. It was agreed to have it part of the Output 9 group meeting agenda for further discussion.

S.N	Name	Designation	Organization
1.	Mr. Eshor Raj Poudel	Programme Manager	LGCDP
2.	Mr. Bishnu Adhikari	Governance Advisor	DFID
3.	Mr. Renaud Meyer	CD	UNDP
4.	Mr. Yam Nath Sharma	ACD	UNDP
5.	Mr. Bhola Pd Dahal	Governance Advisor	Norwegian Embassy
6.	Ms. Manju Lama	PO	Denmark
7.	Ms. Marie Thrane	Counsellor	Royal Denmark Embassy
8.	Ms. Laura Leyser	Gov. Advisor DP Focal person	DFID
9.	Mr. Pragya Bashyal	Programme Officer	UNDP
10.	Mr. Surendra Bhandari	AFO	LGCDP
11.	Mr. Ramesh Sharma	Admin. Officer	LGCDP
12.	Mr. Lilanath Upadhyaya	Na.Su	LGCDP
13.	Ms. Martina Voss	PO	UNV
14.	Mr. Mahesh Pokharel	Procurement Specialist	LGCDP
15.	Mr. Shiv Raj Pokharel	Governance Specialist	LGCDP



16.	Mr. Anil Chandrika	DP Cell	DP Cell
17.	Mr. Raehnu Shrestha	CM Specialist	DP Cell
18.	Mr. Nagesh Badu	ICT Coordinator	LGCDP
19.	Ms. Reshu Kariki	Communication and Documentation Officer	LGCDP
20.	Mr. Prakash Dahal	US	MoFALD
21.	Mr. Chhabhi Rijal	US	MoFALD



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