


GOVERNMENT OF NEPAL
 MINISTRY OF FEDERAL AFFAIRS AND LOCAL DEVELOPMENT
 LOCAL GOVERNANCE AND COMMUNITY DEVELOPMENT PROGRAM
TECHNICAL ASSISTANCE SUB-COMMITTEE (TASC) MEETING
14th TASC Meeting Minutes
22nd January 2016

Date: 22nd January 2016
 Location: PCU Meeting Hall
 Start Time: 11:00am- 1.00 pm
 Chair: Eshor Poudel, National Programme Manager

Background

The 14th Technical Assistance Sub-Committee meeting was held on 22nd January 2016 under the chair of Mr. Eshor Poudel, National Program Manager in which representatives from the MoFALD, DFID, UNDP, Norway, Denmark, UNV, UNCDF, DP Cell, SDC and PCU/LGCDP were present. The meeting was organized to highlight and discuss on Annual Progress Report (APR) 2015, Annual Work Plan 2016, Programme Recruitment Facility, and also to update on the status of action taken on decisions of the 13th TASC meeting.

The discussions and decisions are highlighted below.

| S.N. | Agenda | Discussions and Major highlights |
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| 1. | Status of 13 th TASC meeting | <p>The sub-committee discussed on the status of action taken on the recommendations of the 13th TASC meeting with focus on following aspects:</p> <ul style="list-style-type: none"> ▪ Constructing temporary VDC building: As for constructing temporary VDC building in most Earthquake affected 14 districts, an orientation meeting was held at Dhulikhel with LDOs and chief of the District Technical Office. At the meeting, ministry requested to the districts to submit the action plans. Some districts have already submitted action plans and some are to go. In addition, MoFALD issued an authorization letter to all districts for constructing a temporary building on 10 October 2015. ▪ Retreat report: A draft report was circulated to DPs for their feedback and comments to further support in making informed decisions on staff restructuring at RCU and PCU. The report informed the concept note submitted to the DPs for the same. It was also informed that UNDP's Cost Sharing Agreement has been signed with Denmark and is in process with DFID. ▪ Sharing baseline report: Nielson Consulting Firm submitted the final report of baseline incorporating inputs provided by the task team which has also been shared to the concerned DPs for the final approval. ▪ Financial Overview of PPSF: PPSF budget and expenditure were revised and shared with DPs. ▪ Extension of service period of UNVs: Extending 10 UNV positions at PCU and RCU until the end of LGCDP II programme, UNV will develop a concept note and financial breakdown, and share it with DPs to make a decision. ▪ Media Partnering: Building the partnership with media via the LGCDP Programme to create awareness on the constitution and LGCDP achievements under the PPSF plan for the next year. • Others: Revision of the PEI project document and submission for a review to all DPs prior to Sub NAC. Additionally, CDR reports should be attached alongside for every project board meeting. |
| 2. | Annual progress 2015 | <p>The subcommittee discussed on the Annual Progress Report 2015 and pointed out following remarks:</p> <ul style="list-style-type: none"> ▪ Include outcome level results in Annual Progress report. ▪ Compare accomplishments of 2015 with that of 2014 ▪ Compare results against target ▪ Avoid inconsistency in data reported in annual progress report ▪ Highlight the contribution of specialists/experts/advisers in achieving the results. |

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| | | <ul style="list-style-type: none"> ▪ Include challenges faces such as with the Baseline survey <p>Some of the key achievements of the third quarter are as follows:</p> <ul style="list-style-type: none"> • Programme Coordination Unit is fully operationalized with thirteen thematic specialists. • Specialists contributed to preparing and publish Social Mobilisation Handbook, GESI policy, GRB strategy, EFLG Handbook, Grievance Handling Guidelines, Compliance Monitoring Guidelines, Compliance Monitoring Training Manual, Compliance Monitoring Operational Manual, Accountability Bulletin, GRB Localisation strategy and monitoring indicators. • Specialists provided support to respective section for preparing Annual Strategic Implementation Plan (ASIP), Action Plan and Annual Monitoring and Evaluation Plan (AMEP) and progress reports. • ICT UN volunteers assisted in updating websites, web-based application for Monthly Activity Report (MAR) and IT backstop to MoFALD. • Six Regional Coordination Units (RCU) are operational with 29 thematic experts and six ICT volunteers. Overall, 83% positions filled in RCUs. • Thematic experts provided backstopping support to DGEs/UGEs and LBs in implementing ASIP activities. • 113 ICT volunteers provided support on implementation of accounting software, vital registration and social security system at VDCs and municipalities and other ICT related system in districts and municipalities. • 116 District/Urban Governance Experts (66 DGEs and 50 UGEs) provided technical support to LB staff. • Local Self-governance Regulation amendment proposal prepared • The response of the MoFALD regarding the inquiry of Supreme Court in various cases during the period 2000-2013 has been consolidated, documented and published in the electronic version. • 66 Civil Society Organisations (CSO) selected for local body compliance monitoring and reporting - to improve the performance of LBs compliance with the current law, regulations and guidelines. • Compliance Monitoring Guidelines, 2015, Management Audit Guideline, 2015, Grievance Monitoring Procedural Guidelines, 2015, LGAF Secretariat Operational Manual, Compliance Monitoring Operational Manual, 2015, and Training Manual prepared. • MIS system installed in 24 DDCs for vital registration and social security payment. • Volunteer management guidelines/system developed. • About 22,579 people from the Local Bodies and central agencies trained on different subjects including participatory planning, monitoring, gender and social inclusion. • About 122,000 Ward Citizen Forum members (55% men and 45% women) received orientation on social mobilization, local level planning, and civic oversight activities, Child-Friendly Local Governance, Environment-Friendly Local Governance and Gender Equality & Social Inclusion. • MCPM failed rate reduced in DDC and municipality (8 DDCs failed in 2012/13 and 5 DDCs in 013/14). In the case of a municipality, 57 passed in 2012/13 whereas all the municipalities passed in 2013/14. However, MC failed VDCs increased from 21.4% in 2012/13 to 30 % in 2013/14. • Annual Quality Assurance Assessment of the Programme conducted as an independent study of policy and strategy compliance. |
| 3. | Annual work plan 2016 | <p>The sub-committee discussed on the annual work plan 2016 with focus on followings aspects:</p> <ul style="list-style-type: none"> ▪ Link AMEP indicators with the annual work plan to identify the contribution of professional staff ▪ Include narrative part in Annual Work Plan 2016 highlighting available budget, budget so far spent, required budget, milestones, additional manpower and risks. ▪ The work plan was endorsed in principle. |

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| 4. | Program Recruitment Facility (PRF) | <p>The sub-committee discussed the decisions of PRF Task Force on following aspects:</p> <p>PCU Level</p> <ul style="list-style-type: none"> Continue the service period of specialists at PCU up to the programme period (July 2017) Create the post of Federal Governance Specialist to support Federal Affairs Section Create the post of Local Revenue and Taxation Specialist (short term) to support Internal Revenue Section <p>RCU Level</p> <ul style="list-style-type: none"> Continue the service period of RCU experts up to the programme period (July 2017) Create the post of Public Financial Management cum Accountability Expert (6 posts). Merge the post of LEDE and SME as Social Mobilization and Livelihood Expert (SMLE). Fulfil the vacant posts in line with the NEX guidelines. <p>DDC and Municipal level</p> <ul style="list-style-type: none"> Extend the service contract of DGE and UGE up to July 2016. Replace DGEs and UGEs by Programme Officers (POs) in all DDCs and Municipalities by March 2016. Provide support to recruit Social Development Officers in 9 DDCs where there is only one Programme Officer at present. Provide support to 41 Municipalities to recruit Engineers A recruitment guideline has been prepared based on the Local Self Governance Regulations to be followed by the DDCs and municipalities. A notice of vacancy announcement for Programme Officers, Social Development Officers, and Engineers is going to proclaim through central level via electronic and paper-based media. |
| 5. | AOB | <ul style="list-style-type: none"> The sub-committee discussed on the selection of a consulting firm for MTR of LGCDP II. Seven consulting firms' submitted the proposal but only one firm was technically qualified by the evaluation pannel and financial bids which was opened on 21 January 2016. Therole and effectiveness of the two MIS experts was discussed who have been working at the Department of Civil Registration, MoFALD and have been supporting the Vital Events and Social Protection initiatives of MoFALD. Information sharing about the submission of Baseline Survey that was awarded to Nielson Consulting Firm. The firm has already submitted the final report incorporating the inputs provided by the task team. It was shared that the 10 vehicles for LGCDP had finally arrived in Kathmandu and would be handed over to the project. |

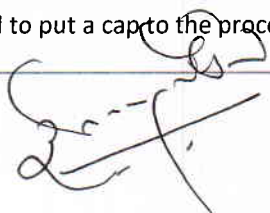
Key discussions and responses by the management

Sachchi Karki (UNDP):

- Many things need to be unpacked while reporting progress. For example, policies, policy feedbacks, and research results;
- The report should be result oriented including best results and lessons learnt.
- Analysis on inabilities to accomplish results for example: why VDCs failed to meet the MCPM requirement, the challenges therein could have been elaborated better.
- Did all PCU experts involve as part of the report and contributed to reflect their concerned thematic areas?

Bishnu Adhikari (DFID):

- Compare the progresses being reported with the results from the previous years in a coherent way, so that everybody can see the progressive results.
- Data is misleading with regards to the completion of the UCPA. Even though our reports state that the UCPA was conducted in a high number of VDC, in actuality, it was conducted only in certain wards. There is no uniform understanding of the interpretation and conduct of the UCPA.
- Updates sought on the status of the baseline report and the need to put a cap to the process called for.



- MTR shall begin in February and the evaluators should be able to see where the TA has contributed. For that make sure that all the documents are prepared and consistent.
- Please update the challenges section of the APR.

Manju Lama (Embassy of Denmark):

- In the current report and presentation, both have left to address the points which we agreed in the last meeting,
- There is some inconsistency in the data. For example, data are varied in Executive Summary and main body of text.
- What is the key result of specialists?
- How about the amended process of LSGA which was tabled in parliament?
- Updates on program officer recruitment.
- Recent update of temporary construction will be carried out? Status of temporary construction?

Bhola Prasad Dahal (RNE):

- Our achievement against the target, the results at the outcome level need to be highlighted. Include smart results. Also update on progress towards the UNDAF and CPAP outcomes.
- Recruitment process of Programme Officers: The agreed timeline for recruitment process is already expired.
- Why has the process for temporary VDC arrangements stalled?
- Budget: What is the current status of Budget of each donor? How much budget was expended and how much balance remains, is there any plan for budget mobilization?
- For the report, narrative parts are good, but the anti-corruption and cross-cutting issues are not properly addressed.
- How about the relief operation about the earthquake relief work?
- What are Key 3 achievements completed by PPSF in 2015?
- Set some ambitious targets and explain in a narrative, the key priority areas for 2016 delivery. Unpack the statements in the AWP as they are quite vague.
- Finalize the PRF guidelines.

Yam Nath Sharma (UNDP):

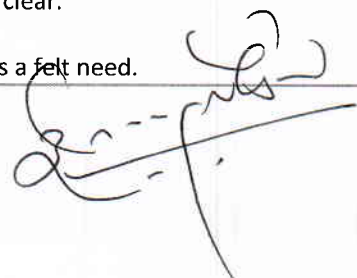
- As for the report, all experts contributed intensively to meet the results of projects. However, the question remains how to measure the contribution by professional staffs.
- For the next year, the contribution should link with AMEP and figure out the contribution of professional staffs.
- What are the contribution of each specialist and output manager?
- Go back again to visit the report and take actions for improvement.

Martina Voss (UNV):

- As for the data consistency, it is necessary to have frequent dialogue and meeting/ monitor figure together work out together and dialogue together.
- It is required to present the comparison based information. Similarly, it is essential to triangulate the information with evidence.
- 24 district registration. We are on track. Update status of UNV. Notable transaction.

Sophie Kemkhadze (UNDP):

- The inconsistencies in the report remains a structural problem. Big arguments remained in quality and consistency of the database. Probably sharing the documents in advance provides more layers of scrutiny and help eliminate it.
- Ensure the quality of primary data. Think of measures to improve data quality. Will frequent spot checks improve it?
- Despite many unforeseen factors, the program is going well.
- Mid-term review will start on February. By the end of January, we should have finalized or revised the documents and consistency maintained.
- Ensure that the TA contribution and the hierarchy of results is clear.
- UNDP may further support to RBM and RBP trainings if there is a felt need.



- During the approval of the annual plan, provide the indicative break down of the four quarterly work plans and endorse it right at the outset so that if the TASC meeting is delayed, 40% of NEX advance can be released.

Decisions

- Collect and disseminate reports to development partners regarding construction of temporary VDC building on a monthly basis.
- DPs to provide comments on the ToR for evaluation of UNV by the end of January 2016.
- Constitute a technical team to check inconsistency and to incorporate comments and suggestions of DPs in annual progress report 2015.
- Annual Work Plan (AWP) 2016 and first quarter work plan 2016 agreed in principle for execution.
- Prepare a narrative summary of AWP 2016 and share with DPs for comments and feedbacks by the end of January 2016.
- Prepare a financial report showing budget by donor agencies and indicating the closing balance of December 2015.
- Finalize the PRF recruitment guideline and execute the decisions according to the timeline which was agreed in PRF Task Force meeting. Publish the vacancy announcement in national paper for the post of Programme Officers for 75 DDCs and 217 Municipalities by the MoFALD/PCU by January 2016
- Extend the service contract of MIS experts (2), who are working at the Department of Civil Registration, MoFALD up to December 2016.
- The final baseline survey report received by MoFALD will be shared with concerned DPs for the final approval.
- The seven vehicles currently in use by the LGCDP would be handed over to the government following agreement with UNDP.(66-1-0988, 0989, 0991, 0993,0994, 1703 and 1847)

List of Participants:

| S.No. | Name of the Participants | Organizations | Remarks |
|-------|--------------------------|------------------------|---------|
| 1 | Eshor Poudel | LGCDP/MoFALD | Present |
| 2 | Raghu Shrestha | DP cell | Present |
| 3 | Yam Nath Sharma | UNDP | Present |
| 4 | Sophie Kemkhadze | UNDP | Present |
| 5 | Bishnu Adhikari | DFID | Present |
| 6 | Manju Lama | Embassy Denmark | Present |
| 7 | Sangita Yadav | Embassy of Switzerland | Present |
| 8 | Shiv Raj Pokharel | LGCDP | Present |
| 9 | Ramesh Sharma | LGCDP | Present |
| 10 | Mohan Parshad Dhakal | LGCDP | Present |
| 11 | C P Sigdel | LGCDP | Present |
| 12 | Surendra Bhandari | LGCDP | Present |
| 13 | Keshav K. Acharya | LGCDP | Present |
| 14 | Purushottam Paudel | LGCDP | Present |
| 15 | Sachchi Karki | UNDP | Present |
| 16 | Martina Voss | UNV | Present |
| 17 | Anil Chandrika | DP Cell | Present |
| 18 | Pragyan Joshi | UNCDF | Present |
| 19 | Hari Pageni | LGCDP | Present |
| 20 | Ranju Sukla | LGCDP | Present |
| 21 | Bhola Pd. Dahal | RNE | Present |
| 22 | Yam Nath Neupane | LGCDP | Present |