

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

Name of Meeting

Technical Assistance Steering Committee (TASC)

7th Meeting

DATE: 1ST DECEMBER 2014

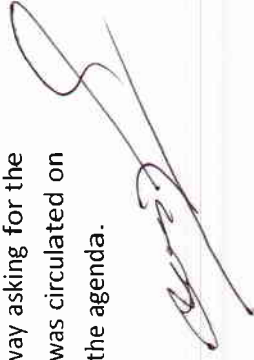
LOCATION: MINISTRY OF FEDERAL AFFAIRS AND LOCAL DEVELOPMENT, SINGHDURBAR

TIME START: 11:00 TIME END: 13:00

COORDINATOR: MR. PURUSOTTAM NEPAL, UNDER SECRETARY / NPM

INTRODUCTION:

On behalf of MoFALD, LGCDP, Program Manager Mr. Purshottam Nepal thanked all Development Partner Representative, MoFALD Officials and PCU Experts presented in the 7th TASC meeting. The TASC met in preparation for NAC and to review priority TA activities recommended by the output group consultations. The meeting also reviewed last meeting decisions of TASC held on 31st Dec. 2014. The meeting began with Norway asking for the previous TASC meeting minute, if this was officially circulated. It was informed by the NPM that the signed meeting minutes was circulated on 13th Nov 2014 to all the member. It was also suggested to include the action taken on previous TASC meeting as the 1st item on the agenda.

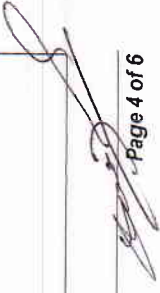


Key discussion points included:

AGENDA	DISCUSSIONS	Decisions and Action (if any) to be taken by whom and by when:
<p>Review the annual Procurement Plan under TA</p>	<ul style="list-style-type: none"> It was informed to the members that the Annual procurement plan under TA is now aligned with the whole TA supported by both direct partners as well as Aligned partners. Norway commended on the good effort and congratulated PCU for this effort and also stressed that now we also need to get the status report from all the partners including aligned programmes. Norway flagged the issue on the item 5.2.2 in the ASIP procurement of 14 vehicle which was mentioned at Sub NAC, was this discussed at the output group level, if it has been discussed and agreed at the output group level it is fine, if not we need more clarification. Denmark stressed that the issue is about trust, if this is discussed in the relevant output group it is fine. The need or the availability of the budget is not questioned, the process need to be followed. Also please ensure that duty exemption is obtained for this procurement which can save substantial amount of programme fund. The quality assurance on the District Periodic plan needs to be urgently conducted. In this regard PPSF was requested for support to engage a consultant to conduct quality assurance assessment on all the new DPPs In response to Vehicle procurement, NPM provided the rationales of this procurement and clarified that it is ASIP activity and the budget is allocated in red book of the GON. 	<ul style="list-style-type: none"> The proposed Annual Procurement Plan under TA is approved and endorsed by TASC with suggested amendment to include status of implementation progress in the following meetings. PCU to ensure that the progress of implementation status of the plan is reported on a regular basis specially, JFA related procurements and seek the updated status from DP cell for direct supported and Aligned procurement activities. The meeting also decided to incorporate all the TA procurement activities which is missing or need to be updated in procurement plan. The vehicle procurement is approved by the TASC with the stipulation that MoFALD to get duty exemption for this procurement so that surplus money could be used in the other activities <p>UNDP in consultation with Output 7 to develop ToR of quality assurance assessment expert and discuss in the next output group</p>

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<p>Approval and Adoptions of Annual Procurement Monitoring Report Template</p>	<ul style="list-style-type: none"> The members discussed on the new APMR format which was developed in consultation with the output managers and also with some of the DP members. It was agreed that this format is very detailed and inclusive of all the TA procurement under LGCDP. This format will also seek information and update from all the TA's both direct and aligned TAs. DFID mentioned that TA inputs for the new municipalities also need to be incorporated. UNDP clarified that the list need to be reviewed as all the activities cannot be monitored. 	<p>The Committee approved and recommended the adaption of the new APMR template. It was also agreed that output managers will be made responsible to maintain and update the template. The status will be updated on trimester basis.</p>
<p>NAC approval for the revised ToR of TASC and also replacing ATAP with Annual procurement Monitoring Reporting Template</p>	<ul style="list-style-type: none"> Members discussed the revised ToR of TASC as TASC have dual role, a) it is the Project Board for PPSF/UNJP b) TASC also need to account for all the TA under LGCDP both direct and aligned projects. Norway stressed that based on JFA agreement Norway is member of the TASC, hence we also need to discuss who will represent the Bilateral in the TASC. All the bilateral donors who are contributing to PPSF partners will be member of TASC as per the cost sharing agreement with UNJP partners. TASC will have in total at least 6 meeting in every fiscal year of which at least 4 will be exclusively for PPSF on quarterly basis and remaining will include all TA partners Invitation will be extended to the relevant members depending on the scope of meeting i.e., UNJP Project Board or otherwise 	<ul style="list-style-type: none"> The new draft ToR incorporating all these comments will be circulated to TASC member before NAC. The revised ToR will be presented for NAC approval.
<p>Discussion on Programme Recruitment</p>	<ul style="list-style-type: none"> NPM informed the recent progress on PRF. Responding to the questions raised by members, he informed that to arrange TA through JFA budget is not possible, therefore it was proposed to develop an alternate mechanism 	<p>It was agreed the draft concept note along with ToR for PRF will be circulated to members before the NAC meeting and members were requested to provide their feedback on concept note and ToR within 1</p>

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Facility (PRF)	<p>where TA can be procured. The PRF concept is developed along these lines to establish a mechanism where TA's can be procured directly by the GoN to support programmes and projects. He informed that ToR of PRF for one International and one national consultant will be put in NAC for endorsement and requested the partners to provide their feedback. However, some members showed their deep concerns of shortage of time to provide feedback before NAC meeting as they intended to provide. It was also clarified that without the concept note providing feedback is not possible.</p>	<p>week.</p>
Update on the recruitment of PFM specialist of PCU and DP cell	<ul style="list-style-type: none"> • NPM informed that the recruitment of PFM specialist and Fiscal Decentralization Specialist is all most finalized. A chartered accountant will join PCU soon. • It was also informed that the PCU monitoring and evaluation specialist have resigned which will be effective from 22nd of Dec. and this is a very crucial position, which will need to be fill in as soon as possible. It was decided that for this to address, UNDP will check if there is second candidate available from the roster, and will update NPM accordingly. • Similarly in RCU two Monitoring and reporting officers' position are vacant and the PCU/PPSF is in the process of filling them with short term consultant contracts. • LDTA will need support from RCU experts as back stopping arrangement as part of the asymmetric policy. But some of the members argued in support of deputation of RCU experts to LTDA as this might distract the responsibility of RCU from their regular duty. It was also stressed that if the MoU is not signed with LDTA by NAC, then might need to explore alternate arrangement for NSP. • With regards to vacant position of District Governance Experts I, 2 selected from alternative list while 13 vacant positions of DGEII will be new. But with regard to Urban Governance expert no alternate list is available and we are 	<p>MoFALD to provide a list of vacant positions of LGCDP II to UNDP to start the hiring process or\and approach alternative candidates</p>



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	<ul style="list-style-type: none"> now exploring if the DGEI se list can be used. 	
Annual Budget and work Plan for 2015 (PPSF)	<ul style="list-style-type: none"> NPM Proposed and informed the Annual Budget and Work Plan for 2015 to provide the comments on it as it is just for information and very draft stage. Norway mentioned that they have not yet received the draft AWP. UNDP mentioned that most of the activities are already in line with ASIP which covers six month of 2015 and for the rest of the period it will be worked out. The summary will be shared with member and a separate PPSF meeting will be organized after NAC to get formal approval of AWP 2015. 	The summary plan will be circulated to TASC member and special TASC meeting to be organized after NAC to approve AWP 2015.
AOB	<ul style="list-style-type: none"> DP Cell informed the member that the cell does not have any transportation facility currently and the staffs are using public taxi for their movements. Hence it is proposed for renting a car for the local transportation of DP cell staffs. 	it is agreed in principle to rent a car for DP cell.

ATTENDANCE LOG

S.NO	NAME	DESIGNATION	ORGANIZATION
1	Mr. Purusottam Nepal	Under Secretary/Programme Manager	MoFALD/LGCDP II
2	Mr. Ramesh Kumar Adhikari	Under Secretary	MoFALD
3	Mr. Subas Chandra Siwakoti	Under Secretary (Account)	MoFALD
4	Bishnu Adhikari	Governance Advisor	DFID


 Page 5 of 6

5	Saroj Nepal	Sr. Programme Officer	Embassy of Denmark
6	Siddhanta Vikram	Sr. Governance Specialist	ADB
7	Rachana Shrestha	Public Mgmt Officer	ADB
8	Bhola Prasad Dahal	Governance Advisor	Norway
9	Mr. Yam Nath Sharma	Assistant Country Director	UNDP
10	Ms. Pragya Bashyal	Program Officer	UNDP
11	Ms. Pragyan Joshi	Program Analyst	UNCDP
12	Mr. Arun Kr. Regmi	Governance Advisor	GiZ/LGCDP
13	Mr. Anil Chandrika	Coordinator	DP Cell
14	Dr. Raghu Shrestha	Evaluation and Monitoring Specialist	DP Cell
15	Parakram Sharma	DTC	SPMP, ADB
16	Mr. Mahesh Pokharel	Procurement Specialist	LGCDP II
17	Mr. Surendra Bhandari	Admin/Finance Officer	LGCDP II

