

A Report of Orientation Programme conducted for District/Urban Governance Experts and Regional Coordination Unit Staffs of LGCDP

01-07 September 2014 @ LDTA, Jawalakhel



Report Submitted To:

MoFALD/LGCDP-PCU, Singha Durbar, Kathmandu

Report Prepared and Submitted by:

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(01-07 September @ LDTA, Jawalakhel)

Background:

The Government via Ministry of Federal Affairs and Local Development (MoFALD) has achieved considerable success in implementing the first phase of the Local Governance and Community Development Programme (LGCDP), a national flagship programme in the area of local governance and community development. Given the success that has been achieved in the implementation of LGCDP I, the importance of this programme in ensuring the accountable delivery of local services through established institutions and systems, and the commitments expressed for its continuation, the GoN and the LGCDP development partners (DPs) have continued the programme into Phase II. After successful completion of LGCDP-I, the programme reviewed its staffing requirement to provide further technical backstopping while strengthening support to local bodies. In this regard, the programme recruited various District/Urban Governance Experts. Contrary to LGCDP-I, the professionals recruited come from different academic disciplines. The hiring process of professionals was carried out by UNDP HR Unit and successful and competent candidates have been recruited for District/ Urban Governance Experts.

The success of LGCDP-II largely depends on the performance level of Local Bodies (LBs). The newly recruited professionals will act as facilitator and provide regular technical backstopping to the LBs in attaining the results that are outlined in the LGCDP-II document. Hence, the role of professionals is very crucial. In order to further capacitate and strengthen these newly recruited professionals, an intensive orientation programme is organized by MoFALD/LGCDP for the new professionals each time. In this regard, this orientation programme was held for 3rd batch of newly recruited DGEs/UGEs and LGCDP staffs from Regional Coordination Units.

The number of participants of the program was 42. Some of these professionals were experts assigned at the regional coordination unit, such as Social

Mobilization and Community Mediation Expert, Gender and Social Inclusion Experts, Regional Monitoring & Accountability Experts, Livelihood and Local Economic Development Expert, Regional Vital Registration & Social Protection Experts and few from the PCU including the Communication Officer. The other participants were District/Urban Governance Experts. Some of the participants had already joined duty stations while few were fresh recruits. In this regard, an orientation programme coordinating team was formed under the convenorship of LGCDP Administrative Officer Mr. Ram Krishna Lamicchane. The AO was supported by a technical team consisting of Regional Coordinator, Communication Officer, Training Coordinator, ICT Experts, and secretarial staff **(pls. see annex 1)**. This team was responsible for overall designing and finalizing the orientation course in consultation with respective output managers and other senior officials of MoFALD, while arranging the logistics, content specific resource persons and overall management of the orientation programme. Based on the given ToR, the team organized orientation programme for a week at LDTA, Jawalakhel.

Objectives of the orientation programme

The main objective of the orientation programme was to bring clarity and better understanding on the roles and responsibilities of governance experts including other participants. The objective was to strengthen and develop facilitation skills of the experts to better support the LBs in planning, managing and effective service delivery. Some of the specific objectives are as follows:

- To make the professional aware on major provisions of Local Self Governance Act 2055, LSGR 2056, Local Body Financial Regulation Act 2064, Minimum Conditions and Performance Measurements (MCPMs),
- To bring common understanding on the role of the governance professional for effective facilitation and technical back stopping to the LBs;

- To highlight the importance of downward and upward accountability as well as the role of LGCDP to strengthen demand side and supply side of local/community governance.
- To develop understanding on practical issues of decentralization/governance and downward accountability/fiduciary risk in local governance system
- To make professionals aware on provisions of various guidelines and manuals introduced by MoFALD
- To discuss on various cross cutting themes of programme and bring better common understanding for mainstreaming of the cross cutting issues in all walks of programme components
- To get acquainted with each other for sharing and networking of the knowledge for better understanding on programmatic issues.

Contents of the orientation programme:

The orientation course was developed based on the Terms of References (ToR) of District/Urban Governance Experts and different position of RCU. The course content covered overall areas of technical backstopping and facilitation of Local Bodies (LBs). The major course contents were derived from the Local Self Governance Act 2055, LSGR 2056, Local Body Financial Regulation Act 2064, Minimum Conditions and Performance Measurements (MCPMs), Decentralization and Development context; various Guidelines and Manuals introduced by MoFALD and different cross cutting themes. Before finalizing the orientation course, concerned officials and output managers of ministry were consulted very closely and their feedback were incorporated in possible extents.

Participants, Venue and Date/Duration:

This orientation programme was conducted for 42 participants at LDTA, Jawalakhel. Based on the positions and nature of their work, participants were subjected to intensive orientation sessions facilitated by resource persons from MoFALD, consultants and relevant experts from development partners such as

JICA and UNICEF. Of the total 42 participants, 13 participants were female. See **(annex-2)** for participants' details.

Resource Persons

The orientation programme was actively facilitated by respective division and section chiefs of the Ministry. The programme was formally inaugurated under the chairpersonship of joint Secretary of MoFALD, Mr. Shyam Raj Khanal. Furthermore, a short speech was delivered by Administrative Officer of MoFALD, Mr. Ramkrishna Lamichhane and Undersecretary Mr. Shankar Nepal from MoFALD during the inauguration programme.

Likewise, Mr. Jeevan Dhital from UNPD also delivered key points on LGCDP programme. The participants were welcomed by Regional Coordinator Mr. CP Sigdel. The first session was on introduction of LGCDP programme components,



strategies and future orientation facilitated by Administrative Officer, Mr. Kamal Jnawali.

During the course of the orientation programme, MoFALD Secretaries and Joint Secretaries delivered various sessions on relevant subject matter and highlighted vital issues. The MoFALD Secretary, honorable Dr. Som Lal Subedi visited the orientation on 6th September despite busy schedule and provided meaningful guidance in the area of policies and practices in the local governance. In

addition to that, the MoFALD secretary highlighted major issues, challenges and future actions on revenue mobilization of local bodies.

Similarly, the Joint Secretary/National Programme Director of LGCDP, Mr. Reshmi



Raj_Pandey undertook sessions on the first two days of the programme. He particularly highlighted on the LSGA, its main features and role of governance experts and provided insights on reforming local governance.

Additionally, the programme organizing team, in coordination with MoFALD, explored and out-sourced external resource persons on specific areas such as child friendly local Governance (CFLG), Community Mediation (CM) and others. Similarly, various practical issues raised by participants were discussed and facilitated by Regional Coordinator and Administrative Officers during the orientation period. There were team building, energizers and group works that added value to the orientation programme. Besides, some sessions on specific thematic areas were facilitated by the respective specialists of PCU. Pls. see **(annex-3)** for Resource Persons details.

Methodologies

Depending on the nature of orientation contents, Resource Persons adopted different teaching and learning methodologies in order to make the orientation programme more meaningful and interactive. Most of the Resource persons facilitated sessions via power point presentations/lectures followed by open discussion and Q & A.

Likewise, group discussion and case study methods were also adopted for session delivery. In addition to this, some project work was also carried out to



sensitize the participants on priority activities of LGCDP-II. Overall, the orientation programme was held in interactive way, where participants took active part in teaching learning process by raising queries and contributed

to the learning of one another. Participants had ample time to review and reflect on the day's content. Besides, review and reflection were also regularly carried at the beginning and closing of the session.

Food, Accommodation/Logistic Support, RP arrangement

The orientation programme was non-residential. The food, accommodation and logistic was considered high priority, and regularly followed up on issues if any with the LDTA management. Participants were provided a soft copy of all the orientation contents along with various guidelines/manuals at the end alongside hard copies of the guidelines/manuals. The orientation programme evaluation as reflected by participants in the last day of the session reveals that all the arrangement like orientation contents, arrangement of resource persons, logistic, handouts provided (both soft and hard copies) were well managed, and participants were satisfied with overall content and management of the programme.

Programme Operation:

The orientation programme was successful due to the active participation, and relevant policy guidance and orientation from relevant MoFALD officials, and

resource persons. The programme was opened under the chairpersonship of Joint Secretary Shyam Raj Khanal. Also, present during the opening session was MoFALD Under Secretary, Mr. Shankar Nepal and Administrative Officer, Mr. Kamal Jnawali from LGCDP. Likewise, LGCDP programme management team was also present during the opening session and during the programme as required.

In the **opening session**, Administrative Officer-Mr. Ram Krishna Lamichhane welcomed all the participants and highlighted on the objectives of the orientation programme. Likewise, MoFALD, Under Secretary, Mr. Shankar Nepal also provided opening remark during the inauguration session. Mr. Nepal encouraged all the participants to provide efficient backstopping to Local Bodies and promote good governance in LBs. He also emphasized on DGEs/UGEs coordinating role to District/Municipality to bring together all the development stakeholders under the umbrella of LBs. Likewise, Mr. Jeevan Dhital from UNDP also provided opening remarks during the inauguration session.

Throughout the orientation programme, various MoFALD officials provided guidance and held discussions as Resource Persons. Likewise, relevant experts from LGCDP provided backstopping support to their section chiefs in facilitating particular sessions. UNDP officials also delivered their sessions, particularly on NEX guidelines, administrative and financial modalities. In addition, external experts were also involved for facilitating technical sessions as per need. Participants were allowed to discuss, interact and present their point of view during each session.

Respected secretary of MoFALD Dr. Som Lal Subedi visited the orientation programme a day before the closing session and gave his valuable guidance and professional instructions to the participants. MoFALD secretary highlighted major issues, challenges and future actions on revenue mobilization of local bodies. The presence and participation by the secretary was very motivational which added the value of the program and endorsement by the Ministry.

In the **closing session**, two participants (DGE, Mr. Govinda Raj Rokaya, and RG &SI expert, Ms. Apasara) provided feedback and reflected on behalf of participants regarding the orientation programme and its effectiveness. The participants expressed that the orientation programme was highly useful and has equipped them towards strengthening coordination, and providing overall support to LBs. Participants noted that the programme has given them new

drive and direction to work in the field while aiming to improve LBs service delivery. Participants expressed that some of the sessions could have had more time dedicated. Nevertheless, each session was fruitful and a learning opportunity.

The orientation programme was concluded under the chairpersonship of MoFALD Joint Secretary, Mr. Purna Chandra Bhattarai. The closing session was also graced by Under Secretaries Mr. Shankar Nepal and Mr. Prakash Dahal. The senior officials in their closing remarks stated that after the week long orientation sessions, participants now should have clarity on their roles and responsibilities and hence, better equipped towards facilitating LBs in delivering services. It was also noted that participants now should have more knowledge on Government of Nepal's plans and policies, and should be equipped in making the LBs accountable towards citizens.

Similarly, the officials highlighted other areas whereby DGEs/UGEs need to focus and strengthen LBs. The areas were improving fiduciary risk through the promotion of good governance and increase in internal revenue; delivering services as environment friendly/GESI friendly/Child Friendly and result oriented as possible. Likewise, it was also emphasized that the experts should remain updated on all the policies, guidelines/manuals to actively facilitate LBs. The focus should also be towards documenting progress/achievement and increase in web based reporting system.

Lastly, Regional coordinator and also the main facilitator of the orientation programme - Mr. CP Sigdel, provided final closing remarks. He appreciated all participants for their active participation in making the programme successful. In particular, he expressed gratitude towards MoFALD senior officials (Secretary, Joint Secretaries and Under Secretaries) for their valuable time and in providing guidance to the participants. Likewise, Mr. Sigdel also expressed a note of thanks you to relevant resource persons, experts and under secretaries for their valuable time and contribution.

Prior to closing the session, an open discussion was held whereby participants were given ample time to put forward questions and interact on various issues and challenges faced at the implementation level to the MoFALD/LGCDP officials.

Participants Feedback

The participation was very active and interactive throughout the programme. Participants provided regular feedback to the programme organizing team on food, logistics and overall management. Likewise, participants were not hesitant in asking questions and initiating discussion on relevant topic areas towards the resource persons.

Conclusion and Recommendation

The overall orientation programme was observed to meet its objectives, evident from active participation and positive feedback from the participants. The programme coordination team, MoFALD/LGCDP officials and UNDP officials' collective effort in managing, coordinating and providing effective guidance made the programme highly participatory. Participants expressed feeling more confident and expressed of having been equipped with policy guidance and implementation strategy. Thus, it was concluded that the RCU experts including the DGEs/UGEs are more equipped and have strengthened capacity to facilitate and support local bodies in strengthening local governance system which was the primary objective of the orientation programme. Finally, the organizing team recommends that MoFALD/LGCDP officials should be regularly capacitated and mentored while regularly measuring their performances at the field.

Annex-1:

Orientation Programme Organizing Committee		
SN	NAME IN CAPITAL LETTER	POSITION IN SHORT
1	Ram Krishna Lamichhane	Administrative Officer
2	CP Sigdel	Regional Coordinator Mid West
3	Sangita Bhattarai	Training Coordinator
4	Reshu Karki	Communication Officer
5	Nagesh Badu	ICT Programme Coordinator
6	Apurwa Singh	ICT Volunteer
7	Ranju Shukla	Office Secretary

Annex-2

List of Participants:

SN	NAME	POSITION IN SHORT	Gender
1	PUSPA BASNET	RG & CD EXPERT	Male
2	PRAGNYAN GHIMIRE	DG EXPERT	Male
3	GANESH PRASAD JOSHI	DG EXPERT	Male
4	SURYA MOHAN ADHIKARI	DG EXPERT	Male
5	KATAK ROKAYA	DG EXPERT	Male
6	GOVINDA RAJ ROKAYA	DG EXPERT	Male
7	SUNIL MISHRA	DG EXPERT	Male
8	SAWAR BASNET THAPA	DG EXPERT	Female
9	SUJIT MAN RAJBHANDARI	UG EXPERT	Male
10	BANDANA SHARMA	UG EXPERT	Female
11	DRONA PRASAD KOIRALA	UG EXPERT	Male
12	RANJIT KUMAR KANAUJIYA	UG EXPERT	Male
13	NAVARAJ NEPALI	UG EXPERT	Male
14	RANJEETA ACHARYA	UG EXPERT	Female
15	SHEKHAR KARKI	UG EXPERT	Male
16	MOHAN RAJ POUDEL	UG EXPERT	Male

17	ARJUN BK	UG EXPERT	Male
18	RUDRA NEUPANE	UG EXPERT	Male
19	DAN BAHADUR CHAND	UG EXPERT	Male
20	PRANAYA SHARMA	RL & LED EXPERT	Male
21	BUDDHI RAM CHAUDHARY THARU	RL & LED EXPERT	Male
22	ARJUN SUBEDI	RL & LED EXPERT	Male
23	BANDANA ARYAL	RL & LED EXPERT	Female
24	SHREE BHAGVAN THAKUR	RL & LED EXPERT	Male
25	GITA SHRESTHA	RG & SI EXPERT	Female
26	ANANDA KUMARI POKHREL SHAHI	RG & SI EXPERT	Female
27	NIRMALA SUBBA	RG & SI EXPERT	Female
28	GOPAL BIRAJI NEPALI	RG & SI EXPERT	Male
29	APSARA KARKI	RG & SI EXPERT	Female
30	BINNA KUMARI PANT	RG & SI EXPERT	Female
31	AJAYA RAJ POUDYAL	RMR& ACCOUNTABILITY EXPERT	Male
32	NAJBULLAH ANSARI	RMR& ACCOUNTABILITY EXPERT	Male
33	GANGA DUTTA NEPAL	RMR& ACCOUNTABILITY EXPERT	Male
34	BIJAYA RAJBADYA	RMR& ACCOUNTABILITY EXPERT	Female
35	RANJU YADAV	RMR& ACCOUNTABILITY EXPERT	Female
36	DINESH BISTA	RSP&VR EXPERT	Male
37	NARESH BUDHATHOKI	RSP&VR EXPERT	Male
38	GAURI SHANKAR SAH	RSP&VR EXPERT	Male
39	GOVINDA BHATTA	RSP&VR EXPERT	Male
40	KHEM RAJ BHATTA	RSP&VR EXPERT	Male
41	PRATIMA NEPAL	RSP&VR EXPERT	Female
42	RESHU KARKI	COMMUNICATION& DOC OFFICER	Female

Annex-3

Government of Nepal MoFALD
Local Governance and Community Development Programme
Orientation Programme for new professionals of LGCDP-II

Venue: LDTA Lalitpur

Type : Non-residential

September 1-7,2014 (Bhadra 16 - 22, 2071)				
Day -1	Time	Contents	RP	Status
Sept 01,2014 Bhadra 16 Monday	7.00-7.30	Registration & Opening Session		
	7.30-8.30	Guidance from Joint Secretary	SR Khanal JS	
	8.30-10.00	Brief Introduction to LGCDP (Concept, Strategies and Future Action)	Kamal Jnawali	Ok
	10.00-11.15	Local Body Financial Administration Regulation (Main features, provision and types of grants, Financial Reporting System and Procurement	Bishnu Raymajhi	Ok
	11.15-12.30	Lunch Break		
	12.30-2.00	Local Governance-Concept, Practices and Challenges LSGA 1999 and LSGR 2000	RR Pandey	Ok
	2.30-3.30	LSGA cont.....	RR Pandey	Ok
	3.30-5.00	Minimum Conditions & Performance Management	Rajesh Gautam	Ok
	5.00 - 5.30	Review & Reflection		
Day -2				
Sept 02,2014 Bhadra 17 Tuesday	7.30- 8.00	Breakfast		
	8.00-8.15	Review		
	8.30-10.00	Local Development Planning Process	R. Adhikary	Ok
	10.00-11.30	Local Body Resource Mobilization & Management Manual 2069	RR Pandey	Ok
	11.30-12.15	Lunch		
	12.15-1.30	Child Friendly Local Governance (CFLG)	RR Pandey	
	1.30-3.00	CFLG Cont.....	RR Pandey	
	3.00-4.30	E Governance and use of IT in local governance	RK Lamichhane	
	5.00-5.45	Review & Reflection		
Day – 3				
Sept	8.00-8.30	Breakfast		
	8.30-8.45	Review		
	8.45-10.30	Transformational Social Mobilization –Concept, tools, techniques- Challenges Current SM Status of LGCDP & Future Action	Santosh Kamal Jnawali	Ok
	10.30-10-45	Tea		
	10.45-12.00	-Concept of Community Mediation and its practice in Nepal, - Law	Kabitaji	Ok

03,2014 Bhadra 18 Wednesday		and policy about CM and its implementation status in Nepal		
	12.15-1.15	Lunch		
	1.15- 2.30	Gender Equality & Social Inclusion (Concept and Strategies)-	Lila Adhiakry	<i>Ok</i>
	2.30-3.45	Concept of Gender Responsive Budgeting and Auditing -GRBA Guideline 2068		
	3.45-5.15	Coordination & Functional Linkage	RK Lamichhane	
Sept 4, 2014 Bhadra 19 Thursday	8.00-8.30	Review		
	8.30-10,00	Livelihood Improvement Programme	Kamal Jnawali	
	10.00-11.00	Local Body Financial Act and Regulation	B Raymajhi	
	11.00- 12.30	IT Strategies of MoFALD & role of ICT Volunteer	RK Lamichhane	
	12.30-1.30	Lunch		
	1.00-2.30	Environment Friendly Local Governance (Climate Change, Disaster Management)	Chakrapani Sharma	Ok
	3.00-3.315	Tea Break		
	3.15-4.30	Contemporary Issues- Observed at field level	RK Lamichhane	
	4.30-5.15	Review & Action Planning	RKL	
Day -5				
Sept 05,2014 Bhadra 20 Friday	7.30- 7.45	Breakfast		
	7.45-9.00	CD Strategies in LGCDP-II	Bhim Poudel	
	9.00-10.30	Downward Accountability Concept, Tools and techniques: Public hearing, Public audit, Social audit	Suman Ghimire	Ok
	10.30-10.45	Tea		
	10.45-12.15	Social Security Scheme- Concept & Procedure Major issues and challenges Future Action	Shankar Nepal	Ok
	12.15-1.15	Lunch		
	1.15-2.45	Vital Event Registration -- Concept & Procedure Major issues and challenges Future Action	Shankar Nepal	Ok
	2.45-3.00	Tea Break		
	3.00-4.00	Procurement Planning in LBs & LSP Selection		
		4.45-5.30	Review & Action Planning	Kamal Jnawali
Day -6				
Sept 06,2014	8.00-9.15	Admin & Financial Matters	Him Lal	
	9.15-10.15	Project work on Priority Activities	Kamal Jnawali	
	10.15-11.30	Accountability in Local Governance ▪ Concept of LGAF/downward Accountability & Compliance Monitoring Process by CSOs	Narhari Bhandari	
	11.30-12.30	Writing Success cases & Best Practices	Reshu K	
	12.30-1.15	Lunch		
		1.15-2.00	Feedback from Field Observation	RK Lamichhane

Bhadra 21 Saturday	2.00-3.30	Overall Guidance - Revenue Mobilization of Local Bodies Opportunities & Challenges	Dr. Som Lal Subedi (Secretary)	
	3.30-4.30	Public Expenditure & Financial Accountability PEFA and Fiduciary Risk Reduction Plan	Dr. Som Lal Subedi (MoFALD Secretary)	
	4.30-5.45	Information Management System in LBs	RK Lamichhane	
Day -7				
Sept 07,2014 Bhadra 22 Sunday	8.00-8.30	Review		
	8.30-10.00	Discussion on ToR and Administrative Procedure	RK Lamichhane	
	10.00- 11.30	Result Based Monitoring & Reporting System Annual Monitoring & Evaluation Plan (AMEP)	R Sapkota	
	11.30-1.00	Legal Provision in LBs	Shankar Kc	
	1.00-1.45	Lunch		
	1.45-3.15	Linkage between Local & National Plan	Prakash Dahal	
	3.15-4.30	Future Priority Actions & Way Forward	Shankar Nepal	
	4.30-5.30	Overall Guidance and Instructions for LGCDP-II of MoFALD	Purna C Bhattarai	
	4.30-5.30	Training Evaluation & Closing		

Thank you for your participation and full co-operation.