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STEP-BY-STEP SCHEME MONITORING BOOK

IWM, ICS, SP, CONSERVATION AND DRM

Scheme code:

Name of Scheme:

Province:

District:

Local Government:

Wards:

Benefitted Settlement/Toles:

Fiscal Year:

☐ IMPROVE WATER MILL

☐ IMPROVE COOKING STOVE

☐ SOURCE PROTECTION ACTIVITIES

☐ CONSERVATION ACTIVITIES

☐ DISASTER RISK MANAGEMENT

FOREWORD

This Scheme Monitoring Book includes the monitoring formats for the monitoring visit as per the Step-By-Step approach. Thus, these formats need to be seen together with the Step-By-Step Manual that describes in further detail each step and event. This book is supported by the overall technical and planning guidelines relating to Improve Water Mill (IWM), Improve Cooking Stove (ICS), Source Protection (SP), Conservation Activity, and Disaster Risk Management (DRM).

The guiding principle is that certain activities, including trainings and plans, have to be done before proceeding to the next phase. A monitoring visit is needed for a scheme to move from Planning Phase to Implementation Phase to Post-Construction Phase; the funds for each installment should not be released unless recommended by the relevant monitoring team **based on their field visit and as recorded in this book**.

The scheme monitoring is always participatory. Key recommendations and items to follow up are recorded also to the User Committees (UC)s minutes and the recommendations made during the previous monitoring visits should always be followed up during the next monitoring visit.

The complete monitoring visit is a process with scheme site observation, UC meetings, public audits and community discussions. These visits can serve many purposes, they are not only for gathering information for the project purpose but rather, an opportunity also for UC to do a self-assessment and seek guidance. The monitoring visit and the information as verified and recorded in this Scheme Monitoring Book are made to:

- Guide the UC from planning to implementation and towards sustainable future,
- Ensure that the scheme is technically high quality and financially sustainable & transparent,
- Capacitate UC to be sustainable, inclusive and accountable manager also in the future,
- ensure that the human rights based approach, gender equality, people with disability and social inclusion (GEDSI), and the principles of good governance are truly mainstreamed across all aspects of a scheme from reaching the unreached to making sure that there is a balanced representation of both women and men and the all the beneficiary households in UC, the necessary planning and monitoring meetings, trainings and public audits,
- Guide all the scheme-related support persons and other close stakeholders at the district and project-levels through the planning and implementation, highlighting any aspects that may need more attention (technical/social/financial/environmental),
- Contribute to further work planning in the LACCP, especially as it relates to capacity building and post-construction packages, serving also local investment for climate change adaptation and DRM strategies in ensuring that this specific scheme is truly completed and sustainable,
- Contributes to the LACCP progress reports and project-wide work planning.

COMPOSITION OF USER COMMITTEE (UC)**Type of User Committees:**

WUSC	WUG	AG	CFUG	LHFUG	HGMG	COOP	MG	SMC	Other

Users Committee composition – Name list next page, verify names during each visit as these may change add new name into relevant cell with a note for the date started

Designation	M/F	Name	Ethnicity				
			BCTS	Dalit	Janajati	Others	Remark
Chairperson*							
Vice-Chairperson*							
Secretary*							
Joint Secretary*							
Treasurer*							
Member							
Member							
Member							
Member							
Member							
Member							

DESCRIPTION OF SCHEMES

Note: Tick the one or more options

Sectors	Type		
IWM	☐ Long Shaft	☐ Short Shaft	
ICS	☐ School Level	☐ HH Level	
Source Protection	☐ Point Source	☐ Spring shed ☐ Recharge	☐ Other:
Conservation Activity	☐ Point Source	☐ Spring shed ☐ Recharge	☐ Other:
DRM	☐ Flooding	☐ Landslide ☐ Embankment Improvement	☐ Other:

BENEFICIARIES DETAILS

The following data from the feasibility study and detailed engineering survey report should be checked before the mass meeting begins. If any data is unclear or incorrect, questions should be asked at the mass meeting and the data updated.



MIS Verify

First Monitoring											
Households				Populations							
BCTS	Dalit	Janajati	Other	BCTS		Dalit		Janajati		Other	
				M	F	M	F	M	F	M	F
				Total Female				Total Male			
Household with PWD				PWD Female				PWD Male			
Final Monitoring											
Households				Populations							
BCTS	Dalit	BCTS	Dalit	BCTS		Dalit		BCTS		Dalit	
				M	F	M	F	M	F	M	F
				Total Female				Total Female			
Household with PWD				Household with PWD				Household with PWD			

Multiple Scheme's Beneficiaries (For more than one scheme in single area/UC)

☐ IWM ☐ ICS ☐ SP ☐ Other Conservations ☐ DRM

First Monitoring											
Households				Populations							
BCTS	Dalit	BCTS	Dalit	BCTS		Dalit		BCTS		Dalit	
				M	F	M	F	M	F	M	F
				Total Female				Total Female			
Household with PWD				Household with PWD				Household with PWD			
Second Monitoring											
Households				Populations							
BCTS	Dalit	BCTS	Dalit	BCTS		Dalit		BCTS		Dalit	
				M	F	M	F	M	F	M	F

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Local Adaptation to Climate Change Project

				Total Female		Total Female					
Household with PWD		Household with PWD			Household with PWD						
First Monitoring					Final Monitoring						
Estimate Area of conservation Ropani				Actual Area of Conservation Ropani							
Other				Other							

FINANCIAL SUMMARY

	Users		NRDF			Others	Total
	Cash	Kind	LG	GoN	GoF/EU		
1st Monitoring							
As per Agreement							

TECHNICAL INFORMATION

Structures	Unit	First Monitoring (As per D&E)	Final Monitoring		Construction Quality As per final monitoring		
			Ongoing	Completed	Good	Average	Poor
A. IWM							
Head Works	Number						
Canal/Pipe	Meter						
Penstock Pipe	Meter						
Hooper	Number						
Stone	Number						
Nozzle	Number						
Turbine	Number						
Mill House	Number						
Tail race Pipe/Canal							
B. ICS							
Mud ICS	Number						
Metal ICS	Number						
Electrical ICS	Number						
Source Protection and Environmental Work							
Point Source/Spring Shed							
Intake	Number						
Plantation	Sqm						

ICS, IWM, Conservation, SP, DRM Scheme Monitoring Format
Local Adaptation to Climate Change Project

Recharge Pit	Number						
Recharge Trench	Number						
Check Dams	Number						
Gabion	Number						
RVTs	Number						
Taps	Number						
RWH	Number						
Recharge Pond	Number						
Bioengineering	Number						
C. Disaster Risk Management							
Gabion Wall	Number						
Spur/Dike	Number						
Check Dam	Number						
Retaining Wall	Number						
Turfing	Sqm						
Embankments Protection	Number						
Live Fencing	Meter						
Bamboo Crib Wall	Meter						
Palisades	Number						
Fascines/Contour Watling	Number						
Vegetative Stone Pitching	Number						
Bioengineering	Number						

FIRST MONITORING

Visit at the end of preparatory phase, together with the 1st public audit and approval of cap & detailed design estimate

Date of monitoring:

Purpose: to verify that all preparatory works have been carried out and based on these findings, recommend PMC for the final approval.

- After this monitoring visit, the scheme can move from 'Preparatory Phase On-going' (PPO) into 'Preparatory Phase Completed' (PPC) as recommended by this Monitoring Team.
- The recommendations of this Monitoring Team will be forwarded for the PMC for final approval. After this approval, the scheme moves from 'PPC' into 'Implementation Phase On-going' (IPO) and the signing of implementation agreement as well as the 1st installment can be released to the UC's account.

1st Monitoring - Documents must be on hand with Monitoring Team:

- Preparatory Phase Reports
- Draft Design Report Reports
- Community Map, layout and Community Action Plan (CAP) (from UC)
- Scheme card from MIS – this should be updated during each visit!

MIS: Scheme status after this monitoring:

PPO

PPC

FEASIBILITY STUDY DATA

1. Is the household data correct in the Feasibility study? ☐ Yes ☐ No
2. During the Feasibility study, was a mass meeting carried out to discuss on required contributions, working modality and clusters/households to be included into the design ☐
Yes ☐ No
3. During the Feasibility study,

IWM/Source Protection Work	Was/were the water source/s measured? ☐ Yes ☐ No If Yes, What was the water source safe yield (lps) ? Measured Date:
Conservation Activity/ Disaster Risk Management	Was/were the area of protection/conservation identified? ☐ Yes ☐ No If Yes, What was the area of conservation (m ²) ?

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Local Adaptation to Climate Change Project

	What was the ownership of the area? ☐ Public ☐ Private ☐ Community
Source Protection Improvement (for PSI only)	Was the water quality at the source tested? ☐ Yes ☐ No If yes, is the water quality acceptable (P/A shows Absence of coliforms) ☐ Yes ☐ No

4. Was latitude, longitude, and altitude of critical points and proposed structures taken – tick for “yes”:

Structure/Components	Latitude	Longitude	Elevation	Remarks
Intake				
Mill House				
PSI (Intake)				
PSI (RVT)				
Source Protection Area 1				
Source Protection Area 2				
Conservation Location 1				
Conservation Location 2				
Conservation Location 3				
Protection Area 1				
Protection Area 2				

5. Monitoring Team's Evaluation regarding credibility of collected data and information from observation

☐ Good ☐ Satisfactory ☐ Poor

If any difference or anything is missing, specify and give a date when this will be done/is available

COMMUNITY MAP, LAYOUT AND COMMUNITY ACTION PLAN (CAP)

Observe the following during the mass meeting when UC presents the CAP. If something below cannot be checked during the presentation, raise the specific question in the meeting.

6. Is the Community Map and Layout prepared? ☐ Yes ☐ No

IWM/Source Protection/Conservation/DRM	Is the Community Map and Layout prepared? ☐ Yes ☐ No
IWM/Conservation Activity/Source Protection Work/DRM	Is all information of Environmental, disaster risk vulnerable area mentioned in the map as per detail surveying and design? (Landslide, debris flow/rock fall area, flooding, waste disposal place, Potential Road alignment, water safety and environmental impact for future construction). ☐ Yes ☐ No
IWM/Conservation Activity/Source Protection Work/	Is layout plan prepared along with spring shed? ☐ Yes ☐ No

7. Was the scheme layout discussed and approved by the mass meeting? ☐ Yes ☐ No

8. Is all information of Environmental, disaster risk vulnerable area mentioned as per detail surveying and design? (Landslide, debris flow/rock fall area, flooding, waste disposal place, Potential Road alignment, Heavy, water safety and environmental impact for future construction). ☐ Yes ☐ No

9. Is the layout plan of the scheme along with the spring shed prepared? ☐ Yes ☐ No

10. Is anything missing to include in-to Map/layout? Observe map and layout. ☐ Yes ☐ No

11. Is there any other conflict or serious potential conflict in the scheme? ☐ Yes ☐ No

If yes, type of conflict and cause and measures of remedy

12. Has the CAP been prepared? (Check CAP) ☐Yes ☐No

13. Has cultural and seasonal calendar related time duration addressed in the Plan? ☐Yes ☐
No

14. Has the CAP been endorsed by the users' mass meeting? ☐Yes ☐No

Comment on Monitoring Team regarding CAP:

15. Users appear to be aware of their roles and responsibilities in the scheme. ☐Yes ☐No

Who is less aware? Which things communities have less known how? Discuss with UC how low awareness can influence the scheme and what could be done about it.

USERS COMMITTEE (UC) OR COMMUNITY BASED ORGANIZATION

Ask the questions 16 to 21 in the mass meeting, the rest can be discussed with UC only

16. Has UC been formed or reformed as per PIM (Project Implementation Manual)? ☐Yes ☐No

If yes, please update the UC structure in Table no.

If no, Describe the difference and suggest for necessary correction.

17. Were there about 75% of all beneficiary households in that meeting? ☐Yes ☐
No

18. Were there about 50% female participants in that meeting? ☐Yes ☐
No

19. Was the selection of female UC members done among females? ☐Yes ☐No

20. Is the participation representative of the beneficiary community ethnic/caste-wise? ☐Yes ☐
No

If not, who is not represented and why?

21. Are the elected UC members presently working as a staff/elected or nominated member of Municipality Council? (must not be!) ☐ Yes ☐ No
22. How many UC meetings have been organized so far?
23. Average number of UC members in UC meetings:
24. Participation of Project LGU staff in UC meetings ☐ Regular ☐ Sometimes ☐ Never
25. Has UC been kept/maintained the meeting minute/register properly? ☐ Yes ☐ No
Areas of improvement and follow up in UC management practices/training or refreshers needed:

26. Are the Caretaker/Operator selected, and other *masons* identified? ☐ Yes ☐ No

Full Name	Female/Male	Ethnicity	Education	Age	Mobile Number
1					
2					
If not, when will they be selected?.....					

27. Have all the necessary UC trainings been done? ☐ Yes ☐ No, if Yes updated **annex-2**

List here what kind of trainings the UC members have received, as described by UC members themselves:

Cross-check the information given by the UC members above with the training reports submitted by PLGIU Staffs (as reported in their respective staffs' Monthly Progress Reports' Events-tab. If any training remains to be done, or any training is not reported even if done, add to the recommendations to Local Government Unit (LGU) Staffs at the end of this Monitoring Report under 'Recommendations'

FINANCIAL: BUDGET, CONTRIBUTIONS, ACCOUNTS AND TRANSPARENCY

Check the questions below during the UC's presentation in the public audit

28. Has design and cost estimate been prepared? ☐Yes ☐No
29. Are all households ready to contribute cash, kind & material support for this scheme? ☐Yes ☐No
No Interested HHs: Not Interested HHs:

If some are unwilling to contribute to this scheme, who and why? What are the options other than excluding potential beneficiaries from the scheme?

30. Has LG committed to contribute to the scheme? ☐Yes ☐No
31. Does this mass meeting endorse the cost estimation and related contribution pattern? ☐Yes ☐No

If not, why?

32. Tentative per capita cost *including* user's kind (NPR/capita)
33. Tentative per capita cost excluding user's kind (NPR/capita)
34. Is the tentative per capita cost acceptable? ☐Yes ☐No

If not, serious discussion is needed about whether this can be improved for the scheme to go ahead or not

Conclusions from the first public audit conducted during this visit:

TECHNICAL: DESIGN AND COST ESTIMATION OF SCHEME

35. Has there been consideration regarding climate change mitigation, adaptation and risk reduction and management (Landslide & Flood prone area, Potential Road alignment, Heavy Infrastructure and Environmental impact for future construction) during selection of location for structures and canal/pipe alignment? ☐Yes ☐No

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Local Adaptation to Climate Change Project

36. When was the detailed survey conducted ?

Month	Year
--------------	-------------

37. Which equipment was used during survey? ☐ Abney Level ☐ GPS ☐ Tape ☐ Others

38. Participants during detail survey from users and LGU staff: Female..... And Male.....

39. Who was present from LGU when the survey was conducted?

40. Any differences in layout that prepared in design, and one previously prepared during the survey time in presence of users? ☐ Yes ☐ No If yes, why?

41. Are there any livelihood/MUS Business/Community Forest operation plan with community?
☐ Yes ☐ No If Yes, Specify the name:1.....,2.....,3.....

LG UNIT (LGU) STAFF FOR PROJECT IMPLEMENTATION

Update the LG Project Implementation Unit (LGPIU) Staffs team members if any changes (cover page of this monitoring book)

42. Is LGU staff's presence at site as per their work plans? ☐ Yes ☐ No

43. Has LGU staff conducted the training events as per their monthly work plans? ☐ Yes ☐ No

If not, what is the difference?

44. Monthly report submitted by PIU staff to Local Government: ☐ Regular ☐ Erratic

45. LGPIU staff member's performance in this scheme – check with the UC and users. Add staff names as relevant

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Local Adaptation to Climate Change Project

Position	Sex	If changed ✓	Role in Impression of the activities till First Monitoring Facilitated from the LG project implementation unit staff			Total working days in the field till First Monitoring
			Good	Satisfactory	Poor	
LACC Project Officer						
Field Coordinators						
Sub Engineers/WRTs						
Agro-forestry Facilitators						
Livelihood Facilitators						
Social Mobilizers						

46. Has LGU staff faced any problems since the previous visit?

☐ Yes ☐ No

If yes, what kind of problems? Recommendations how to solve them:

47. Evaluation/comments by the Monitoring team on work performance of LGU staff /areas of success and areas of improvement, things to follow up:

RECOMMENDATION OF MONITORING TEAM

48. The scheme should continue to Implementation phase. ☐Yes ☐No

If it is not recommended for further implementation, what are the reasons? What improvements can be made that could be implemented in the future, please mention below.

If it is not possible to implement, specify the reasons

49. Are the LGU staffs continued as designated for the schemes? ☐Yes ☐No

If not or who should change the schemes, mention below the suggestion & specify the reasons.

50. Monitoring Team's recommendations for the UC & next Monitoring Team should follow up on the following (the same notes as the UC Minutes):

MONITORING TEAM

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Local Adaptation to Climate Change Project

Monitoring team attended the visit (LG authority/Project staff (PSU/PCO))

Name	Gender	Organization/designation	Mobile no	Signature

LGU Staffs attended the visit

Name	Gender	Organization/designation	Mobile no	Signature

UC participated in the monitoring visit & related meetings *(add all names, but only those who participated in this monitoring, sign below)*

Designation	Gender	Name	Signature	Mobile no	Ethnic Community				
	Ms/Mr				BCTS	Dalit	Janjati	Other	Remark
Chairperson									
Vice-Chairperson									
Secretary									
Joint Secretary									
Treasurer									
Member									
Member									
Member									
Member									
Member									
Member									
Member									
Member									
Total									

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Local Adaptation to Climate Change Project

Participants of Users During Monitoring:

S.N	Name of Participants	Gender (F/M/O)	Ethnicity				Disability (Yes/No)	Signature
			BCTS	Dalit	Janajati	Other		
१								
२								
३								
४								
५								

Add rows as per need

Summary table - users attended the monitoring visit & mass meetings (based on the attendance list as collected in the UC's Minute/Register book)

	Number of households	Female	Male	Total population
BCTS				
Dalit				
Janajati				
Others				
Total				

51. Is at least 75% of the households represented in this monitoring meeting? ☐Yes ☐No

52. We at least 50% of them women? ☐Yes ☐No

53. Is the signed attendance list available with UC Minute/register book? ☐Yes ☐No

SECOND/FINAL MONITORING

Visit during end of scheme implementation phase and together with the 2nd public audit

Date of monitoring:

Purpose: to verify that the implementation phase is going ahead as planned, the quality of construction is acceptable, to solve any emerging challenges, to verify that the related training events have been carried out as per Step-by-Step process and UC is capacitated to carry on its tasks, and to verify that all implementation phase works have been successfully completed.

- Ensure the work is completed as per the SBS and CAP
- Ensure the second/final public report preparation and final completion report is completed
- Ensure the recommendations from ward office and LGU staff
- After this monitoring visit, the scheme usually remains in the 'Implementation Phase Completed but payment remaining' (IPO*)
- The recommendations of this Monitoring Team will be forwarded to the PMC for their decision on the release of the final installment to UC's account.
- The recommendations of this Monitoring Team will be forwarded to the PMC for financial clearance of the scheme. The scheme remains IPC* until all contributions have been cleared, including the municipality's own contribution and any payments still due to suppliers or laborers.
- The scheme will move from IPC* into 'Implementation Phase Completed' (IPC) after financial cleared to UC

2nd Monitoring - Documents at hand with Monitoring Team:

- Monthly Report submitted to PMC
- Approved Design Report (*both UC and the Cluster Unit should have a copy*)
- Community Map, layout and Community Action Plan (CAP) (*with UC*)
- Implementation Phase Agreement (*with UC*)
- *Monitoring Book*
- Measurement Book of 1st Running Bill and (*Local Government Project Implementation Unit should have a copy*)
- UC meeting minutes, register book, bills & procurement documents, storage ledger etc. (UC)
- Final Work Completions and Final Bill
- Scheme card from MIS – this should be updated during each visit!

MIS: Scheme status after this monitoring:

☐ IPO ☐ IPC* ☐ IPC

BENEFICIARY DETAIL

Cross-check the beneficiaries' details and area of conservations from the Details Engineering Survey before the mass meeting starts. If something is not clear or correct, raise the issue in the meeting, update the cover page as well as MIS

PROGRESS AND COMPLETION STATUS OF SCHEME

Questions to be asked & observed in the mass meeting during the public audit. UC should prepare its presentation accordingly:

1. Is the scheme completed as per users and UC? ☐Yes ☐No

If not, what remains to be completed or is not going as per the plan?

2. Is the scheme completed as per LG Project Implementation Unit staff?
☐Yes ☐No

If not, what remains to be completed or is not going as per the plan?

3. Is the construction work completed as per the CAP?

☐Yes ☐No *If not, what remains to be completed or is not going as per the plan?*

4. Are the various training events conducted as planned? ☐Yes ☐No

What has not been done as per Step-by-Step? Is a specific refresher training or other capacity support needed?

USERS COMMITTEE (UC)

5. Are any UC member/s changed? (observe minute book, update in **MIS if changed**) ☐ Yes ☐ No
6. **MIS:** Has UC registered? (if yes, ask to see certificate; if no, follow up, the scheme should not go ahead with any works before the source is registered in UC name) ☐ Yes ☐ No
7. How many UC meetings been organized in implementation phase so far?
8. Average number of UC members in UC meetings:
9. Participation of Project Implementation Unit staff in UC meetings *Regular Sometimes Never*
10. Has UC kept/maintained following registers properly?
- | | |
|---|--|
| Meeting minute register | ☐ Yes ☐ No |
| Bank Ledger | ☐ Yes ☐ No |
| Income expenditure register | ☐ Yes ☐ No |
| Consumable Material stock Book/store book | ☐ Yes ☐ No |
| consumable Material stock Book/store book | ☐ Yes ☐ No |
| Quotation, tender agreement papers, bill and vouchers | ☐ Yes ☐ No |

Areas of improvement and follow up in UC management practices – write to UCs own register/Minute book

11. Date of conduction of pre-construction seminar
12. Date of during construction seminar
13. Has UC planned to prepare O&M regulation which will be presented in the 2nd public audit ☐ Yes ☐ No

FINANCIAL: BUDGET, CONTRIBUTIONS, ACCOUNTS AND TRANSPARENCY

14. Has UC Open bank account? ☐ Yes ☐ No

If not, mention the reasons

If yes, fill the following details:

Bank Name	:			
Location of bank	:			
Account Number	:		Account Type	Current Savings
If participation in Cooperative, mentions Name and Account	:			

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Local Adaptation to Climate Change Project

Shareholders numbers in cooperative	:	
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ACCOUNT HOLDER'S NAME AND POSITION HELD IN UC

Full Name	M/F/O	Position Held

15. Has the scheme information Board been fixed at proper place? ☐ Yes ☐ No

If not, why?

Did municipality release its full contribution to the scheme as planned? ☐ Yes ☐ No

If not, how much has been released?

(NPR)

16. Did all HHs contribute cash and kind to the scheme as planned? ☐ Yes ☐ No

17. Valuation of works and Measurement Book filled after measuring structures/works? ☐ Yes ☐ No

18. Final installment to UC as per valuation and MB

(NPR)

19. Final installment to UC as per Public Auditing

(NPR)

20. Was the Public audit conducted during this monitoring visit?

☐ Yes ☐ No

21. *Any remarks, suggestions and issues that should be addressed before the scheme can be financially cleared? Conclusions from the second Public audit as conducted during this visit:*

PROCUREMENT OF CONSTRUCTION MATERIALS

Ask the questions in the mass meeting

22. Are the Procurement Committee members still the same as identified in SBS in the mass meeting? ☐ Yes ☐ No

23. Do all members of the UC and the Procurement Committee have the LACCP **Procurement Brief**? ☐ Yes ☐ No

24. Have the contents of this Procurement Brief been discussed in any meeting or training so that both UC and the Procurement Committee members know how to proceed, what are the steps to follow? ☐Yes ☐No

25. Decisions made by UC about material procurement:

Date of Procurement committee formation	
Date of decision of mass meeting about procurement process	
Date of UC meeting to select supplier/s	

26. Is the UC following the procurement process according to Procurement Guideline? ☐Yes ☐No

27. Has UC kept quotation/tender documents safely? (check these documents) ☐Yes ☐No

28. Has UC prepared comparative chart? (check comparative chart) ☐Yes ☐No

29. Has UC selected the supplier of the construction materials themselves? ☐Yes ☐No

30. Has UC signed an agreement with the Supplier/s? (Mandatory) ☐Yes ☐No

31. Process of material procurement: A. ☐ by quotation B. ☐ by Tendering
C. ☐ Direct

Civil or Electro-mechanical part	Name of Supplier	Address of Supplier	VAT number

32. Are the rates of materials as per the limit of approved rate? ☐Yes ☐No

33. Materials transported from road head to site ☐ By people ☐ By tractor ☐ By other

34. Are the rates of transportation as per the limit of approved rate? Yes No

35. Are the construction materials stored in proper way? (check store) Yes No

TECHNICAL: WORKS AND MATERIALS

36. Are the technical works fully completed? ☐Yes ☐No

If yes, **Update cover page and MIS**

37. Has the design of structures been changed? ☐Yes ☐No

ICS, IWM, Conservation, SP, DRM Scheme Monitoring Format
Local Adaptation to Climate Change Project

38. Is the materials rate as per the limit of approved rate? ☐Yes ☐No
39. How are the materials transported from road head to site? ☐ by people ☐ by tractor/truck
☐by other
40. Are the rates of transportation as per the limit of approved rate? ☐Yes ☐No
41. *If 'No' to any of the above questions, describe why not, and what remains to be done?*

42. By the time of this monitoring visit, the scheme works should be practically completed and all materials already procured. Is there anything that remains to be purchased or is in process of being procured?

Name of materials	Quantity	Estimated value	Status of procurement

43. Remaining construction materials

Name of materials	Quantity	Estimated value	Status

44. Scheme structures as per design report – check the same table filled table of cover pages.
45. Monitoring Team's suggestions, recommendations and comments with regards to any procurement related item/s above, regarding the quality of construction materials and Structure etc.

46. Has the GPS been marked/taken to all structures? ☐Yes ☐No

If yes, fill the table below

Structure	Elevation	Coordinates

If not, why/which information is missing or has not been decided?

SUSTAINABILITY

47. Is there a need for a separate caretaker? ☐Yes ☐No

If yes,

48. Are Caretaker trained? ☐Yes ☐No

49. Does the Caretaker have a contract for their services? ☐Yes ☐No

If yes, what kind of salary or other compensation does Caretaker get?

If no, how is Caretaker compensated for her/his services?

50. Has the scheme information Board been fixed at proper place? ☐Yes ☐No

51. Has the scheme information Board been updated for facts & figures? ☐Yes ☐No

52. Are such words like the project name correctly spelled? Does the board mention both Nepal, EU and Finland?
☐Yes ☐No

53. *Areas of improvement and follow up in UC management practices/issues to prepare before the scheme completion seminar (with regards to such as O&M plan, caretaker, further UC training needs, etc.)*

RECOMMENDATION OF MONITORING TEAM

54. Final installment of Implementation phase can be made to UC ☐Yes ☐No

55. Monitoring Team's recommendations for the UC:

56. The next Monitoring Team should follow up on the following (the same notes to the UC Minutes):

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57. Monitoring Team's recommendations for the LG Project Management Committee:

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MONITORING TEAM

MONITORING TEAM ATTENDED THE VISIT (LG AUTHORITY/PROJECT STAFF (PSU/PCO))

(Ms./Mr.) Name	Gender	Organization/designation	Signature

LG PIUS TEAM ATTENDED THE VISIT

(Ms./Mr.) Name	Organization/designation	Signature

UC PARTICIPATED IN THE MONITORING VISIT & RELATED MEETINGS *(add all names, but only those who participated in this monitoring, sign below)*

Designation	Gender	Name	Signature	Ethnic Community				
	Ms/Mr			BCTS	Dalit	Janjati	Other	Remark
Chairperson								
Vice-Chairperson								
Secretary								
Joint Secretary								
Treasurer								
Member								
Member								
Member								
Member								
Member								
Member								
Member								
Member								
Total								

PARTICIPANTS OF USERS DURING MONITORING:

S.N	Name of Participants	Gender (F/M/O)	Ethnicity				Disability (Yes/No)	Signature
			BCTS	Dalit	Janajati	Other		
1								
2								
3								
4								
5								

Add rows as per need

SUMMARY TABLE - USERS ATTENDED THE MONITORING VISIT & MASS MEETINGS

(based on the attendance list as collected in the UC's Minute/Register book)

ICS, IWM, Conservation, SP, DRM Scheme Monitoring Format
Local Adaptation to Climate Change Project

	Number of households	Female	Male	Other	Total population
BCTS					
Dalit					
Janajati					
Others					
Total					

58. Is at least 75% of the households represented in this monitoring meeting? ☐ Yes ☐ No

59. Were at least 50% of them women? ☐ Yes ☐ No

60. Is the signed attendance list available with UC Minute/register book? ☐ Yes ☐ No

ANNEX 1: INCOME AND EXPENDITURE DETAILS OF UC

INCOME DETAILS:

S. N	Income Details	As per Agreement	Total Amount in UC's Account (NRs.)			
			1 st Monitoring		Final Monitoring	
			Amount	%	Amount	%
1	NRDF					
2.	Users Cash and Kind					
3.	Other					
4.						
5.						
	Total					

EXPENDITURE DETAILS:

S.N.	Expenditure Details	Estimated (NRs.)	Total Expenditure					
			2 nd Monitoring		Third Monitoring		Final Monitoring	
			Amount	%	Amount	%	Amount	%
1	External Materials Procurement							
	Construction Materials							
	Tools, Pipes, and Fittings							
2	Transportation of External Materials							
	By Vehicle							
	By potter							
3	Labors Wages							
4	Unskilled-Kind							
5	Local Materials collection and transportation							
6	Store Rent							
7	UC Management Cost							
8	Other Cost							
Total Expenditure								

ICS, IWM, Conservation, SP, DRM Scheme Monitoring Format
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S.N.	Expenditure Details	Estimated (NRs.)	Total Expenditure					
			2 nd Monitoring		Third Monitoring		Final Monitoring	
			Amount	%	Amount	%	Amount	%
	Remaining Amount in UC							
	Remaining account in Bank account of UC							

ANNEX 2: CAPACITY BUILDING ACTIVITIES DETAILS

Fill as per UC meeting minutes and participants in training

S.N.	Training/Activity Name	Days	Date		Location	Participants									Effectiveness of Training		Effective use of training materials	
			Start	Complete		BCTS		Dalit		Janajati		Other		Total	Aware	Fully Aware	Yes	No
						F	M	F	M	F	M	F	M					
1	UC orientation on Project and GEDSI																	
2	Preparation of CAP and Approved of design & estimate from Users-Public Audit																	
3	UC Financial Management, Account and Procurement Orientation																	
4	Pre-construction Seminar																	
5	Financial Management Refresher training																	

S.N.	Training/Activity Name	Days	Date		Location	Participants									Effectiveness of Training		Effective use of training materials		
			Start	Complete			BCTS		Dalit		Janajati		Other		Total	Aware	Fully Aware	Yes	No
							F	M	F	M	F	M	F	M					
6	Caretaker/Pump Operator Training (If need)																		
7	Scheme Completion Seminar																		
8	O&M Regulation Preparation																		
9																			
10																			

Monitoring team must collect information by discussion with users on effectiveness of training