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LOCAL ADAPTATION TO CLIMATE CHANGE
LACC PROJECT

STEP BY STEP MANUAL
FOREST MANAGEMENT

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FOREWORD

This **Step-by-Step (SBS) manual** has been prepared for effective and sustainable implementation of forest management activities such as plantation, establishment of multi-purpose nurseries, forest fire management, forest-based livelihood improvement, grazing management, wetland conservation and management, bioengineering and biodiversity conservation. This manual aims to provide clear guidelines to all stakeholders based on learning from participatory and interactive experiences in the planning, implementation and monitoring for sustainability of the schemes in the past.

It is believed that the process presented in this SBS manual will help ensure the sustainability of the scheme by inculcating a deep sense of belonging to the scheme in the local user committees while ensuring the cooperation of multi-stakeholders. This SBS will be applicable especially to forest management related construction by the Rural Municipalities/Municipalities, referred to as Local Governments (LGs) in this document, and included in the annual budget and program. This process has been based on participatory, inclusive, gender and disability-friendly principles by engaging with the local level system of governance from the very beginning.

The SBS Manual is divided into three main sections. The preparation phase ensures that the scheme is technically and socially acceptable and lays the foundation for the sustainable operation of the scheme by prioritizing marginalized communities. Second, during the implementation phase, user committees are gradually capacitated through scheme monitoring and training based on the 'field-based coaching' concept. Finally, in the post-construction/implementation phase, various options for practical capacity building and specific needs-based support are provided for the sustainable operation of the plan.

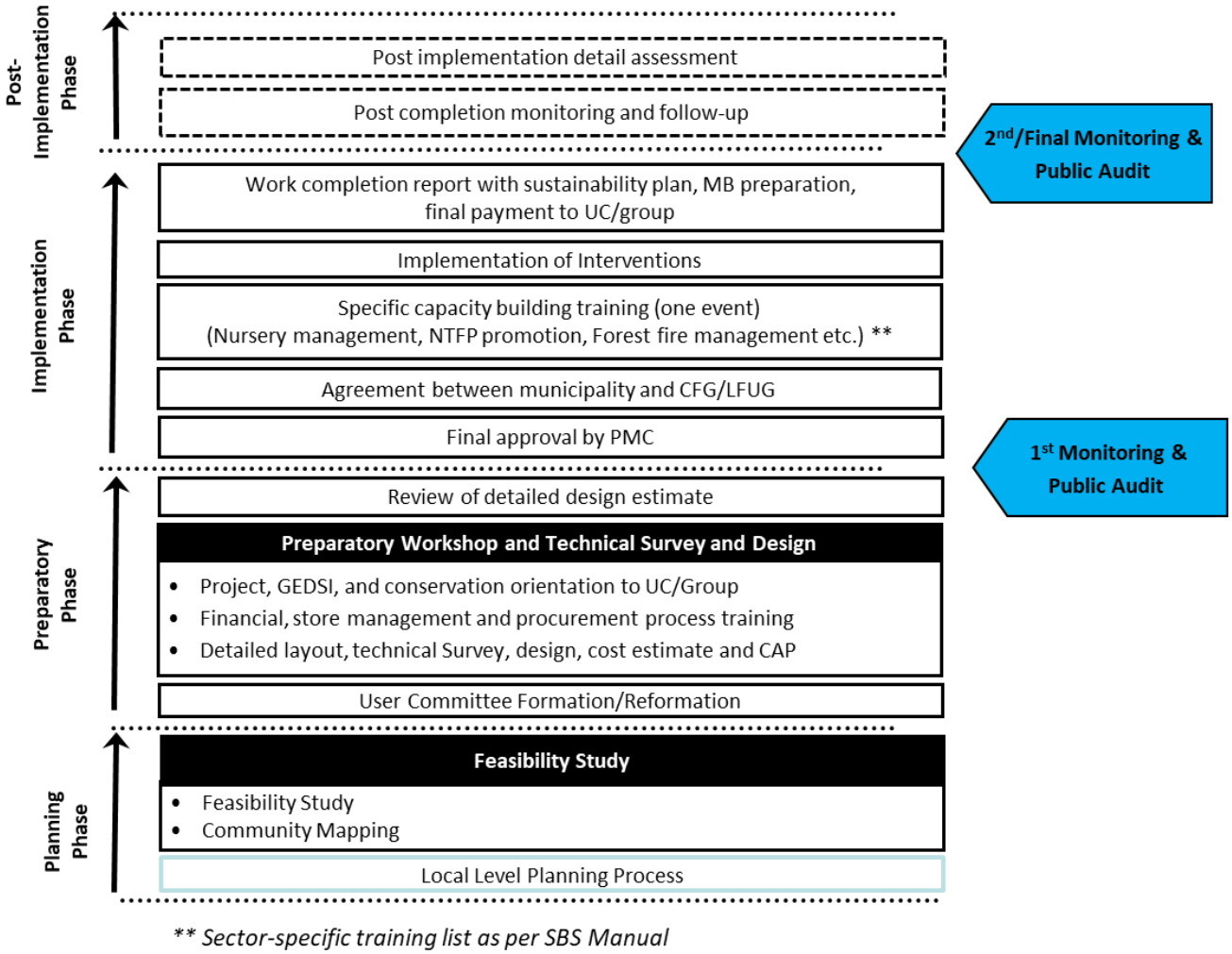
This manual also emphasizes the implementation of plans in accordance with climate change adaptation and disaster risk management principles. User committees are expected to play a vital and ongoing role in strengthening climate resilience within their areas, enhancing ecosystems, carrying out biodiversity conservation activities, and ensuring environmental safeguards. The SBS manual, along with related capacity development components, will continue to be refined and updated based on emerging needs and lessons learned. Feedback and support regarding the contents of this manual will always be appreciated. Through continuous learning and improvement, the manual will be finalized by the end of the project in a form that can be adopted by all relevant agencies in forest management programs.

ABBREVIATIONS

CAP	Community Action Plan
FG	Farmers Group
FG/UC	Farmers Group/Users' Committee
GEDSI	Gender Equality, Disability and Social Inclusion
LACC	Local Adaptation to Climate Change
LG	Local Government
LGU	Local Government Unit (LGU) for implementation of the LACC Project
NPR	Nepalese Rupees
NRDF	Natural Resource Development Fund
NRM	Natural Resource Management
PMC	Project Management Committee
SBS	Step-by-Step (approach)
UC	Users' Committee

STEP-BY-STEP CHART

Step-By-Step for Forest Management Schemes



*** Sector-specific training list as per SBS Manual*

1 FEASIBILITY STUDY

1.1 MAIN OBJECTIVES

The main objective of the feasibility study is to ensure that the schemes prioritized in the Local Government (LG) planning process are technically, environmentally, socially and economically feasible. A preliminary feasibility study for forest management is an important assessment to ensure the success and sustainability of any scheme before launching it. It examines how technically, environmentally, economically, and socially feasible the proposed scheme is. Under the Local Adaptation to Climate Change (LACC) Project, plantation, forest fire management, bioengineering, recharge pond construction, wetland conservation and management, fencing, nursery construction and other conservation activities will be constructed for forest management.

The main objectives are:

- **Resource Identification:** Identify the availability of human and financial resources as well as necessary materials and transportation means required for forest management.
- **Technology Assessment:** Determine which technologies are suitable for the proposed forest management schemes.
- **Environmental and Social Impact Assessment:** Estimate the potential positive or negative impacts of the scheme on the environment and society.
- **Community Benefit Analysis:** Analyze how beneficial the project will be for the local community in terms of economy, society, and livelihoods.
- **Preliminary Cost and Risk Assessment:** Make a rough estimation of the project's anticipated costs and potential risks, which will serve as a basis for detailed planning.
- **Legal and Policy Compliance:** Ensure that the scheme is legally and policy-wise acceptable.
- Importance:
- **Risk Reduction**: Potential problems and risks can be identified at the beginning, enabling the adoption of preventive measures.
- **Informed Decision-Making**: Provides a basis for deciding whether to proceed with a detailed study or to cancel the plan or further revision.
- **Optimal Use of Resources:** Helps ensure the maximum and sustainable utilization of resources.
- **Community Participation:** Enhances local community participation by considering environmental and social impacts from the outset.

1.2 STEPS OF FEASIBILITY STUDY OF PLANS

1. Organize a meeting of the user committee to discuss schemes prioritized in the Community/Leasehold Forest Operational Plan and such as Local Adaptation Plan of Action or any plans related to disaster risk management ensure the sustainable use of natural resources.

2. Visit the proposed project site to understand the existing condition of the community or forest.

3. Confirm the number of beneficiary households/population and collect details on altitude, boundary, soil, aspect, light conditions, slope, conservation efforts, and challenges of the area required for forest management schemes.

4. Prepare an environmental impact assessment.

5. Organize a committee meeting.

6. Discuss the main challenges of forest management and possible solutions and fill out the required information in the attached form.

7. Record the minutes of the discussion and, if proceeding to the implementation phase, approve it through the general assembly.

8. The user committee shall discuss the topics as per the schedule.

The details of the users related to forest management, and the structure of the users' committee shall be updated in the monitoring book and in the feasibility study form. For the operation of a User Group, an inclusive Executive Committee must be selected.

To ensure the representation of female, person with disabilities, and all communities, at least 50% of the total members must be female. This includes at least one position from either the Chairperson or Secretary and at least one from either the Vice-Chairperson or Treasurer.

The formation of the committee will be ensured according to the following details.

- Has the Executive Committee been formed according to the project's guideline? If not, when is a general assembly planned to re-form it?

- Is the community committed to managing open grazing and forest fire control and management?

- Are the user group and the community prepared to contribute financially, with goods, or with labor? If so, please specify what they will contribute and the amount of their financial contribution.

- Have forest guards/caretakers been managed for the conservation of the forest?

- Is there any conflict regarding the operation of the scheme?

For a feasibility study of a bio-engineering scheme, use the form in **Annex 1**. For other forest management plans, use the form in **Annex 3**.

1.3 COMMUNITY MAPPING

It is an important step in planning and community mobilization. Only after this, the process of formation/restructuring of the user committee begins. Community mapping is an important and participatory method of collecting the community's preliminary information. This method involves drawing a community map that includes household, population data (female, Male, adults, children, landless, literate, illiterate, etc.) as well as information about the social structure and organizations

located in the place. The project's future schemes to be implemented in the community (drinking water, health and sanitation, irrigation, improved cooking stoves, improved water mills, forest and environmental conservation, disaster management, agroforestry system, nature-based solutions and a range of livelihood activities) must be illustrated in this same social map to show the impacted areas.

Under community mapping, female and male of the community (Dalits, Janajati, Bahmans/Chhetris /Thakuris/Sannyasi and others) prepare their own community maps. In this process, separate meetings of Female and Male should be held, if necessary, depending on the situation of the community. Such a procedure should be followed, especially in communities where females are reluctant to speak in front of people from other communities.

When preparing a community map, locally available materials such as ash, sand, stone, leaves, sticks, coal, chalk, etc. can be used. Some different materials can also be used depending on different communities and availability such as pen, paper, color pencil, etc. If a satellite map of the community area is available, the map can also be printed or shown on a projector.

Uses of Community Mapping:

- Basis for scheme layout,
- Data on community location, existing physical infrastructure, natural resources, population, ethnic groups, and working areas,
- Identification of different social groups based on local definitions,
- Information about social organizations present in the community and the community's perception towards those organizations,
- Information about the boundaries of the area,
- Information on available local and natural resources in the area,
- Identification and information of existing natural resources in the community (water, forest, land, grazing areas, ponds, lakes, watersheds, streams, rivers, etc.) and risk-prone areas.

Process:

- First of all, a decision must be made on what aspects to be covered, such as: village, caste/ethnic, watershed area, etc.
- Meet with local people, key informants, female/male, children, adults and people of all ethnic communities and visit the scheme area and discuss the existing streams, wells, physical infrastructure, types of settlements, social structures, natural resources, risk places, etc. It also helps with developing relationships with the community.
- While organizing a community mass meeting, ensure that the time and place of the meeting is convenient for female and people from all sectors. Encourage participation of all classes, ethnic groups, and communities. Such meetings must have proportional representation from all ethnic communities and mandatory 50 percent representation of female. The facilitator

must prepare a list of all participants including their name, gender, occupation, caste/ethnicity, and age.

- Before starting the process of community mapping, the facilitator must provide introduction, the objectives of the program, the meeting agenda, and the expectations from the participants. It must also be confirmed whether the participants have understood the objectives of the program and how comfortable they feel in the process.
- Decide on the place where the social map can be prepared with the support of local people and ensure whether the necessary materials for mapping are locally available.
- After building rapport with the community members, let the local people themselves start by outlining the boundary of the map. Initially, facilitate the process and later allow the local people to draw the map themselves, ensuring that important features are not left out such as: temples, schools, health posts, community buildings, community forests, cooperatives, biodiversity hotspots, forest-based enterprises, natural ponds/lakes, areas where medicinal herbs are found, market centers, types of households, water, forests, etc.
- Afterwards, collect information about the location of all households. Once each household is drawn on the map, use different colors to indicate community/leasehold forest areas, natural resources, households with home gardens or agroforestry, Dalit and Janajati households, female-headed households, households with large family size, and households with persons with disabilities.
- If the map is prepared on the ground, ask the local people to transfer it to paper with clear indication of the east–west directions. Make corrections if necessary.
- Do not lead the process yourself; only provide support where needed.
- Review the ground-drawn map to check whether anything has been missing; if something is missing, ensure that it is included when transferring the map to paper.
- Once the map is completed, use it as the basis for discussion on community priorities and interests.
- Inform the local people once again about how the collected information will be used. Explain the benefits and usefulness of the map and thank them for their time and contribution.
- Prepare a separate list of the number of households, household names, and population (female, male, children/adults).

Information to be Included on the Map

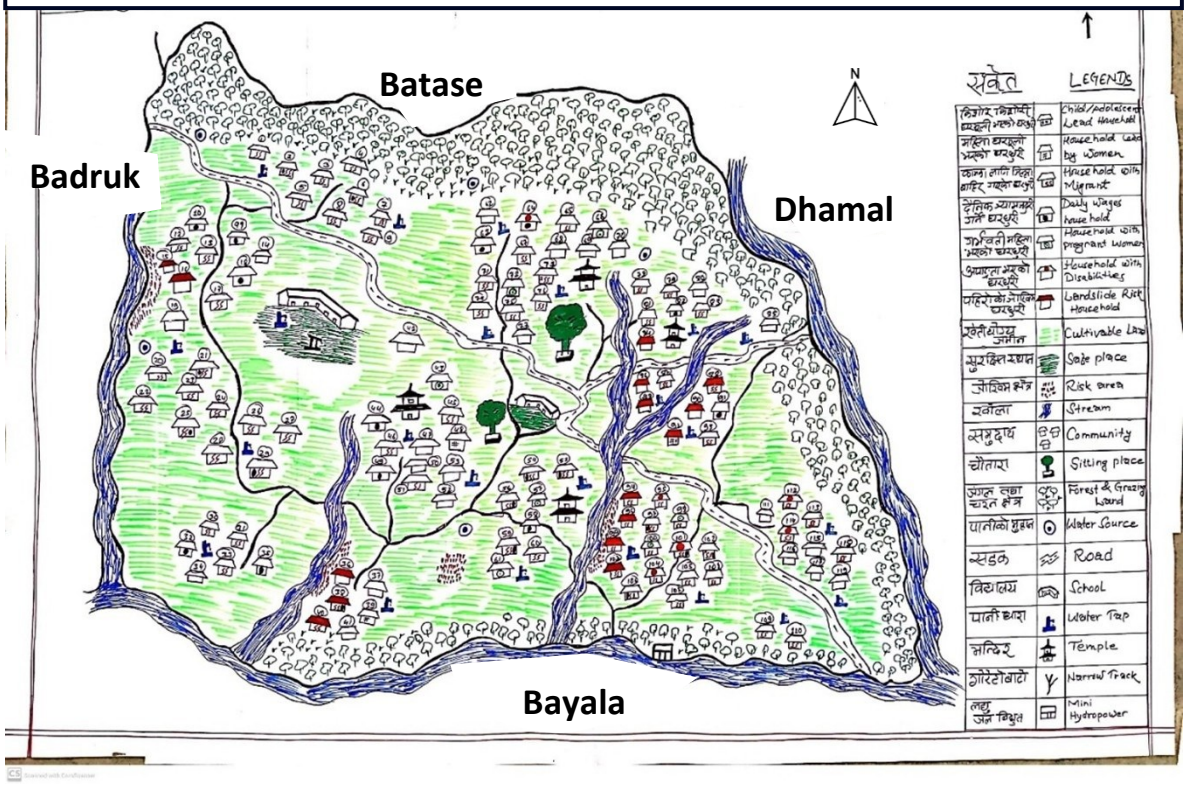
While preparing a community map, the following points must be necessarily included:

- Physical boundaries of the community along with the names of settlements.

- Geographical features such as mountains, forests, roads/paths, rivers, distance from the village to the motor road, cultivated land, grazing areas, community land and its utilization, sand mines, stone quarries, bamboo, roofing stones, etc.
- Water sources and their names.
- Locations of hydropower, irrigation schemes, water mills, and bridges.
- Any construction projects/schemes under implementation or planned.
- Institutions (schools, health posts, ward office buildings, banks, cooperatives, and other offices).
- Waste disposal sites and cremation grounds.
- Total number of households, number of female-headed households, population (female, male, total), water taps, toilets, etc. should be written on the left side, corner of the map, or on a separate sheet.
- Details of female-headed households, population, water taps, etc. must also be written separately on another page.
- Total number of participants (Female and Male), including Dalits, Janajatis, Brahmin/Chhetri/Thakuri/Sannyasi, and others.
- Other important structures such as temples, parks, meeting places, markets, periodic markets (hat bazar), collection centers, shops, etc.
- Habitats and main water sources of endangered wildlife (e.g., tiger, red panda, Leopard, vulture, etc.).
- Medicinal plants (such as Timur, Cinnamon, Kurilo, etc.) and non-timber forest products (such as Uttis, Bamboo, Allo, Ketuki, etc.).
- Major forest areas (e.g., community, national, leasehold, and religious forests).
- Forest fire-prone areas, riverbanks, landslides, open grazing areas, etc.
- Safe sites for emergencies/disasters (e.g., open grounds, buildings, and elevated places).
- The north direction must be indicated on the map.
- Date of map preparation.
- Explanation of all symbols used must be written in one corner.
- Name of the LG, ward number, and settlement name must be written at the top of the map.

A sample of a community map is presented below.

Community Map of Bhandarigaun and Jaisibada Date: 2077/09/10 (BS)



Note: *The layout of the proposed forest management Schemes and the location of the scheme must also be indicated in this community resource mapping.*

"After the social map is prepared, the details of the participants and the date of the mapping meeting must be updated in the meeting minute or the attendance form of the Local Adaptation to Climate Project."

2 USER COMMITTEE FORMATION/REFORMATION

Formation/Reformation of *the Users Committee (UC) refers to the formation of a users' committee or the reformation of a forest users' committee. Under this project, forest management schemes will be implemented by the Users' Committee, Community Forest Users' Committee, Religious Forest Users' Committee, or Leasehold Forest Committee*.

Based on the information obtained through the process of identifying and empowering users, users must be identified and data collected. Additionally, information must be collected from female, Dalits, marginalized groups, Janajati communities, persons with disabilities, nearby and distant users, minority groups, traditional institutions, and subgroups with shared interests.

If the scheme needs to be implemented outside community forests, leasehold forests, or religious forests, the users' committee will be formed in accordance with the procedures of formation, operation, and management of the respective local levels.

If the standards of gender equality, disability, and social inclusion are not met as per the Forest Regulation 2079 and Community Forest Guideline 2081, the executive committee shall be reformed in accordance with the same legal provisions.

While reforming the forest users' committee, the following procedures must be followed:

Information collection and coordination

While reformatting the committee, the decision of the general assembly should be taken and the concerned community forest, neighboring community forest users, division or sub-division forest office, park/conservation office, local government and other stakeholders should be informed for the presence.

User groups should be reorganized by analyzing the number of households within the beneficiary forest group, female, Dalits, poor, Janajati, disabilities, status of access and access to productive resources, relationship between forest and agriculture, livelihood and primary relationship with forest production, problems faced by users and other information.

Reformation of Forest Users' Group or Users' Committee

If the executive committee of the forest user group needs to be formed or reformed, it shall be done in accordance with the Forest Regulation 2079 and the Community Forest Guideline 2081.

Users' Committee Formation Process

While forming the users' committee, the following points must be taken as the basis:

Identification of the need and basis for reformation: The situations in which a community forest users' committee or leasehold forest group needs to be reformed are clearly mentioned in the Forest Regulation 2079 and the Guidelines 2081. The committee must be reformed in the following circumstances:

- The tenure of the executive committee has expired after 5 years.
- The committee is inactive, disputed, or formed without completing legal procedures.
- The committee did not meet the standards of inclusivity and gender equality.
- New households have been added to the users' group or there has been a change in the social composition.
- It is necessary to update the forest management plan.
- Members of the executive committee are repeatedly absent in called meetings or do not comply with the committee's decisions.

If any of the above circumstances exist, the reformation process is initiated based on the recommendation of the users' group or the forest office.

Proposal and Consent for Reformation

- The proposal for reformation must be approved by the current executive committee or at a users' meeting.
- The proposal should mention the reason for reformation, the number of users, the status of the committee, and suggestions.
- Such a proposal and decision must be submitted to the Division Forest Office or the relevant Sub-Division Forest Office and Park/Conservation office.
- The forest office will review the submitted proposal and provide approval for the reformation.

Formation of Interim Coordination Committee and Users' Update Process

- On the recommendation of the Forest/Park Office, an interim coordination committee (5–7 members) is formed.
- The roles of this committee are:
    - Update the registration of user households.
    - Register new users and remove members who have migrated elsewhere or are irregular.
    - Facilitate the process of forming the new committee.
    - Organize the general assembly.
    - Ensure mandatory inclusion of female, Dalits, Janajati communities, persons with disabilities, and marginalized groups in the committee.
    - This committee remains active until the formation of the new committee.

Calling the General Assembly and Publicizing Information

- To organize the general assembly of the users' group, public notice must be issued at least 15 days in advance. The notice should include the date, time, and venue of the meeting, and the agenda, committee reformation and selection of executive user committee.
- Places to post the notice: community notice board, markets, schools, each settlement, and awareness can also be raised through public announcements (mic), radio, mobile messages, or newspapers.
- Information about the meeting (both written and verbal) must be communicated in advance to all households, female, and male. The general assembly should include all castes, classes, and communities living in the area, as well as groups. At least 75 percent of the total beneficiary households must be represented in the general assembly. If representation from at least 75 percent of the total beneficiary households is not achieved, or female's participation is less than 50 percent, or any settlement/community is not properly

represented, the meeting must be cancelled and another assembly organized at a suitable time. The details of participants must be recorded in the attached form.

- The following representation is mandatory when calling the general assembly for the formation of the users' committee:
    - One female and one-male representative from the all-beneficiary households
    - Representatives from the local government
    - Staff from the Local Government Project Implementation Unit (LGU)
    - Representatives from the forest/park office
    - Female community health volunteers, conservation workers, teachers, forest caretaker, representatives from neighboring forest groups, facilitators, other important local persons, and others.

Reformation (Formation) Process of the User Committee

- After identifying the number, the community shall be given time to select the required number of members from the designated area without interference. Facilitation shall be done to ensure fair representation of female, various castes, persons with disabilities, and geographical regions.
- Officials shall be selected through election or consensus in the general assembly, and the new executive committee shall be reformed.
- Members of the executive committee of the user group must be selected either through general assembly consensus or by voting in case consensus cannot be reached. For this, an election committee shall be formed, and the election process shall be conducted according to the provisions mentioned in the group's constitution.
- An inclusive executive committee with a maximum of 21 members must be selected. At least one of the positions between Chairperson or Secretary, and at least one of the positions between Vice-chairperson or Treasurer must be held by female. Overall, at least 50 percent of the members, including representation of persons with disabilities, including female.
- The details of the newly formed executive committee shall be submitted to the Sub-Division Forest/Park Office concerned and the respective local level authorities.

While selecting representatives as per the above-mentioned provisions, it must be done fully in accordance with democratic procedures. Both female and male shall have the right to select their representatives in the general assembly as per the above criteria.

For legal recognition, the user committee must compulsorily be registered at the respective local government authority as per local laws. The tenure of the executive committee shall be a maximum of 5 years. However, if the constitution mentions a shorter tenure, then that shall apply. Any individual may serve as the Chairperson for a maximum of two tenures, either by election or nomination.

Users' Committee Structure

For the operation of the Community Forest User Group, an inclusive executive committee of a maximum of 21 members shall be selected. Among the positions of Chairperson or Secretary, at least one must be filled, and among the positions of Vice-Chairperson or Treasurer, at least one must be filled by female. Overall, at least 50 percent of the total members shall be female, including representation of persons with disabilities.

As female are the primary users, managers, and users of natural resources, their mandatory participation and role in the user committee must be ensured. Female have significant traditional knowledge and skills in forest management; therefore, their role in the user committee is very important. Generally, community forest user or leasehold forest user committees are formed with an odd number of members, and if the number of female members is one less or one more, it shall be considered as half representation. (For example: In a 7-member executive committee, the number of female members should be 3 or 4).

The user committee must ensure balanced representation of all ethnic communities and settlements. Proportional representation of disadvantaged groups is also necessary. If representatives in the user committee are only from a single area, it cannot ensure representation of all communities and viewpoints. Similarly, if representation is not balanced in terms of ethnicity or settlement, the user committee may not function effectively, leading to problems in the implementation of plans/schemes and even affecting their sustainability. Therefore, female and disadvantaged groups should be encouraged to become members of the executive committee.

The Forest User Committee must adhere to basic principles such as non-discrimination, participation, and accountability, and must be able to meet regularly.

Stamp and Account Operation of Forest User Group

As the Forest User Group is a sustainable, perpetual, autonomous, and organized institution, the group's own official stamp must be used during the reformation of the forest management executive committee and while carrying out forest management activities and schemes.

The account of the Forest User Group's fund shall be operated with the joint signature of either the Chairperson or Secretary, along with the Treasurer, as designated by the executive committee. Among the signatories, at least one must be a female.

Requirements to Become a Representative of Users' Committee

The users are free to select any female or male who can bear the responsibility as a representative of the user committee. Only an active and trustworthy user committee can successfully implement the plan/scheme. Generally, a person with the following qualities and capacities should be selected as a representative of the user committee:

- Having a social service mindset and cooperative spirit, encouraging participation of all.
- Not directly involved in politics or holding a political leadership position, as far as possible.
- Recognized and trusted within the community.

- Able to mobilize users under any circumstances.
- Capable of supporting the community in a democratic manner.
- Able to dedicate sufficient time to work.
- Healthy, energetic, and proactive.
- Socially with high moral character, committed to working in a transparent and corruption-free manner.
- Permanently residing in the project area, with no plan to migrate.
- Mentally stable, quick, and capable of making sound decisions.
- Mature and interested in institutional activities.
- No proven record of financial irregularities in any type of project.
- Preferably literate, especially for those holding executive positions.

Any individual receiving financial benefits from the Government of Nepal, the Provincial Government, or the Local Level shall be considered ineligible to serve as the Chairperson, Vice-Chairperson, Secretary, Treasurer, or member of the User Group Executive Committee. However, such individuals shall not be restricted from becoming Advisors.

Role and Responsibilities of Users' Committee in Scheme Implementation

Users are both the owners and the managers of their plan. Their involvement must be mandatory in each activity of the cycle scheme. The UC is the executive body of the users which is fully responsible for the formulation, management, implementation, and post-construction maintenance of the plan, as well as accountable for the sustainability of the plan and reliability of necessary future activities. The success of forest management plans mainly depends on the capacity of the UC. Before the operation of the plan, during the operational period, and even after the operation, UC has several roles and responsibilities. Among them, the major roles and responsibilities are as follows:

- Coordinate with the project management committee, the forest office, and the users.
- Play an active role in the preparation and implementation of scheme formulation and conduct regular meetings.
- Mobilize necessary funds from the forest group for partnership in plan/scheme implementation.
- Update and maintain the details of expenses incurred in the plan.
- Provide information about the scheme to the users from time to time and ensure a sense of ownership.
- Be transparent and accountable towards the users and donor agencies.

- After the completion of the Scheme, manage the operation and maintenance of the scheme properly.
- The Users' Committee must spend 25 percent of the annual income on forest conservation and management, skill development, and training. After such expenses, 50 percent of the remaining amount must be spent on poverty alleviation, female empowerment, and enterprise development in coordination with the LG. While spending, targeted programs must be implemented for Dalits, female, indigenous people, poor, and marginalized groups.
- Make necessary financial arrangements from the annual income of the forest group in the annual work plan for the maintenance of the plan.
- Prepare financial and progress reports of the scheme and submit them to LG and the concerned forest office.
- Manage and mobilize materials, tools, and human resources.
- Procure necessary construction materials, seedlings, cuttings, seeds, and tools for the scheme, store them properly, and safely keep the remaining materials after construction for maintenance purposes, and maintain proper records of materials used in the plan.
- Resolve all types of problems and disputes that arise during the implementation of the plan.
- Play an active role in promoting sustainable forest management and agroforestry in the community.
- Conserve and promote water sources.
- In the location where forest management schemes are implemented/constructed, control grazing, prevent fire, manage diseases and pests, conserve the spring shed and sources, and coordinate with neighbouring forest groups to prepare and implement integrated plans.
- Renew the forest operational plan and mainstream the annual programs into the sustainability of that plan.
- Formulate necessary rules for the scheme and get them endorsed through the general assembly of users.
- Be sensitive towards female, poor, person with disability, and marginalized groups, and ensure inclusiveness.
- Prepare and implement integrated catchment-based scheme.

The collection form for participants in the users' committee formation will be based on the attendance prepared by the project. The exact date, venue of the assembly, and the total number and details of participants present in the general assembly must be updated.

The attendance details will be in the format as per the table below:

S.N.	Name of Household Head	Gender	Age	Number of Present Members in the Household		Disability (Yes/No)	Ethnic Community*	Ward No. & Village Name
				Female	Male			
	Add rows							

Add more pages as required.

***Ethnic Community:** Dalit, Janajati, Brahmin/Chhetri, Thakuri, Sanyasi, and Others

Number of households representing in the general assembly: .....

Percentage of total beneficiary households: .....

Total number of female present in the general assembly: .....

Percentage of total participants present: .....

Total number of participants from marginalized groups present in the general assembly: .....

Percentage of total participants present: .....

3 CAPACITY BUILDING OF THE USER COMMITTEE IN THE PREPARATION PHASE

3.1 GENDER EQUALITY, DISABILITY, AND SOCIAL INCLUSION (GEDSI) AND CONSERVATION

Introduction: The Local Government Project Implementation Unit (LGU) staff, in collaboration with other key leaders from the scheme area, will organize an orientation for the User Committee on Gender Equality, Disability, and Social Inclusion (GEDSI) and natural resource management. The Local Adaptation to Climate Change Project integrates gender equality and social inclusion into all its activities to reduce gender and social discrimination. Additionally, the structures built by the project will take these sensitivities into account. It is essential to empower User Committee officials and other key individuals, and to raise awareness within the community and the User Committee about gender, social inclusion and natural resource management.

Objectives:

- To raise awareness among User Committee officials, other users, and key individuals in the project area about the concept and importance of GEDSI in sustainable forest management activities.

- To increase awareness about natural resource conservation, climate change, and biodiversity conservation, and to provide information on sustainable use of resources, local participation, and policy-rights.
- To provide information on the concept of integrated catchment/sub-watershed level natural resource conservation.
- To actively engage the community in inclusive participation, respecting local knowledge, and environmental conservation.
- To help User Committee members and other key individuals in the project area understand the principles of GEDSI for overall project planning and management in accordance with the project's phased work methodology.
- To clarify the roles of User Committee and users' other key individuals in the project area to increase the participation of female, persons with disabilities, and all ethnic groups in the committee and project activities, and to make policy and structural improvements so that these inclusive groups can benefit from the project.

Expected Outcomes:

- Participants will understand the importance of GEDSI and will be clear on the minimum principles of GEDSI for project implementation.
- Awareness and practical skills regarding natural resource conservation and management will increase within the user group.
- Contribution to sustainable management will increase through inclusive participation, the use of local knowledge, and activity in line with policy.
- Participants will help improve discriminatory social behavior towards female, children, people with disabilities, and marginalized communities.
- Participation of female, people with disabilities, and all ethnic groups will increase in user assemblies, project layout, community action plans, and other meetings and trainings, with female's participation at least 50%.
- Users will be aware of and implement equitable access to natural resources, benefit sharing, and equal opportunities.
- They will become knowledgeable about integrated catchment/sub-watershed level natural resource conservation and will conserve resources in an integrated approach.

Orientation Duration: 1 day

Appropriate Time: Before the project layout

Participants: All members of the User Committee, ward representatives, and other key individuals in the project area (with equal numbers of male and female, and inclusive participation of ethnic groups and people with disabilities from the project households).

Facilitators: Project Officer, Field Coordinator, NRM Facilitator, Social Mobilizer from the Local Government Project Implementation Unit (and, if necessary, a natural resource management expert or a representative from the concerned forest office).

Organizer: LG, Local Government Project Implementation Unit

Required Materials: Flex banners and posters on GEDSI, posters or handbooks on natural resource management, a step-by-step for forest management, flashcards, workbooks, stationery, videos, etc. (if possible).

First Day:

Subject Matter	Time	Activities
First Session: Participant Introduction and Objectives • Introduction • Discussion on fund flow system, investment allocation, Forest Users' Committee statute, and work plan	60 minutes	Self-introduction or through a game. Presentation of charts related to project introduction, fund flow, and investment sharing.
Second Session: Phased Work Methodology • Step-by-step manual • Roles and responsibilities of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and members of the Users' Committee • Roles and responsibilities of various stakeholders	60 minutes	Explanation of the phased work plan. Information on the roles and responsibilities of the Chairperson, Vice-Chairperson, Secretary, Treasurer, and members of the User Committee.
Snack Break	30 minutes	
Third Session: • Introduction to Gender Equality, Disability, and Social Inclusion (GEDSI) • Legal provisions on gender equality, disability, and social inclusion in community and leasehold forests • Barriers in GEDSI • Status of access to and control over natural resources • Concept of social inclusion in forest management planning, implementation, benefit sharing, and conservation	60 minutes	• Explanation of Gender Equality, Disability, and Social Inclusion (GEDSI) • Provisions in the Forest Act 2076, Forest Regulation, and Community Forest Guideline 2081 • Project principles on gender and social inclusion • Facilitate discussions on access to and control over resources through a game • Prepare a list of barriers in GEDSI and discuss them

Fourth Session: • Discussion on Integrated Catchment/Sub-Watershed Level Natural Resource Management. • Provisions related to the Community Forest or Leasehold Forest operational plan and constitution.	60 minutes	• Provide information on the concept and importance of an integrated catchment/sub-watershed • Discuss provisions included in the forest operational plan and constitution • Provide information on the Community Forest Guideline 2081
Fifth Session: • Sustainable Conservation and Management of Natural Resources	60 minutes	• Importance of natural resources, challenges, and measures for sustainable use (presentation, posters, discussion) • Discussion on forest management provisions included in the operational plan

Note: The facilitator should encourage all participants to actively take part in the discussion.

3.2 ORIENTATION ON ACCOUNTING, RECORD KEEPING & PROCUREMENT

Introduction: Under the Local Adaptation to Climate Change Project (LACC Project), all plans involve the procurement of non-local materials, storage management, and accounting of income and expenditure by the user committee itself. Therefore, the required funds for scheme implementation are disbursed in instalments from the Natural Resource Development Fund into the account of the user group. Accordingly, user committees need to be knowledgeable about processes such as procurement of construction materials, storage management, and accounting. Detailed training for the user committee and procurement committee is conducted immediately after the implementation-phase agreement of the plan.

This orientation provides all members of the user committee with general information on financial management and accounting.

Duration: 1 day

Participants: All members of the User Committee and Ward Chair/members.

Facilitators: Project Officer/Field Coordinator/NRM facilitators.

Organizer: Local Government Project Implementation Unit (LGU).

Objectives:

- To inform User Committee members about the community procurement process.
- To provide information to User Committee members on keeping records of construction materials, skilled and unskilled labor.
- To introduce the various accounts that the User Committee must maintain.

- To make User Committee members aware of the quality of external and local construction materials to be used in the project.

Required Materials: Step-by-step manual, fund flow chart, community procurement manual, sample accounting and sample forms, brown paper, marker pens, etc.

Subject Matter Day 2

Subject Matter	Time	Activities
First Session: Inaugural Session • Introduction • Expectation collection • Objectives of the orientation	30 minutes	Game and discussion
Second Session: Fund Flow Procedure • Fund flow and investment allocation	45 minutes	Fund Flow and Investment sharing table
Third Session: Fund Disbursement Process for the User Committee • Provisions and conditions of the agreement • Instalment-wise disbursement procedure • Required bills and reimbursements • User cash contribution for investment • Required labor contribution for the plan • Maintenance fund	90 minutes	Sample Agreement Letter
Fourth Session: External Material Procurement Process • Direct procurement • Sealed quotation • Comparative table • Public audit	90 minutes	
Fifth Session: Quality of Construction Materials • Required tools and other construction materials: Nepalese and Indian quality marks and standards • Quality of local construction materials	45 minutes	
Sixth Session: Scheme Expenditure and Accounting Management • Cost of materials, transportation cost, and labor cost • Municipal/ward rate list • Maximum budget limits and sources of income • User group bank account, income-expenditure account, and inventory account	60 minutes	Procurement Manual, User Group Account, Maintenance, Illustrated Handbook, etc.
Closing		

Note: The facilitator should encourage all participants to actively take part in the discussion.

3.3 ENVIRONMENT & BIODIVERSITY CONSERVATION, CLIMATE CHANGE ADAPTATION, AND AGROFORESTRY

Introduction:

Under the Local Adaptation to Climate Change Project, all plans must be implemented through the user committee with a focus on climate-friendly planning while considering environmental and biodiversity conservation. Therefore, user committees need to be knowledgeable about topics such as climate-smart agriculture and agroforestry, environmental protection, disaster risk management and biodiversity conservation.

Detailed training for the user committee is conducted before the agreement of the plan. This orientation provides all members of the user committee with general information on climate-smart agriculture and agroforestry, environmental protection, disaster risk management, and biodiversity conservation.

This orientation is conducted after the completion of detailed technical surveys.

Duration: 1 day

Participants: All members of the User Committee and Ward Chair/members

Facilitators: Field Coordinator/NRM Facilitator

Organizer: Local Government Project Implementation Unit

Objectives:

- To explain the introduction, challenges, and solutions of natural resource management.
- To provide information on the types and importance of biodiversity and the potential impacts during scheme construction.
- To explain the causes and effects of climate change, and the measures to be taken during the implementation of scheme and activities.
- To explain the concept of disaster risk management and the precautions to be taken during scheme construction.
- To provide information and practical solutions on climate-smart agriculture and agroforestry practices.

Required Materials: step-by-step manual, fund flow chart, brown paper, marker pens, etc.

Expected Outcomes:

- Participants will understand the connection between natural resource management, biodiversity conservation, disaster risk management and climate change.
- They will be encouraged to adopt an environmentally friendly approach while implementing the forest management scheme.

- They will be knowledgeable about the importance and benefits of agroforestry systems.
- They will be inspired to implement disaster risk reduction measures in practice.

Conclusion:

- Sustainable management requires careful attention to natural resources, biodiversity conservation, and climate-adaptive practices.
- Coordinated participation, awareness, and technology-friendly practices are essential for achieving sustainable development.
- Agroforestry and forest-based activities contribute significantly to livelihoods.
- Question and Answer Session:
- Participants' curiosity, suggestions, and discussion.

Subject Matter Day 3:

Subject Matter	Time	Activities
First Session: • Introduction • Collection of expectations • Objectives of the orientation	30 minutes	Group discussion: sharing experiences based on the local context
Second Session: Climate Change and Infrastructure • Introduction to climate change: causes, greenhouse gases, impacts • Impacts on scheme construction: extreme weather, delays, damage • Solutions: sustainable materials, energy efficiency, climate-adaptive construction	60 minutes	• Presentation: Conceptual presentation on various topics using PowerPoint. • Group discussion: Sharing experiences based on the local context • Visual materials: Learning through
Third Session: Climate-Smart Agriculture • **Definition:** Agricultural systems capable of coping with climate impacts • **Key practices:** Adaptation and mitigation • **Practical measures:** Seasonal cropping, greenhouse gas reduction, use of local seeds	60 minutes	
Fourth Session: Climate-Smart Agroforestry (continued) • Key practices: Adaptation and mitigation • Climate-smart agroforestry	60 minutes	
Snack break	30 minutes	
Fifth Session: Climate-Induced Disaster Risk Reduction • Definition of disaster, impacts, and risk assessment	60 minutes	

• Precautions to be taken at all stages of construction • Bioengineering, public awareness, structural maintenance, and preparedness		video clips and infographics
Sixth Session: Environment and Biodiversity Conservation • Environmental conservation and biodiversity in scheme construction • Three levels of biodiversity: ecosystem, species, and genetic • Direct and indirect impacts of scheme construction • Mitigation measures: practices to be adopted during planning, construction, and monitoring stages	60 minutes	

Note: *The facilitator should encourage all participants to actively take part in the discussion.*

4 TECHNICAL SURVEY, DESIGN, COST ESTIMATION AND CAP

For the successful implementation of forest management schemes such as plantation, multipurpose nursery construction, bioengineering, fencing, recharge pond construction, forest fire management, wetland management etc., it is essential to conduct detailed surveys, prepare designs and cost estimation, and comply with relevant legal and technical standards. To carry out these schemes, the required technical surveys, designs, and cost estimation must be prepared by following the processes and reference materials outlined in the table. An integrated and practical guideline for this is presented below.

4.1 DETAILED SURVEY AND DESIGN

Before proceeding with any forest management scheme, a detailed survey based on the following steps is necessary through a scientific and participatory process:

Preparation Phase

Desk Study and Legal Provision Analysis:

- Analysis of the scheme area's geography, land use, forest status, climate, soil, watershed, etc., including map and data collection.
- Study of national and local legal/policy documents (e.g., Forest Act, Regulations, Directives, etc.).
- Analysis of the provisions in the operational plan and constitution of the community forest/leasehold forest group.
- Collection of lessons learned from past projects.
- LDCRP, LAPA, WUMPs, etc.

Stakeholder Consultation:

- Initial interaction with stakeholders including the local community, User Committee, local government, and forest/park office.

- Identification of their needs, knowledge, experience, and participation in the project.

Detailed Survey

Demarcation and Mapping:

- Studying the community resource map prepared to include the project area and its surroundings before visiting the area.
- Observation of the proposed scheme area to assess the type and condition of the forest and identify problems.
- Collection of preliminary location details using GPS, tape, vertex, and other necessary materials.
- Demarcation of the area to be managed or conserved.
- Taking GPS points of the four directions of the scheme area and proposed structures and preparing a GIS-based map.

Bio-Physical Survey:

- Flora: Study of forest types, species, crown cover, density, regeneration status, and non-timber forest resources.
- Soil: Testing for pH, NPK/nutrients, structure, water-holding capacity, etc.
- Geomorphology: Study of aspect, slope, geological structure, and geo-sensitivity.
- Hydrology: Water source, flow, and risk analysis.

For a detailed survey of a bio-engineering schemes, use the form in Annex-2, and for other forest management schemes, use the form in Annex-4.

Data Analysis and Project Design

- Analyze collected data to determine management needs, suitability, and feasibility.
- Prepare a technical design (e.g., species selection, planting method, layout, structure design).

The project design will be made from the standard design template prepared by the LACC Project.

The design options, types, and some basic standards for the projects will be as follows:

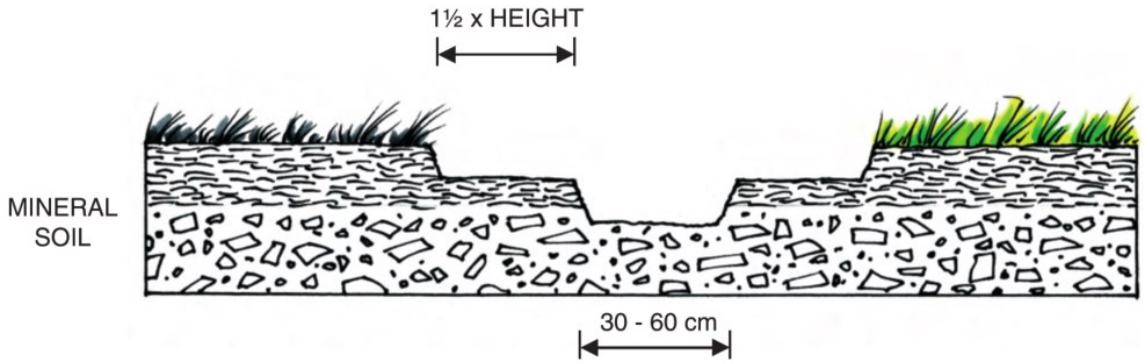
S.N.	Structure	Basic Standards and Options	Remark
1.	Plantation		

Species	Distance (Meter*Meter)		Number of seedlings per square meter	Number of seedlings per hectare
	Length	Width		
Small grasses: Babiyo, Khar, Kus, Kans	0.10	0.50	20.00	500,000
Grass: Amriso, Napier, Bhetibhar, Dhatelo, Nigalo, etc.	0.50	0.50	4.00	40,000

Bamboo plantation	2.50	2.50	0.16	1,600
Fodder: Ficus species, Khanyu etc.	4.00	4.00	0.06	625
Fruit/NTFP/MAPs plantation: Apple, Mango, Orange, Walnut, Shrikhand, Rudraksha, Timur, Chiuri, Sea buckthorns etc.	4.00	4.00	0.06	625
Small tree plantation: Bakaino, Bains, Ritha, Cinnamon, Koiralo, Bhimal, Epil-Epil, Kimbu, Siris, etc.	2.50	2.50	0.16	1,600
Large tree plantation: Utis, Badahar, Pipal, Simal, Tuni, Saj, Banj etc.	6.00	6.00	0.03	277.78

2. Forest Fire Management

Fireline Construction: Any control line must start from an anchor point. An anchor point refers to an area with low fuel load (e.g., a road or path, rocky terrain, a large river, or previously burned ground), which prevents the fire from spreading beyond the end of the constructed control line. If the fire intensity increases significantly, the anchor point should also provide a safety zone for firefighters.



Leaf litter/Debris cleaning: Can be designed as required.

3.	**Bioengineering**	• Breast or retaining wall according to civil design • Types: crib wall, wattling, fascine work, brush layering, palisade, jute netting, check dam, tree plantation • Length: as per field conditions	Source: Roadside Bioengineering Manual, Department of Roads"
4.	**Recharge Pond Construction**		

		Type: Pond, pit, trench, rainwater harvesting structures, etc. **Shape:** Square, rectangular, and circular **Size:** The size of a recharge pond depends on the available construction area and its location. For example, in hilly areas, a recharge pond can range from as small as 1 cubic meter (1 m × 1 m × 1 m) to 2,000–3,000 cubic meters (50 m × 30 m × 2 m). In the valleys and plains, ponds capable of storing millions of cubic meters of water can be constructed. In the mid-hills and Siwalik regions, multiple small recharge ponds are preferred over a single large pond, whereas large ponds are suitable for valleys, Bhabar, and Terai plains. **Depth:** The most important dimension of a pond is its depth. For practical purposes, the depth of a recharge pond should range from 1.5 to 2 meters. In mid-hill and Siwalik regions, the depth should be 1.5 meters, while in the Bhabar and Terai regions, it can be increased up to 2 meters. **Source:** Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR) / Recharge Pond Handbook for WASH Programme, 2013	
5.	**Fencing**	Installation of fences required to prevent grazing, using biological methods, barbed wire, mesh wire, etc. **Height:** 1 to 2 meters **Distance between two posts:** Minimum 2 meters	
6.	**Nursery Construction**	**Type:** Wood, bamboo, iron, etc. **Size:** 6 × 12 m, 6 × 20 m, or as required	

4.2 COST ESTIMATE

The actual cost estimate for each activity is determined based on the following:

- Determine the quantity of materials and labor required to carry out the activity.
- Prepare the cost estimate based on municipal/ward/district rate lists and standards.
- Prepare a list of required materials, labor, and mechanical equipment as per the standards.
- Determine transportation and management costs.
- While preparing the cost estimate, it is mandatory to follow the relevant policies, regulations, guidelines, and standards outlined in the table.
- The cost estimate for the scheme will be prepared using the standard cost estimate template developed by the Local Adaptation to Climate Change Project.

4.3 MAJOR APPLICABLE STANDARDS

- Government construction standards, DOLIDAR, and according to the Forest Sector Program Implementation Standards.
- Community Forest Guidelines, 2081.
- Forest Resource Survey Guidelines, 2061.
- National Standards for Sustainable Forest Management, 2078.

- Bio-Engineering Information (Rate Analysis Norms).
- Rate analysis for development and construction programs related to forests, flora, wildlife, and land conservation 2070.

4.4 COMMUNITY ACTION PLAN (CAP)

To implement forest management schemes effectively, it is essential to ensure prior planning, active community participation, a systematic implementation process, continuous monitoring, and sustainability.

For this purpose, a community action plan format has been prepared, covering the entire process from the initial phase of the plan, through implementation, final evaluation, and sustainability planning. This format will help advance any forest management scheme in a phase, participatory, and sustainable manner. When preparing a community action plan, a detailed cost estimate for the relevant activities and step-by-step manual for the scheme must be prepared accordingly.

This work should be conducted during the preparatory-phase training after detailed community resource mapping and the formation or reformation of the user committee.

Work Plan for Implementation Phase Activities

(Note: The community action plan for the implementation phase must be mandatorily attached to the implementation-phase agreement of the plan)

Community Action Plan (CAP)

(Implementation Phase Activities)

Scheme Name and Type: _____

LG: _____ Total HHs: _____

Date: _____ Total Population: _____

Ward No./settlement:

S. N.	What? /Detailed Work Description	Total Days Required	When?		Where? (Location)	How? Process/Method	Who? Responsible from UC	Who? Responsible from Project	Who? Will Support
			Start Date	End Date					
1	Completion of preparatory-phase activities								
2	First general assembly of implementation phase, preparation of CAP, and first monitoring								
3	Implementation-phase agreement								

4	Procurement of external construction materials, preparation of collection plan, and supplier Selection								
5	Request for first instalment								
6	Collection, transportation, and storage of external construction materials								
7	Collection, transportation, and storage of local materials								
8	Construction-period workshop								
9	Management Activities								
9.1	……								
	Scheme information board installation								
	Compilation and verification of bills and reimbursements								
	Preparation of measurement book of scheme								
	Preparation of sustainability plan								
	Public hearing and second monitoring								
	Settlement and request for final instalment								
	Final public audit								
	Post-construction workshop								

Signatures of User Committee members

5 REVIEW OF DETAILED DESIGN AND COST ESTIMATE

Before implementing any forest management scheme, it is mandatory to review the detailed design and cost estimate to ensure the scheme's effectiveness, practicality, and technical suitability. This process involves conducting a technical survey of the project area, designing the necessary structures, outlining the implementation procedures, assessing human resources requirements, evaluating potential risks, determining material and equipment needs, and preparing an appropriate cost forecast.

A detailed design and cost estimate clearly defines every aspect of scheme implementation, helping to ensure quality, cost control, time management, and sustainability.

Before proceeding with forest management schemes, essential preparatory steps such as technical survey, design, and cost estimation must be completed. Once these steps are finalized, the detailed design and cost estimate must be prepared. The prepared design and estimate must be submitted to the Project Management Committee (PMC) for approval after mandatory consultation with relevant natural resource management experts and engineers.

This process ensures that every forest management activity is organized, effective, and sustainable, as it ensures technical competence as well as policy and environmental sensitivity.

6 IMPLEMENTATION PHASE MONITORING

Schemes and Activities conducted under the project will be monitored at least twice during the implementation phase in accordance with the Project Implementation Manual. During these monitoring visits, the following subjects should be taken into consideration:

Key subjects to be observed in various monitoring visits:

Monitoring	Key Areas to be Monitored:

First *(At the end of the preparatory phase)*	• Community Action Plan (CAP)
	  • Community commitment to contribute cash and kind for scheme implementation
	  • Common understanding of the project's manual and concepts among all user community members
	  • Feasibility of the scheme considering social disputes, cost, and technical complexity
	  • Formation process of the user committee, including gender and ethnic inclusivity and participation
	  • Transparency of information (budget, costs, design, decisions, minutes, etc.)

	• Community awareness and agreement on project structures, layout, cost rates, and detailed scheme costs • Effectiveness of training provided by the LGU, including facilitation capacity, training date, and subject matter • Performance level of LGU's staff, during the preparatory phase of project implementation
Second *(At the end of the implementation phase)*	• Quality, quantity, and usage status of purchased non- local materials and collected local materials • Procurement process • Storage and transportation management • User committee meeting and minute, collective decision-making process, and transparency • Accounting and record-keeping • Effectiveness of training provided by LGU's staff including facilitation capacity, training dates, and subject matter • Performance level of LGU staff implementing the project • Completion and quality of Scheme and conservation activities • Quality, quantity, and procurement process of purchased non-local materials and collected local materials • Status and quantity of remaining materials and tools • User committee meeting and minute: collective decision-making process and transparency • Accounts of income, expenditures, pending payments and receipts, contributions from the community and municipal/ward authorities • Condition of accounting and records • Performance level of LGU, staff.

7 SCHEME APPROVAL BY PROJECT MANAGEMENT COMMITTEE

The Project Management Committee (PMC) is responsible for granting prior approval for all training, workshops, and seminar programs conducted using the Natural Resource Development Fund (NRDF) or other project sources. Additionally, the PMC is coordinating with the user committee and municipal/ward staff to organize public hearing programs.

The PMC also monitors the progress of scheme implementation, conducts review meetings, and prepares monitoring reports. Similarly, the income and expenditure details of the NRDF are regularly monitored, and proposals for capacity development activities at the scheme level must be prepared by Local Government Unit (LGU) for implementation of the LACC Project, and staff submitted to the PMC for prior approval.

Accordingly, after the first monitoring of all schemes, the PMC must approve the cost estimate before proceeding with the implementation-phase agreement. Prior to ensuring approval for implementation, the PMC will review the scheme's accounts based on the established standards. Before submitting a scheme for approval, it must be ensured that all preparatory-phase activities have been completed and that the users have approved of the scheme through a general assembly.

Approval Process:

On behalf of the Rural/Municipal Executive Office, the Project Management Committee (PMC) of the respective LG approves the scheme before entering the implementation-phase. For scheme approval, the committee verifies whether the following conditions have been fulfilled; if so, the matter is discussed in the committee meeting, and a decision is taken:

- All proposed capacity development activities, along with other preparatory-phase activities, have been completed in accordance with the step-by-step manual, verified by the monitoring team, and quality assured.
- Reports on all completed preparatory-phase activities have been submitted.
- The preparatory-phase monitoring report has been received.
- The scheme's design and cost estimate have been presented in the general assembly and finalized.
- The user committee's bank account is operational.
- The scheme's community action plan has been prepared and endorsed by the general assembly.
- All above-mentioned documents and records have been submitted by the LGU to the Local government Executive Office.

8 AGREEMENT BETWEEN LG AND UC FOR IMPLEMENTATION PHASE

After the first monitoring, if the scheme is deemed appropriate and approved by the Project Management Committee, a written agreement is signed between the User Committee and LG. The facilitation of this agreement will be carried out on by the project.

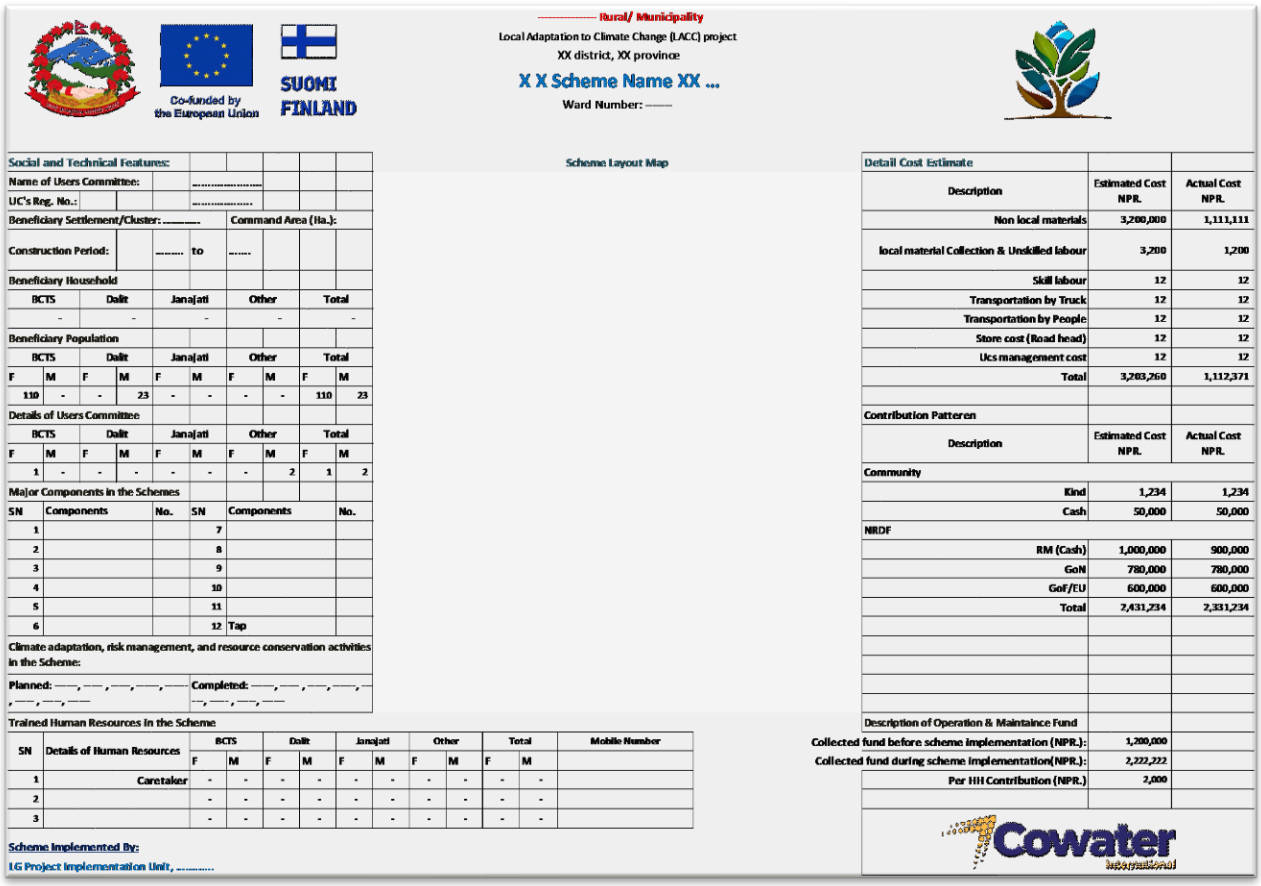
A sample format of the implementation phase agreement between the User Committee and the LG is provided in **Schedule 5** of this SBS manual.

9 SCHEME INFORMATION BOARD

The information board of a scheme is an important aspect of transparency. Therefore, after signing the agreement for any scheme implemented under the project, an information board must be placed in a public place. This board should clearly display the estimated cost, the structures to be constructed, and the activities to be carried out under the scheme.

A sample format of the Scheme Information Board is attached below.

Sample Scheme Information Board:



Co-funded by the European Union

SUOMI FINLAND

…… Rural/ Municipality

Local Adaptation to Climate Change (LACC) project

XX district, XX province

X X Scheme Name XX …

Ward Number: ……

Social and Technical Features:

Name of Users Committee:	……
UC's Reg. No.:	……
Beneficiary Settlement/Cluster: ……	Command Area (Ha.):
Construction Period:	…… to ……

Beneficiary Household

BCTS	Dalit	Janajati	Other	Total
-	-	-	-	-

Beneficiary Population

BCTS		Dalit		Janajati		Other		Total	
F	M	F	M	F	M	F	M	F	M
110	-	-	23	-	-	-	-	110	23

Details of Users Committee

BCTS		Dalit		Janajati		Other		Total	
F	M	F	M	F	M	F	M	F	M
1	-	-	-	-	-	-	2	1	2

Major Components in the Schemes

SN	Components	No.	SN	Components	No.
1			7		
2			8		
3			9		
4			10		
5			11		
6			12	Tap	

Climate adaptation, risk management, and resource conservation activities in the Scheme:

Planned: ——, ——, ——, ——, ——, ——, ——, ——, ——, ——

Completed: ——, ——, ——, ——, ——, ——, ——, ——, ——, ——

Trained Human Resources in the Scheme

SN	Details of Human Resources	BCTS		Dalit		Janajati		Other		Total		Mobile Number
		F	M	F	M	F	M	F	M	F	M	
1	Caretaker	-	-	-	-	-	-	-	-	-	-	
2		-	-	-	-	-	-	-	-	-	-	
3		-	-	-	-	-	-	-	-	-	-	

Scheme Implemented By:

LG Project Implementation Unit, ……

Scheme Layout Map

Detail Cost Estimate

Description	Estimated Cost NPR.	Actual Cost NPR.
Non local materials	3,200,000	1,111,111
local material Collection & Unskilled labour	3,200	1,200
Skill labour	12	12
Transportation by Truck	12	12
Transportation by People	12	12
Store cost (Road head)	12	12
Ucs management cost	12	12
Total	3,203,260	1,112,371

Contribution Patteren

Description	Estimated Cost NPR.	Actual Cost NPR.
Community		
Kind	1,234	1,234
Cash	50,000	50,000
NRDF		
RM (Cash)	1,000,000	900,000
GoN	780,000	780,000
GoF/EU	600,000	600,000
Total	2,431,234	2,331,234

Description of Operation & Maintaince Fund

Collected fund before scheme implementation (NPR.):	1,200,000
Collected fund during scheme implementation(NPR.):	2,222,222
Per HH Contribution (NPR.)	2,000

Cowater International

*The standard size of the scheme information board is generally **4 x 3 feet**, or it may be adjusted as per the requirement.*

10 CAPACITY BUILDING FOR SCHEME IMPLEMENTATION

For the effective implementation of forest management–related schemes, it is essential to enhance the capacity of local stakeholders, user committee members, and beneficiary communities. These activities help to strengthen technical knowledge, practical skills, and environmental awareness.

Under this program, the proposed training will provide participants with comprehensive knowledge on planning, implementation, conservation, management, and monitoring. The training will be divided into two parts:

Theoretical Training: Conducted in a hall, covering conceptual knowledge, policies, and technical aspects.

Practical Training: Conducted at the scheme site, where participants receive direct practice and guidance. This training will be provided during scheme implementation with the presence of NRM facilitators, Field Coordinator and water resource technicians.

For each training course, a detailed training curriculum will be prepared, which will serve as the basis for training delivery. As a result, participants will develop the capacity to apply their skills and knowledge in the long term within their respective areas.

Committee members and skilled labor will receive orientation and field-based training on the following subjects during scheme implementation:

- Plantation
- Establishment of multipurpose nurseries
- Forest Fire Management
- Forest-based livelihood improvement
- Grazing management
- Bioengineering

11 FINAL MONITORING AND PUBLIC AUDIT

After the completion of the scheme's construction, a final public audit is mandatory. A public audit is an assessment of whether the investment made in development-related activities has been done in a rule-compliant manner. This ensures that the actual investment, income, quantity and quality of work, and remedial measures for improvements are diagnosed in a timely manner. In the context of LACC Project, public audit is considered a significant task and is carried out by the Users' Committee at the end of each scheme implementation phase. The public audit is conducted through a general assembly in which all Users' Committee officials and representatives from relevant stakeholders are present.

Duration: 1 day

Time: After implementation phase work completed

Organizer: Local Government Project Implementation Unit (LGU)

Objectives of the Final Public Audit

The main objectives of a public audit are as follows:

- To examine all scheme expenditures and activities and get them approved by the general assembly.
- To note problems and find ways to solve them.
- To determine appropriate operational methods for the post-construction phase to ensure the scheme's long-term sustainability.
- To confirm that the target groups included in the scheme implementation process have had meaningful participation.
- To create a sense of ownership towards the scheme through transparency.
- To assess whether the scheme funds were spent correctly and if the work done is of good quality.

Stakeholders of the Final Public Audit

The main stakeholders of a public audit are as follows:

- Members of the Users' Committee
- Skilled laborers, semi-skilled laborers, wage-earning and non-wage-earning workers
- Representatives of directly benefiting households (50% mandatory female participation)
- Representatives of the LG and Executive Committee
- Ward Chairperson and Ward Committee members of the relevant ward
- Heads of related thematic section at the LG.
- Representatives of civil society (if available)

Documents to be Maintained by the Users' Committee:

The Users' Committee must maintain the following scheme documents:

- Users' Committee meeting minutes.
- Income and expenditure ledger and bank statements
- Bills, receipts, vouchers
- Design report and scheme agreement paper

- Store records ledger
- Attendance form and payment ledger
- Correspondence (incoming and outgoing letters) file
- Visitor's logbook

Tools for Public Audit:

- Social map
- List of Users
- Scheme expenditure and income details
- Other accounting documents
- Participatory observation
- Interviews with some individuals
- Participatory discussion on the subject matter
- Feedback

Final Public Audit Process

This public audit is carried out at the end of the implementation phase, before the final instalment is disbursed to the UC. The Users' Committee and the LGU, with the advice of the PMC, are responsible for conducting the public audit according to the following process:

The monitoring team must inspect all structures and inform the general assembly before the meeting about whether the scheme is complete. This team should meet with various groups such as female, Dalits, marginalized communities, caretakers, etc., to gather their opinions on the scheme, the process adopted for completion, and the responsibility and role of the UC, LGU, LG, and other stakeholders. The statements of these groups should also be documented.

Organize a general assembly with the presence of directly benefiting households (50% mandatory female participation). It is essential to provide notice of the date, time, and location of the general assembly by posting it in public places such as a community forest building, ward office, school, or other offices one week in advance.

Present information about the benefits the scheme has provided during the general assembly.

Present the financial report along with the completed scheme activities. Before the public audit, the financial details should be discussed in a Users' Committee meeting to prepare for the general assembly. The records should clearly state the bank balance, cash on hand (with the name of the person responsible), and remaining payments (to suppliers, skilled and unskilled laborers, transportation and store rent, etc.). The expenses should also be listed according to each heading of

the scheme's design cost. It should be confirmed that all expenses align with each heading of the scheme's design cost.

Discuss the suggestions made during the first public audit.

Provide information about the number of tools used in the scheme, their quantity, and their current condition. If any tools are broken or lost, the Users' Committee must investigate. All tools are the property of the users. They should be properly preserved as they will be needed for future maintenance.

Discussions should also take place regarding the maintenance fund, sustainability plan, and maintenance work.

Provide time for the users and the monitoring team to hold a discussion.

Address the queries and questions of the participants. Before the public audit, the Users' Committee must complete all preparations and have necessary documents ready to provide clarification on any subject. A trustworthy environment between the Users' Committee and the users the scheme's sustainability.

Discuss the performance level of the LGU staff.

The monitoring team will discuss with the community and the Users' Committee as necessary and as mentioned in the monitoring guidelines.

For the final approval of the scheme, all discussions and decisions must be minute in the UC meeting minutes.

The monitoring team will present the overall status of the scheme and the suggestions given during the general assembly. After the discussion, if necessary, the general assembly will approve the audit and decide to request the final instalment from the LG Executive Office.

All present participants must sign the final page (the page with the decision) to confirm their attendance and agreement.

The LGU will prepare the final report and submit it to the Local Government Executive Office.

Since all information will be included in the monitoring booklet, a separate public audit report does not need to be prepared.

12 SUSTAINABILITY PLAN FOR FOREST MANAGEMENT ACTIVITIES

After completing forest management activities, a general assembly of the User group/beneficiary group must be held to prepare a sustainability plan. While preparing this plan, all members of the user group must be invited, and it should be developed with the participation of at least two-thirds of the members. The plan must then be endorsed unanimously by the assembly. The endorsed decision should also be submitted to the concerned forest office if necessary.

If the forest operational plan is under preparation or revision, this sustainability plan must be incorporated into it. The plan must be prepared before the second monitoring phase and endorsed by the general assembly during the second monitoring meeting. Only then will the final payment process move forward.

While preparing the plan, mandatory and Potential sustainability activities following forest management interventions must be included. Afterward, monitoring will be conducted to assess whether the plan has been implemented and its effectiveness. In this way, a Sustainability plan will be prepared to ensure the long-term continuity of forest management activities.

Objectives of the Sustainability Plan for Forest Management Activities:

- To ensure the continuous, inclusive, and environmentally friendly benefits from the long-term conservation, restoration, utilization, and management of the completed forest management activities.
- To set guidelines for the necessary activities for the sustainability of the completed scheme.
- To ensure collective ownership and a sense of belonging by creating a plan in an inclusive and transparent manner with the participation of the user group members.
- To systematically conduct sustainable activities according to the plan created for future sustainability.
- To ensure sustainability by forming and mobilizing a monitoring committee and providing information on the effectiveness of the scheme.
- To reduce potential risks that may arise after the scheme.

A sustainability plan for the forest management schemes conducted by the project will be developed.

13 WORK COMPLETION REPORT, MEASUREMENT BOOK PREPARATION AND FINAL PAYMENT

After the final public audit of the scheme is completed, the Sub-engineer, with the help of the Technical Officer, prepares the scheme's Measurement Book. This Measurement Book is prepared on a computer, and the actual quantities of all structures are entered on different sheets. This allows for a comparison between the estimated quantity and cost and the actual quantity and cost of work done. After entering the details of all the work, a summary table of the estimated and actual expenses is prepared, which is the Project Completion Report.

The comparative table and summary table of estimated and actual completed work quantity and cost are prepared by the Sub-engineer of the LGU with the help of the Technical Officer. The chief of the Infrastructure Section of the LG or a designated technician checks and submits it to the Chief Administrative Officer of the Local Government for approval. In this comparative table, a detailed account of whether each expenditure heading has incurred expenses than the estimated amount is calculated, including the amount and percentage. Unless the cost estimate was revised earlier, payment should not be made for any heading that exceeds the estimated amount.

After the Scheme Completion Report is prepared, the Users' Committee's payment bill is prepared. The advance amount previously taken by the Users' Committee is deducted, and the total amount to be paid as the final instalment is calculated. This book includes all actual expenses based on the scheme's cost estimate and agreement, such as the cost of materials purchased, labor costs, transportation costs, and the Users' Committee's management expenses, to calculate the final instalment amount.

Final Instalment Payment to the Users' Committee

After the necessary documents are prepared and approved, the LGU submits a request for the Users' Committee's final instalment payment to the Local Government Executive Office. The following documents are required for the final instalment payment to the Users' Committee:

- Application from the Users' Committee for the final instalment
- Measurement Book and final evaluation sheet of the scheme according to the Measurement Book
- Public audit report and minutes of the scheme
- Written recommendation from the Ward Office
- Photocopy of the final monitoring report of the scheme
- Written recommendation from the Technical Assistance Advisor or a designated project representative

When paying the final instalment to the Users' Committee, the payment is based on actual expenses. Therefore, the Users' Committee may not receive the full amount mentioned in the agreement. Any remaining funds will be spent on other project activities within the same Rural Municipality/Municipality. Therefore, it is essential for the LGU and project staff to explain this clearly to the Users' Committee beforehand. This reduces the possibility of misunderstandings and disputes regarding the final instalment payment in the community. The final instalment will not be paid by LG until the amount to be contributed by the users for scheme construction and maintenance and the amount to be invested by LG is fully deposited into the Users' Committee's account.

Generally, payment can be reduced in the following situations:

If any work specified in the design report has not been completed, has been altered, or if the design has been changed without prior approval, leading to an increase in the quantity or cost of the work, a decrease in quality, or if materials of specified quality have not been purchased, the amount to be paid to the Users' Committee will be deducted.

Since the final instalment amount to be paid to the Users' Committee is based on the actual evaluation, the final instalment will only be paid according to the evaluation of the actual expenses incurred on the scheme. However, in no case will the Users' Committee be paid more than the amount mentioned in the final instalment. If the scheme's cost is increased, the increased amount can only be paid if the Users' Committee applies to LG with a valid reason and obtains prior approval.

During the final evaluation of the scheme, no heading mentioned in the cost estimate is allowed to be evaluated for more than the estimated amount.

Detailed information regarding this is mentioned in the agreement paper between the Users' Committee and LG.

Updating the Scheme Information Board

As mentioned in the previous phase, a scheme information board is to be placed after the agreement for the implementation phase is completed. As soon as the scheme evaluation is completed and the Users' Committee receives the final payment of instalment, the information board should be updated with the actual expenses and placed in a visible location.

As soon as the cost estimate for the scheme is approved, a scheme information board should be prepared on flex material and placed in a visible location in the scheme area. This board will only have an estimated cost. After the scheme is completed, a permanent scheme information board should be made based on the Project Completion Report, including the actual cost, and should be firmly installed in a visible location so that any stakeholder or user can easily get information about the beneficiary community and the income and expenses of the scheme.

14 POST COMPLETION MONITORING AND FOLLOW-UP

This monitoring and follow-up must be carried out at least six months after the completion of forest management schemes. This monitoring work requires the mandatory presence of an NRM Facilitator/Field Coordinator or other relevant technician from the concerned LGU.

The monitoring process includes the following:

- **Field observation and discussion:** To gather information on the condition of the implemented activities and the progress of the sustainability plans.
- **Document verification:** To ensure proper records are maintained in the user group's documents.
- **Review of monitoring committee reports and records:** To collect on-the-ground information and propose recommendations for monitoring.

The report should detail the status and effectiveness of the implementation of the activity, with special emphasis on areas requiring further improvement. The monitoring team will specifically evaluate how the activities included in the sustainability plan have been implemented, conducting a site visit to collect information and submitting a detailed report. Based on the analysis of the activity’s condition, any areas needing further improvement must be clearly stated in the report.

Roles and Responsibilities in Post-Completion Monitoring, Follow-up and Evaluation:

The User committee is responsible for leading and organizing the post-completion monitoring and detailed evaluation. The internal monitoring team within UC should conduct continuous monitoring and review the reports and records submitted to the User Group before carrying out on-site monitoring of the scheme area. During these site visits, the monitoring team must have the

sustainability plan with them to ensure proper adherence and accurate evaluation. Any advice or suggestions given during this monitoring should be recorded in the group's meeting book.

Major Objectives:

- **Evaluate the effectiveness of activities:** To assess whether the implemented forest management activities achieved or under right way for achieving the expected results.
- **Ensure sustainability:** To ensure how the project's activities and their benefits will be maintained in the long term, and to check the implementation status of the sustainability plan.
- **Identify areas for improvement:** To analyze shortcomings in implementation or situations that require further improvement and to present lessons learned and necessary recommendations for the future.
- **Account for proper use of resources:** To check whether the allocated resources (human, financial, physical) have been used properly and effectively.
- **Accountability:** To make the users aware of their accountability.
- **Scheme review:** To provide necessary suggestions to make future schemes and programs more effective based on the information obtained from monitoring.

ANNEX 1: BIO-ENGINEERING SCHEME FEASIBILITY STUDY FORM

SUBJECT MATTER OF THE FEASIBILITY STUDY

1. • Discussion with stakeholders
2. • Historical timeline of disasters
3. • Social and financial feasibility study
4. • Technical and environmental feasibility study
5. • Study of legal provisions

FEASIBILITY STUDY OF BIO-ENGINEERING SCHEME

1. Study of the historical timeline of disasters:						
Disaster	**Year and Month**	**Location**	**Cause**	**Damage**	**Efforts made for a solution**	**Challenges in facing and recovering**

2. Details of Affected Households

Total HHs	Gender			Person with Disability	Ethnicity			
	Female	Male	Other		B/C/T/ S	Dalit	Janajati	Other

3. Social and Financial Feasibility

Is the scheme selected through the local government planning process? ☐Yes ☐No
If no, the study should only proceed after a decision regarding the selection process is made at the ward-level meeting.

Who owns the proposed scheme area? ☐Forest Area ☐Public Area ☐ Private Land

Has written consent been obtained from the landowner? Yes☐ No☐ Yes, but with conditions

Conditions...

Is the community agreed to provide cash, labor, and in-kind contributions according to the Project Implementation Manual? ☐Yes ☐ No ☐ Yes, but with conditions

Conditions

What are the potential risks that may occur in the scheme area after construction? (e.g., grazing, fire, etc.)

If there are risks, is the community committed to managing or controlling them? ☐Yes ☐ No

If yes, how?

Is there any conflict in the community regarding the implementation of the Scheme? ☐Yes ☐No
If yes, please specify.

Estimated Cost of the Scheme? (Based on estimation) Rs...../-

Scheme Budget	Rs...../-
Grant	Rs...../-
Kind contribution	Rs...../-
Materials that the community can contribute unconditionally. For example: local plant species, cuttings, seeds, etc.	

4. Technical Feasibility Study

Scheme type:	☐New ☐ Rehab

Major activities or techniques to be applied in the Scheme:

Activities	Location	Latitude (N)	Longitude (E)	Altitude (MSL)

Aspect:	
Slope Angle:	
Soil Type:	
Sunlight (hours per day) in winter:	
Estimated area (Ha.)	

Availability of required resources and materials at the local level:

Resources and Materials	**Availability (Yes/No)**	**Remark**
1. Seedlings/cuttings/Branches	☐Yes ☐No	
2. Bamboo	☐Yes ☐No	
3.Seeds	☐Yes ☐No	
4. Rhizome	☐Yes ☐No	
5. Grass species	☐Yes ☐No	
6. Stone	☐Yes ☐No	

7……	☐Yes ☐No	
	☐Yes ☐No	
	☐Yes ☐No	
	☐Yes ☐No	
	☐Yes ☐No	
	☐Yes ☐No	
	☐Yes ☐No	

Details required for the scheme:	**(Yes/No)**	**Remark**
Is it necessary to conduct a soil test in the proposed scheme area?	☐Yes ☐No	
Is the Scheme feasible with legal and policy requirements?	☐Yes ☐No	
Availability of Water:	☐Yes ☐No	
Road Access:	☐Yes ☐No	
Multipurpose Nursery near the scheme site:	☐Yes ☐No	
Other require services:	☐Yes ☐No	

5. Environmental Feasibility study:

Conditions	**Response (✓ Mark)** **(Yes/No)**	**Remark**
Is the proposed scheme located in or near a protected area, national park, wildlife conservation/buffer zone, cultural heritage site, Ramsar/wetland site, or an area protected for biodiversity or environmentally sensitive area?	☐Yes ☐No	
Is tree felling required for the construction of the scheme?	☐Yes ☐No	
Will the construction of the structure affect the social or cultural aspects of the local community?	☐Yes ☐No	
Does this scheme require maximum excavation or large machinery (e.g., bulldozers, vacuum excavators)?	☐Yes ☐No	
Will the work generate plastic bottles, non-biodegradable materials, or other waste that may harm the environment?	☐Yes ☐No	

If the answer to any of the above questions is 'Yes,' please describe in detail the measures that will be adopted to mitigate such impacts.

Does the proposed scheme appear feasible from social, financial, technical, and environmental perspectives? (Based on the overall conclusion from meetings and field visits) ☐Yes ☐No ☐Yes with conditions If not feasible, please specify the reasons and if any conditions please specify the conditions below.
Preliminary map of scheme

Name of staff conducting the feasibility study: Position:
Signature:

Name the staff conducting the feasibility study: Position:
Signature:

ANNEX 2: DETAILED SURVEY FORM FOR BIOENGINEERING SCHEME

Detailed Technical Survey Form

1. Details of beneficiaries Households:

Ethnicity details	Household No.	Female	Male	Other	Person with disability
B/C/T/S					
Dalit					
Janajati					
Other					
Total					

Name of informant:	
Hazard Type: ☐Flood ☐Landslide	☐ Land shifted down ☐ Eroded by river or stream ☐ Gullies formed ☐ Rock fall ☐ Silt deposition ☐ Other.....
Hazard Cause:	
Sunlight in the scheme area (hours per day) during winter:	
Is fencing required in the scheme area? ☐Yes ☐No If yes, specify the type of fencing: ☐Wire mesh ☐ Barbed wire ☐Bamboo fence ☐Biological fencing	
If biological fencing, specify the species type?	
If fencing is required, please specify the distance (m)?	
If soil testing is required in the feasibility study, coordinate with the agricultural section of the Rural Municipality/Municipal office and the nearest educational institution to test the parameters as per the table.	
Soil PH:	
Quantity of NPK in Soil:	
If the Scheme affects the natural environment, biodiversity, or generates substances harmful to the environment (such as plastics), what measures can be taken to mitigate these impacts? Please specify.	

Information on the topography of the bioengineering scheme area:

If the site for bioengineering is a landslide-affected area, width and depth measurements should be taken at a minimum of three points: upper part, middle part, and lower part. If significant variation in width is observed at different points, additional measurements should be taken as needed.

Location (1)	Latitude(N)	Longitude(E)	Elevation (MSL)	Aspect	Slope Angle	Soil type	Length (M)	Width/Depth (M)	Area (Ha.)	Coverage area (Ha.)

Location (2)	Latitude(N)	Longitude(E)	Elevation (MSL)	Aspect	Slope Angle	Soil type	Length (M)	Width/Depth (M)	Area (Ha.)	Coverage area (Ha.)

Information on techniques and activities to be carried out in the bioengineering scheme:

Types of Activities	Length (M)	Width (M)	Height (M)	Area.....	Require materials/species	Remark

Major species required for bioengineering: (Forest, NTFP, Grass, Fodder, fruits etc.)

S.N.	Species	Type (Seedlings/cuttings/ Branches/ Seeds/ Rhizome)	Source location	Distance (km)
1				
2				
3				
4				
5				
6				
7				
8				

Required construction materials for bioengineering:

S.N.	Materials	Type (Gabion, wire, cement, stone, tools, etc.,)	Source location	Distance (km)
1				
2				
3				
4				
5				
6				
7				
8				

Scheme Map:

During the detailed survey of the scheme, a field sketch map must be drawn on-site showing the scheme's activities and the areas affected by the scheme.

Name of Surveyor staff: Position:

Signature:

Name of Surveyor staff: Position:

Signature:

ANNEX 3: FOREST MANAGEMENT SCHEME FEASIBILITY STUDY FORM

FOREST MANAGEMENT SCHEME FEASIBILITY STUDY:

1. Details of Users Households

Total HHs	Gender			Person with Disability	Ethnicity				Remark
	Female	Male	Other		B/C/T/S	Dalit	Janajati	Other	

2. Social and Financial Feasibility

Is the scheme selected through the local government planning process? ☐ **Yes** ☐ **No**
If no, the study should only proceed after a decision regarding the selection process is made at the ward-level meeting.

Who owns the proposed scheme area? ☐ **Forest Area** ☐ **Public Area** ☐ **Private Land**

Has written consent been obtained from the landowner? **Yes** ☐ **No** ☐ **Yes, but with conditions**

Conditions...

Is the community agreed to provide cash, labor, and in-kind contributions according to the Project Implementation Manual? ☐ **Yes** ☐ **No** ☐ **Yes, but with conditions**

Conditions

What are the potential risks that may occur in the scheme area after construction? (e.g., grazing, fire, etc.)

If there are risks, is the community committed to managing it or controlling them? ☐ **Yes** ☐ **No**

If yes, how?

Is there any conflict in the community regarding the implementation of the plan? ☐ Yes ☐ No
If yes, please specify.

Estimated Cost of the Scheme? (Based on estimation) Rs...../-	
Scheme Budget	Rs...../-
Grant	Rs...../-
Kind contribution	Rs...../-
Materials that the community can contribute unconditionally. For example: local plant species, cuttings, seeds, etc.	

3. Technical Feasibility Study

Scheme type:	☐ New ☐ Rehab

Major activities to be applied in the Scheme:

Activities	Location	Latitude (N)	Longitude (E)	Altitude (MSL)

Aspect:	
Slope Angle:	
Soil Type:	
Sunlight (hours per day) in winter:	
Estimated area (Ha.)	

Availability of required resources and materials at the local level:

Resources and Materials	Availability (Yes/No)	Remark
1.	☐ Yes ☐ No	
2.	☐ Yes ☐ No	
3.	☐ Yes ☐ No	
4.	☐ Yes ☐ No	

5.	☐Yes ☐No	
6.	☐Yes ☐No	
7……..	☐Yes ☐No	
	☐Yes ☐No	
	☐Yes ☐No	
	☐Yes ☐No	
	☐Yes ☐No	
	☐Yes ☐No	
	☐Yes ☐No	

Details required for the scheme:	**(Yes/No)**	**Remark**
Is it necessary to conduct a soil test in the proposed scheme area?	☐Yes ☐No	
Is the Scheme feasible with legal and policy requirements?	☐Yes ☐No	
Availability of Water:	☐Yes ☐No	
Road Access:	☐Yes ☐No	
Multipurpose Nursery near the scheme site:	☐Yes ☐No	
Other require services:	☐Yes ☐N	

4. Environmental Feasibility study:

Conditions	**Response (✓ Mark)** **(Yes/No)**	**Remark**
Is the proposed scheme located in or near a protected area, national park, wildlife conservation/buffer zone, cultural heritage site, Ramsar/wetland site, or an area protected for biodiversity or environmentally sensitive area?	☐Yes ☐No	

Is tree felling required for the construction of the scheme?	☐Yes	☐No	
Will the construction of the structure affect the social or cultural aspects of the local community?	☐Yes	☐No	
Does the scheme require maximum excavation or large machinery (e.g., bulldozers, vacuum excavators)?"	☐Yes	☐No	
Will the work generate plastic bottles, non-biodegradable materials, or other waste that may harm the environment?	☐Yes	☐No	

If the answer to any of the above questions is 'Yes,' please describe in detail the measures that will be adopted to mitigate such impacts.

Does the proposed scheme appear feasible from social, financial, technical, and environmental perspectives? (Based on the overall conclusion from meetings and field visits)

☐Yes ☐NO ☐Yes with conditions

If not feasible, please specify the reasons and if any conditions please specify the conditions below.

Preliminary map of scheme *(Only if necessary)*

Name of staff conducting the feasibility study: Position:
Signature:

Name the staff conducting the feasibility study: Position:
Signature:

ANNEX 4: DETAILED SURVEY FORM FOR FOREST MANAGEMENT SCHEME

DETAILED TECHNICAL SURVEY FORM

1. Details of beneficiaries Households:

Ethnicity details	Household No.	Female	Male	Other	Person with disability
B/C/T/S					
Dalit					
Janajati					
Other					
Total					
Name of informant:					

Sunlight in the scheme area (hours per day) during winter:	
Is fencing required in the scheme area? ☐Yes ☐No If yes, specify the type of fencing: ☐Wire mesh ☐ Barbed wire ☐Bamboo fence ☐Biological fencing	
If biological fencing, specify the species type?	
If fencing is required, please specify the distance (m)?	
If soil testing is required in the feasibility study, coordinate with the agricultural section of the Rural Municipality/Municipal office and the nearest educational institution to test the parameters as per the table.	
Soil PH:	
Quantity of NPK in Soil:	
If the Scheme affects the natural environment, biodiversity, or generates substances harmful to the environment (such as plastics), what measures can be taken to mitigate these impacts? Please specify	

Information on the topography of the forest management scheme area:

Location	Latitude(N)	Longitude(E)	Elevation (MSL)	Aspect	Slope Angle	Soil type	Length (M)	Width/Depth (M)	Area (Ha.)	Coverage area (Ha.)

Information on the activities to be carried out in the scheme:

Types of Activities	Length (M)	Width (M)	Height (M)	Area.....	Require materials/species	Remark

Required materials and species for the forest management scheme:				
S.N..	**Species/Materials**	**Details**	**Source location**	**Distance (km)**
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Scheme Map:

During the detailed survey of the scheme, a field sketch map must be drawn on-site showing the scheme's activities and the areas affected by the scheme.

Name of Surveyor staff: Position:

Signature:

Name of Surveyor staff: Position:

Signature:

ANNEX 5: AGREEMENT FOR THE IMPLEMENTATION PHASE OF THE SCHEME

..... Rural Municipality/ Municipality

Office of the Rural Municipality/Municipal Executive

....., ...

..... Province

Local Adaptation to Climate Change (LACC) Project

Forest Management Scheme

Implementation Phase Agreement Paper

Between .....Rural Municipality/ Municipality and .....UC

Fiscal year..... /.....

☐Plantation ☐ Forest Fire Management ☐ Bioengineering

☐ Fencing ☐ Recharge Pond Construction ☐ Nursery

Scheme Name: .....

Name of User Group/Committee:

Beneficiary Settlements/Communities:

Number of Beneficiary Households: .....Population: .....

Agreement Period: From Date ..... To.....

Agreement Signed Date:

Salient Features of the Scheme

Scheme Name:			
Scheme code:		**Scheme type:**	☐ New ☐ Rehab
Scheme Implementation Location:			

Details of Beneficiary Households and Population:

Number of beneficiaries	**Households**	**Population**		
		Male	**Female**	**Total**
B/C/T/S				
Dalit				
Janajati				
Other				
Total				

Purposed Structures:

Structures	**Unit**	**Quantity**	**Remark (Other information)**

Contribution Pattern:

Potential funding source	Amount in NPR	Percentage (%)
A. Government of Nepal		
B. Government of Finland/EU		
C. LG		
Natural Resource Development Fund-NRDF (A+B+C)		
D. Users' Cash Contribution		

E. Users' Kind Contribution		
Grand Total (A+B+C+D+E+F)		

User committee composition:

	Ethnicity				Gender			
	Dalit	**Janajati**	**B/C/T/S**	**Other**	**Female**	**Male**	**Other**	**Total**
Key Position								
Members								
Total								

Proposed Instalment to UC from Rural Municipality/ Municipality:

Instalment	Amount (NPR)	Condition for instalment release
First (50%)		After the implementation phase agreement, the procurement agreement between the supplier and the user committee is completed in accordance with the procurement manual.
Second and Final (50%)		After submitting bills and receipts for the first instalment, completing all project work, preparing and submitting the final report with measurement book, and upon completion of final monitoring and public audit with the team's recommendation.
Total (100%)		

Signature of contracting Parties:

…… ……

On behalf of UC *On behalf of Rural Municipality/ Municipality*

UC Chairperson
Date:
Stamp:

Chief Administrative Officer Date:
Date:
Stamp:

…… Rural Municipality/ Municipality

Office of Municipality/ Rural Municipality Executive

……. District. ……... Province

IMPLEMENTATION PHASE AGREEMENT

Name of the scheme: ……

1.Contracting Parties

Under the agreement concluded between the Government of Nepal, the European Union, and the Government of Finland for the implementation of the Local Adaptation to Climate Change (LACC) Project, this agreement has been made between ..... Rural Municipality/Municipality and the Ministry of Federal Affairs and General Administration (MOFAGA) for the municipal unit to implement the project of ..... district, in accordance with the Memorandum of Understanding concluded on 2081 Chaitra 10. Accordingly, for the implementation of the ..... scheme, this agreement is made to benefit ..... households of Ward No. ..... of ..... Rural Municipality/Municipality.

After the completion of any project, its sustainable operation, self-dependence, and proper management require capacity enhancement of the user committee, quality construction of the project, and transparent implementation to instill a sense of ownership within the community. Considering this fact, full ownership of the scheme has been entrusted to the users, and the overall responsibility and authority for project management has been given to the user committee.

To make the user committee capable with the support of the Local Adaptation to Climate Change (LACC) Project, will provide necessary technical, financial, capacity development, and managerial assistance through the respective LGU responsible for project implementation.

For the sustainable operation of the project, the User Committee shall prepare a sustainability plan and carry out its implementation and monitoring. To ensure regular care of the scheme, the User Group shall mobilize caretakers and monitoring teams. In the selection of caretakers, priority shall be given to female, Dalits, and marginalized groups. LG Shall provide necessary training to these workers to build their capacity.

As an investor, the Rural Municipality/Municipality shall provide regular monitoring of project construction as well as all necessary support to the User Committee. In the future, for regular maintenance and sustainability of the project, the Forest Group concerned shall conduct activities as per the sustainability plan.

An agreement has thus been signed between the Office of ..... LG (hereinafter referred to as Ga.Pa/N.Pa) and ..... User Committee (hereinafter referred to as the User Committee) to implement the ..... project in Ward No. ..... of ..... Rural Municipality/Municipality within the stipulated period in a qualitative and transparent manner.

2.Scope of Contract

The contracting Parties to the Agreement ..... User Committee shall remain committed to carrying out the necessary tasks for project implementation. In accordance with the attached Community Action Plan, the construction of the project shall be completed by following the step-by-step manual of the implementation phase, which shall constitute the scope of this agreement.

3. Contract Period

The duration of this agreement shall remain effective from ..... / ..... / 208... to ..... / ..... / 208.... If, despite maximum efforts from all parties within the specified period, circumstances beyond control arise and the work cannot be completed, and if such a situation is confirmed through project monitoring, the local government may extend the period upon a written request from the User Committee with the approval of the Ward Office. The LG shall not bear any additional financial burden due to the extension of the agreement period.

4. Role and Responsibility

a. Role and Responsibilities of UC

From the date of signing this agreement, full responsibility of the project shall rest with the User Committee. The User Committee shall represent the user community as its executive body. It shall be the primary responsibility of the User Committee to implement the project in accordance with the approved design report, cost estimate, and community action plan by carrying out the following tasks:

- The User Committee shall be fully responsible for the procurement, transportation, and storage of approved external construction materials of the specified quality within the timeframe mentioned in the community action plan; collection and transportation of local construction materials; maintenance of records of materials and tools; and keeping all income and expenditure accounts.
- Required materials and tools shall be procured by following the method outlined in the approved “External Material Procurement manual of the User Committee, 2082” of the LACC Project, through competitive sealed quotations from VAT-registered

suppliers/producers/authorized dealers. Prior to transporting materials, the User Committee shall ensure their quality with the assistance of a technical person. All financial transactions should be publicly audited. (The amount paid by suppliers for purchasing the quotation form in the external construction material procurement process shall be the property of the LG.)

- If the materials procured and brought to the project site are found not to meet the specified quality standards, the User Committee shall return such materials at its own cost.
- In addition, the User Committee shall be responsible for maintaining the quality of the Scheme and activities.
- The User Committee shall hold regular meetings to manage construction work, review progress, and discuss and decide on existing and potential problems. All meetings shall be clearly recorded (minutes), and all participating members shall sign the minutes.
- To ensure transparency of income and expenditure, the User Committee shall convene general assemblies from time to time for public auditing of financial transactions. At least one public audit shall be conducted during the implementation phase and another final audit after the completion of scheme and all related activities. These audits shall record and certify discussions and decisions on accounts, material quality and quantity, and other project-related matters.
- To ensure the quality of construction work and external construction materials, the User Committee must follow and record the monitoring and corrective instructions provided by technical experts.
- The User Committee shall participate in various trainings, workshops, and meetings, and mobilize the community and individuals in project activities.
- The User Committee shall participate in and provide necessary support for periodic monitoring conducted at the project and LG levels.
- The work of field staff shall be monitored, and records of their working duration in the field shall be maintained.
- Coordination shall be maintained, as needed, with the Rural Municipality/Municipality/Ward Office and the staff of the municipal unit responsible for project implementation.
- For monitoring and auditing purposes, the User Committee shall provide documents, bills, and receipts as requested by the Local Government.
- Skilled and unskilled laborers shall be employed in accordance with the cost estimate for project implementation.
- Activities shall be carried out as specified in the Project Implementation Guidelines in line with the cost estimate.
- Necessary coordination shall be made with the relevant Forest Office for project implementation.
- For the sustainability of the scheme, the User Committee shall coordinate, as necessary, with neighboring forest user groups and other stakeholders within the sub-watershed area to initiate integrated conservation efforts.
- After project completion, for sustainability, caretakers shall be mobilized, work plans shall be prepared, monitoring teams shall be formed and mobilized, and the sustainability plan shall be implemented.

(b) Role and Responsibilities of the Rural Municipality/Municipality /Ward Office

The roles and responsibilities of the Rural Municipality/Municipality shall be as follows:

- Provide the amounts mentioned in this agreement to the User Committee in instalments from the Natural Resource Development Fund.
- Conduct regular supervision and monitoring of the User Committee's working style, performance, quality of construction materials, and completed works.
- Monitor the User Committee according to the work plan as per the Project Implementation manual to ensure timely payments.
- Ensure the professional qualifications and discipline of field staff deployed.
- Extend the project deadline in case of unavoidable delays in project construction. No additional investment shall be required for such extensions.
- Fully support the User Committee in mobilizing local resources and obtaining necessary approvals and permissions from LG.
- If the amount to be invested by the LG as mentioned in this agreement is not released from the Government of Nepal and the Government of Finland, provide the essential amount to the User Committee from the internal fund of the LG, with arrangements for later reimbursement.
- If the work of the LGU or the User Committee is found unsatisfactory, withhold or deduct the amount released from the Natural Resource Development Fund.
- Participate in the supervision and monitoring of the User Committee's activities.
- Provide suggestions and instructions to correct deficiencies observed during project implementation in the work of staff and the User Committee.

(c) Role and Responsibilities of Local Government Project Implementation Unit (LGU) staff:

The role and responsibilities of LGU staff shall be as follows:

- Organize training, workshops, meetings, and general assembles in the project area according to the step-by-step manual and community action plan.
- Assist the User Committee in identifying the quality of construction materials during procurement and ensure that the quality of activities, structures, and locally sourced construction materials meets the prescribed standards.
- Support the User Committee in store management, record keeping, proper accounting of income and expenditure, and conduct public audits within the stipulated time.
- Ensure that decisions of all meetings and assemblies are properly recorded.
- Provide all types of technical support to the User Committee regarding the technical aspects of the scheme.
- Prepare the scheme measurement book.
- Participate in monitoring activities.
- Provide necessary support in social mobilization and income-generating activities.
- Submit monthly reports to LG.
- Deploy the following personnel to ensure the project is completed on time, with quality and transparency:

S.N.	Name of staff	Position	Duration	Remark
1				
2				
3				
4				

If any problem arises in the project area that cannot be resolved by the User Committee, LG staff /Ward Office, written information must be immediately submitted to the LG through the Ward Office. Similarly, if any situation arises that increases scheme costs, affects timely completion, or impacts on the project design, written information must also be immediately submitted to the Rural Municipality/Municipality through the Ward Office.

Other roles and responsibilities of the staff of the LGU, the project shall be as per the step-by-step manual and the annual performance-based contract agreement concluded between the staff and the local government.

5. Design and Cost Estimate

As per the attached design report, the total cost of the scheme is Rs. ..... (in words: Rupees ..... only).

S.N.	Description	Total (Rs.)	Cash (Rs.)	kind Contribution (Rs.)
1	Construction Materials			
	Total (1)			
2	Labor Contribution			
	Total (2)			

3	Transportation			
	Total (3)			
4	Other			
	Total (4)			
	Grand Total			

In a situation beyond the control of the Local Government (LG), such as an unexpected price increase or an increase in the project cost due to a natural disaster, the LG Project Management Committee (PMC) can recommend and approve additional costs for the project.

6. Contributions pattern from various stakeholders.

Source of Investment	Amount (NPR)	Remarks
Natural Resource Development Fund		
Government of Nepal		
European Union/Government of Finland		
LG Cash		
Natural Resource Development Fund (Total)		
Cash Contribution from Users		
Kind Contribution from Users		
Total Contribution from Users		
Total Project Cost		

7. Payment Schedule to the User Committee from the Natural Resource Development Fund

The LG shall disburse a maximum amount of Rs. ..... (In words: Rupees ..... only) into the account of the user Committee from the Natural Resource Development Fund, according to the following instalment schedule.

Instalment	Amount (NPR)	Condition for instalment release
First (50%)		After the implementation phase agreement, the procurement agreement between the supplier and the user committee is completed in accordance with the procurement manual.
Second and Final (50%)		After submitting bills and receipts for the first instalment, completing all project work, preparing and submitting the final report with measurement book, and upon completion of final monitoring and public audit with the team's recommendation.
Total (100%)		

The final instalment amount to the User Committee will only be made after receiving the following reports:

- Technical evaluation report of the scheme and measurement book.
- Report confirming completion of all activities as per the Community Action Plan
- Final public audit report of the scheme
- Recommendation from the Ward Office and the respective LGU
- Final monitoring report
- Recommendation from the designated project staff

All payments to the User Committee shall be made only based on the monitoring report. All payments can be made within 15 days of fulfilling the required process and request submission.

Since the final instalment will be disbursed based on actual expenses, the User Committee may not receive the full amount mentioned in this agreement.

8.Monitoring cost

Travel costs of local government officials shall be covered from administrative cost allocated to the LG. No other cost shall be paid from NRDF.

9. Tax

The UC should deduct 1.5% as a TDS, while paying the supplier. This amount will be deducted by the local government while paying the final instalment to UC. UC will be responsible for paying any other taxes that are incurred according to prevailing rules and regulation of the Government of Nepal and the ocal governments.

10. Audit

All financial transactions carried out by the User Committee shall be audited through public audit in a general assembly representing at least 75% of beneficiary households, with at least 50% female

participants, and proportional representation from all areas and ethnic groups. The audit shall cover the quality, quantity, and cost of procured materials and the procurement process, remaining funds and materials, payment of skilled and unskilled labor, transportation costs, and contributions from the users.

After project completion, the User Committee, with the support of the LGU, will place the scheme information board in a location visible to all.

11.Monitoring and Supervision

The municipalities/Rural Municipalities operating the project shall be monitored at least once a year by a jointly. During the implementation phase, the LG shall deploy a team twice for project monitoring as specified in step-by-step manual. Additionally, at any time, LG may assign staff for supervision and monitoring of the project.

The deployed staff shall inspect the User Committee's accounts, the offices and documents of supporting personnel, store, and construction work, and provide necessary suggestions. The User Committee shall maintain a separate suggestion register to record recommendations received from the deployed team or staff. Subsequent monitoring teams shall review this register to verify whether the recommendations have been implemented.

Staff of LGU the project, as well as the officials and members of the User Committee, shall participate in monitoring. It shall be the responsibility of the municipal unit staff and the User Committee to provide required information to the monitoring team, show accounts and records, facilitate inspection of storage and construction materials, and carry out other necessary tasks.

The monitoring team shall prepare a monitoring report on-site, and all members shall sign it. If there is any dispute or difference of opinion, it shall be recorded in the report and shared with the users.

If the monitoring visit needs to be repeated due to false or misleading information provided by the municipal unit staff, the User Committee, or the LG/Ward Office, the cost of the repeated visit shall be borne by the party that provided the incorrect information.

12. Termination of Agreement

LG reserves the right to terminate this agreement under the following circumstances:

- If the specified tasks are not completed due to weak performance by the User Committee,
- If the User Committee provides false or misleading information knowingly,
- If the project cannot be completed within the estimated cost or experiences significant delays or unnecessary cost increases without any valid reason,
- If there is misuse of funds or materials,
- If delays, cost overruns, or damage to materials occur due to lack of user contributions,
- If the User Committee fails to maintain transparent records and accounts of the project.

If the agreement is terminated due to circumstances beyond the control of the User Committee or the staff of LGU, payment for expenses incurred up to the date of termination shall be made. However, if the termination is due to negligence of the User Committee, inactivity of the community, or lack of contributions, the LG shall have the right to seize project materials and tools, withhold payments to the User Committee, and retain any remaining cash.

If the agreement is terminated due to lack of support or mobilization to the User Committee, necessary action shall be taken against the LGU involved. Such actions shall follow the terms specified in the annual performance-based contract agreement between the staff and LG. If any damage occurs to the project due to the LGU staff, the amount shall be recovered from the staff responsible, if due to the User Committee, the amount shall be recovered by the User Committee as a government receivable.

If misuse or misappropriation of funds or materials, or failure of the User Committee to maintain transparent accounts, results in disputes preventing project completion and the beneficiaries from receiving the intended benefits, LG may terminate this agreement and recover all project expenses from the User Committee and other relevant parties in accordance with prevailing laws.

13. Payment Deduction

LG has the right to deduct the payment to the User Committee under this agreement in the following cases:

- If any work specified in the design report is not completed, altered, or the design is changed without prior approval, resulting in increased quantity or cost of work, reduced quality, or purchase of materials not meeting the prescribed standards, the amount payable to the User Committee shall be reduced.
- The final instalment mentioned for payment to the User Committee shall be based on actual evaluation of expenditures. Therefore, only the amount corresponding to the actual cost incurred in the project shall be paid as the final instalment, and under no circumstances shall the final instalment exceed the amount specified. If project costs increase, additional payment can only be made if the User Committee submits an application with proper justification to LG and receives prior approval.
- During the final project evaluation, no amount exceeding the estimates mentioned under any budget heading shall be allowed.

Therefore, the final instalment payable to the User Committee may not be paid in full as estimate.

14. Amendments or Disputes

- Any terms of the agreement may be amended with the written consent of all parties involved.
- In case of any disagreement, all parties shall make every effort to resolve it mutually. Matters that remain unresolved shall be referred to by the MoFAGA, and the decision made there shall be final.

15. Remaining Funds and Materials after Scheme Completion

After completing the construction Scheme and making all required payments, any remaining advance funds must be returned from the User Committee's account to the Natural Resource Development Fund. Since the final instalment payment is based on actual expenditure, the final payment shall be made according to the total expenses determined through project evaluation and public audit. Accordingly, the full amount mentioned for the final instalment under this agreement may not be paid to the User Committee.

Any savings from the total scheme cost estimate shall be invested in other activities within the LG through the Natural Resource Development Fund. Tools remaining at the construction site shall remain the property of the User Committee for future maintenance of the scheme. The remaining construction materials shall be managed based on quantity and as decided by the LG, or according to the suggestions of the final monitoring team, or as determined by the general assembly.

16. Details of the User Committee:

S.N.	Full Name	Position	Address	Mobile No.
1		Chairperson		
2		Vice-Chairperson		
3		Secretary		
4		Treasurer		
5		Member		
1		Member		
6		Member		
7		Member		
8		Member		
9		Member		
10		Member		
11		Member		
12		Member		
13.		Member		

17. SIGNATURES

This contract is prepared and signed, one for each contracting party and one for cluster Support Unit of the Project:

On behalf of the UC:

Signature:

Name:

Position: Chairperson

Father's Name:

Grand Father's Name:

Citizenship No:

Stamp of UC

On behalf of the local government**:**

Signature:

Name:

Position: Chief Administrative Officer

Date:

Stamp:

Witnessed by:

Ward Committee

Signature:

Name:

Position: Ward Chairperson

Date:

LACC Project

Signature:

Name:

Position:

Date:

Annexes:

a) Community Action Plan

b) Design Report on the scheme