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SUOMI FINLAND

LOCAL ADAPTATION TO CLIMATE CHANGE
LACC PROJECT

STEP-BY-STEP SCHEME MONITORING BOOK

FOREST MANAGEMENT

Scheme code: .....

Name of Scheme: .....

☐ **New** ☐ **Rehab**

Province: ..... **District:** .....

Local Government: .....

Wards: .....

Benefitted Settlement/Toles: .....

Fiscal Year: ....

☐ PLANTATION

☐ FOREST FIRE MANAGEMENT

☐ BIOENGINEERING

☐ RECHARGE POND

☐ NURSERY

☐ FENCING

Cowater International

FOREWORD

In this monitoring book, the forms to be used in each monitoring visit carried out according to the step-by-step manual of all forest management schemes are included. Therefore, it is necessary to look at this book and the step-by-step procedures together, where each phase and activity are described in detail. This book is based on the technical and managerial guidelines related to community-based forest management schemes.

The objective of this monitoring book is to ensure that all activities and training mentioned in the step-by-step manual have been completed before moving from one phase of forest management activities to the next. For activities to move from the preparatory phase to the implementation phase, and from the implementation phase to the post-construction phase, field monitoring of the investment schemes is made mandatory. In addition, during the implementation phase, the installation payments to be provided to the beneficiary households will also be made only based on field monitoring and the recommendations mentioned in this monitoring form by the monitoring team

Scheme monitoring should always be participatory. During Scheme monitoring, the key suggestions and recommendations provided should also be noted in the minute of the beneficiary households, and the implementation status of the suggestions given during the previous visit must be mandatorily reviewed during every subsequent visit.

An integrated forest management Scheme's monitoring process includes on-site visits to the scheme area, meetings with the beneficiaries, community forest user group/leasehold forest committee, public inspection, and discussions with the community. These visits have many objectives; they are not only for collecting necessary information for the project, but also for providing an opportunity for the user committee to self-evaluate and get necessary suggestions and advice. Furthermore, because the information collected and verified during monitoring is documented in this book, it is also useful for the following purposes:

- To assist User Committees from the planning to the implementation phase of schemes, guiding them toward the sustainability of the scheme.
- To ensure that the projects are of high technical quality, economically sustainable, and transparent.
- To build the capacity of User Committees to be inclusive, accountable, and sustainable managers in the future.
- To ensure that all forest management activities including planning, monitoring, meetings, training, public audits, and committee formation are guided by a human rights-based approach, gender equality, disability and social inclusion. This includes ensuring equal representation of women and men in User Committees, proportional representation of beneficiary households, and the full adherence to good governance principles throughout all project stages and activities.
- To guide relevant individuals at the rural municipality/municipality and project levels, as well as direct stakeholders, on social, economic, technical, and environmental aspects during project planning and implementation.
- To ensure that the project is completed on time with quality and transparency, and that its sustainability is secured. This includes assisting the local municipality in developing a sustainability strategy for the project, including post-construction capacity-building activities and securing investment from the municipality.
- To assist in the preparation of project progress reports and annual work plans.

Although the monitoring and evaluation guidelines have been prepared by incorporating the lessons learned from past projects, further revisions will be made in the future based on the experiences of rural/municipal

governments and field practices. It is also expected that the practices will be adopted in programs implemented by other projects to make service delivery from community-based programs sustainable.

DETAILS OF COMMUNITY FOREST (CF)/LEASEHOLD FOREST (LF)

User Committee /Forest Name: _

Forest Area (ha): _ _ _ _ _ _ _ _ _ _ _ _ Forest Operational Plan Handover Date: _ _ _ _ _ _ _ _ _ _ _ _

Forest Operational Plan Period: From _ _ _ _ _ _ _ _ _ to _ _ _ _ _ _ _ _ _ _ _ _

Details of Forest Users:

Number of Households	Gender			Persons with Disabilities	Wellbeing Ranking				Ethnicity Details			
	Female	Male	Others		Ka	Kha	Ga	Gha	BCTS	Dalit	Jan ajati	Others

STRUCTURE OF THE FOREST USER COMMITTEE

The structure of the committee should be verified during every visit, and if there have been any changes i committee members, it should be Mention in the relevant section.

MIS Verify

S.N	Name	Position	Ethnicity (√)				Gender (√)			Age	(√)	
			B/C/T/S	Dalit	Janajati	Others	Female	Male	Others		Disability	Contact no.

S.N	Name	Position	Ethnicity (√)				Gender (√)			Age	(√)	
			B/C/T/S	Dalit	Janajati	Others	Female	Male	Others		Disability	Contact no.

In case of changes in the committee, mention them below.

S.N.	Name	Position	Gender	Date of change	Reason for change

DETAILED INFORMATION OF BENEFICIARIES

The following data from the feasibility study and detailed technical survey report should be verified before the start of the general assembly. If any information is unclear or incorrect, questions should be raised during the assembly, and the data should be updated accordingly.

<table>
<tr><td colspan="12">First Monitoring</td></tr>
<tr><td colspan="4">Household</td><td colspan="8">Population</td></tr>
<tr><td rowspan="2">B/C/T/S</td><td rowspan="2">Dalit</td><td rowspan="2">Janajati</td><td rowspan="2">Other</td><td colspan="2">B/C/T/S</td><td colspan="2">Dalit</td><td colspan="2">Janajati</td><td colspan="2">Other</td></tr>
<tr><td>M</td><td>F</td><td>M</td><td>F</td><td>M</td><td>F</td><td>M</td><td>F</td></tr>
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<tr><td colspan="4"></td><td colspan="2">Total Female</td><td></td><td colspan="4">Total Male</td><td></td></tr>
<tr><td colspan="2">Households with Persons with Disabilities</td><td></td><td colspan="3">Number of disabled Female</td><td></td><td colspan="4">Number of disabled Male</td><td></td></tr>
<tr><td colspan="12">Final Monitoring</td></tr>
</table>

Household				Population							
B/C/T/S	Dalit	Janajati	Other	B/C/T/S		Dalit		Janajati		Other	
				M	F	M	F	M	F	M	F
				Total Female			Total Female				
Households with Persons with Disabilities			Number of disabled Female			Number of disabled Male					

TECHNICAL DETAILS OF THE SCHEME

MIS Verify

Type of Scheme	Purpose	Activity	Unit	First Monitoring (As per the Design Estimate)	Final Monitoring		Quality of Activities (√ Tick mark)		
					Under Construction	Completed	Good	Satisfactory	Weak
1. Plantation	☐ NTFP/MAPs promotion ☐ Fodder Promotion ☐ Promotion of Forest Species ☐ Water source/Spring protection** ☐ Bioengineering ☐ Agroforestry promotion ☐ Fruit Promotion ☐ Bamboo Promotion ☐ Grass Promotion	☐ Plantation	Ha.						
		☐ Mesh Wire Fencing	m.						
		☐ Barbed Wire Fencing	m.						
		☐ Bio-fencing	m.						
		☐ Others.....							
2. Forest Fire Management	☐ Fire Line Construction		m.						
	☐ Leaf litter Cleaning		Sq. m.						
3. Recharge Pond and Structure**	☐ Pond		cu. m.						
	☐ Trench		m.						
	☐ Pit		Number						
4. Fencing	☐ Grazing Control	☐ Mesh Wire Fencing	m.						
	☐ Natural Regeneration	☐ Barbed Wire Fencing	m.						
	☐ Water Source Protection **	☐ Bamboo Fencing	m.						
	☐ Other.....	☐ Other Bio-fencing	m.						

5. Nursery Construction	☐Greenhouse Construction		sq. m.						
	☐Nursery Bed Construction		No.						
	☐Irrigation Management (Pipe Irrigation)		m.						
	☐Irrigation Pond		cu. m.						
	☐Liquid Manure (including drum)		No.						
	☐Organic Manure/ Vermicompost Pit		cu. m.						
	☐Fencing (Mesh Wire)		m.						
	☐Sapling Production Capacity		Number						
6. Bioengineering	☐Flood Control ☐Landslide Control ☐Other.....	☐Gabion Wall	Cu. m.						
		☐Bamboo Crib Wall	Cu. m.						
		☐Bamboo Wattling	Sq. m.						
		☐Brush layering	m.						
		☐Fascine	m.						
		☐Palisade	Number						
		☐Brushwood/Live Check dam	Sq. m.						
		☐Stone Wall	Sq. m.						
		☐Other.....							
	Total Managed Area		**Ha.**						

**To be reported under Result Area 2.

Is this activity included in the Forest Operational Plan? ☐ Yes ☐ No

If not, has approval been obtained from the Forest/Park Office concerned? ☐ Yes ☐ No

Has this plan been endorsed by the General Assembly of the Forest User Group? ☐ Yes ☐ No

FINANCIAL SUMMARY:

Contribution of Different Stakeholders (NPR)						
Forest User Group/UC		Natural Resource Development Fund (NRDF)			Other	Total
Cash	Kind	Local Government	Government of Nepal	Government of Finland & EU		

USER COMMITTEE'S BANK DETAILS:

Account Type	:		
Bank Name	:		
Address	:		
Account Number and Type	:		

BANK ACCOUNT OPERATORS:

S.N.	Name	Position	Gender	Remark
1.				
2.				
3.				

DETAILS OF EMPLOYEES OF THE MUNICIPALITY UNIT IMPLEMENTING THE PROJECT AND STATUS OF FACILITATION:

Position	Name	Gender (M/F/O)	Effectiveness of Facilitation Role			Total Field Workdays		
			Good	Satisfactory	Weak	First Monitoring	Till Final Monitoring	Remark
NRM Facilitator/Field Coordinator								
Social Mobilizer								

FIRST MONITORING

At the end of the preparatory phase and during the first public audit, visit to approve the Community Action Plan and Detailed Design Cost.

Date of Monitoring: _____

MIS: Status of the Scheme After Monitoring Visit: ☐PPO ☐PPC

Objective: To verify whether the preparatory phase activities have been completed, and if completed, to recommend the Scheme to the Rural/Municipality Project Management Committee for final approval.

→ This will go from Preparatory Phase On-going (PPO) to "Preparatory Phase Completion" (PPC) as recommended by the monitoring team.

→ The recommendation made by the monitoring team will be sent to the rural municipality/municipality project management committee for final approval. After this approval, the implementation agreement of the scheme and the user committee can release the first installment after the completion of the procurement process.

Documents to be with the monitoring team :

- Report of the Preparatory Phase
- Draft Design Report
- Community map and community action plan with outline of the plan (with user committee)
- Update the scheme card in the Management Information System (MIS) after every monitoring.

DATA ACCORDING TO FEASIBILITY STUDY

1. Are the household data collected in the feasibility study correct ? (Check from the cover sheet) ☐ Yes ☐ No
2. During the feasibility study, was the public meeting discussed about cost sharing, project working procedure and the neighborhoods and households to be included ? ☐ Yes ☐ No
3. Was the scheme site identified ? ☐Yes ☐No

   If yes, what was the area (in hectares) of the area benefited by the scheme ? .....
4. Who owned the activity area ?

   ☐ Public ☐ private ☐ community forest ☐ Leasehold forest ☐others.....
5. Whether the latitude, longitude and altitude of the proposed structures have been taken, if 'yes', tick it. ☐Yes ☐No (if no, collect and update)
6. Evaluation of the monitoring team regarding the reliability of information from collected data and observations

   ☐ Good ☐ satisfactory ☐ weak

If any information is missing or differs, set a date with the date for improvement of the task.

COMMUNITY MAP, LAYOUT AND COMMUNITY ACTION PLAN (CAP)

The User Committee should consider the following when presenting the Community Action Plan (CAP) in the general assembly and if some of the following cannot be examined during the presentation, then ask questions during the meeting.

7. Is the community map and layout ready ? ☐ Yes ☐ No ☐Not required
8. Does the social map contain all the information on environmental, disaster and risk areas? (Mountains, forests, forest varieties, herbal areas, areas of importance to endangered wildlife and flora, water sources, roads, rivers, villages to motorways, cultivable land, grazing areas, community land and its utility, Disaster risk - floods, landslides). ☐ Yes ☐ No (If No, make it sure)
9. Was the plan discussed and approved at the lay-out public meeting? ☐ Yes ☐ No
10. Missing anything in social map and layout ? (View the map and layout.) ☐ Yes ☐ No

    (If Yes mention here)

11. Has the community action plan been prepared? (Check CAP) ☐ Yes ☐ No

12. Has the community action plan been approved by the general assembly of User Committee/user group? ☐ Yes ☐ No

13. Mention the comments of the monitoring team on the community action plan:
.....

14. Have all the necessary training completed at the user committee level as per the step-by-step manual (SBS) of the scheme? ☐ Yes ☐ No

15. Do users seem to be aware of their roles and responsibilities in Scheme? ☐ Yes ☐ No

If not, in which of communities are less aware of ?

- ☐ Gender equality, disability and social inclusion
- ☐ Natural Resource Management
- ☐ Financial Management (including Procurement Process) and Accounting
- ☐ Climate-friendly agriculture, agroforestry, conservation of environment and biodiversity

USER COMMITTEE (UC)/(FOREST) USER COMMITTEE)

16. Has the user committee been formed as per the project implementation manual? ☐ Yes ☐ No

If not, mention what the difference is and suggest necessary improvements.

17. Does the Forest User Committee have proportional representation as per the guidance of the community forest guidelines? ☐ Yes ☐ No

If not, mention which community, group, caste/ethnic group, or ward is not represented and why.

(Only for activities carried out through Forest User Committee restructuring and other committees)

18. When the user committee was formed, was it formed by a general assembly with proportional representation of all genders and classes ?* ☐ Yes ☐ No

19. Did 75% of the households participate in the gathering ?* ☐ Yes ☐ No

20. Did 50% of the participants are women ?* ☐ Yes ☐ No

21. Were the women members of the user committee selected through separate meetings among women?* ☐ Yes ☐ No (if yes, how many women attended such a meeting?) ☐

22. Are any members of the User Committee currently serving as elected or nominated representatives of any staff/Rural Municipality/Municipality Council? (Should not be allowed or incompatible)

☐ Yes ☐ No

23. How many meetings of the User Committee have been held so far for this scheme ? ☐

24. Average number of members at User committee meetings: ☐

25. Is the User Committee regularly and properly updating the meetings' minute?

☐ Yes ☐ No

(If not, mention the areas that need improvement or what additional training, and refresher support to the User Committee requires.)

☐

26. When the user committee was formed, was it formed by a general assembly with proportional representation of all genders and groups ? ☐ Yes ☐ No

27. List the aspects of User Committee management practices that need improvement and regularization:

☐

28. Have caretakers been selected and identified? ☐ Yes ☐ No ☐ Not required

If so, specify the details .

Name of Caretaker	Gender	Caste/Ethnic	Age	Mobile Number
1.				
2.				

List of the training received so far by the User Committee members according to the step-by-step approach. (Only include the training reported by the User Committee members themselves.)

☐

The information provided by the User Committee members above should be cross-checked with the training reports submitted by the municipal unit staff implementing the project (as per the monthly progress reports of the respective staff).

If any training is pending according to the step-by-step approach, or if training has been conducted but not reported, recommendations will be made at the end of this monitoring report for the municipal unit staff to take corrective actions.

.....
.....
.....

FINANCIAL: BUDGET, CONTRIBUTIONS, ACCOUNTS, AND TRANSPARENCY

Check the following questions when the user committee makes a presentation during the public audit.

29. Is the user committee's bank account operational? ☐ Yes ☐ No

If the bank account is not operational, discuss the reasons and fix a date for completion of it.

Update the details on the cover page if the account is in operation.

30. Has the scheme design and cost estimate been prepared? ☐ Yes ☐ No

31. Have the proposed beneficiary households/community forest users/contractual groups agreed to provide cash, labor/kind, and material support for this project? ☐ Yes ☐ No

    Agreed households : Households that do not agree:

If any households are unwilling to contribute to this project, list their names and explain the reasons for their unwillingness. Also, mention alternative options that could be adopted to ensure that the target groups are not excluded from this project.

32. Is the local government committed to cost sharing in the scheme? ☐ Yes ☐ No

33. Has the general assembly approved the cost estimate and related contribution format? ☐ Yes ☐ No

    If not approved, mention the reasons below:

34. Conclusion from the first public audit conducted during this visit (SBS_……)

TECHNICAL: SCHEME DESIGN, COST, AND ESTIMATE

35. Has the clearance of shrubs in the area designated for tree plantation been included in the design and cost estimate? ☐ Yes ☐ No

36. Are the selected species for plantation environmentally friendly or suitable for the local climate?
☐ Yes ☐ No

If not, please provide recommendations or suggestions from the monitoring team:

37. Has consideration been given to climate change mitigation, adaptation and disaster risk management (landslide and flood), biodiversity, and environmental impacts when selecting sites for forest management activities? ☐ Yes ☐ No

If not, discuss and provide suggestions for necessary improvements or alternatives:

Date of Detailed Technical Survey:	Month:	Year:

38. Who participated from the Local Government project implementing unit (LGU) during the detailed technical survey?

RECOMMENDATION OF MONITORING TEAM

39. Is this scheme suitable to be moved to the implementation phase? ☐ Yes ☐ No

Recommendation of the monitoring team to the User Committee:

Key areas to be specifically observed during the upcoming monitoring visit (also include comments and suggestions noted in the User Committee's meeting records):

40. Recommendations/suggestion of the Monitoring Team to the LG/Local Government Project Implementation Unit Staff:

MONITORING TEAM

ATTENDANCE OF THE MONITORING TEAM

Name	Organization	Position	Signature	Contact number

Name	Organization	Position	Signature	Contact number

ATTENDANCE OF MUNICIPAL PROJECT IMPLEMENTATION UNIT STAFF INVOLVED IN THE MONITORING

Name	Organization	Position	Signature

ATTENDANCE TO USER COMMITTEE MEMBERS INVOLVED IN THE MONITORING AND MEETING

Position	Gender	Name	Signature	Contact number	Remark (mention if, representative from CBOs)
Chairperson					
Vice Chairperson					
Secretary					
Treasure					
Member					
Member					
Member					
Member					

Member					
Member					
Member					
Member					
Member					

ATTENDANCE OF BENEFICIARIES' USERS DURING MONITORING:

S.N.	Participant Name	Gender (M/F/O)	Ethnicity (✓) Tick mark				Any Disability (Y/N)	Signature
			B/C/T/S	Dalit	Janajati	Other		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								

S.N.	Participant Name	Gender (M/F/O)	Ethnicity (✓) Tick mark				Any Disability (Y/N)	Signature
			B/C/T/S	Dalit	Janajati	Other		
23								
24								
25								
26								
27								
28								

S.N.	Participant Name	Gender (M/F/O)	Ethnicity (✓) Tick mark				Any Disability (Y/N)	Signature
			B/C/T/S	Dalit	Janajati	Other		

S.N.	Participant Name	Gender (M/F/O)	Ethnicity (✓) Tick mark				Any Disability (Y/N)	Signature
			B/C/T/S	Dalit	Janajati	Other		

Note: Add another page if necessary

DETAILS OF USERS PRESENT IN THE MONITORING:

(Mention the number according to the attendance recorded in the User Committee's minute)

Ethnicity	Total users	Female	Male	Other	Total
B/C/T/s					
Dalit					
Janajati					
Other					
Total					

Was there 75% participation of beneficiary households in this general assembly? ☐ Yes ☐ No

Was there 50% female participation among total participants? ☐ Yes ☐ No

Is the attendance recorded in the user's minute with signatures of the users? ☐ Yes ☐ No

SECOND/FINAL MONITORING

(To be conducted at the end of the scheme implementation phase and with the second public audit)

Date of monitoring: .....

Objective: To verify if the quality of construction is acceptable, solve any problems and challenges encountered, ensure that relevant capacity-building training sessions have been completed as per the step-by-step procedure, confirm that the user committee is capable of fulfilling its duties, and certify that all work in the implementation phase has been successfully and qualitatively completed. Other objectives of this monitoring are as follows.

- To verify the work completion report and certify that all activities as per the CAP have been completed.
- After this monitoring visit, the scheme will generally be in "Implementation Phase Completion*" (IPC*).
- The recommendations of this monitoring team will be sent to the Project Management Committee (PMC) for a decision on the final installment to the committee's account.
- The scheme remains IPC* until all contributions, including the local government's contribution as per the agreement and any remaining payments to material suppliers or laborers, are approved.
- This Scheme will only move from IPC* to "Implementation Phase Complete" (IPC) after the 'Scheme Completion Seminar'.

DOCUMENTS THE MONITORING TEAM SHOULD HAVE:

- Approved design and cost estimate report (with the user committee and Cluster unit)
- Community map with scheme layout and Community Action Plan (with the user committee)
- Implementation phase agreement (with UC)
- Monitoring book.
- Copy of the first running bill measurement book (Cluster unit)
- Committee's minute book.
- Bills and procurement documents, inventory accounts, etc. (with the user committee)
- Final work completion and final bill report.

INFORMATION AND DATA COLLECTION METHOD DURING MONITORING

- Discussion with Beneficiary Households, User Committee, and Forest User Group.
- Observation of Beneficiary Group/Committee documents (Constitution, Work Plan, Minutes, Registration Certificate, etc.).
- Discussion about the relationship and coordination of the Group/Committee with government bodies and the private sector.
- Discussion and note-taking on aspects that create a favorable environment for the Forest Management scheme.
- Inspection of the location where the Forest Management scheme is operated and measurement of material production capacity.

- Discussion and observation regarding the utility of materials and the feasibility of constructed structures.
- Evaluation of the quality and sustainability of external and local materials used.
- Testing the effectiveness of the training through discussion with training participants.
- Providing written advice and suggestions in the Monitoring book as required for the beneficiary group.
- Ensuring that a sustainability plan has been prepared.

The Scheme Card in the Management Information System (MIS) should be updated after every monitoring.

The following schedules must be updated in both the first and second monitoring visits:

- Annex – 1 Financial Information (Income and Expenditure)
- Annex – 2 Training Related Information
- Annex – 3 Details of Materials

DETAILED BENEFICIARY LIST

The following data from the Detailed Technical Survey Report should be verified before the start of the general assembly. If any data is unclear or incorrect, questions should be raised during the general assembly, and the table on the cover page should be updated accordingly.

CURRENT PROGRESS AND STATUS OF SCHEME COMPLETION

(*Check the table filled in the first monitoring on the cover page, according to the Design Report - Scheme Structures*.)

Questions to ask and observe in the general assembly during the public audit. The User Committee must prepare according to their presentation.

1. Are the technical works completed? Yes ☐ No ☐

   If not, what work remains to be completed? Mention with reasons.

2. Detailed description of beneficiaries. The following data from the Detailed Technical Survey Report should be checked before the General Assembly begins. If any data is unclear or incorrect, ask questions in the General Assembly and update the table on the data cover page.
3. Progress to date and status of Scheme completion
4. (Scheme Structures as per Design Report - Check the table filled in the first monitoring on the cover page.)
5. Questions to ask and observations to make during the Public Audit in the General Assembly. The User Committee must prepare according to its presentation.

   Are the technical works finished? Yes ☐ No ☐

   If not, what work remains to be completed? Mention with reasons.

6. Are all the Scheme structures in operation as per the design? Yes ☐ No ☐

   If not, write the method to resolve the operational problem and ensure compliance with the design.

7. Are the implemented Schemes safe in terms of conservation (e.g., grazing, fire, theft, etc.)?

   Yes ☐ No ☐

8. Have photographs of the implementation area's activities been taken during operation and after completion? Yes ☐ No ☐

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

If yes, state the reason.

10. Checklist for Plantation Activities.

Activities	Yes	No
Are the species planted according to the plan?	☐	☐
Is the prescribed spacing of the planted seedlings/saplings, correct?	☐	☐
Are the saplings planted at the appropriate time?	☐	☐
Has any plastic or polybag waste been managed around the planted area?	☐	☐
Are tasks such as weeding, fertilizing, protection from open grazing, fire, etc., included in the sustainability plan?	☐	☐
Are the planted saplings environmentally friendly?	☐	☐

FINANCIAL STATEMENTS: BUDGET, CONTRIBUTION, ACCOUNTS, AND TRANSPARENCY:

11. Is the Scheme information board placed in an appropriate location? Yes ☐ No ☐

    If not, why?

12. Has the Rural Municipality/Municipality paid its contribution to the Scheme as per the agreement? Yes ☐ No ☐

    If no, how much has it been paid so far? (NPR) ☐

13. Have all households contributed cash and labor to the Scheme as per the agreement?

    Yes ☐ No ☐

14. Have the Work Evaluation Report and Measurement Book been prepared after measuring the structures and works? Yes ☐ No ☐

15. Final installment due to the User Committee as per the Final Evaluation and Measurement Book: (NPR) ☐

16. Final installment due to the User Committee as per the Public Audit: (NPR) ☐

17. Has a public audit been conducted during this monitoring visit? Yes ☐ No ☐

18. Are there any comments, suggestions, or advice that need to be addressed before financially approving the scheme? Including the findings from the second public audit conducted during this visit:

    ☐

DETAILS OF PROCUREMENT OF TOOLS AND CONSTRUCTION MATERIALS:

19. By the time of this monitoring visit, the Scheme works should have been practically completed, and all materials should have been procured already.

20. Is anything remaining to be procured or in the process of procurement? Yes ☐ No ☐ If yes, update the table below:

Material Name	Quantity	Estimated cost	Procurement Status

21. Remaining Construction Materials.

Material Name		Quantity	Condition/Status

22. Have the GPS of the main structures in the implementation area or benefit area been taken? Yes ☐ No ☐

    If yes, fill out the table below:

Structure	X-Coordinate (E)	Y-Coordinate (N)	Altitude (meters)	Remarks

    If not, ensure why and when it will be taken. ☐

23. Have the subject matters of this procurement procedure been discussed in any meeting or training so that both the user and procurement committee members know how to proceed and what steps must be followed? Yes ☐ No ☐

24. Decisions made by the Committee regarding material procurement:

Date the Procurement Committee was formed:	
Date of the collective meeting decision regarding the procurement process:	
Date of the committee meeting for selecting suppliers:	

25. Has the committee followed the procurement procedure as per the project's procurement manual? Yes ☐ No ☐

26. Has the committee safely managed/documented the Quotation Tender Documents? (Check these documents)

    Yes ☐ No ☐

27. Has the committee prepared a Comparative Chart? (Check the comparative chart) Yes ☐ No ☐

28. Was the construction material supplier selected by the joint procurement committee under their supervision? Yes ☐ No ☐

29. Has the committee signed the agreement with the suppliers? (Mandatory) Yes ☐ No ☐ Not applicable to this Scheme ☐

30. Procurement process of materials:

    Sealed Quotation ☐ Tender ☐ Direct Purchase or Direct Method ☐

    Supplier Detail

Civil or Electro-Mechanical Work	Supplier Name	Supplier Address	VAT Number

31. Is the material rate within the limit of the approved rate? Yes ☐ No ☐

    If not, why?

32. Transportation of materials from the truck drop-off point to the scheme site was done by:

    Tractor ☐ Mule/Donkey ☐ Humans ☐ Other .....

33. Is the transportation rate within the limit of the approved rate? Yes ☐ No ☐

34. Have the construction materials been stored properly? (Check the store) Yes ☐ No ☐

35. What are the suggestions, recommendations, and comments of the monitoring team regarding the procurement of any of the above-mentioned materials and the quality of construction materials and structures, etc.?

SUSTANABLITY

36. Is a separate caretaker arranged for this Scheme? Yes ☐ No ☐

If yes, please fill in the table.

Full Name	Gender	Ethnicity	Age	Mobile No.

37. Has the caretaker received training? Yes ☐ No ☐
38. Is there a contract with the caretaker for their services? Yes ☐ No ☐
39. If yes, what kind of benefit/remuneration does the caretaker receive? Salary or other??

If no, what is the plan for compensating the caretaker?

40. Has the Scheme information board been updated with the actual data? Yes ☐ No ☐
41. Is the project name written correctly? Are the names and logos of the Government of Nepal, the European Union, and the Government of Finland all mentioned on the board? Yes ☐ No ☐
42. Have the Scheme activities contributed to increasing the productivity of biodiversity and local ecological systems? Yes ☐ No ☐
43. Is there a possibility that the Scheme activities will support the sustainable livelihood of the local community? Yes ☐ No ☐
44. Are the necessary forest conservation, promotion, and management activities included in the Scheme area as per the Forest Operational Plan? Yes ☐ No ☐
45. Has the assurance of necessary activities such as: fencing, grazing control, fire control, etc., been made in the Scheme area? Yes ☐ No ☐

If not, what other plans have been made for the upcoming sustainability of the activities carried out?

46. What is the estimated annual amount spent by the Forest User Group for forest conservation and management?

47. Can the Forest User Group invest the necessary budget for additional conservation and management in the coming year after completion of this scheme? Yes ☐ No ☐

48. Has a work plan/schedule been made for activities to be carried out after the scheme completion (e.g., weeding, bush clearing, cutting/pruning activities after plantation, etc.)? Yes ☐ No ☐

    If yes, please fill up the below table

Activity	When (Time/F.Y.)	Unit	Quantity to be done	Remarks

49. Areas for improvement and betterment in User Committee management practices to be prepared after the scheme construction (e.g., regarding O&M Plan, Caretaker, need for additional training for the committee, etc.)

RECOMMENDATION OF THE MONITORING TEAM

50. Can the final installment of the implementation phase be disbursed to the User Committee?

    Yes ☐ No ☐

51. Monitoring Team's Recommendation for the User Committee:

52. What are the issues that need special observation during the next monitoring visit?

53. (Include comments and suggestions also found in the User Committee's meeting minutes):

54. Monitoring Team's Recommendations for the Palika Project Management Committee:

RECOMMENDATION OF THE MONITORING TEAM

ATTENDANCE OF MONITORING TEAM

Full Name	Organization	Position	signature	Mobile No.

Full Name	Organization	Position	signature	Mobile No.

ATTENDANCE OF STAFF FROM THE PALIKA UNIT IMPLEMENTING THE SCHEME INVOLVED IN MONITORING

Full Name	Organization	Position	signature

ATTENDANCE OF USER COMMITTEE MEMBERS INVOLVED IN THE MONITORING VISIT AND MEETING

Position/designation	Gender (M/F/O)	Full Name	Signature	Mobile No.	Remarks
Chairperson					
Vice-chairperson					
Secretary					
Treasurer					
Member					
Member					
Member					

Member					
Member					
Member					
Member					
Member					

ATTENDANCE OF BENEFICIARY PRESENT DURING THE FOLLOW-UP:

S. N.	Name of the participant	Gender (M/F/O)	caste/ethnicity (✓)				Disability (Yes/No)	Signature
			B/C/T/S	Dalit	Janajati	Other		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

S. N.	Name of the participant	Gender (M/F/O)	caste/ethnicity (✓)				Disability (Yes/No)	Signature
			B/C/T/S	Dalit	Janajati	Other		
21								
22								
23								
24								
25								

S. N.	Name of the participant	Gender (M/F/O)	caste/ethnicity (✓)				Disability (Yes/No)	Signature
			B/C/T/S	Dalit	Janajati	Other		

S. N.	Name of the participant	Gender (M/F/O)	caste/ethnicity (✓)				Disability (Yes/No)	Signature
			B/C/T/S	Dalit	Janajati	Other		

Note: Add another page if needed

55. Brief description of the users presents at the monitoring/follow-up: (State the number as per the attendance recorded in the C.C.'s decision book)

Ethnicity	Total Users	Female	Male	Other	total	Person with Disability
B/C/T/S						
Dalit						
Janajati						
other						
total						

56. Does this general assembly have the participation of 75 percent of beneficiary households?

☐ Yes ☐ No

57. Is there a 50 percent female participation among the total participants? ☐ Yes ☐ No

58. Is the attendance, including the signatures of the users, recorded in the decision book?

☐ Yes ☐ No

ANNEX 1: DETAILS OF INCOME AND EXPENDITURE OF THE USER COMMITTEE

Income Details

S.N.	Description of Income	As per the agreement (amount Rs.)	Amount Deposited in User Committee Account (Rs.)				Remarks
			First Monitoring		Second and final monitoring		
			Amount: Rs.	%	Amount: Rs.	%	
1	Rural Municipality/Municipality Natural Resource Development Fund						
2	Cash, and Kind contribution from user groups						
3	Other.....						
4							
5							
	Total						

Expenditure Details

S.N.	Description of Expenditure	Estimated Cost (Rs.)	Total Expenditure		Remarks
			Second and final monitoring		
			Amount: Rs.	%	
1	**Purchase of External Materials**				
1.1	Purchase of construction materials				
1.2	Tool Purchase				

S.N.	Description of Expenditure	Estimated Cost (Rs.)	Total Expenditure		Remarks
			Second and final monitoring		
			Amount: Rs.	%	
2	**Shipping of External Materials**				
2.1	Transportation by Vehicle (Up to reachable point)				
2.2	Transportation from mules or people				
3	**Payment of Worker Wages**				
3.1	Unskilled Labour, including Digging/Filling (Labour Contribution)				
3.2	Collection and Transportation of Local Materials				
4	Store Rent (at the vehicle reachable location)				
5	User Committee Management Expense				
6	Hoarding Boards				
7	Other				
Total expenses Rs.					

S.N.	Description of Expenditure	Estimated Cost (Rs.)	Total Expenditure		Remarks
			Second and final monitoring		
			Amount: Rs.	%	
Remaining amount with the user committee is Rs.					
Remaining amount in the bank account of the user committee is Rs.					

ANNEX 2: CAPACITY DEVELOPMENT TRAINING DETAILS

To be filled from the User Committee Meeting Minute, attendance record of the training, and discussion held with some participants.

S.N	Program Name	Day	Date		Location	Participants									Training Effectiveness of Training Participants		Appropriate training skills and materials used	
			Start	End		B/C/T/S		Dalit		Janajati		Other		total	Aware	Less Aware	Yes	No
						M	F	M	F	M	F	M	F					
1	Orientation on Gender Equality, Disability and Social Inclusion (GEDSI) and Natural Resource Management for User Committee																	
2	Orientation on Financial Management (including Procurement Process) and Accounting for User Committee																	
3	Orientation on Climate-Smart Agriculture and Agroforestry, Environment, and Biodiversity Conservation																	
4	Approval of Community Action Plan and Design, Cost Estimate by User Committee																	
5	Workshop during Construction Period																	
6	Refresher Training on Financial Management																	

S.N	Program Name	Day	Date		Location	Participants									Training Effectiveness of Training Participants		Appropriate training skills and materials used	
			Start	End		B/C/T/S		Dalit		Janajati		Other		total	Aware	Less Aware	Yes	No
						M	F	M	F	M	F	M	F					
7	Caretaker/Operator Training																	
8	Construction Completion Workshop																	
13	Other																	
14	.....																	

The monitoring team must collect data on training effectiveness through interaction with training participants.

ANNEX 3: DETAILS OF MATERIALS USED IN FOREST MANAGEMENT ACTIVITIES

Details of Materials (√ mark)	Unit	Estimated Quantity	Received Quantity	Brand Name	Acceptability of quality (√ mark)	
					Good	satisfactory
A. Plantation						
☐ Organic fertilizer	kilogram					
☐ Fencing - Mesh wire	Meter					
☐ Fencing - Barbed wire	Meter					
☐ Irrigation - Pipe	Meter					
☐ Sickle	Number					
☐ Spade	Number					
☐ Pickaxe	Number					
☐ Hoe	Number					
☐ Rope	Meter					
☐ Measuring tape	Number					
☐ Jerry can	Number					
Others.....						
.....						
.....						
B. Forest Fire Management						
☐ Fire Swatter	Number					
☐ Fire Rake	Number					
☐ Fire Rake – Hoe	Number					
☐ Fire Axe – Hoe	Number					
☐ Jump Suit	set					
☐ Leather Gloves	Pair					
☐ Fire Boots with socks	Pair					
☐ Head Torch/Light	Number					

Details of Materials (√ mark)	Unit	Estimated Quantity	Received Quantity	Brand Name	Acceptability of quality (√ mark)	
					Good	satisfactory
☐ Backpack Water Pump (20 liters)	Number					
☐ Spade	Number					
☐ First Aid Box	Number					
☐ Mask	Number					
☐ Safety Helmet	Number					
☐ Water Bottle	Number					
☐ Hoarding Board	Number					
☐ Planting Bar	Number					
Others.....						
.....						
C. Recharge Pond Construction						
☐ Hoe	Number					
☐ Spade	Number					
☐ Measuring Tape	Number					
☐ Wheelbarrow	Number					
☐ Pipe	Number					
☐ Safety Materials	Number					
☐ Basket (Doko)	Number					
☐ Crowbar	Number					
☐ Hammer	Number					
Others.....						
.....						
.....						
D. Fencing						
☐ Mesh Wire - 6 ft	Meter					
☐ Barbed Wire	Meter					

Details of Materials (√ mark)	Unit	Estimated Quantity	Received Quantity	Brand Name	Acceptability of quality (√ mark)	
					Good	satisfactory
☐ Wooden Pole	Number					
☐ Iron Pole	Number					
☐ Cement Pole	Number					
☐ Bamboo	Number					
☐ Live Fencing (Seedlings)	Number					
Others.....						
.....						
E. Nursery Construction						
☐ Seeds (☐Forest, Fodder, ☐ Medicinal, Fruit, ☐ Religious, ☐Vegetable)	Kilogram					
☐ Bamboo/Local material (1 m length)	Number					
☐ Measuring Tape	Number					
☐ Tray	Number					
☐ Coco Peat	Kilogram					
☐ Plastic Sheet 1 m width, 10 m length (for bed)	Number					
☐ Jute Rope	Roll					
☐ Polybag 200-gauge 3"×7"	Kilogram					
☐ Polybag 200-gauge 5"×7"	Kilogram					
☐ Plastic Sheet 2 m width, 15 m length (for dome)	Number					
☐ Bamboo 1.5 m (for dome)	Number					
☐ Agro-net	Sq. meter					
☐ Fine Sand	Cement Bag					
☐ Forest Soil	Cement Bag					
☐ Well-decomposed Compost	Cement Bag					

Details of Materials (√ mark)	Unit	Estimated Quantity	Received Quantity	Brand Name	Acceptability of quality (√ mark)	
					Good	satisfactory
☐ Jerry Can 5 liter	Number					
☐ Sprayer 2 liter	Number					
☐ Water Bucket	Number					
☐ Garden Pipe	Meter					
☐ Organic Manure	Kilogram					
☐ Wooden Plank	Number					
☐ Bucket	Number					
☐ 2 m length, 6 inch width Bamboo Plank	Number					
☐ Small Hoe	Number					
☐ Hoe	Number					
☐ Sickle	Number					
☐ Khukuri	Number					
☐ Axe	Number					
☐ Saw	Number					
☐ Secateur	Number					
☐ Shovel	Number					
☐ Scissors	Number					
☐ Pliers	Number					
☐ Wheelbarrow	Number					
☐ Plastic 70 GSM 6×12	Number					
☐ Bamboo (20 ft)	Number					
☐ Drip Irrigation Set	Number					
☐ Nails	Kilogram					
☐ Liquid Fertilizer Tank (50 L)	Number					
Others.....						
.....						
.....						

Details of Materials (√ mark)	Unit	Estimated Quantity	Received Quantity	Brand Name	Acceptability of quality (√ mark)	
					Good	satisfactory
F. Bioengineering						
☐ Bamboo	lumber					
☐ Fodder Grass Seedlings	lumber					
☐ Tree Seedlings	lumber					
☐ Tree Branches (0.5 m length, 2-inch diameter)	Number					
☐ Tree Branches for Bundling (1 m length, 2-inch diameter)	Number					
☐ Napier/Amriso Slips	Number					
☐ Jute Rope	Kilogram					
☐ Gabion Wire	Kilogram					
☐ Grass Seeds	Kilogram					
☐ Spade	Number					
☐ Pickaxe	Number					
☐ Shovel	Number					
☐ Wheelbarrow	Number					
☐ Tape	Number					
☐ Secateur	Number					
☐ Irrigation Pipe	Meter					
☐ Hoe	Number					
☐ Sickle	Number					
☐ Khukuri	Number					
☐ Axe	Number					
☐ Saw	Number					
☐ Hexablade	Number					
☐ Hammer	Number					
☐ Pliers	Number					
☐ GI Wire Pliers	Number					

Details of Materials (√ mark)	Unit	Estimated Quantity	Received Quantity	Brand Name	Acceptability of quality (√ mark)	
					Good	satisfactory
Others…						
.....						
.....						

SCHEDULE 4: DETAILS OF PLANTED SPECIES (SECOND AND FINAL MONITORING)

Name of the species	Number	Area (Ha.)	Plant status/quality (√ mark)		
			Good	satisfactory	weak