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SUOMI FINLAND

LOCAL ADAPTATION TO CLIMATE CHANGE
LACC PROJECT

STEP-BY-STEP SCHEME MONITORING BOOK

AGROFORESTRY AND LIVELIHOOD

Scheme code: .....

Name of Scheme: .....

☐ **New** ☐ **Technology Expansion** ☐ **Support for Sustainability**

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

Local Government: .....

Wards: .....

Benefitted Settlement/Toles: .....

Fiscal Year: ....

☐ Climate smart Home Garden

☐ Climate Smart Irrigation

☐ Climate smart Green House

☐ Agroforestry and Fruits Farming

☐ Animal shed Improvement

☐ Other Technologies and Activities

FOREWORD

In this monitoring book, the forms to be used in each monitoring visit carried out according to the step-by-step manual of Climate Adaptive Agroforestry and Livelihood schemes are included. Therefore, it is necessary to look at this book and the step-by-step manual together, where each stage and activity are described in detail. This book is based on the community-Based, Climate-Resilient Agroforestry and Livelihood technical and managerial guidelines. 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. In addition, since the information collected and verified during monitoring is recorded in this booklet, it is also useful for the following purposes:

- To ensure that the scheme is technically high quality, financially sustainable and transparent, to empower beneficiary households as inclusive, accountable and sustainable in the future.
- To ensure equitable access to services for the underserved by implementing various schemes, it is essential to guarantee proportional representation of women, male, and marginalized groups in the formulation, monitoring, meetings, trainings, public audits, and among the beneficiary households. Furthermore, at all stages and activities of the plans, the principles of a human rights-based approach, gender equality, social inclusion, person with disability-friendly practices, and good governance must be fully upheld.
- To ensure that the relevant stakeholders at the Rural Municipality/Municipality and scheme levels are guided in the process of planning and implementation in terms of social, economic, technical and environmental aspects,
- To ensure that the project is completed within the specified time frame 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. Additionally, to assist municipalities in areas such as climate change adaptation, climate smart livelihoods, and disaster risk management.
- To support the formulation of project progress reports and annual action plans,

Although the handbook has been prepared by incorporating lessons learned from past projects, further revisions will be made in the future based on municipal and field-level practices. To ensure the sustainability of service delivery from community-based plans, it is expected that climate-resilient agroforestry and livelihood activities implemented by other agencies will also be adopted.

DURING, INFORMATION AND DATA SHOULD BE COLLECTED USING THE FOLLOWING METHODS

- Discussion with beneficiary households and groups.
- Document review (statute, meeting minutes, registration certificate, etc.)
- Discussion and inspection of cultivation sites, and ensuring the demand and usefulness of agricultural input
- Discussing and reviewing the utility of materials and the feasibility of constructed structures
- Ensuring the quality of external and local materials
- Assessing the effectiveness of training through discussions with training participants
- Discussing with beneficiary group members about the performance of municipal project implementation unit staff, as well as issues related to other plans
- Providing written advice and suggestions in the visitor/monitoring register of beneficiary groups as needed

Structure of Monitoring Committee:

- ✓ Chairperson — LG Vice Chairperson/Deputy Mayor (The monitoring chair of LG)
- ✓ Vice-Chairperson — Respective Ward chairperson
- ✓ Member — LG agriculture or enterprise development section chief or representative
- ✓ Member — LACCP Technical Adviser or NRM Expert or representative
- ✓ Member — LG's respective section chief or representative (as per need)
- ✓ Member- Secretary: LG Project Officer

Composition of monitoring team is Chairperson or Vice chairperson, minimum one member from LG's respective section and minimum one representative from project. Minimum one technical staff is mandatory on each visit.

The following annexes should be updated on each visit:

- ✓ Annex 1 – Financial information (income and expenditure)
- ✓ Annex 2 – Information about capacity building activities

The team should have the following documents, and they should be properly consulted before going to the field.

GROUP DETAILS

Group Name:

Group Registration Date:

Details of Beneficiary Households and Farmers Group:

MIS Verify

Beneficiaries HHs and farmers	Benefited Member			People with Disabilities	Ethnicity Details			
	Female	Male	Other		BCTS	Dalit	Janajati	Others

STRUCTURE OF GROUP

The composition of the group should be reviewed during each visit, and any changes in the committee members should be recorded.

MIS Verify

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

In case of changes in the committee, mention them below

Name	Date of change	Reason for change

TECHNICAL DETAILS OF THE SCHEME

MIS

Name of Structure	Unit	First Monitoring (As per Design and Estimate	Second Monitoring		Quality of Construction		
			Ongoing	Completed	Good	Average	Poor
Monitoring Date:							
Bed and Plastic for Gumose House (1 meter width, length as required)	No						
Greenhouse	Set						
Necessary Agricultural Tools	No						
Drum for Biofertilizers Preparation	No						
Effective Microorganism (EM)	Liter						
Different Types of Traps (IPM)	No						
Trichoderma	KG/Liter						
Biopesticides	No						
Fencing of Home Gardening	Meter						
Drip Irrigation	Set						
Sprinkler	Set						
Grey water collection (Soil/Cemented)	No						
Soil cement tank	No						
Irrigation Tap	No						
Irrigation Pipe	Meter						
Earthworm	KG						
Animal Dung	Sacks						
Vermicompost Pit	No						
Jute Sack	No						

Name of Structure	Unit	First Monitoring (As per Design and Estimate	Second Monitoring		Quality of Construction		
			Ongoing	Completed	Good	Average	Poor
Vermi Wash Collection Drum	No						
Vermi Bag	No						
Water Can	No						
Mulching	Set						
Agronet	Meter						
Plastered floor	Sq.Meter						
Feeding Stall	Meter						
Urine collection Tank	No						
Improved Manure Collection Pit	No						
Decomposable and Non-Decomposable Pits	No						
Seedlings	No						
Supporting Poles	No						
G.I Wire	No						
Seed (Indigenous, Drought Resistant varieties)	Gram						

Cost contribution shares of different stakeholders in the scheme (NPR)

	Users cash	Users' kind	Natural Resource Development Fund			
			Local Government Contribution	Government of Nepal	Government of Finland and European Union	From other organizations
During first monitoring						
After agreement						

FIRST MONITORING

(Monitoring to be carried out at the end of the preparation phase—after the detailed design of the plan has been completed, along with the approval of the community action plan and the first public audit)

MONITORING DATE ☐

MIS: Status of scheme after monitoring visit: PPO PPC

Objective:

To recommend to the Rural Municipality/Municipality project management committee for final approval if the activities of the preparatory phase have been completed or not.

- After this monitoring, the scheme will **move from the "**Preparatory Phase On-going" (**PPO) to** the "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 users committee can release the first installment after the completion of the procurement process.

Documents to be with the monitoring team **:**

- Monthly reports submitted to the Rural/Municipality Project Management Committee.
- Feasibility study report and draft design report (one copy must be available at the technical unit.
- Community map with project layout and community action plan (with the farmers' group)
- Project card and Information Management System (MIS) project card obtained from the project's information management system

Postscript:

- Financial reports and training schedules must be regularly updated.
- The details from both the feasibility study and this monitoring process (households and beneficiary population) must be cross-checked on the cover page.

FEASIBILITY SYUDY AND TECHNICAL SURVEY

1. Are the household data collected is correct? (Check from the cover sheet) ☐ Yes ☐ No
2. Whether during the feasibility study, through public hearing were held on cost participation, the working modalities of the project and the settlement and households to be included were discussed? ☐ Yes ☐ No
3. Was the cultivable land identified? ☐ Yes ☐ No, Total area of cultivable land ..... (hectare)

In case of livestock rearing, was the location of the shed/pen identified? ☐ Yes ☐ No

4. Ownership of the proposed cultivable land ☐ Private ☐ Lease ☐ Sharecropper ☐ Land Consolidation

5. Have you felt that climate change has affected the farming system? ☐ Yes ☐ No If Yes,

☐ Disease and Pest attack ☐ Drought Condition ☐ Decrease in Productivity ☐ Natural Disaster ☐ Other…….

6. Is climate smart agricultural practice adopted? ☐ Yes ☐ No, If Yes, ☐ Green House ☐ Animal Shed Improvement ☐ Home Gardening ☐ Irrigation ☐ Other……
7. Evaluation of the monitoring team regarding the reliability of information from collected data and observations

☐ Good ☐ satisfactory ☐ weak

Based on the collected data and information, as well as field observations, the monitoring team should provide opinions and suggestions regarding their reliability. If there are any discrepancies or omissions, they should be mentioned below, along with the date by which the missing data can be made available.

COMMUNITY MAP, LAYOUT AND COMMUNITY ACTION PLAN (CAP)

(During the farmers meeting, while the farmers' groups present the community action plan, the following points should be assessed and marked. If any points are not included in the presentation, then they should be requested in the mass meeting and then marked)

8. Is the community map and layout ready? ☐ Yes ☐ No
9. Have all details regarding risk and vulnerable areas affected by environmental impacts arising from the construction of project structures as per the detailed survey and design, or from the proposed construction—been included in the community map? ☐ Yes ☐ No
10. Is there anything missing to include in map and layout? (Observe the map and layout.)? ☐ Yes ☐ No

If yes, mention

11. While preparing the scheme layout, cultivable land, markets, collection centers, etc. have been included? ☐ Yes ☐ No
12. Discuss the activities of the climate-smart agroforestry and livelihood plan proposed in the design and cost estimate. What kinds of environmental impacts might arise due to the implementation of the plan? Has anything been left out in this regard? If yes, discuss and provide suggestions.

13. Has the community action plan been prepared? (CAP check ☐ Yes ☐ No
14. Have the beneficiary households approved of the community action plan? ☐ Yes ☐ No
15. Mention the monitoring team's comments regarding the community action plan:

16. Are the beneficiary households aware of their roles and responsibilities in the schemes? ☐ Yes ☐ No

If not, who is less aware? What aspects are the communities less informed about? Discuss with the farmers' group how these issues might create problems in the schemes and confirm through discussion how they can be addressed.

17. Has the farmers' group included in the schemes such as senior citizens, single women, persons with disabilities, extremely poor or those marginalized who are unable to contribute financially to the plan?

☐ Yes ☐ No ☐ There are no such households in the community.

If they have been excluded, has a discussion on this matter been held at the ward level / rural municipality / municipality level? ☐ Yes ☐ No

If households have been excluded, which community/settlement and how many households have been left out, and why were they excluded? How can they be included? Please mention below along with the possible date for discussion at the ward / rural municipality / municipality level.

FARMER GROUP

18. Has the farmers' group been formed as per the Project Implementation Guidelines? ☐ Yes ☐ No

If yes, update the farmers' group information in the farmers' group details table provided on the cover page.

If not, specify the points that do not align with or differ from the project guideline, and provide recommendations for necessary improvements.

19. Was the farmers' group formed through a public meeting ensuring proportional representation of all genders and ethnic groups? ☐ Yes ☐ No
20. Was there representation of 75 percent directly benefited households in this public meeting?? ☐ Yes ☐ No
21. Were 50% of the total participants women? ☐ Yes ☐ No
22. Was the farmers' group formed with representation from all beneficiary households of different ethnic communities? ☐ Yes ☐ No
23. Was the structure of the farmers' group formed to ensure proportional representation of all settlements, clusters, and ethnic groups within the scheme area? ☐ Yes ☐ No

If not, whose representation is missing and why? Please specify below.

24. Has the farmers' group been registered? ☐ Yes ☐ No

If yes, please mention the registration number. ☐

If not, has the registration process of the farmers' group been initiated? ☐ Yes ☐ No

25. What has been the level of participation of women, persons with disabilities, and members of marginalized communities in the farmers' group meetings? (Please check participation and engagement) ☐ Active ☐ Average ☐ Inactive
26. Has the Farmers' Group received all the necessary trainings? ☐ Yes ☐ No, if yes, please update the training details on the table below.

MIS Update

Cross-check the above-mentioned information provided by the farmer group members with the training reports submitted by the Staff of the LG Project Implementation Unit. (As per the progress report of the relevant staff). At the end of this monitoring report, recommend series of improvements to the staff of the LG Project Implementation Unit if any training / facilitation is yet to be done according to the step-by-step manual or no training has been reported even after its completion.

S. N	Training Details	Date
1	Financial Management (Procurement Process), Accounting, and Orientation on Material Specifications	
2	Detailed Project Layout, Technical Survey, Design, and Cost Estimation	
3	Orientation on Project, Gender Equality, Disability and Social Inclusion (GEDSI), Climate Smart Agriculture, Agroforestry, and Conservation of Environment and Biodiversity	

27. Details of households and population of people with disabilities benefiting from the project

Types of Disability	Household	Population	Female	Male	Ethnicity				Remarks
					BCTS	Dalit	Janjati	Other	
Physical									
Visual									
Hearing									
Intellectual									
Multiple									
Other									

FINANCIAL DETAILS

Check the following questions during a presentation by the farmers' Group in the public audit.

28. Has the design and cost estimate of the project been prepared? ☐ Yes ☐ No
29. Have all the proposed beneficiary households of the project agreed to contribute cash, labor/or materials for this scheme? ☐ Yes ☐ No
    Households that agreed: Households that did not agreed:

If some households are not willing to contribute to this scheme, mention the names of those who are not interested and explain the reasons for not being interested? What are the other options that can be adopted to prevent the target groups from being excluded from this scheme?

30. Has the farmers' meeting approved the cost estimate and the related contribution framework through the meeting? ☐ Yes ☐ No

If not approved, please explain the reasons below.

31. Were 75% of farmers participating in the meeting? ☐ Yes ☐ No

Estimated per capita cost (NPR/person), including beneficiaries' contribution in labor.

TECHNICAL ASPECT

32. Date of Detailed Technical Survey:……..

33. Have the proposed technologies and practices been included in the design and cost estimate

☐ Yes ☐ No

If excluded, please specify: _____

1……,

2……

3 ……

34. Does this community have a business plan? ☐ Yes ☐ No

If yes, please specify**:** _____

1……..,

2……,

3……

MONITORING TEAM'S RECOMMENDATION REGARDING THE SCHEME

35. Is it appropriate to take the scheme to the implementation stage? ☐ Yes ☐ No

If it doesn't seem appropriate to take to *the implementation stage immediately,* mention *the reasons*? *What improvements* will take the scheme to the implementation stage in *the future, mention below.*

36. Mention if the beneficiary households have done any innovative and creative work so far for the sustainability of the scheme, such as monthly savings, agricultural exhibitions, farmers field schools, practices for mitigation of climate change, biodiversity conservation etc.

MONITORING TEAM

ATTENDANCE OF THE MONITORING TEAM

Name	Organization	Position	Signature	Contact number

ATTENDANCE OF MUNICIPAL PROJECT IMPLEMENTATION UNIT STAFF INVOLVED IN THE MONITORING

Name	Organization	Position	Signature

ATTENDANCE TO FARMERS GROUP/USER COMMITTEE MEMBERS INVOLVED IN THE MONITORING AND MEETING

Position	Male/Female	Name	Signature	Contact number	Remark
Chairperson					
Vice Chairperson					
Secretary					
Treasurer					
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								

S.N	Participant Name	Gender (M/F/O)	Ethnicity (√) Tick mark				Any Disability (Y/N)	Signature
			B/C/T/S	Dalit	Janajati	Other		
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S.N	Participant Name	Gender (M/F/O)	Ethnicity (√) Tick mark				Any Disability (Y/N)	Signature
			B/C/T/S	Dalit	Janajati	Other		
28								

Brief details of the beneficiary households present during monitoring:
(Indicate the number as per the attendance recorded in the decision register of the user committee.

MIS Update

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

- ✓ Was there presence of 75 percent of direct beneficiary household in this public hearing? ☐ **Yes** ☐ **No**
- ✓ Out of total participants, were 50% of them women? ☐ **Yes** ☐ No
- ✓ Is attendance with signatures of direct beneficiary households mentioned in the decision book? ☐ **Yes** ☐ No

SECOND/LAST MONITORING

(To be carried out at the end of the project implementation phase, together with the second public audit.)

Date of MONITORING: .....

Objective:

To verify whether the implementation phase is progressing according to the plan, whether the quality of construction is acceptable, to solve the existing problems and challenges, to confirm that the procurement, shipment and storage procedures have not been carried out in accordance with the relevant capacity development training procedures, to verify whether the farmers group/Users committee is able to complete its tasks, and to certify that all the works of the implementation phase have been completed successfully in a qualitative manner.

Other objectives of this monitoring are as follows.

- To certify the evaluation report of the completed work and to certify that all activities have been carried out in accordance with the CAP **(**Community Action Plan) and market action plan**,**
- After this monitoring visit, the scheme will generally be in "Implementation Phase Completion*" (IPC*).
- The recommendations of this monitoring team will be forwarded to the Project Management Committee (PMC) for the decision to release the final installment in 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 farmers group/user committee and Cluster unit)
- Community map with scheme layout and Community Action Plan (with the farmers group/user committee)
- Implementation phase agreement (with FG/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 farmers group/user committee)
- Final work completion and final bill report.

INFORMATION AND DATA COLLECTION METHOD DURING MONITORING

- Discussion with Beneficiary Households, Farmers group/ User Committee.
- 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 Agroforestry and Livelihood scheme.
- Inspection of the location where the Agroforestry and Livelihood 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 farmers meeting. If any data is unclear or incorrect, questions should be raised during the farmers' meeting and the table on the cover page should be updated accordingly.

CURRENT PROGRESS AND STATUS OF SCHEME COMPLETION

Questions to ask and observe in the farmers' meeting during the public audit. The farmers groups/ user committee must prepare according to their presentation.

1. Are the technical works finished according to Farmers group? ☐ Yes ☐ No

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

1 Has the project been completed according to the project implementation municipal unit staff concerned? ☐ Yes ☐ No

If No, what works are still pending or not being carried out as per the plan?

2 Have the construction work and activities been completed according to the Community Action Plan? ☐ Yes ☐ No

3 If No, what works are still pending or not being carried out as per the plan?

4 Has the various training planned in the project work plan been conducted? ☐ Yes ☐ No

S.N	Training Details	Date
1	Agro-Forestry	
2	Vermicompost Production	
3	Home Garden	
4	Climate smart Agriculture	
5	Animal Shed Improvement	

5 What activities have not been completed step by step?
Is there a need for special refresher training or other capacity development support?
Please provide evidence to verify whether the step-by-step activities have been carried out or not.

FARMERS GROUP DETAILS:

6 Have there been any changes in the group's members?
(Check the minute book; if changes are found, update them in the MIS.) ☐ Yes ☐ No

7 MIS: Is the group registered? ☐ Yes ☐ No

- *If Yes:* Check the registration certificate and mention the registration number: _____
- *If No:* Indicate the status of the registration process and update accordingly.

☐ Under decision process at the municipality ☐ Decision made but certificate not yet received ☐ Other ……..

8 How many meetings has the group held so far during the implementation phase?

9 What is the average number of group members present in the meetings?

Participation of municipal unit staff responsible for project implementation in those meetings:

☐ Regular ☐ Occasionally ☐ Never

10 Has the group properly documented and maintained the following records in an organized manner??

11 Meeting Minute/Register ☐ Yes ☐ No

12 Bank Statement, Ledger/Account ☐ Yes ☐ No

13 Income and Expenditure Record Register ☐ Yes ☐ No

14 Consumable Material stock Book/store book ☐ Yes ☐ No

15 Quotation forms, tender agreement papers, bills, and vouchers ☐ Yes ☐ No

16 Areas for improvement and monitoring in the group's record-keeping practices (to be noted in the group's own meeting register)

FINANCIAL STATEMENT

17 Is the project information board placed in an appropriate location ☐ Yes ☐ No

If not, why?

18 Has the local government already paid its contribution to the scheme as per the agreement?

☐ Yes ☐ No

If not, how much amount has been paid till now? (NPR)

19 Has the beneficiary households contributed cash and labour to the scheme as per the agreement? ☐ Yes ☐ No

20 Has the work evaluation report and measurement book been prepared after assessing the structure and activities of the scheme? ☐ Yes ☐ No

21 Amount of last installment to be received by Farmers' Group after the final evaluation and measurement book: (NPR ……)

22 Amount of last installment to be received by Farmers' Group according to the Public Audit: (NPR……..)

23 Whether public audit has been carried out during this monitoring visit? ☐ Yes ☐ No

Are there any comments, suggestions and feedbacks to be addressed before the scheme is approved financially? Mention conclusion of this visit conducted along with the second public audit:

DETAILS RELATED TO THE PROCUREMENT OF CONSTRUCTION MATERIALS:

(Ask the following questions in the farmers meeting)

24 Has there been discussion on external construction materials in any meeting or training as per the procurement guidelines, so that farmers group members know how to proceed, what steps should be followed? ☐ Yes ☐ No

25 Decisions made by the procurement committee regarding material procurement:

Date of the collective meeting decision regarding the procurement process	
Date of the committee meeting held for the selection of suppliers	

26 Has the group followed the procurement process as per the project's procurement guideline? ☐ Yes ☐ No

27 Has the group safely kept the quotation and tender documents? (Please check these documents) ☐ Yes ☐ No

28 Has the group prepared a comparative chart? (Please check the comparative chart ☐ Yes ☐ No

29 Has the group selected the construction material suppliers under the supervision of the committee? ☐ Yes ☐ No

30 Has the group signed an agreement with the suppliers? (Mandatory) ☐ Yes ☐ No

Procurement process of materials:

☐ Through sealed quotation ☐ By Tender ☐ Direct Purchase Method

Supplier's name	Supplier's address	VAT number

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

If Not, why?

32 Is the rate of transportation of construction materials within the range of the approved rate?
☐ Yes ☐ No

TECHNICAL DETAILS:

33 Has the technical work been fully completed? ☐ Yes ☐ No
34 As per the design report, check the table filled in the first monitoring of the plan structures on the cover page.

Quality of construction works of the completed technologies and practices:
☐ Good ☐ Average ☐ Poor
If poor, please specify the areas that need improvement.

Technologies and practices	Aspects to be improved

35 Are all the structures of the project operating as per the design? ☐ Yes ☐ No
If not, please provide information on the methods to resolve operational problems and ensure compliance with the design.

36 Has the design of the structures been changed? ☐ Yes ☐ No
If yes, please specify the reasons.

37 What are the suggestions, recommendations, and comments of the monitoring team regarding the procurement of materials mentioned above, as well as the quality of construction materials and structures?

38 Has the GPS of all communities been recorded? (MIS to update)
If yes, please fill in the table below.

Structure	Northing (N)	Easting (E)	Altitude

39 If not, what information is missing or what has not yet been decided?

SUSTAINABILITY

40 Has there been any discussion in the community regarding the formulation of a sustainability action plan? ☐ Yes ☐ No
If no, please mention the future plan.

RECOMMENDATIONS OF THE MONITORING TEAM

41 Can the second or final installment of the implementation phase be paid to the farmers group??
☐ Yes ☐ No

42 Recommendations of the monitoring team to the farmers' group:

43 Recommendations of the monitoring team for the Municipal Project Management Committee:

MONITORING TEAM

ATTENDANCE OF MONITORING TEAM

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

Full Name	Organization	Position	signature

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

Position/designation	Female/ Male	Full Name	Signature	Mobile No.	Remarks
Chairperson					
Vice-chairperson					
Secretary					
Treasurer					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					

ATTENDANCE OF BENEFICIARY PRESENT DURING THE FOLLOW-UP:

S.N	Name of Participants	Gender (M/F/O)	caste/ ethnicity (✓)				Disability (Yes/No)	Signature
			B/C/T/S	Dalit	Janajati	Other		
1								
2								

S.N	Name of Participants	Gender (M/F/O)	caste/ ethnicity (✓)				Disability (Yes/No)	Signature
			B/C/T/S	Dalit	Janajati	Other		
3								
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S.N	Name of Participants	Gender (M/F/O)	caste/ ethnicity (✓)				Disability (Yes/No)	Signature
			B/C/T/S	Dalit	Janajati	Other		
24								
25								

Note: As per need we can add more pages.

Brief details of the farmers present in the monitoring: (Specify the number as per the attendance recorded in the group's decision book)

Ethnicity	Total Household	Female	Male	Other	Total
B/C/T/S					
Dalit					
Janajati					
other					
total					

Was there presence of 75 percent of beneficiary households in this public hearing? ☐ **Yes** ☐ **No**
Out of total participants, were 50% of them women? ☐ **Yes** ☐ No
Is attendance with signatures of direct beneficiary households mentioned in the decision book? ☐ **Yes** ☐ No