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TO CLIMATE CHANGE
LACC PROJECT

STEP BY STEP MANUAL AGROFORESTRY AND LIVELIHOODS

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ABBREVIATIONS

CAP	Community Action Plan
CCA	Climate Change Adaptation
FG	Farmers Group
FG/UC	Farmers Group/Users’ Committee
GEDSI	Gender Equality, Disability and Social Inclusion
GON	Government of Nepal
LACC	Local Adaptation to Climate Change
LG	Local Government
LGU	Local Government Project Implementation Unit
NPR	Nepalese Rupees
NRDF	Natural Resource Development Fund
NRM	Natural Resource Management
PIM	Project Implementation Manual
PMC	Project Management Committee
PSU	Project Support Unit
SBS	Manual: Step-by-Step manual
TA Advisor	Technical Assistance Advisor
TO	Technical Officer

FOREWORD

This Step-by-Step manual has been prepared with the objective of guiding all stakeholders, based on the participatory and interactive experiences of scheme formulation and implementation in the past. The processes presented in this Step-by-Step manual are expected to support multiple stakeholders in the stages of plan formulation, implementation, and post-implementation. Its application will help foster a sense of ownership among Farmers Group/Users Committee (FG/UC) and contribute to ensuring the sustainable production and operation of the scheme.

This Step-by-Step manual will be applied to the agroforestry and livelihood scheme that have been prioritized by various planning documents prepared by the Rural Municipality/Municipality, referred to as Local Government (LG) in this document, and included in their annual budget and programs.

From the very beginning, it is linked with the local governance system. The procedure consists of three main stages, and each stage is guided by separate processes.

At the preparation stage, the use of participatory, inclusive, gender and disability-friendly planning tools ensures that technically and socially acceptable as well as feasible needs are addressed, while giving priority to the marginalized. During this stage, the foundation is laid step by step for the sustainable operation of the scheme.

During the implementation phase, FG/UC are gradually empowered through scheme monitoring and training, following the concept of learning by doing during scheme implementation.

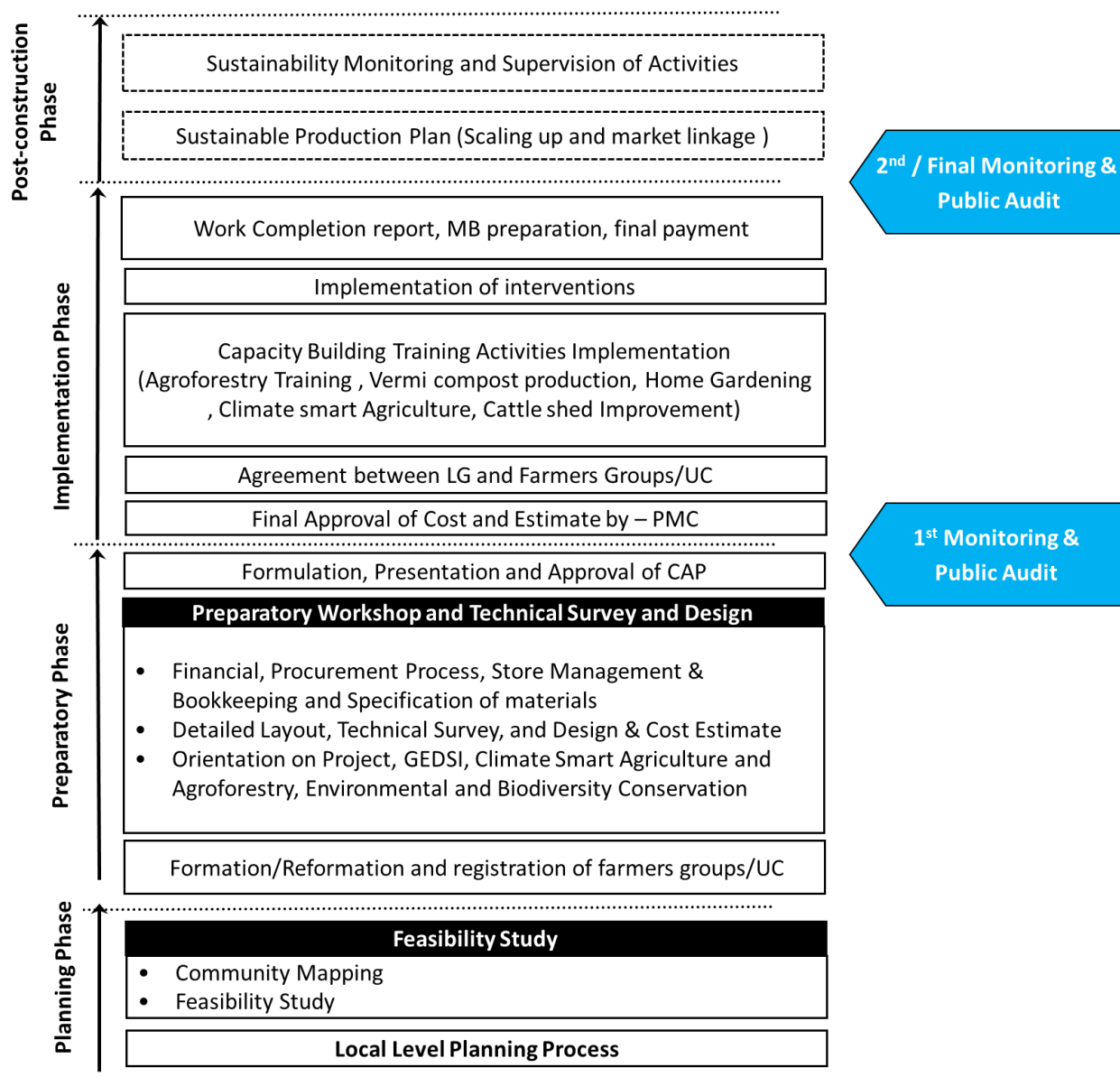
In the post-construction phase, practical capacity is built to ensure sustainability of the scheme, increase production, expand services, and support market linkage for continued production. Since each scheme requires different types of support based on its specific circumstances, a separate manual has been developed for this purpose.

The scheme has been implemented in accordance with the concepts of climate change adaptation and disaster risk management. Similarly, farmer groups and user committees will continue to play a crucial role by conducting activities in their areas related to climate resilience, improving ecosystems, and conserving biodiversity, thereby further improving the livelihoods of the community while enhancing agricultural and environmental resilience.

Since the Step-by-Step manual and its related capacity-building components will continue to evolve and be refined over time, any suggestions or feedback on the contents of this procedure will always be welcomed. Based on the lessons learned and continuous improvements, this procedure will ultimately be finalized by the end of the project so that all stakeholders can adopt it for agroforestry and livelihood-related plans.

AGROFORESTRY AND LIVELIHOOD STEP-BY-STEP CHART

Step-By-Step for Agroforestry and Livelihood Schemes



*UC must follow the community procurement guideline

** Sector-specific training list as per SBS Manual

1 FEASIBILITY STUDY

The main objective of the feasibility study is to ensure whether the livelihood implementation plans, agricultural plans, water use master plans, and other agriculture related plans formulated by the local government (LG) and prioritized in the local government planning process are technically, environmentally, socially, and economically viable. The feasibility study must also include an analysis of social and financial viability for both the construction and the operation/maintenance of the scheme. While conducting this study, mandatory consideration must be given to climate change and disaster risk perspectives.

Based on the results of this study, a decision is made on whether to include the scheme in the annual program of the local government to be implemented through the project. The researcher recommends whether the proposed scheme should proceed with the preparation stage, be included in the program after further study with conditions or be rejected. For plans recommended with conditions, further study and discussions are carried out on the specified conditions to decide whether to accept or reject the plan. No further process will be pursued for an infeasible scheme. This study will be conducted by the municipal unit staff responsible for project implementation.

Key aspects to be considered during the feasibility study:

1. Is this scheme genuinely demanded by the community?
2. Do all members of the FG/UC feel that the scheme is necessary?
3. Is the proposed scheme entirely new, or an expansion of services?
4. Are there any farmers who could technically be included but have been excluded from the scheme?
5. Is the FG/UC aware of the required contributions they need to make, whether in cash or labor (community participation)?
6. Is there any dispute or conflict within the community that could affect the proposed scheme?
7. Can this scheme be technically, socially, and economically sustainable?
8. Are the FG/UC aware of the prioritization process of the LG planning procedures?
9. Is the proposed scheme, as outlined in the planning process realistic? If not, what changes are necessary?

Main Objectives:

- **Resource Identification:** To identify the availability of human and financial resources, as well as materials and means of transportation required for agroforestry and livelihood activities.
- **Technical Assessment:** To determine which technologies are suitable for the proposed agroforestry and livelihood scheme.
- **Environmental and Social Impact Assessment:** To estimate the positive or negative impacts the scheme may have on the environment and society.
- **Community Benefit Analysis:** To assess how beneficial the project will be for the local community in terms of economy, society, and livelihoods.

- **Preliminary Cost and Risk Assessment:** To make tentative estimates of the projected costs and potential risks of the scheme, which will serve as a basis for detailed planning.
- **Legal and Policy Compliance:** To ensure that the scheme is acceptable from legal and policy perspective.

Feasibility Study Steps

Organize a meeting of the FG/UC or a gathering of farmers to discuss the proposed scheme. In that meeting we hold discussions on the following topics:

- Visit the proposed project area to gather information about the current situation of the FG/UC.
- Identify the beneficiary farmers/population and collect details required for agroforestry and livelihood scheme, including elevation, boundaries, soil condition, area of cultivable land, area of barren land, aspect, sunlight exposure, slope, conservation efforts, and existing challenges.
- Discuss the statute of the FG/UC.
- Discuss the main challenges of agroforestry and livelihood scheme and possible solutions. Fill in the required information in the attached form.
- Record the discussion in the minutes, and if moving to the implementation stage, approve it through the next FG/UC.
- Organize a scheme level FG/UC meeting. In the FG/UC, at least 75% of the households must be present with a mandatory participation of 50% women. The meeting must also ensure proportional representation of all ethnic communities from different settlements. If such representation is not met, justification will be required.
- Participation of ward committee members and representatives from the local government in the FG/UC meeting is mandatory.

In the FG/UC meeting discussions must be held on the following topics:

- Project implementation approach
- Investment sharing
- Structure, responsibilities and roles of the FG/UC
- Roles and responsibilities of other stakeholders (Local government, project and other partners)
- Scheme implementation process

The detailed feasibility study of the proposed agroforestry and livelihood plans will be carried out using the feasibility study form provided in **Annex 1**.

2 COMMUNITY MAPPING

Community Mapping is an important step in planning and community mobilization. Only after this, the process of formation of FG/UC 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 (women, men, adults, children, landless, literate, illiterate, etc.) as well as information about the social structure and organizations located in the place.

According to the guidelines of the project, the community should also prepare a depiction in the social map of the locations where future schemes (such as drinking water, health and sanitation, irrigation, improved cooking stove, water mill, forest and environment protection, agroforestry system and livelihood activities) will provide services.

Under community mapping, women and men of the community (including Dalits, Janajati, Brahmin/Chhetri/Thakuri/Sanyasi and others) themselves prepare the map of their community. While making the community map, locally available materials such as ash, sand, stones, leaves, sticks, charcoal, chalk, etc. should be used. Depending on the community and availability, some alternative materials like pens, paper, and colored pencils can also be used. If a satellite map of the community area is available, it can be printed or displayed using a projector as well.

Uses of Community Mapping:

- Basis for scheme layout,
- Data on the community's location, existing physical infrastructure, agricultural and cultivable land, forest areas, watershed areas, risk prone sites, public structures, households and population, ethnic communities etc.
- Information about the social organizations present in the community and the community's perception of those organizations
- Information about the boundaries of the area
- Information on the local and natural resources available in the area
- Identification and information on existing natural hazard-prone locations in the community
- Providing information about livelihood-based agroforestry practices

Process:

1. First, meet with local people women, men, children, adults, and members of all ethnic communities and visit the project area. Discuss the condition of existing cultivable land, barren land, physical infrastructure, type of settlement, social structures, natural hazard-prone areas etc. This also helps in building relationships with the community.
2. While calling for a community farmers meeting, ensure that the time and place of the meeting is convenient for women 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

women. The facilitator must prepare a list of all participants including their name, gender, occupation, caste/ethnicity, person with disabilities and age.

3. Before starting the process of community mapping, the facilitator must provide a detailed introduction of themselves, 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.
4. First, it must be decided what aspects to include in the mapping, such as: the village, areas with ethnic concentration, watershed areas, cultivable land, barren land, etc.
5. With the help of local people, decide on a suitable place to create the social map, and check whether the materials required for mapping are locally available.
6. After building rapport with community members, the boundary of the map should be outlined by the local people themselves. At first, facilitation should be provided, but later the locals should be encouraged to draw the map on their own, ensuring that important features are not missed for example: temples/monasteries, schools, health posts, community buildings, commercial centers, marketplaces, agricultural collection centers, cultivable land, barren land, types of households, etc.
7. Houses with home gardens, Dalit and Janjati households, female headed households, houses with large families, and households with persons with disabilities all houses should be marked in different colors.
8. 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. Mark the map so that the northern direction is at the top of the paper. Make corrections if necessary.
9. Do not lead the process yourself; only provide support where needed. Encourage the community.
10. 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.
11. Inform the local people once again about how the collected information will be used. Explain to them the benefits and usefulness of the map and thank them for giving their time.

Information to be Included on the Map:

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

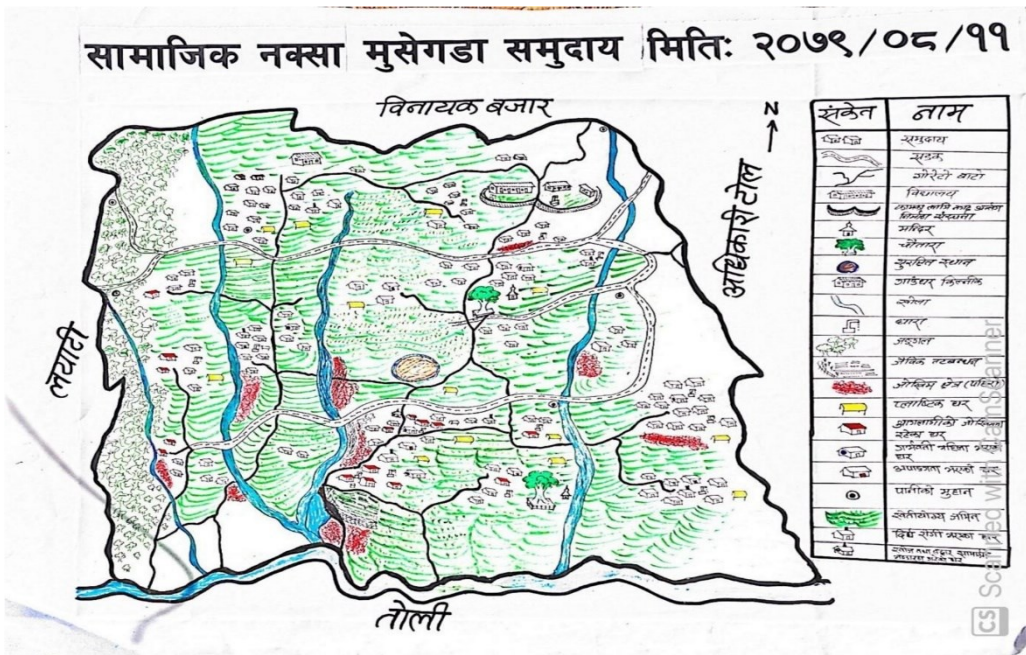
1. Physical boundaries of the community along with the names of settlements.
2. Geographical features such as mountains, forests, roads/paths, rivers, distance from the village to the motor road, cultivated land, grazing areas, community land and its utilization, sand mines, stone quarries, bamboo, roofing stones, etc.
3. Any construction projects/schemes under implementation or planned.
4. Institutions (schools, health posts, ward office buildings, banks, cooperatives, and other offices).
5. Waste disposal sites.
6. Marketplaces and agricultural collection center.
7. The north direction must be shown on the map
8. Date of map preparation

Step by Step Manual – Agroforestry and Livelihood

9. The numbers and details of all symbols, including female-headed households, must be written in one corner of the map.
10. The name of the Rural Municipality/Municipality, ward number, and settlement name must be written at the top of the map.
11. Total number of households and population (female, male, total).
12. Total attendance, including women and men (Dalit, Janajati, Brahmin, Chhetri, Thakuri, Sanyasi, and others)
13. Other important structures such as temples, parks, meeting places, markets, haat bazaars, collection centers, shops, etc.
14. Cultivable crops (such as paddy, maize, wheat, millet, buckwheat, vegetable production, etc.)
15. Medicinal plants e.g., Timur (Sichuan pepper), Cinnamon, Asparagus etc.) and non-timber forest products e.g., Utis (*Alnus Nepalensis*, Bamboo, Allo (Himalayan nettle), Ketuki (Crepe Ginger) etc.
16. Major cultivable areas (e.g. Cultivable land, barren land, cultivable fallow land, etc.)
17. Safe spaces for emergencies/disasters (e.g., open fields, community buildings, elevated/high grounds, etc.)

A sample of a community map is presented below

Community Map of Museygada, Accham Designed Date:2079/08/11



Note: The layout and location of the proposed agroforestry and livelihood plan must also be included in this community resource mapping.

The details of the participants in the community mapping will be updated in the project attendance register.

3 FARMERS GROUP /USER COMMITTEE FORMATION/REFORMATION AND REGISTRATION

The term "formation/reformation of a group or committee" describes the creation or reorganization of a user committee or farmers' group. Plans for agroforestry and livelihood will be carried out under this initiative by means of farmer or forest user groups. The group must be restructured if it is incomplete in terms of social inclusion, disability equality, and gender equality.

Based on the information obtained through the process of identifying and empowering beneficiary households, the beneficiary households must be identified, and data must be collected. In addition, information must be gathered from women, Dalits, disadvantaged groups, Janajati/indigenous nationalities, persons with disabilities, nearby and distant users, minorities, traditional institutions, and sub-groups with common interests. After that, the draft of the statute must be presented in the FG/UC and endorsed.

The following chapters present the procedures that should be taken while forming or reforming FG/UC.

3.1 INFORMATION COLLECTION AND COORDINATION

While forming/reforming an FG/UC, a decision must be made through the FG/UC, and the concerned farmers' group, beneficiary households, ward and municipal agricultural branch, local government, as well as other stakeholders must be informed and notified to ensure their participation.

The FG/UC must be formed by systematically analyzing, in bullet points, with the following information: the number of households within the beneficiary FG/UC; representation of women, Dalits, disadvantaged groups, Janajati, and persons with disabilities; access to and condition of productive resources; the relationship between agriculture and forestry; the livelihood and primary dependence on agroforestry products; problems faced by the users; and other relevant information.

3.2 FORMATION/REFORMATION OF FARMERS 'GROUP/USER COMMITTEE EXECUTIVE COMMITTEE

If the executive committee of the FG/UC falls within the project's minimum standards of gender equality, disability inclusion, and community inclusiveness, the same executive committee must be taken as the user committee while implementing agroforestry and livelihood schemes. However, if the formed executive committee of the FG/UC does not meet the project standards, the committee must be reorganized, and this process shall be carried out in accordance with the statute of the Agricultural program and Guidelines, 2081.

Structure of the Executive Committee of FG/UC

Since the executive committee of the FG/UC represents the entire project area, a preliminary outline of how the structure of the executive committee should look must be determined in advance. This ensures that the executive committee of the FG/UC is formed in a way that allows fair representation of all communities. Under the project, the structure of the executive committees of the FG/UC must be as follows:

- A. In general, the executive committee of the FG/UC must consist of at least seven members, selected in such a way that members from all settlements and clusters are included. The committee shall comprise a Chairperson, Vice-Chairperson, Secretary, Treasurer, and three to seven additional members.
- B. Since women are highly engaged in agricultural activities, their mandatory participation and role in the FG/UC must be ensured. At least 50 percent of the total members must be women. Generally, as the executive committee of the FG/UC is formed with an odd number of members, if the number of women is one less or one more than half, it shall still be considered as equal representation. (For example: in a 7-member committee, there must be 3 or 4 women.) Among the Chairperson and Vice-Chairperson, one must be a woman, and women must also be represented among other office bearers. Furthermore, at least half of the key positions (Chairperson, Vice-Chairperson, Secretary, Treasurer) within the FG/UC must be held by women.
- C. The executive committee of the FG/UC must ensure balanced representation of all ethnic communities as well as settlements. Proportional representation of marginalized groups on the committee is also required. Women and marginalized groups must be encouraged to become members of the prospective executive committee of the FG/UC.
- D. Each project plan must have only one executive committee of the FG/UC. All members of the executive committee must be selected solely from among the other members of the group.
- E. The executive committee of the FG/UC must adhere to fundamental principles such as non-discrimination, participation, and accountability, and it must be able to meet regularly.

Requirements for Representatives in the Executive Committee of the FG/UC

Members of the concerned FG/UC may freely select any woman or man who can fulfill the responsibilities as a representative in the executive committee of the FG/UC. Only an active and trustworthy FG/UC can successfully implement and operate the plan. Generally, a representative in the FG/UC must be a person with the following qualities and abilities:

- 1. Must have a spirit of social service and cooperation and encourage participation of all.
- 2. Should not be directly involved in politics or hold a political leadership position.
- 3. Recognized in the community as a reliable and trustworthy person.
- 4. Capable of mobilizing users or group members under any circumstances.
- 5. Able to dedicate sufficient time to carry out responsibilities.
- 6. Possess high moral character within the community, committed to working transparently and free from corruption.
- 7. Permanently residing in the project area with no plans to relocate.
- 8. Must not have been proven to commit financial irregularities in any type of project; if a person has previously held an official position, there must be proof that no arrears remain in their name.

9. Preferably literate if serving as an office bearer.

In line with Government of Nepal provisions, people's representatives, schoolteachers, government employees, and individuals holding key positions in any institution/organization or political party are not allowed to be part of the farmers' group committee.

Formation Process of the Executive Committee of Farmers' Group/Users' Committee

The formation of the executive committee of an FG/UC must be based on the following points:

- A. Call a meeting of the FG/UC members, ensuring participation of the required number of farmers/ users from all sectors. Once it is ensured that enough farmers/users are present, the discussion agenda should be presented. To establish a connection with the FG/UC, begin with conversations about their daily activities. After that, move into the discussion topics and provide information regarding the formation of the executive committee of the FG/UC.
- B. Considering the size of the proposed project and the actual situation of the beneficiary area, determine the number of members of the executive committee of the farmers' group/users' committee. Once the number is determined, confirm proportional representation of women as well as representatives from different ethnicities, classes, and geographical areas.
- C. After the number has been determined, allow the community time to select the designated number of members from the designated areas without opposition. During the process of nominating representatives, do not interfere; however, facilitate to ensure adequate representation of women and members from different ethnicities, classes, and geographical areas.
- D. Once both women and men representatives have been selected, they together shall hold discussions and make decisions in the FG/UC to select the remaining members of the FG/UC (ensuring that all ethnicities, classes, areas are represented and that there is 50% participation of women).
- E. When calling an FG/UC for the formation of the executive committee of the FG/UC the following representation is mandatory:
 - One woman and one man from each household, along with all group members as representatives,
 - Representatives from the local government,
 - Staff of the municipal unit responsible for project implementation,
 - Ward representatives,
 - Municipal and ward-level agricultural technicians, female community health volunteers, teachers, maintenance workers, facilitators, other key persons of the village, and others.

It must be ensured that the time and venue of the meeting are convenient for everyone. Information about the venue and time of the meeting (written/oral) must be provided in advance (Minimum 3 days before) to all households, both women and men. All ethnicities, classes, areas, as well as groups within the community must also be informed about the FG/UC. At least **75% of the total beneficiary households** must be represented in the FG/UC. If representation from at least 75% of the total

beneficiary households is not achieved, or if women's participation is less than 50%, or if there is no proper representation of any settlement or community, the meeting shall be canceled and reorganized at an appropriate time.

The details of the participants in the meeting must be recorded in the attached form.

- While selecting representatives as per the above provisions, the selection must be carried out in a democratic manner. According to the above criteria, both women and men in the FG/UC can select their representatives.
- For legal recognition, the FG/UC must be mandatorily registered in the respective Rural Municipality/Municipality in accordance with the laws of the Rural Municipality/Municipality.
- With the support of the staff of the municipal unit responsible for project implementation, the FG/UC must prepare the statute (bylaws) of the FG/Uc.

Role and Responsibilities of the FG/UC in Project Implementation

The farmers' group committee has numerous roles and responsibilities before, during, and after project implementation. The main roles and responsibilities are as follows:

1. Coordinate with the Rural Municipality/Municipality, the municipal unit implementing the project, the project management committee, and users.
2. Play an active role in project planning, preparation, and implementation.
3. Hold regular meetings.
4. Collect cash contributions from local users for project implementation.
5. Keep records of project expenditures updated.
6. Regularly inform users about the project and foster a sense of ownership.
7. Be transparent and accountable to farmers/users and donor agencies.
8. After project completion, manage project operations, savings funds, and production growth and expansion.
9. Manage and operate construction materials, agricultural tools, and equipment.
10. Procure external construction materials, iron poles, and tools required for the project, store them properly, and maintain proper records of materials used in the project.
11. Resolve all types of problems and disputes that arise during project implementation.
12. Promote climate-smart agriculture, climate-smart home garden technologies, and climate adaptation risk management activities, actively contributing to watershed conservation.
13. Prioritize multiple uses of water, conserve biodiversity, forests, and environmental systems, and implement agroforestry and livelihood projects.

14. Formulate necessary rules for the group and get them approved in the FG/UC meetings.
15. Be sensitive to women, the poor, persons with disabilities, and disadvantaged groups, and ensure inclusivity.

Registration of FG/UC

16. The registration process must be carried out in accordance with the procedures specified in the Rural Municipality/Municipality guidelines for the registration, renewal, and operation of FG/UC.
17. All FG/UC must be registered by the start of the project implementation phase at the latest to obtain legal status. Only legally recognized FG/UC can receive grants and funds from official sources.
18. The FG/UC will have its own distinct stamp for all official matters.
19. The FG/UC can file complaints like an individual and, similarly, complaints can be filed against the farmers' group committee under the same name.
20. The FG/UC shall have the capacity, as a legal person, to acquire, utilize, sell, or otherwise manage movable and immovable property.

All FG/UC must be registered with the agriculture office of the respective Rural Municipality/Municipality in accordance with the FG/UC registration, renewal, and operation procedures implemented by the Rural Municipality/Municipality, as well as other prescribed processes. The FG/UC shall submit all required documents along with the registration fee to the office of the Rural Municipality/Municipality. After completing the prescribed process, the office will issue a registration certificate to the FG/UC in the prescribed format.

Details of Participants in the Formation of the FG/UC

Date of the Meeting:

1) Female Meeting..... 2) FG/UC

Total Number of Participants Present in the female Meeting:

Attendance Details:

Name of the Household Head Participating in the Meeting	Gender(M/F/O)	Number of other members from that household present		Disability	Ethnic Community	Ward No. / Village Name
		Female	Male			

Ethnic Community = Dalit, Indigenous Nationalities, Brahmin/Chhetri/Thakuri/Sanyasi, and Others”

Number of households represented in the FG/UC:

Percentage of total beneficiary households: %

Total number of women present in the FG/UC:

Percentage of total participants: %

Total number of participants from marginalized groups in the FG/UC:

Percentage of total participants: %

Note: FG/UC must be registered. During registration, the committee’s statute (bylaws) must be prepared beforehand. The sample statute and the application format required for committee registration will be as provided by the project.

4 ORIENTATION ON PROJECT, GEDSI, CLIMATE-SMART AGRICULTURE, AGROFORESTRY, ENVIRONMENT AND BIODIVERSITY CONSERVATION

Before conducting orientation training for the FG/UC and preparing the project layout, the staff of the Local Government Project Implementation Unit (LGU) will also involve other lead farmers from the project area and organize an orientation for the FG/UC on gender equality, disability and social inclusion awareness, as well as climate smart agriculture and agroforestry.

Local Adaptation to Climate Change Project has integrated gender equality and social inclusion in all its activities with the objective of minimizing gender and social disparities, and the structures to be built through the project will also be designed with such sensitivities in mind. To empower the FG/UC, as well as lead farmers of the project area, and to raise awareness in the community and among the FG/UC on gender and social inclusion, climate smart agriculture and agroforestry is essential.

Objectives:

- Provide orientation to FG/UC about the project concept, implementation guidelines and standards,
- Provide orientation about the procedures to be adopted when working with the Rural Municipality/Municipality,
- Discussion on the various aspects of gender equality, disability & social inclusion, climate-smart agriculture, and agroforestry among the lead farmers and sensitize the issue of GEDSI that should be incorporated into project activities.
- Enhancing awareness on climate smart agriculture, agroforestry, natural resource conservation, climate change, and biodiversity, while providing information on sustainable resource use, local participation, and policy rights.
- Promoting inclusive participation, respecting local knowledge, and mobilizing the community in climate smart agriculture, agroforestry, and environmental conservation.
- As per the Step-by-Step manual of the scheme, orienting the members of the FG/UC and other lead farmers of the project area on the principles of gender equality, disability, and social inclusion for the overall formulation and management of the scheme.
- Clarifying the role of the farmers' group/users committee and other lead farmers of the project area in increasing the participation of women, persons with disabilities, and all ethnic groups in the FG/UC and project activities, and in making policy and structural improvements so that these inclusive groups benefit from the project.

Expected Outcomes:

- Participants will understand the importance of gender equality, disability, and social inclusion, and will be clear about the minimum principles of gender equality, disability, and social inclusion required for project implementation.

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- FG/UC will gain knowledge of climate smart agriculture and agroforestry concepts, leading to increased awareness and practical capacity.
- Contribution to sustainable management will increase through inclusive participation, the use of local knowledge, and policy-based engagement.
- Participants will help improve discriminatory community practices against women, children, persons with disabilities, and marginalized groups.
- Participation of women, persons with disabilities, and all ethnic groups will increase in FG/UC meetings such as project layout (design), community action plans, other meetings, and trainings, with women's participation reaching at least 50 percent.
- FG/UC will be informed about and implement equitable access to climate smart agriculture and agroforestry, fair distribution of benefits, and equal opportunities.

Duration of the Orientation : 1 day

Timing of the orientation : Before layout preparation

Participants : All members of FG/UC & Ward Chairperson/representative/LG executive members of scheme area, community leader (Equal number of female and men, and inclusive participation of households in the scheme, including caste/ethnic groups and persons with disabilities)

Resources person : Project Officer/Field Coordinator, NRM Facilitator, Social mobilizer of LGU (NRM expert on need basis)

Organizer : Local Government Project Implementation Unit (LGU)

Materials required:

- Project information chart
- Chart of the Step-by-Step manual of agroforestry and livelihood plans, along with other educational materials related to the project.
- Chart on fund flow and distribution of contributions
- Chart on the roles and responsibilities of various stakeholders
- Other necessary materials such as FG/UC statute, draft regulations, etc.
- Flex and flashcards related to gender equality, disability, and social inclusion awareness
- Stationery, videos, etc.

Subject matter – First Day

Subject matter	Time	Methodology/Materials
Session I Introduction Brief project introduction Fund flow mechanism Contribution pattern of stakeholders FG/UC constitution and registration process	60 Minute	Self-introduction, ice breaking, games etc. Presentation by the LGU staff on Project Introduction Fund flow Chart, Contribution pattern FG/UC constitution and registration
Session II Scheme Step by Step manual Roles and responsibilities of key members of FG/UC Roles and responsibilities of other stakeholders	60 Minute	Brief about SBS Chart Roles and responsibilities Related FG/UC & stakeholders
Snacks Time	60Minute	
Session III Introduction to HRBA and GEDSI GEDSI Barriers in community	60 Minute	Explanation of gender equality, disability, and social inclusion Listing and discussing the barriers to achieving gender equality

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Solutions: such as literacy classes, disability-friendly structures, confidence building, etc. Concept of climate change and climate smart agriculture		Group work and discussion
Session IV: Concept of Climate Smart Agriculture and Agroforestry Discussion on the provision in constitution of FG/UC Discuss major Adaptation and mitigation practices Practical measures: seasonal farming, greenhouse gas reduction, use of local seeds.	60 Minute	Discussion and Flip chart Presentation
Session V: Importance of Climate smart home garden and Natural Resource Management Introduction to climate change: causes, gases impacts Agricultural systems resilient to climate change Concept of biodiversity conservation Closing	60 Minute	Discussion and Flip chart Presentation

Note: the facilitator should encourage all participants to actively participate in the discussion.

5 DETAILED LAYOUT, TECHNICAL SURVEY, DESIGN, AND COST ESTIMATION OF THE PROJECT

Agroforestry and livelihood programs such as climate smart home gardens, climate smart technologies, animal shed improvement, climate smart irrigation technologies, climate smart livelihoods, integrated pest management, etc. require systematically detailed surveys, designs, cost estimates, and adherence to relevant legal and technical standards for successful implementation. To prepare the necessary technical surveys, designs, and cost estimates for implementing these programs, the processes and reference materials mentioned below must be followed.

5.1 DETAIL SURVEY AND DESIGNS

Before moving forward with any agroforestry and livelihood scheme, a detailed survey based on the following steps is required through a scientific and participatory process:

Preparation Phase

Desk study and legal provision analysis:

- Collection of maps and available data including analysis of geography, land use, cultivable land, fallow land, climate, soil, watersheds, etc. of the working area.
- Assessment of market availability and road access.
- Review of national and local legal/policy documents (e.g., Agricultural Acts, regulations, guidelines, etc.); in case of service extension plans.
- Analysis of provisions included in the work plan and statutes of FG/UC.
- Compilation of lessons learned from past projects.
- Review of Government of Nepal's subsidy distribution rules and guidelines.

Consultation with Stakeholders

- Initial interaction with stakeholders such as the local community, FG/UC, local government, agricultural units under Rural Municipality/Municipality, and the agriculture office.
- Identification of their needs, knowledge, experiences, and participation in the project.

Preliminary Field Survey

- Observation of the proposed working area to assess cultivable land, cash crop cultivation, the condition of fallow land, and identification of problems in farming and crops.
- Collection of preliminary site details using GPS, measuring tape, and other necessary tools as required.
- Measurement and verification of plots.

Detailed Survey

Demarcation and Mapping

- Review the community resource map prepared to show the project area and its surroundings before visiting the site.
- Demarcation of cultivable land and fallow land areas.
- Record GPS points of the project area boundaries and prepare a GIS-based map.

Bio-physical Survey

- **Seed:** Study of seed type, variety, productivity, pests and diseases, indigenous crops, etc.
- **Soil:** Testing of pH, NPK/nutrients, structure, water-holding capacity, etc.
- **Topography:** Study of aspects, slope, landform, and geo-sensitivity.
- **Irrigation:** Analysis of water sources, flow, and associated risks.

The detailed survey of the scheme shall be carried out using the detailed technical survey form provided in **Annex 2**.

Data Analysis and Design

- Analyze the collected data to determine management needs, suitability, and feasibility.
- Prepare the technical design (e.g., layout, structural design, selection of native species).
- Design work shall be carried out according to the sample designs mentioned below.

S.N.	Type of Structure	Basic Standards and Options	Remarks
1	Green House	• Green House/structures can be designed using wood, bamboo, iron, etc. • Possible dimensions include 5 m × 12 m, 6 m × 12 m, or 6 m × 20 m, depending on the size of the land.	
2	Vermicomposting Pit	• Designs can be made using cement, vermi-bags, or wood. • Size: If the structure is made of cement, it can be constructed up to 2 m in length, 1 m in width, and 0.75 m in height.	
3	Animal Shed Improvement	• Designs can be made using wood, bamboo, iron, cement, etc. • Size: Can be constructed with a length of 20 feet, width of 12 feet, and height as required.	For Four cattle's

4	Nursery Establishment	- Houses/structures can be designed using wood, bamboo, iron, etc. - Size: 6 m length × 12 m width, 6 m length × 20 m width, or as required depending on the size of the land.	
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5.2 COST ESTIMATION

The actual cost estimate for each activity shall be determined on the following basis:

- Identify the required quantity of materials and labor for carrying out the activity.
- Prepare cost estimates based on the official rates and standards of the Rural Municipality/Municipality or the district.
- Prepare a list of necessary materials, labor, and mechanical equipment as per the standards.
- Determine the costs of transportation and management.
- The design and cost estimation of the scheme shall follow the specific format developed by the Local Adaptation to Climate Change.

While preparing the cost estimate, the following policies, rules, guidelines, and standards must be strictly followed:

- As per the standards for the implementation of agricultural sector programs.
- Home Garden Management Training Manual, LI-BIRD (2018).
- Home Garden Management Training Manual for Nutrition, Action Against Hunger (2021).
- Compilation of Climate-Friendly Agricultural Technologies and Good Practices, LI-BIRD (2020).
- Improved Compost Pit and Cattle Shed Manure Improvement Booklet, LI-BIRD (2022).

6 FINANCIAL MANAGEMENT (PROCUREMENT PROCESS), ACCOUNTING, AND ORIENTATION ON MATERIAL SPECIFICATIONS

Under the Local Adaptation to Climate Change Project, the procurement of non-local materials, inventory management, and income expenditure accounting for all programs shall be carried out by the FG/UC themselves. Therefore, the required funds for project construction will be disbursed in installments from the Natural Resource Development Fund (NRDF) into account of the FG/UC.

Accordingly, it is essential that FG/UC have adequate knowledge of processes such as construction material procurement, inventory management, and accounting. Detailed training for the FG/UC and the procurement committee on these matters shall be conducted immediately after the implementation phase agreement of the program.

This orientation provides all members of the FG/UC with general knowledge regarding financial management and accounting.

The orientation shall be organized after the completion of the detailed technical survey.

Duration: 1 day

Participants: All members of the FG/UC and Ward Chair/members and Agricultural Technician of the Concerned Ward

Facilitators: Project Officer/Field Coordinator/NRM facilitators.

Organizer: Project-implementing local government unit (LGU).

Objectives:

- To inform FG/UC members about the community procurement process.
- To provide information to FG/UC members on keeping records of construction materials, skilled and unskilled labor.
- To introduce the various accounts that the FG/UC must maintain.
- To make FG/UC 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 procedure, sample accounting and sample forms, brown paper, marker pens, etc.

Subject Matter – Second Day

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

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 Farmers Group/ User Committee • Provisions and conditions of the agreement • Installment-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	90 minutes	

• Sealed quotation • Comparative table • Public audit		
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: Plan Expenditure and Accounting Management • Cost of materials, transportation cost, and labor cost • Rural Municipality/Municipality rate list • Maximum budget limits and sources of income • Farmers Group/User group bank account, income-expenditure account, and inventory account	60 minutes	Procurement Procedure, Farmers Group/User Group Account, Maintenance, Illustrated Handbook, etc.
Closing		

7 PREPARATION, PRESENTATION, AND APPROVAL OF THE COMMUNITY ACTION PLAN

For the effective implementation of agroforestry and livelihood scheme carried out by the project, advance planning, active community participation, a systematic implementation process, continuous monitoring, and assurance of sustainability are extremely important.

For this purpose, a community action plan framework has been developed that encompasses the entire process from the initial stage of planning, through implementation, to final evaluation and sustainability planning. This approach will help advance any agroforestry and livelihood scheme in a Step-by-Step process, participatory, and sustainable manner. While preparing the community action plan, detailed cost estimates and implementation guidelines of the related agroforestry and livelihood programs must be followed.

This work should be carried out during the preparation phase training, after detailed community resource mapping and the formation/restructuring of the FG/UC.

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:

RM/M:

Total Population:

Date:

Total HHs:

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								

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2	First general meeting of farmers for 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 installment								
6	Collection, transportation, and storage of external construction materials								
7	Collection, transportation, and storage of local materials								
8	Implementation Phase Activities								
	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 installment								
	Final public audit								

Signatures of Farmer/User Committee:

8 MONITORING OF THE IMPLEMENTATION PHASE

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

Monitoring	Key Areas to be Monitored:
First <i>(At the end of the preparatory phase)</i>	Community Action Plan (CAP) Community commitment to contribute cash and kind for scheme implementation Common understanding of the project's procedures and concepts among all FG/UC members Feasibility of the scheme considering social disputes, cost, and technical complexity Formation process of the FG/UC, 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 plan costs Effectiveness of training provided by LGU, including facilitation capacity, training date, and subject matter Performance level of LGU, during the preparatory phase of project implementation
Second <i>(At the end of the implementation phase)</i>	Quality, quantity, and usage status of purchased non- local materials and collected local materials Procurement process Storage and transportation management FG/UC 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 FG/UC 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.
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9 FINAL APPROVAL OF COST AND ESTIMATE BY (PMC)

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 tasked with coordinating with the FG/UC 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 LGU, staff and 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 schemes 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 meeting.

Approval Process:

On behalf of the Rural Municipality/Municipality Executive Office PMC of the respective Rural Municipality/Municipality 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 farmers group meeting and finalized.
- The FG/UC bank account is operational.
- The scheme's community action plan has been prepared and endorsed by the general meeting.

All above-mentioned documents and records have been submitted by LGU to the Rural Municipality/Municipality Executive Office.

10 AGREEMENT BETWEEN LOCAL GOVERNMENT AND FARMERS GROUP/USER COMMITTEE

After the first monitoring, if the scheme is deemed appropriate and has been approved by the Project Management Committee, a written agreement shall be made between the farmers group in the case of livelihood programs, and between the user committee and the Rural Municipality/Municipality in the case of agriculture/forestry/drinking water/irrigation programs. The facilitation for this agreement will be carried out by the project.

A sample agreement letter for the implementation phase between the FG/UC and the Rural Municipality/Municipality its government is provided in **Annex 3** of this Step-by-Step manual.

11 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.

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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 MUS/DWS/IRR.....

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: -----, -----, -----, -----

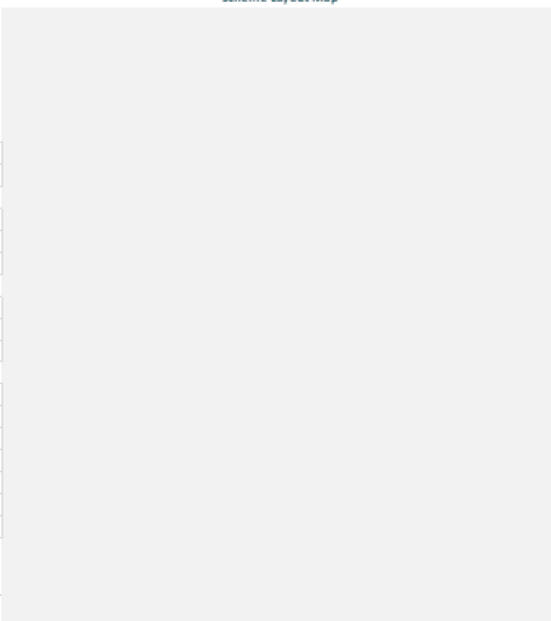
Trained Human Resources in the Scheme

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 Pattern

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 & Maintenance 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

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



12 CAPACITY BUILDING TRAINING

For the effective implementation of agroforestry and livelihood related scheme, it is essential to enhance the capacity of local stakeholders, FG/UC members, and beneficiary communities. These activities help increase technical knowledge, practical skills, and environmental awareness. Through the proposed training programs under this project, participants will be provided with comprehensive knowledge related to 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 on-site, providing direct practice and guidance. This training is delivered during implementation in the presence of the agroforestry facilitator/Field Coordinator.

For each training course, a detailed curriculum will be prepared, based on which the sessions will be conducted. This will enable participants to utilize their acquired skills and knowledge in a sustainable manner within their respective areas.

During project implementation, orientation and field-based training will be provided on the following topics:

- Agroforestry
- Home gardening
- Climate smart agriculture
- Vermicompost production
- Animal Shed Improvement

While conducting various kinds of capacity building training, farmers with the potentiality of commercial production (cultivating crops in an area over 1 Ropani) will be facilitated to prepare a simple business plan where they will be enabled to track their income and expenditure properly. Based on these business plans, farmers will decide their cultivation area, technologies and practices to be adopted, inputs to be applied and potential market they sell their products. **These aspects will be ensured during step no. 16 sustainability production plan.**

13 IMPLEMENTATION OF PROJECT ACTIVITIES

Before formulating any scheme, a cost estimate is prepared. This estimate includes all the essential components to be constructed under the scheme. Based on these components, the community prepares a community work plan before the implementation phase begins and commences activities such as construction and other related works accordingly.

Scheme implemented under the project also includes, apart from construction activities, various capacity development initiatives as well as climate change adaptation and risk reduction measures. Generally, a plan is considered fully implemented only after the following activities are completed in

a quality manner by the FG/UC with facilitation from the municipal unit implementing the project and support from the rural/municipal government and the project:

- Construction of greenhouses, vermicompost pits, animal shed improvement, and nursery establishment as per the design and cost estimate.
- Irrigation and other related activities.
- Finishing and fencing work in the structure.
- Plastering and painting work
- Capacity Development Related:
 - Following the Step-by-Step manual of the scheme.
 - Preparation and implementation of business plans.
 - Completion of refresher training sessions as planned.
 - Completion of the first public audit of the scheme.
 - Monitoring conducted in a timely manner.
 - Proper utilization or disposal of wastewater from the constructed structures and drinking water taps for home gardens or safe drainage management.
 - Proper management of runoff water around the structures.
 - Construction of retaining walls in areas prone to landslides.

14 FINAL MONITORING AND PUBLIC AUDIT IMPLEMENTATION PROCEDURE

After the completion of the construction work of the project, a **final public audit** must be conducted.

Conducting a final public audit ensures verification of the actual investment, income, quantity and quality of work, the process followed and identifies improvement measures among partners in a timely manner. In the LACC Project, public auditing is considered an important task and is carried out by the FG/UC at the end of each construction phase. The public audit is conducted through FG/UC meeting, in the presence of all FG/UC members and other relevant stakeholders.

Duration: 1 day

Timing: After the completion of the entire implementation phase

Organizer: Local Government Project Implementation Unit (LGU)

Objectives of the Final Public Audit

The main objectives of the public audit are as follows:

- To verify all scheme expenditures and activities and have them approved by the FG/UC.
- To record the challenges faced during the implementation phase and identify solutions to address them.
- To develop appropriate operational rules for the sustainable operation of the project in the post-construction phase.
- To ensure that the targeted beneficiaries have received and are utilizing the project's services and facilities.
- To create a sense of ownership towards the project through transparency.
- To assess whether the project funds have been properly utilized and whether the work is of the desired quality.

Stakeholders of the Final Public Audit

The main stakeholders of the public audit include:

- Members of the FG/UG
- Skilled and unskilled laborers (both waged and non-wage workers)
- Representatives of directly benefiting households (mandatory 50% women participation)
- Representatives from the Rural Municipality/Municipality and the executive body
- Ward Chairpersons and Ward Committee members from the concerned wards
- Heads of relevant thematic units at the Rural Municipality/Municipality level
- Representatives of civil society (if available)

Documents to be Maintained by the FG/UC

The FG/UC must maintain the following project documents:

- Decision book of the FG/UC
- Bills, receipts, and vouchers
- Design and cost estimate reports, and project agreement documents
- Inventory of materials
- Attendance sheet and payment ledger
- Visitor's logbook
- Tools for Public Audit

- Community map
- List of FG/UC
- Income and expenditure details of the project
- Other accounting documents

Participatory observation

Interviews with key farmers

Participatory discussion on the subject matter

Feedback collection

Final Public Audit Process

The public audit is conducted at the end of the implementation phase, prior to the release of the final installment to the FG/UC. The committee, in coordination with the project implementing municipal/ward unit and the Rural Municipality/Municipality PMC, is responsible for organizing the audit as per the following process:

1. The monitoring team should observe all structures and provide information regarding their completion status to the FG/UC beforehand. The team should also meet with various groups, including women, Dalits, marginalized communities, FG/UC, etc., to gather feedback on the project, the process followed during implementation, the roles and responsibilities of the FG/UC, the implementing municipal unit, the Rural Municipality/Municipality, and other stakeholders, and document their statements.
2. Organize the FG/UC with mandatory 50% women participation, ensuring proper notice about the date, time, and venue.
3. Present information on the benefits delivered by the project during the meeting.
4. Present the details of the completed activities and the financial report. The financial details must be discussed within the FG/UC before the public audit to ensure readiness for the meeting. It is essential to verify whether all expenditures align with the project's design and cost estimates.
5. Discuss the suggestions provided during the initial public audit.
6. Allow time for the FG/UC and the monitoring team to deliberate.
7. Address queries and concerns raised by the participants. The committee must prepare all necessary documents in advance to provide clarification if required. The trust between the committee and the beneficiaries directly affects the project's sustainability.
8. The monitoring team holds discussions with the community and FG/UC as required and as mentioned in the monitoring guidelines.

9. Document all discussions and decisions in the decision book of the FG/UC for final approval of the project.
10. The monitoring team presents the overall status and its recommendations during the FG/UC. After discussions, if necessary, the FG/UC approves the audit and makes the decision to request the final installment from the Rural Municipality/Municipality office.
11. Obtain signatures of all attendees on the final page (decision page).
12. The project implemented by the municipal unit prepares the final report and submits it to the Rural Municipality/Municipality office.

Since all details are included in the monitoring book, a separate report for the public audit is not required.

15 WORK COMPLETION REPORT, MEASUREMENT BOOK PREPARATION, AND FINAL PAYMENT

After the final public audit of the project is completed, the Sub-Engineer, with the support of the Technical Officer, prepares the measurement book. This measurement book is prepared with the help of computer and in it, all the structures are listed on separate sheets, with the actual quantities based on the completed work entered. Based on this, the comparison is made between the estimated quantity and cost, and the actual quantity and cost. After entering all the details, a summary table of the estimated and actual expenses is prepared, which is the work completion report.

The comparative table of estimated and actual completed work quantities and costs, as well as the summary table, is prepared by the Sub-Engineer with the support of the Technical Officer of the project implementing municipal unit. It is then checked by the Head of the Infrastructure Section or the designated technical personnel of the Rural/Municipality and submitted to the Chief Administrative Officer of the Rural/Municipality for approval. In this comparative table, the details of whether each cost heading has increased or decreased compared to the estimate, including the amount and percentage, are calculated. If no revision of the cost estimate has been made earlier, no amount more than the estimate should be paid under any heading.

After the work completion report is prepared, the payment bill of the FG/UC is prepared. In this bill, the advance amount previously received by the FG/UC is deducted, and the total amount eligible for final installment payment is calculated. This bill includes the expenses for materials purchased as per the cost estimate and agreement, labor costs, transportation expenses, and all other actual costs, including the management costs of the FG/UC, based on which the final installment payment is calculated.

Final Installment Payment to Farmers Group/User Committee

Once the necessary documents are prepared and approved, LGU of the Rural/Municipality submits the request for the final installment payment to the FG/UC to the Rural/Municipality office. The following documents are required for the final installment payment:

1. Application from the FG/UC requesting the final installment.
2. Measurement book and the final valuation sheet of the project based on the measurement book.
3. Public audit report and minutes of the project.
4. Written recommendation from the Ward Office.
5. Photocopy of the final monitoring report of the project.
6. Written recommendation from the Technical Support Consultant or the designated project representative.
7. The final installment payment to the FG/UC is made based on the actual expenses incurred; therefore, the full amount mentioned in the agreement may not be paid to the committee. The remaining amount, if any, will be utilized for other project activities within the same Rural/Municipality. Hence, the project unit and the project staff must clearly inform the farmers and the FG/UC about this provision in advance to minimize confusion and disputes related to the final installment payment.

The final installment will not be released by the Rural/Municipality until the required contribution from the farmers and the FG/UC, as well as the allocated amount from the Rural/Municipality, is fully deposited into the account of the FG/UC.

Generally, the payment amount may be deducted in the following cases:

- If any activity specified in the cost estimate report is not completed, altered, or changed without prior approval, or if there is a reduction in quality, or if materials are not purchased as per the specified standards, the payment amount to the FG/UC will be deducted.
- The final installment amount mentioned for the FG/UC will be paid only based on the actual valuation of the expenses incurred; under no circumstances will an amount higher than the stated final installment be paid.
- If the project cost is likely to increase, additional payment will only be made if the User Committee applies to the Rural/Municipality with proper justification and obtains prior approval.

During the final valuation of the project, no cost heading mentioned in the cost estimate can be valued higher than the estimate. Detailed provisions regarding this matter are mentioned in the letter of agreement signed between the FG/UC and the Rural/Municipality.

Updating the Project Information Board

- The placement of the project information board was previously mentioned in the implementation phase agreement. Once the project valuation is completed and the FG/UC receives the final installment payment, the information board must be updated based on the actual expenses and placed in a location visible to everyone.
- Immediately after the project cost estimate is approved, a temporary information board (flex board) showing only the estimated cost should be prepared and displayed in a visible location within the project area.
- After the project is completed, the actual costs based on the work completion report must be added to the board, and a permanent information board should be constructed and firmly installed in a visible location. This ensures that any stakeholder or beneficiary can easily access information about the benefiting community and the project's income and expenditures.

16 SUSTAINABLE PRODUCTION PLAN (SERVICE EXPANSION AND MARKETING)

After the Agroforestry and Livelihood scheme are completed, the Farmers' Group/beneficiary households must hold a meeting to prepare the Sustainable Production Plan. All members of the FG/UC must be called, and the plan must be prepared with the participation of all members. The plan prepared must be approved by consensus in that meeting. The scheme should include mandatory and optional sustainability activities that need to be carried out after the Agroforestry and Livelihood plans. The implementation and effectiveness of the plan will be monitored after the work is completed.

Objectives:

- To ensure that the complete Agroforestry and Livelihood schemes are used, managed, and expanded for production in the long term, and that the benefits obtained from them are continuous, inclusive, and climate smart.
- To implement and expand in a phased manner the Sustainable Production Plan is prepared for sustainable production and marketing.
- To reduce the potential risks that may arise during the implementation of the Sustainable Production Plan.

First, we will categorize the farmer based on the cultivation area and purpose of cultivation. Farmer's cultivating in home garden (area less than 1 Ropani) for nutritional purpose will be facilitated for sustainability plan separately based on emphasis on crop diversification, climate resilience and scaling up whereas farmers cultivating crops adopting climate smart technologies for sales purpose (area more than 1 Ropani) will be oriented for cultivation as per business plan, scaling up of farming area and linking up with value chain interventions of LACC Project such as collection center, Haat bazaar etc.

Steps for preparing sustainable production plan:

1. First hold a meeting with FG after all the activities of the scheme have been completed

Local Adaptation to Climate Change Project
Step by Step Manual – Agroforestry and Livelihood

2. Make sure that 75 percent of direct beneficiaries are present at the meeting, with at least 50% women and representative participation from DAG
3. Categorize farmers into two groups: Subsistence/Home Gardening farmers (growing crops in area less than 1 Ropani) and commercial farmers (growing crops in area more than 1 ropani)
4. Discuss questions mentioned in the table (next page) with both types of farmers

After raising the questions (next page) in the meeting, make sure farmers are clear on production and marketing of agricultural products that they will produce. These discussions should be noted clearly and mentioned in the groups minute along with the commitment from the farmer to contribute to sustainable production.

Farmers growing crops in area less than 1 Ropani	Farmers growing crops in area more than 1 Ropani
Are different types of crops growing on the farm? ☐ Yes ☐ No Make sure a number of crops are grown in unit land and assign someone from the group to ensure it Is there integration of components like agriculture, livestock, and forestry in the farm? ☐ Yes ☐ No There components should be well integrated, assign someone from the group to ensure it. Has the farmer prepared list of essential agricultural materials required thought the cultivation season along with potential supplier of inputs? ☐ Yes ☐ No It should be ensured that farmers are aware of required materials for cultivation and have links with input suppliers, decide on someone from the group to ensure this. Will the expected harvest be enough to feed farmers throughout the year? ☐ Yes ☐ No If the production will be insufficient to feed the farmers, make sure farmers have alternative sources for food and they have plan for expansion of the cultivation area. Note down the area to be expanded by the farmers.	Is the business plan of the commodity prepared by the farmer? ☐ Yes ☐ No A representative should be assigned to verify the business plan, making sure that farmers are aware of per unit cost of production. If any farmers are left to prepare the business plan, facilitate the process. Is the cultivation of crops/setting up of climate-smart structures/shed improvement activity fully completed by the group? ☐ Yes ☐ No Assign representative to verify this step. Has the farmer prepared list of essential agricultural materials required thought the cultivation season along with potential supplier of inputs? ☐ Yes ☐ No It should be ensured that farmers are aware of required materials for cultivation and have links with input suppliers, decide on someone from the group to ensure this. When will the production be from the supported intervention? Also mentioned expected production. Make a list of commodities produced as expected by farmers and total quantity should be noted. Has there been confirmation of potential market actor for buying produced commodity? ☐ Yes ☐ No, what are those market actors? ☐ Cooperative ☐ Wholesaler ☐ Retailer ☐ Collector ☐ By group themselves ☐ Other Assign a member to ensure that produced commodity will be marketed through LACC Project promoted cooperative or value chain actor.

17 SUSTAINABILITY MONITORING AND SUPERVISION OF THE ACTIVITIES

The activities completed under the Agroforestry and Livelihood plans must be monitored and supervised as required in the field. For this work, the presence of the Agroforestry Facilitator/Field Coordinator from the project implementing municipal unit or the Agriculture Section under the Rural/Municipality is necessary.

The monitoring process includes the following:

- **Field observation and discussion:** To understand the status of implemented activities and the progress in implementing the sustainable production plan.
- **Document review:** To ensure proper record-keeping in the documents the of FG/UC
- **Review of monitoring committee reports and records:** To collect field information and propose recommendations for monitoring.

The report must describe in detail the status and effectiveness of the activities, highlighting areas requiring further improvement. The monitoring team will specifically assess how the activities included in the Sustainable Production Plan have been implemented. To collect this information, on-site visits will be conducted using the checklist prepared by the project. Any area requiring further improvement must be clearly noted in the checklist based on the analysis of the status of the activities.

The main objectives are as follows:

Assessment of Activity Effectiveness: To evaluate whether the implemented agroforestry and livelihood activities have achieved the expected results or not. “Ensuring Sustainability: To ensure how the project activities and their benefits will be maintained over the long term, and to review the status of implementation of the sustainable production plan Identification of Areas for Improvement: To analyze the weaknesses or aspects requiring further improvement in the implementation of the sustainable production plan, and to provide lessons learned and necessary recommendations for the future. Accountability of Proper Resource Use: To check whether the received methods and climate smart agricultural technologies have been used appropriately and effectively. “Accountability: To instill a sense of responsibility in the FG/UC regarding the use of methods and climate smart agricultural technologies.”.

Review of Sustainable Production Plan: Provide necessary recommendations to make future plans and programs more effective based on the information obtained from monitoring.

Note: During Sustainability Monitoring and Supervision of the Activities the table mentioned at Sustainable Production Plan (Service Expansion and Marketing) will be monitored and followed up.

ANNEX 1: FEASIBILITY STUDY FORM

Details of Infrastructures

- ☐ Green House
☐ Vermicomposting Pit
☐ Animal Shed Improvement
☐ Nursery Establishment

Subjects of the Feasibility Study

1	• Technical Aspects
2	Social Aspects
3	Business and Management Aspects
4	Environment Aspects
5	Financial Aspects

Feasibility Study Form for Agroforestry and Livelihood Infrastructures

Details of Beneficiary Households					
Ethnic Details	Number of Households	Female	Male	Others	Pers ons with Disa biliti es
BCTS					
Dalit					
Janjati					
Others					
Total					
Name of the Informant					
1: Technical Aspects					
Nature of the Project: ☐ New ☐ Upgrade/Expansion					
If the project is an upgrade/expansion, specify the number of households and the technology.					

Physical Structure		
Proposed Activities	Place	GPS:
Green House		
Vermicompost Pit		
Animal Shed Improvement		
Nursery Establishment		
Others		
2. Availability of Resources and Materials at the Local Level		
Required Resources and Materials	Availability (Yes/No)	Remarks
1. Gravel		
2. Sand		
3. Stone		
4. Bamboo		
5. Market-purchased Materials		
6. Wood for Green House		
3: Community Aspects		
Type of Land for Proposed Structure Construction If private, the Land Plot Number	☐ Personal ☐ Lease	
Is there any dispute or conflict in the community that could affect the proposed project? If yes, please specify by when the dispute can be resolved.	☐ Yes ☐ No	
Participation and Support of the Local Community and Stakeholders (e.g., community approval, employment opportunities, the role of the community)	☐ Yes ☐ No	
Has the project been selected through the Rural/Municipality planning process?	☐ Yes ☐ No	

Was there community participation during the preparation of the community level plan?	☐ Yes ☐ No		
Legal and Policy Aspects to Consider for Project Implementation	1. 2. 3.		
4: Business And Management Aspects			
Is there a possibility to expand the production area/collection quantity of the produced item? If yes, specify the area to be expanded (hectares), and the collection tons.	☐ yes ☐ No		
Does the FG/UC have a business plan for the product they intend to produce?	☐ Yes ☐ No		
Is there road and transportation access to deliver the production? If not, provide details about plans for expansion.	☐ Yes ☐ No		
Are there availability of facilities for production, processing, and storage?	☐ Yes ☐ No		
Is there Minimum Required Technical Skills/Knowledge with the FG/UC to Implement the Project?	☐ Yes ☐ No		
On-site Condition of the Proposed Project:	Availa ble	Not Availa ble	Remar ks
Availability of water for irrigation	☐	☐	
Availability of Land	☐	☐	
Availability of Local varieties of Seed	☐	☐	
Availability of Fertilizers Required for Production	☐	☐	
Availability of Required saplings in the field	☐	☐	
Availability of Animal Shed Improvement	☐	☐	
Road Access:	☐	☐	
Other Required Facilities:	☐	☐	

5 Environmental Aspects	
Is the project appropriate in terms of the plan and environmental considerations? If not, state the reasons.	☐ Yes ☐ No 1. 2. 3.
What could be the main risk areas, and what mitigation measures can be adopted?	1. 2. 3. 4.
5. Financial Aspects	
Approximate Cost of the Project	NPR
Project Budget	NPR
Grant	NPR
Labor Contribution	NPR
Are the beneficiary households ready to contribute labor according to the project's procedures? If not, state the reasons why.	☐ Yes ☐ No 1. 2. 3.

Marketability Feasibility Study

Who are the main buyers of the produced commodities?	☐ collector ☐ user ☐ wholesaler ☐ Retailer ☐ others
Is there any purchase agreement with the buyer?	☐ Yes ☐ No
Which markets will consume the produced commodities?	

Step by Step Manual – Agroforestry and Livelihood
Local Adaptation to Climate Change Project

Is there a possibility for the farmer/user committee to expand the market for their products?	☐ Yes ☐ No
How will the produced materials be transported to the market or cooperative	☐ Vehicle ☐ Producer self ☐ Mule/donkey ☐ Other
Is there any collection center or market infrastructure nearby?	☐ Yes KM ☐ No
Are communication facilities (mobile/internet) available?	☐ Yes ☐ No
Does the income from agricultural production cover regular household expenses?	☐ Yes ☐ No
If the farmer/user committee's production increases, will market access improve?	☐ Yes ☐ No

Preliminary Map of the Project

ANNEX 2: DETAILED TECHNICAL SURVEY FORM

Survey Date:					
Details of Beneficiary Households					
Ethnic Detail	Total Household	Female	Male	Others	Persons with disability
BCTS					
Dalit					
Janajati					
Others					
Total					
Name of the informant					
Land Details					
Type of Land for Proposed Structure Construction			☐ Private ☐ Lease		
What is the condition of the land for the proposed structure? Is it already leveled or not?			☐ Already leveled land ☐ Land that needs excavation/ leveling		
Physical Structure					
Type of structure	Construction Location	GPS (If the construction site has changed)	Land Measurement (meters)		
			Length	Width	
Vermicompost Pit					
Animal Shed Improvement					
Nursery Establishment					
Others					
Green House Construction					

Availability of resources and materials at the local level		
Required resources and materials	Place of Availability	Distance (K.M)
1. Gravel		
2. Sand		
3. Stone		
4. Bamboo		
5. Materials from Market		
6.		
7.		
8.		
9.		
10.		
Other Technical Aspects		
Is there any community or political dispute related to the project? If yes, specify.		☐ Yes ☐ No 1. 2. 3.

Beneficiary of households and population

Name of scheme:

Rural Municipality/Municipality:

Ward No:

S. N	Name	Ward No	Population				Persons with Disabilities	Green House Number	Length	Breadth	Land availability (in ropani)	Remarks
			Female	Male	Others	Total						
1												
2												
3												
4												
5												
6												
7												

ANNEX 3: IMPLEMENTATION PHASE AGREEMENT SAMPLE

..... Municipality/Rural Municipality

Office of Municipality/Rural Municipality Executive

..... Province

Local Adaptation to Climate Change Project

Agro-Forestry and Livelihood Scheme Activities

Implementation Phase Agreement Paper

Between.....Municipality/Rural Municipality

.....FG/UC

Fiscal Year...../.....

☐ Climate Smart Home Garden

☐ Climate Smart Irrigation Technologies

☐ Climate smart Green House

☐ Agroforestry and Fruits Farming

☐ Animal Shed Improvement

☐ Other Technologies and

Activities.....

Name of Scheme:

Scheme Location:.....Municipality/Rural Municipality &Ward

No:.....

Beneficiaries Households.....Population.....

Duration of the Agreement :From.....To.....

Agreement Signed Date:.....

Salient Features of the Scheme

Name of Scheme:			
Scheme Code:		Scheme Type	√ New √ Rehab
Scheme Implementation Location:			

Beneficiaries:

Number of beneficiaries	Households	Female	Male	Total population
BCTS				
Dalit				
Janajati				
Others				
Total				

FG/UC Composition:

Details	BCTS		Dalits		Janajati		Other		Total	
	Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Key Position										
Members										
Total										

Proposed Structures:

Structure	Unit	Quantity	Remarks

Contribution Pattern:

Source of Funding	Amount in NPR	Percentage (%)
A. Government of Nepal		
B. Government of Finland/EU		
C. RM/M		
Natural Resource Development Fund-NRDF (A+B+C)		
D. Users' Cash Contribution		
E. Users' Kind Contribution		
F. Grand Total (A+B+C+D+E)		
Others:		

Proposed Instalment to FG/ UC from Rural Municipality/ Municipality

Instalment	Amount (NPR)	Condition for instalment release
First (60%)		After signing implementation agreement and external material procurement process initiation started by group
Third/Final (Maximum 40%)		After fully completion of scheme work, Final Evaluation and MB, Public audit and recommendation from Monitoring team
Total (100%)		

Signature of contracting Parties:

.....

On behalf of Farmer group/UC

Chairperson

Date:

Stamp

.....

On behalf of Rural Municipality/ Municipality

Chief Administrative Officer

Date:

Stamp

..... Rural Municipality/ Municipality
Office of Municipality/ Rural Municipality Executive
..... District. Province
IMPLEMENTATION PHASE AGREEMENT

Name of the scheme:

This Agreement is made on the day of the month of, 2082, between RM/M/Local Adaptation to Climate Change(LACC Project) (here in after referred to as the “RM/M”), and Shree Farmers’ Group (here in after referred to as the “Group”).The agreement has been made to implement the scheme in Ward No. of settlement under RM/M, benefiting households. This Agreement shall come into effect from the date it is signed by both parties.

1.Background:

This agreement is carried out based on the decision made by the Project Management Committee (PMC) as per the project approved annual work plan for FY 20..../20....

2.Contracting Parties:

For the implementation of the scheme, aimed at income generation through climate-smart agricultural systems, this agreement has been made between LG and Farmers’ Group, subject to compliance with the terms and conditions mentioned herein.

3.Duration:

According to this agreement, the scheme for income generation shall be implemented and completed within months. In special circumstances, the duration of this agreement may be extended or reduced with the written consent of both parties. Unless otherwise mutually agreed as stated above, the duration of this project shall be as follows:

Starting date:	
Completion date:	

4.Budget Arrangement:

The total estimated cost of this project is NPR Out of this, 60 percent (i.e., NPR) shall be invested from the LG Natural Resource Development Fund (NRDF), and the remaining 40 percent (i.e., NPR) shall be borne by the beneficiaries/users committee through kind contribution and/or cash.

5.Implementation Arrangements:

- 5.1 The funds received under this agreement shall be spent only for the purpose of the project.
- 5.2 The Group shall open an account in its name at any bank approved by Nepal Rastra Bank, and shall provide the full account details to the Accounts Section of the concerned LG to deposit the approved installment amount.
- 5.3 The Group shall ensure that the funds received are not misused, misappropriated, compensated or distributed in any manner.
- 5.4 Financial transactions of the project shall be maintained in accordance with the standards of the “Double Entry Accounting System”, and the necessary documents and evidence shall be attached for verification.
- 5.5 The Group shall be responsible for the proper mobilization of the funds received under the agreement. If it is found that the funds are used fully or partially for purposes other than those specified in the project, the concerned RM/M/Climate Change Local Adaptation Project shall recover the amount as government dues.
- 5.6 Financial transactions, including procurement, payment, monitoring and management procedures, shall be carried out in accordance with the provisions of this agreement, the Project Implementation Manual or other relevant project documents. Any changes shall only be valid with the written consent of both parties.
- 5.7 The Group shall be responsible for the safekeeping of all materials purchased under the project and for preventing any damage or misuse.

6.Role, responsibilities and duties of Farmers Group/User committee:

- 6.1 Prepare a Community Action Plan (CAP) for the project and make efforts to complete activities accordingly.
- 6.2 The FG/UC shall bear full responsibility for the procurement, transportation, and storage of external construction materials of the specified quality within the timeframe mentioned in the community action plan; collection and transportation of local construction materials; maintaining inventory records of materials and tools; and keeping proper accounts of all income and expenditure.
- 6.3 External materials shall be procured in accordance with the procedure stated in the Local Adaptation to Climate Change Project approved “External Materials Procurement Procedure 2082,” by adopting the method of competitive sealed quotations from distributors/producers/authorized vendors registered under Value Added Tax (VAT). Before transporting the materials, the FG/UC shall ensure their quality with the assistance of a technician. All financial transactions should be publicly audited. (In the external construction materials procurement process, the amount paid by suppliers while purchasing the quotation form shall be the property of the RM/M.) Apply the provisions of the prevailing government rules and regulations during project implementation.
- 6.4 Follow the instructions given by the Municipality/Project staff.

- 6.5 Prepare progress reports of the project along with expenditure details for the period and present them in a public hearing to inform all stakeholders.
- 6.6 Complete the project within the stipulated time after the signing of the Agreement.
- 6.7 To ensure project sustainability, the Group shall prepare and implement an annual work plan, production plan, and market plan (business plan) each year, and provide progress reports to the concerned Municipality.
- 6.8 If there is a strong and capable cooperative institution established within the concerned Municipality, the Group shall encourage all project members to become affiliated with the cooperative and receive necessary services through it.
- 6.9 The Group shall develop and implement necessary procedures to operate the project sustainably and generate continuous income. Special emphasis shall be given to the management of maintenance, seeds, fertilizers, irrigation, necessary tools, training, and marketing.

7.Roles and Responsibilities of the RM/M/Ward Office

- Provide the amount specified in this agreement with the FG/UC in installments from the NRDF.
- Regularly supervise and monitor the working approach, performance level, construction materials, and quality of works carried out by the FG/UC.
- Monitor according to the Step-by-Step work schedule of the PIG so that payments can be made to the FG/UC on time.
- Ensure the professional competence and discipline of staff deployed in the field.
- Extend the deadline in case of delays in construction works for valid reasons; however, no additional cost will be provided for such extensions.
- Provide full support to the FG/UC in mobilizing local resources and obtaining necessary permissions and approvals from the RM/M.
- If the funds to be invested by the LG as mentioned in this agreement are not released from the Government of Nepal and the Government of Finland, the required amount will be provided from the internal funds of the LG for the FG/UC, with arrangements made for reimbursement afterwards.
- If the performance of the municipal unit staff implementing the project or the FG/UC is found to be unsatisfactory, the amount to be released from the NRDF will be withheld or reduced.
- Participate in the supervision and monitoring of the works carried out by the FG/UC.
- If the performance of the FG/UC is found to be unsatisfactory, the amount to be released from NRDF will be withheld or reduced.
- Provide suggestions and directives to the staff and the FG/UC to correct shortcomings and weaknesses observed in project implementation.

8.The roles and responsibilities of the project and the staff of the LG will be as follows:

- Organize training, workshops, meetings in the project area according to the Step-by-Step manual and the community action plan.

- Assist the FG/UC in identifying the quality of construction materials during procurement and ensure that the activities, structures, and locally used construction materials meet the prescribed standards.
- Support the FG/UC in managing storage, maintaining records, keeping proper accounts of income and expenses, and conducting public audits within the stipulated time.
- Ensure that the decisions at all meetings and assemblies are properly documented.
- Provide all kinds of technical assistance to the FG/UC regarding the project's technical aspects.
- Prepare the project measurement book.
- Participate in the monitoring of the project area.
- Provide necessary support in community mobilization and income-generating activities.
- Submit monthly reports to the rural municipality/municipality.
- The following individuals will be mobilized to ensure that the project is completed within the stipulated time, in a quality and transparent manner:

9. Budget release:

The LG through NRDF shall provide the funds under this Agreement in two installments to carry out the activities mentioned.

Instalment	Amount (NPR)	Condition for instalment release
First (60%)		After signing implementation agreement and external material procurement process initiation started by group
Third/Final (Maximum 40%)		After fully completion of scheme work, Final Evaluation and MB, Public audit and recommendation from Monitoring team
Total (100%)		

When requesting the first installment, the group shall convene a mass meeting with at least 75% of households participating, including at least 50% women, to prepare and approve the Community Action Plan (CAP). A copy of meeting minute along with other necessary documents shall be submitted. When requesting the second or final installment, the group shall present the work evaluation in the presence of the municipality monitoring team, the users committee, and other committees. This shall include the progress report, accounts of the funds received from the first installment, and other expenditures. The final measurement and income & expenditure report, approved by the mass meeting, along with the completion report, other necessary documents, and supporting evidence such as photos, should be submitted.

10. Termination of the agreement and fund recovery:

This Agreement shall be considered terminated under the following circumstances, and if required, the released amount shall be recovered:

- If the group violates the terms of the agreement and fails to take appropriate corrective action within 15 days of being notified by the RM/M, or if no solution is found, this agreement shall be terminated.
- If the project is discredited due to extremely improper conduct of any of the parties involved in the agreement, the agreement shall be terminated.
- If the agreement is terminated due to the failure to fulfill the obligations mentioned herein, the group shall deposit all funds received for project implementation into the relevant office account within seven working days of being notified by the RM/M.
- If the group fails to return the funds within the stipulated timeframe, the LG shall initiate the necessary legal procedures for fund recovery in accordance with existing laws.

11. Signature

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:

Fore Father's Name:

Citizenship No:

Stamp of UC

On behalf of the RM:

Signature:

Name:

Position: CAO

Date:

Stamp of RM:

Witnessed by:

Ward Committee

Signature:

Name:

Position: Ward Chairperson

Date:

LACC Project

Signature:

Name:

Position: TAA/NRM /TO

Date:

Annexes:

a) Community Action Plan

b) Approved Design and Estimate of the Scheme