Co-funded by the European Union

SUOMI FINLAND

LOCAL ADAPTATION TO CLIMATE CHANGE
LACC PROJECT

STEP-BY-STEP SCHEME MONITORING BOOK

WATER SUPPLY/IRRIGATION/MUS

Scheme code: .....

Name of Scheme: .....

☐ **New** ☐ **Rehab**

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

Local Government: ..... **Wards:** .....

Benefitted Settlement/Toles: .....

Fiscal Year: ....

For WSS

(Tick the Type ☐ Gravity ☐ Solar lift ☐ Electric lift ☐)

For Irrigation

(Tick the Type ☐ Conventional ☐ Lift Irrigation ☐ MIT)

For MUS

(Tick the combination ☐ WSS ☐ CI ☐ MIT ☐ IWM ☐)

Cowater International

FOREWORD TO UPDATED APRIL 2025 VERSION

Provisions stipulated in the Project Implementation Manual (PIM), Step-by-Step Manual and other guidance of sectoral manuals must be followed while conducting scheme monitoring under LACCP. This Scheme Monitoring Book includes the monitoring formats for each monitoring visit as per the Step-By-Step approach. Thus, these formats need to be seen together with the Step-By-Step Manual that describes in further detail each step and event. This book is supported by the overall technical and planning guidelines as they relate to community-managed water supply, irrigation and MUS schemes.

The guiding principle is that certain activities, including training and plans, must be done before proceeding to the next phase. A monitoring visit is needed for the schemes to move from Planning Phase to Implementation Phase to Post-Construction Phase; the funds for each installment should not be released unless recommended by the relevant monitoring team **based on their field visit and as recorded in this book**. Since the monitoring findings are key basis for the annual performance evaluation of Local Government's project implementation unit staffs, monitoring team should discuss with UC members about performance of the LG project implementation unit staff staffs.

The scheme monitoring is always participatory. Key recommendations and items to follow up are recorded also to the Users Committee (UC) minutes/registers, and the recommendations made during the previous monitoring visits should always be followed up during the next monitoring visit.

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

- guide the UC from planning to implementation and towards sustainable future.
- ensure that the scheme is technically high quality and financially sustainable & transparent.
- capacitate UC to be sustainable, inclusive and accountable operation also in the future.
- ensure that the human rights-based approach, gender equality disability and social inclusion (GEDSI), and the principles of good governance are truly mainstreamed across all aspects of a scheme from reaching the unreached to making sure that there is a balanced.
- representation of both women and men and the all the beneficiary households in UC, the necessary planning and monitoring meetings, trainings and public audits.
- guide all the scheme-related LG project implementation unit staffs and other close stakeholders at the LG and project-levels through the planning and implementation, highlighting any aspects that may need more attention (technical/social/financial/environmental/disaster).
- contribute to further work planning in the LACCP especially as it relates to water resources, agriculture, climate change and disaster risk management capacity building and implementation packages, dragging LG investment for resilient and sustainability strategies in ensuring that this specific scheme is truly completed; and

Considering the lessons learned with this Scheme monitoring Book from the past working projects (like RVWRMP, RWSSP-WN), further revisions are made to introduce this practice as something replicable in

any water, irrigation and Multiple Use System (MUS) scheme thriving towards sustainable and inclusive community-managed service delivery with climate resilient and disaster risk management.

The following process should be followed while collecting monitoring information:

- Discussion with UC (in presence and absence of LG project implementation unit staff)
- Discussion with beneficiaries in mass meeting.
- Quality test of materials and structures through observation and record in the scheme level logs.
- Store verification and assurance of quality of local and external materials.
- Verification of accounts, meeting minutes, bills and vouchers and get clarification from UC and LG project implementation staff as per need.
- Testing effectiveness of delivered training though interaction with training participants.
- Assess performance level of LG project implementation unit staff through discussion with UC members.
- Written feedback to UC and LG project implementation unit staff in their visitor's/monitoring book.

Structure of Monitoring Committee:

- ✓ Chairperson LG Vice Chairperson/Deputy Mayor (who is also monitoring chair of LG)
- ✓ Vice-Chair Respective Ward chairperson
- ✓ Member LG Infrastructure section chief or representative
- ✓ Member LACCP Technical Adviser or NRM Expert or representative
- ✓ Member LG's respective section chief or representative (as per need)
- ✓ Member- Secretary: LG Project focal Person

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

The following annexes should be updated on each visit:

- ✓ Annex 1 – Financial information (income and expenditure)
- ✓ Annex 2- Scheme level major issue log record update (Technical, Social, Environmental issues and rectification that recorded during that period)
- ✓ Annex 3 – Information about capacity building activities
- ✓ A team should have the following documents, and they should be properly studied before going to the field.

First Monitoring • Preparatory phase report • Draft Design estimate of scheme • SBS Activities list	Second Monitoring • Approved Design and Cost report • Community Action Plan • Progress report/Implementation phase agreement UC-LG • Scheme issue and rectification log record • All community procurement related documents
Third Monitoring • Approved Design report • Community Action Plan • Progress report • Scheme issue and rectification log record • Implementation phase agreement UC-LG	Fourth Monitoring (not included in this book) • Scheme completion report • PoCo agreement • Implementation phase completion report

Description of Scheme

MIS Verify

BENEFICIARIES DESCRIPTION

First Monitoring													
HHS				Population									
BCTS	Dalit	Janjati	Others	BCTS		Dalit		Janjati		Others			
				F	M	F	M	F	M	F	M		
				Total Female			Total Male						
PWD HH				PWD Female			PWD Male						
Third Monitoring													
HHS				Population									
BCTS	Dalit	Janjati	Others	BCTS		Dalit		Janjati		Other			
				F	M	F	M	F	M	F	M		
				Total Female			Total Male						
PWD HH				PWD Female			PWD Male						

First Monitoring		**Third Monitoring**	
Irrigation land (as per design) – in Ropani		Actual Irrigation land – in Ropani	

Joint Beneficiaries (MUS)

First Monitoring													
HHS				Population									
BCTS	Dalit	Janjati	Others	BCTS		Dalit		Janjati		Others			
				F	M	F	M	F	M	F	M		
				Total Female			Total Male						
PWD HH				PWD Female			PWD Male						
Third Monitoring													
HHS				Population									
BCTS	Dalit	Janjati	Others	BCTS		Dalit		Janjati		Others			
				F	M	F	M	F	M	F	M		
				Total Female			Total Male						
PWD HH				PWD Female			PWD Male						

TECHNICAL INFORMATION

MIS Verify

A. Drinking Water Supply Scheme

Structures	Unit	First Monitoring (As per D&E)	Second Monitoring		Third Monitoring		Construction Quality of Completed		
			Ongoing	Completed	Ongoing	Completed	Good	Ave	Poor
Monitoring Date									
Intake	no								
CC	no								
Intake/roughing filter	no								
IC	no								
W/O Chamber	no								
AV Chamber	no								
DC	no								
RVT	no								
BPC	no								
VC	no								
Crossing	no								
FRC	no								
Taps	no								
Private	no								
Public	no								
Institutional	no								
Pipeline									
Transmission	m								
Distribution	m								
Households Line	m								
Animal Trough	no								
Institutional toilet	no								
RWH Tank	no								
Solar component	no								
No of Panel	No								
No. pump	No								
Capacity of Pump	HP								
Cable Length	m								
Capacity of Transformer	KW								
Wire mesh fencing	no								
Others (Specify)									

A. Drinking Water Supply Scheme

Structures	Unit	First Monitoring (As per D&E)	Second Monitoring		Third Monitoring		Construction Quality of Completed		
			Ongoing	Completed	Ongoing	Completed	Good	Ave	Poor

B. Micro-Irrigation

Structures	Unit	First Monitoring (As per D&E)	Second Monitoring		Third Monitoring		Construction Quality		
			Ongoing	Completed	Ongoing	Completed	Good	Satisfactory	Poor
Monitoring Date									
Intake	no								
Soil cement tank	no								
Other pond	no								
Pipeline (m)	no								
Irrigation outlet	no								
Sprinkler	no								
Masonry Tank	no								
RCC Tank	no								
Irrigation land	Ro								

C. Surface Irrigation (Conventional)

Structures	Unit	First Monitoring (As per D&E)	Second Monitoring		Third Monitoring		Construction Quality		
			Ongoing	Completed	Ongoing	Completed	Good	Satisfactory	Poor
Monitoring Date									
Intake	no								
Gravel Trap	No								
Sedimentation tank	No								
Spill way	No								
Main Pipe	No								
Branch Pipe	No								
Trap Box	No								
Main canal	No								
Branch canal	No								
Off-takes	No								
Aqua duct	No								
Super passes	No								
Level Crossing	No								
Pond	No								
Irrigation land	Ha								

D. Improved Water Mill

Type	Long shaft				Short shaft				
Intake									
Gravel Trap									
Canal									
Fore bay									
Pipe Support									
Turbine									
Powerhouse									
Tail Race Canal									
Benefitted Households									

E. Spring Shed Conservation Activity

Point Source Improvement

Structures	Unit	First Monitoring (As per D&E)	Second Monitoring		Third Monitoring		Construction Quality		
			Ongoing	Completed	Ongoing	Completed	Good	Satisfactory	Poor
Intake									
RVT									
Tap									
Pipeline									
Source Protection Activity									
Intake									
Source and Environmental protection work									
Recharge Pit									
Plantation									
Recharge Pond									
Recharge Trench									
Check Dams									
Puja place									
Gabion									
Other Bioengineering/NBS									
Disaster Risk Management Activity									
Gabion									
Plantation									
Check Dams									
Retaining Structure									
Embankments,									
Turfing									
Stone pitching									
slope stabilization									
Other Bioengineering/NBS									

COMPOSITION OF USERS COMMITTEE (UC)

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

MIS Verify

Designation	Gender	Name	Ethnic Community				Remarks (If any change)
	F/M		BCTS	Dalit	Janajati	Others	
Chairperson*							
Vice-Chairperson*							
Secretary*							
Joint Secretary*							
Treasurer*							
Member							
Member							
Member							
Member							
Member							
Member							
Member							
Member							
Total							

FIRST MONITORING

Visit at the end of Preparatory Phase

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

- Monthly report on LG project implementation unit staff
- Draft Design Report and Feasibility Study Report
- Community Map, layout and Community Action Plan (CAP)

Update also: Cover Pages, Annex 1 Financial and Annex 2 Training

FEASIBILITY STUDY DATA

Add the HH and beneficiary details in the cover sheet for both as in the Feasibility Study and as cross-checked during this visit

Cross-check the following from the Feasibility Study by discussing with the proposed beneficiaries (SBS)

1. HH data correct (update to Cover pages) 0 Yes 0No
2. Was mass meeting carried out to discuss the required contribution and working modality? ☐ **Yes** ☐ **No**
3. Was water source measured? ☐ **Yes** ☐ **No**
4. Was altitude of critical location points taken – tick for "yes**"** ☐ **Intake** ☐ **IC** ☐ **DC** ☐ **RVT**
5. Was water quality at the source tested during the feasibility study? ☐ **Yes** ☐ **No**

If yes, the water quality is acceptable (P/A shows Absence of coliforms) ☐ **Yes** ☐ **No**

In the case of Solar scheme, are they ready to collect the water tariff considering for maintenance/spare parts for lift scheme? Has it discussed with user? ☐ **Yes** ☐ **No**

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

☐ **Good** ☐ **Satisfactory** ☐ **Poor**

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

COMMUNITY MAP, LAYOUT AND COMMUNITY ACTION PLAN (CAP)

6. Is the community map prepared? **(SBS)** ☐ **Yes** ☐ **No**
7. Does the community map include all necessary information? *(Boundaries, Household location/population, road, trails, water sources, forest area, barren area, wet land, conservation area, toilets, CBOs, local material available place etc.)?*

   ☐ **Yes** ☐ **No**

8. Is all information of Environmental, disaster risk vulnerable area mentioned as per detail surveying and design? (Landslide, debris flow/rock fall area, flooding, waste disposal place, Potential Road alignment, Heavy, water safety and environmental impact for future construction).

   ☐ **Yes** ☐ **No**

9. *Is there anything missing to include? (observe social/ community map/ disaster risk mapping & climate change vulnerability assessment)* ☐ **Yes** ☐ **No**

10. Is the layout plan of the scheme along with the spring shed prepared? ☐ **Yes** ☐ **No**
11. Was the scheme layout discussed and approved by the mass meeting? *Including the proposed spring shed conservation activities that were purposed in the design & estimates.* **(SBS)**

    ☐ **Yes** ☐ **No**

    Is anything missing to include for improvement? ☐ **Yes** ☐ **No**

If yes, mention

12. Were the location of the tap stands decided after the discussion with the female from beneficiary HHs? ☐ **Yes** ☐ **No**
13. Are all the major structures shown on layout maps? **(SBS)** ☐ **Yes** ☐ **No**
14. Are all potential users included in the scheme (layout map)? **(SBS)** ☐ **Yes** ☐ **No**
15. Are any HHs left out of the scheme due to the inability to invest in the scheme? ☐ **Yes** ☐ **No**

    If exists, who is left out? How many HHs of which village/cluster/s and why? What plans are there to include them?

16. Has scheme beneficiary included the HHs who are unable to invest on the scheme because they are elderly HHs, widow, disabled or other disadvantage? ☐ **Yes** ☐ **No** (even if there are these kind of households) ☐ **No** (there are no such households)

If yes, has it been discussed with LG and ward representative for waiver to them with support from LG? Mention the status.

17. Was there any conflict among users regarding the layout of the scheme? ☐ **Yes** ☐ **No**

    If yes, ☐ Water source ☐ Land for construct site ☐ Land for Pipeline/canal ☐ Wastewater Disposal

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

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

19. Has the CAP been prepared and ready? (Check CAP; may be discussed & prepared during this monitoring visit) **(SBS)** ☐ **Yes** ☐ **No**
20. Has cultural and seasonal calendar related time duration addressed in the Plan? ☐ **Yes** ☐ **No**
21. Has the CAP been endorsed by the user's mass meeting? **(SBS)** ☐ **Yes** ☐ **No**

    Comment of Monitoring Team regarding CAP:

22. Is there any livelihood/MUS Business/Community Forest operation plan with community? ☐ **Yes** ☐ **No**

    If yes, please mention

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

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

USERS COMMITTEE (TO BE DISCUSSED WITH UC MEMBERS ONLY)

24. Has UC been formed as per PIM (Project Implementation Manual)? **(SBS)** ☐ **Yes** ☐ **No**

If yes, please update the UC structure in Table no COMPOSITION OF USERS COMMITTEE (UC).

If not, Describe the difference and suggest for necessary correction.

MIS Verify

25. Was UC formed by the joint mass meeting by both male and female? **(SBS)** ☐ **Yes** ☐ **No**
26. Was the selection of female UC members done after the separate meetings among females? ☐ **Yes** ☐ **No**
27. How many females participated on such meeting?
28. Is the participation representative of all beneficiary community ethnic/caste-wise?
    ☐ **Yes** ☐ **No**
29. Is the UC composition representative of all the beneficiary clusters of schemes?
    ☐ **Yes** ☐ **No**

If not, who is not represented and why?

30. Who was present from LG, LG project implementation unit staff, and other agencies during UC formation?

Mr./Ms.	Name	Organization	Designation

31. Is there any GoN/LG employees or elected people selected in UC? (should not be) ☐ **Yes** ☐ **No**
32. Are there any members of the User Committee represent from committee of CFUG, AG, Cooperative organization of the scheme area? ☐ **Yes** ☐ **No**

    If yes, Mention the number of members

33. List out the Community Organization

S. N	Name of the Organization (CFUG,AG,MG,COOP,CBO)

34. Is UC registered in LG? **(SBS)** ☐ **Yes** ☐ **No**

If Yes, Registration no ☐

If not, has UC registration process been started? **(SBS)** ☐ **Yes** ☐ **No**

Has the UC prepared a statute (needed for the registration) **(SBS)** ☐ **Yes** ☐ **No**

35. How many UC meetings have been organized so far? ☐
36. Average number of UC members in UC meetings: ☐

37. How actively female, PWD, DAG and minority ethnic community has participated in UC meetings? (Check the participation and engagement of such groups)

☐ **Actively** ☐ **Moderately** ☐ **Passively**

38. Participation of LG Project Implementation Unit Staffs in UC meetings ☐ **Regular** ☐ **Sporadic** ☐ **Never**

(Check UC minutes, check UC numbers and representatives)

39. If no UC minutes are available, give the reason

☐

40. Have all the necessary UC training been done? **(As per SBS)** ☐ **Yes** ☐ **No**

MIS Update

Update to **Annex 2** the training information.

Cross-check the information given by UC members with the training reports submitted by LG project implementation unit staff. If any training remains to be done, specify below with the proposed date for the training:

☐

41. Has UC been kept/maintained the meeting minute properly? ☐ **Yes** ☐ **No**

Areas of improvement and follow up in UC management practices

☐

42. People with Disability Details

PWD	Forms of Disability	F	M	Ethnicity				Remarks
				BCTS	Dalit	Janajati	Other	
	1 Physical							
	2 Vision							
	3 Hearing							
	4. Intellectual							
	5 Multiple							
	Other……							

43. Are the VMWs/Operators and other mason selected/identified? ☐ **Yes** ☐ **No**

If not selected, when it will be selected: ……

Mr./Ms.	Full Name	Ethnic community	Education	Age	Mobile no
	1				
	2				
	3				
	4				

FINANCIAL: BUDGET, CONTRIBUTIONS, ACCOUNTS AND TRANSPARENCY

44. Has the UC has opened UC's Bank account? ☐**Yes** ☐**No**

If not, discuss the reasons why not and give the date when this will be done

Name of Bank	:			
Address	:			
Account number	:		Type	☐ Current ☐ Saving
Name of affiliated cooperative and address (if any)	:			

Number of coops owned by UC	:	

Name and designation of bank account holders disaggregated by female and male:

Ms./Mr.	Name	Designation

45. How many HHs are ready to contribute cash, kind and material support for this scheme?
46. % of beneficiary households who are ready to contribute cash and kind as proposed

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

47. Has LG committed to contribute to the scheme? Verify the LG commitment letter or PMC minutes.
☐ **Yes** ☐ **No**

Different stakeholders cost contribution share of scheme (NPR)

Users cash	Users' kind	LG Contribution	NRDF cash (GOF & GON contributions through NRDF)	Other cash and kind

48. Has UC endorsed the cost estimation of scheme in mass meetings? ☐ **Yes** ☐ **No**

If yes when? If not, why?

49. Per capita cost *including* user's kind (NPR/capita)
50. Was Public audit done on mass meeting? ☐ **Yes** ☐ **No**

If not done, reason and tentative next date:

Date of public audit	Participation								Grand Total
	BCTS		Dalit		Janjati		Other		
	F	M	F	M	F	M	F	M	

TECHNICAL: DESIGN AND COST ESTIMATION OF SCHEME

51. Has design and cost estimate been prepared? **(SBS)** ☐ **Yes** ☐ **No**

52. When was the survey conducted ?

Month	Year

53. Which equipment was used during the survey?

☐ *Theodolite* ☐ *Auto Level* ☐ *Abney Level* ☐ *D-GPS* ☐ *Tape* ☐ *Others*

54. Number of users participated in survey

Female		Male	

55. Any differences in layout during the survey compared to the design & estimate prepared? ☐ **Yes** ☐ **No**

If yes, what and why?

56. Are the proposed structures and layout of pipeline most suitable? ☐ **Yes** ☐ **No**

If not, why is the plan not suitable? List any conflicts, external risks from Disaster Risk Mapping & climate change Vulnerability assessment or other issues that make the layout not suitable and suggest improvements/options. The items listed below are to be followed up later.

57. Are all HHs have opted for private connections? ☐ **Yes** ☐ **No**

If not, how many taps are designed with public taps? ☐

58. Estimated water demand (lpcd/per Ropani): ☐
59. Estimated availability of water at source more than demand ☐ **Yes** ☐ **No**

And the Potential for multiple-use system (MUS)* ☐ **Yes** ☐ **No**

** If yes, describe why and what kind of MUS could be possible (i.e. more water sources available in the same location; more water available in the source than needed for drinking water supply only; more reservoir tanks possible, etc. What kind of cost implications would this have?)*

60. Community/UC interested in rethinking the layout & design to develop into MUS ☐ **Yes** ☐ **No**

** If yes, describe what are the next steps and when to follow up:*

61. Are there any environmental impacts due to scheme construction? (discuss in mass meeting subjects like deforestation due to pipeline excavation, structures laying, catchment, species and habitat, wet land, conservation area, landslide and change in land use pattern, water overflow etc.)

SANITATION AND HYGIENE

Sanitation Status	HHs using the Improved Toilet	HHs using Temporary Toilet	HHs without Toilet	HHs having safely managed water supply	HHs having Hand washing station, soap & water	HHs having Utensil dryer and washing station	HHs having solid waste pit	HHs having ICS
HH Number								
School Number								

Other Institution								

Inform the community about participatory monitoring evaluation chart and request them to fill it up. Verify the chart in next monitoring

CGD friendly Institutional Toilets in scheme area

S. N	Name of Institution	Type of Proposal			Remarks
		New	upgrade	Urinal	

If there are any suggestions for sanitation & institutional sanitation, mention below

LG PROJECT IMPLEMENTATION UNIT STAFF

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

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

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

If not, what is the difference?

Monthly report submitted by LGU staff to Local Government: ☐ **Regular** ☐ **Erratic**

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

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

64. Has LGU staff faced any problems since the previous visit? ☐ **Yes** ☐ **No**

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

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

RECOMMENDATION OF MONITORING TEAM

66. The scheme should continue to Implementation phase. ☐ **Yes** ☐ **No**

If not, then what sort of improvements to be made? (Improvement report should be submitted to PMC for approval and II monitoring will follow up to assure).

Or if the scheme needs to be dropped out what will be the possible reasons to do so?

67. Should LGU staff continue? ☐ **Yes** ☐ **No**

If not or if individual people should be changed, describe below why and what is the suggested action:

68. Aspects of improvements to be made and to be followed during the next visit (Discuss with UC on the absence of LG project implementation unit staff*):*

69. For the sustainability of scheme if there is any innovative, creative works initiated by the users, mention. Such as for O & M fund collection, WSP related, climate change mitigation/bioengineering/other watershed conservation related:

70. For MUS aspects, what is to be followed during the next visit

71. *Issues to be observed, especially on next monitoring visit (make the same note to the UC Minutes as well)*

MONITORING TEAM

The Monitoring team attended the visit

(Ms./Mr.) Name	Organization	Designation	Signature	Mobile no

LGU staff attended the monitoring visit

(Ms./Mr.) Name	Designation	Signature	Mobile no

UC members attended the monitoring visit & its meetings

Designation	Gender	Name	Signature	Mobile no
Chairperson				
Vice-Chairperson				
Secretary				
Joint Secretary				
Treasurer				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Total				

Users attended the monitoring visit & its meetings

S. N	Name	Gender M / F	Caste / Ethnicity (TICK)				Disability (Y/N)	Signature
			B/C/TS	Dalit	Janajati	Other		

Continue on the next page if needed

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

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

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

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

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

SECOND MONITORING

Visit during the scheme Implementation Phase, together with the 2nd public audit and just after 'DURING THE CONSTRUCTION SEMINAR'

Date of monitoring: ☐

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

→ After this monitoring visit, the scheme usually remains in the 'Implementation Phase On-going' (IPO)

→ The recommendations of this Monitoring Team will be forwarded to the PMC for their decision on the release of the 2nd installment to UC's account.

2nd Monitoring - Documents at hand with Monitoring Team:

- Approved Design Report *(both UC and the Project Implementation Unit should have a copy)*
- Community Map, layout and Community Action Plan (CAP) *(with UC)*
- Implementation Phase Agreement *(with UC)*
- UC meeting minutes, register book, bills & procurement documents, storage ledger etc. (with *UC)*
- **Scheme card from MIS – this should be updated during each visit!**

MIS: Scheme status after this monitoring: ☐IPO ☐IPC*

IMPLEMENTATION PHASE PROGRESS AT THE TIME OF THE 2ND MONITORING VISIT

1. Was the CAP reviewed in pre-construction seminar? ☐ **Yes** ☐ **No**

2. Is the scheme going ahead as in CAP as per users and Users Committee (UC)? ☐ **Yes** ☐ **No**

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

3. Is the scheme going ahead as planned as LGU staff reported? ☐ **Yes** ☐ **No**

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

4. Is the construction work ongoing as per the design & estimation report? ☐ **Yes** ☐ **No**

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

5. Is the various training events conducted as planned? ☐ **Yes** ☐ **No**

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

(Update in Annex 2)

USERS COMMITTEE (UC)

6. Are any UC members changed? ☐ **Yes** ☐ **No**

MIS Update

If yes, observe minute book, update in cover page **Composition of UC table no …**& **MIS.**

7. Has UC registered in LG? ☐ **Yes** ☐ **No**

If yes, ask to see the certificate & mention the UC Registration Number and Date

If no, update the follow up status, ☐ UC Statute submitted to LG ☐ Other ……..

8. Should the scheme not go ahead with any registration related work before the source registered in UC name? ☐ **Yes** ☐ **No**

9. How many UC meetings have been organized in the implementation phase so far?

   Average number of UC members in UC meetings:

10. Do the female, PWD, DAG and minority ethnic community representatives participate in the UC meetings? *(Check the participation and engagement of such groups)*

    ☐ **Active** ☐ **Moderate** ☐ **Passive**

11. Participation of LG-Project Implementation Unit (LG-PIU) staff in UC meetings:

    ☐ **Regular** ☐ **Periodic** ☐ **Never**

12. Does meeting minutes kept properly? (check UC meeting minutes) ☐ **Yes** ☐ **No**

    If not, why?

13. Has UC kept kept/maintained following registers properly?

Meeting minute register	☐ **Yes**	☐ **No**
Bank Ledger	☐ **Yes**	☐ **No**
Income expenditure registers	☐ **Yes**	☐ **No**
Consumable Material stock Book/store book	☐ **Yes**	☐ **No**
Non-consumable Material stock Book/store book	☐ **Yes**	☐ **No**
Procurement-related documents*	☐ **Yes**	☐ **No**

    (Notice & letters, Quotation, Minutes of Joint Procurement Committees, Comparison charts, Agreements, Bill and Goods Received Report)*

If not, give the reason or areas of improvement and follow up in UC management practices – write to UCs own register/Minute book. All these items must be kept properly, suggest UC & PIU staff accordingly.

14. Has the insurance of working group of labor done? ☐ **Yes** ☐ **No**

15. Date of pre-construction seminar

16. Date of during construction seminar

17. Are there any scheme related disputes? *(are the previous disputes been solved, check previous monitoring report)* ☐ **Yes** ☐ **No**

18. Are the suggestions/recommendations given by monitoring team followed up? *(check previous monitoring report)* ☐ **Yes** ☐ **No**

    If not, on which issues and why? Discuss with community and further suggest following the recommendations.

FINANCIAL: BUDGET, CONTRIBUTIONS, ACCOUNTS AND TRANSPARENCY

19. Is the scheme information board installed? ☐ **Yes** ☐ **No**

    If yes, is it displayed in right place? ☐ **Yes** ☐ **No**

    If not, why?

20. Is public audit organized at the mass meeting during this monitoring visit? ☐ **Yes** ☐ **No**

21. Has public audit completed in mass meetings, if yes, describe the detail including previous mass meetings.

Description	Date of the Events	Participation								Grand Total
		BCTS		Dalit		Janjati		Other		
		F	M	F	M	F	M	F	M	
Public Audit										
Other Mass meetings										

Conclusions from the second public audit conducted during this visit: **(SBS)**

If not organized, give the reason and mention the possible date of the meeting. ……..

22. Are users and UC members aware of UC management cost? ☐**Yes** ☐**No**

23. How and who to spend UC management cost, is it decided/approved from mass meeting?

☐**Yes** ☐**No** If no, how is it being expended?

Suggest approving it from the mass meeting.

24. Has labor (skilled/unskilled) charge been decided by mass meeting and spent accordingly?

☐**Yes** ☐**No** If no, suggest approving it from the mass meeting.

25. Has VMW been selected? ☐**Yes** ☐**No**

Give description of VMW (check previous monitoring format)

Full Name	F/M	Ethnicity	Education	Trained (Yes/No)	Working in scheme? (Yes/No)

TECHNICAL: WORKS AND MATERIALS

A. PROCUREMENT OF CONSTRUCTION MATERIALS

(Ask the questions in the mass meeting)

26. Is the procurement committee formed as per Step-by-Step guideline (SBS)? ☐**Yes** ☐**No**

27. Do all members of the UC & Procurement Committee have oriented in ***Procurement process***?
☐**Yes** ☐**No**

28. Have the Procurement Committee members changed from initially selected during the first monitoring or Procurement committee formation mass meeting? ☐**Yes** ☐**No**

If yes, Have the process of the *Procurement* been discussed in any meeting or training so that the Procurement Committee members clarify on the process? ☐**Yes** ☐**No**

Mention the meeting or training date:

29. Decisions made by UC about material procurement:

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

30. What was the External material procurement process? ☐ **Sealed Quotation** ☐ **Tender** ☐ **Direct**

31. Has the UC followed the procurement process according to *Procurement Guideline?* ☐**Yes** ☐**No**

32. How many quotations/tenders received in the process? ☐

33. Has UC kept notice/quotation/tender documents safely? (check the documents)
☐**Yes** ☐**No**

34. Is the comparative chart available with UC? (check comparative chart) ☐**Yes** ☐**No**

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

If no, who selected the supplier? ……

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

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

37. Is there any other decisions made by the procurement committee regarding procurement?

38. Is the approved quotation/tender rate of materials below the approved rate? ☐**Yes** ☐**No**

If not, which item and why? ☐

39. Are all the procured materials according to the standard quality as per design estimate specifications? ☐**Yes** ☐**No**

If not, which item and why? Provide necessary suggestions to UC if quality is different.

40. How the construction materials transported to the site from truck-able road head?

☐ **Headload** ☐ **Mule** ☐ **Tractor** ☐ **Airplane/helicopter**

41. Are the rates of transportation as per the limit of approved rate? ☐**Yes** ☐**No**

Description of construction materials

S. N	Details	% of purchased & transported material as per estimate	Quality		
			Good	Satisfactory	Poor
1	Local Materials				
	a. Sand				
	b. Aggregate				
	c. Stone				
2	External Materials to be purchased from Suppliers				
	a. Cement				
	b. Iron rod, chicken wire mesh				
	c. PE Pipes				
	d. GI Pipes				
	e. Fittings				
	f. Tools				
3	Electro-mechanical parts	Model/Capacity			
	a. Transformer/solar panels				
	b. Pump				
	c. Panel board/frame				
	d. Lifting Main Pipe				
	e. Electrical poles				
	f. Main Cable				

S. N	Details	% of purchased & transported material as per estimate	Quality		
			Good	Satisfactory	Poor

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

If not, suggestion of monitoring team:

43. Are all the materials entered in the stock book? ☐**Yes** ☐**No**

44. Is the stock book properly updated, and the expended quantity deducted from stock?
☐**Yes** ☐**No**

Monitoring the Team's Suggestion and recommendations regarding construction materials quality and stock, procurement plan. Also note down the suggestions at the UC meeting minute as well.

B. CONSTRUCTION WORK AND STRUCTURES

45. Are the safety tools & equipment reached site as per estimates? ☐**Yes** ☐**No**

46. Are safety tools properly used by the working people in vulnerable sites? ☐**Yes** ☐**No**

47. Are the sanitation facilities of temporary toilet and waste collection available in the construction sites for labor? ☐**Yes** ☐**No**

48. Are the safety precautions signage used in the trenches and vulnerable construction sites? ☐**Yes** ☐**No**

49. Has the GPS of the completed structures and pipelines updated? ☐**Yes** ☐**No**

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

50. Completed connections (update to MIS):

Type of connection	Total no. planned	Total no. completed	Remarks and other information regarding the connections:
Private connections			
Schools			
Health posts			
Other institutions			
PSI Tap			
Public tap stands			Minimum number of households per tap stand: Average number of households per tap stand: Maximum number of households per tap stand:
Off Take Taps			

51. Scheme structures as per design report – check the same table filled during 1st Monitoring

Structures	Unit	Quantity			Remarks	Update to MIS? (Yes/No)
		Estimated	Completed	On-going		
Recharge/source protection structures	Number					
Intake	Number					
Transmission	Meters					
Distribution	Meters					
Private	Meters					

RVTs	Number					
Collection chamber	Number					
Wash out valve chamber	Number					
Air valve chamber	Number					
Interruption chamber	Number					
Distribution chamber	Number					
Main crossings	Number					
SCTs						
Irrigation Ponds						
For lift schemes:						
Treatment units	Number					Yes
If electric: installation of transformer If solar: installation of Solar panels	Number					Yes
Pump installation	Number					Yes
Sump well	Number					
If electric, pump house	Number					
Lifting main pipe	Meter					

Pipe support blocks	Number					
Main cable	Meter					

52. Has the construction issue log updated in poor workmanship & structure quality for improvement in the scheme? ☐**Yes** ☐**No**

Suggestions and comments from the monitoring team regarding the construction work. (All Quality related issues should be recorded in the scheme construction Issue log to be followed up or corrected, etc.)

C. SANITATION AND HYGIENE (CROSS CHECK WITH FIRST MONITORING & UPDATE)

Update the statuts of Total Sanitation in comparison to first monitoring (cross check to MIS Activity Info)

Indicators	**HH Numbers**	**Remarks**
Improved Toilet (water seal) using HH		
Hand washing station using HH		
Utensil dryer and washing station using HH		
HHs having solid waste pit		
HHs having ICS		

53. Is there public toilet in the scheme area < if yes, describe the status

54. Inform the community about participatory monitoring evaluation chart and request them to fill it up. Verify the chart in next monitoring.

Progress status in the scheme

S. N	Name of Components/Structure	Estimated	Progress			Remarks
			Completed	Ongoing	Yes, to start	

If there are any suggestions for sanitation & institutional sanitation, mention below

D. INTERACTION WITH COMMUNITY

55. How much aware is the community found about the scheme progress status? *(Ask questions about scheme and their interest, who are less aware? Don't let UC members or PIU staff answer).* ☐ **Fully** ☐ **Partially** ☐ **Poor**

56. In what aspect community found less aware? (☐ Users' role ☐ Kind contribution ☐ Water facility and service level ☐ Occupational Health safety ☐ Users' expectations ☐ Other **…….**)

57. Is there any concern of the community for ☐ Occupational Health safety ☐ Water safety ☐ Water Quality ☐ Construction site location vulnerability ☐ Any Other ……..? *(E.g. less water, deforestation around the source, construction site, landslides, flooding and water quality etc.)*

58. Was there any discussion in previous meetings? Any issue/measures identified? Mention below.

59. What would be the possible environmental and Biodiversity impacts of scheme construction & site locations? Deforestation due to structure construction, pipelines and potential landslides due to overflow of water, excavation of land etc.). Please discuss in a mass and identify possible measures to mitigate such impacts.

LG PROJECT IMPLEMENTATION UNIT STAFF

60. Was LGU staff's presence at site as per their work plans? ☐ **Yes** ☐ **No**

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

If not, what is the difference?

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

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

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

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

☐ **Yes** ☐ **No**

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

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

RECOMMENDATION OF MONITORING TEAM

65. The 2nd installment be released to UC account? ☐Yes ☐No

66. Monitoring Team's recommendations for the UC:

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

68. Monitoring Team's recommendations for the LGU & PMC:

MONITORING TEAM

The Monitoring team attended the visit

(Ms./Mr.) Name	Organization	Designation	Signature	Mobile no

LGU staff attended the monitoring visit

(Ms./Mr.) Name	Designation	Signature	Mobile no

UC members attended the monitoring visit & its meetings

Designation	Gender	Name	Signature	Mobile no
Chairperson				
Vice-Chairperson				
Secretary				
Joint Secretary				
Treasurer				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Total				

Users attended the monitoring visit & its meetings

S. N	Name	Gender M / F	Caste / Ethnicity (Tick)				Disability? (Y/N)	Signature
			B/C/TS	Dalit	Janajati	Other		

Continue the next page if needed

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

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

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

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

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

THIRD MONITORING

Final visit at the end of scheme implementation phase, together with the O&M regulation & CR-WSP team formation session

Date of monitoring: ☐

Purpose: to verify that all implementation phase works have been successfully completed. Before the mass meeting and 3rd public audit, the UC drafts its O&M plan regulation to be presented in the meeting. During the monitoring visit, the 3rd Public Audit takes place, CR-WSP team is selected, and water quality is tested. The Monitoring Team will:

- verify evaluation report of the work done
- verify completion of all the activities as per CAP
- conduct the 3rd public audit and prepare a report for PMC recommendation.
- seek the recommendation of the ward office and the relevant LG Project Implementation Unit staff.
- verify the proof of a bank deposit of O&M fund

→ After this monitoring visit, the scheme can move from 'Implementation Phase On-going' (IPO) into 'Implementation Phase Completed but yet to be financially cleared' (IPC*) as recommended by this Monitoring Team.

→ The recommendations of this Monitoring Team will be forwarded to the PMC for financial clearance of the scheme. The scheme remains IPC* until all contributions have been cleared, including the LG matching contribution and any payments still due to suppliers or laborers.

→ The scheme will move from IPC* into 'Implementation Phase Completed' (IPC) only in the 'Scheme Completion Seminar'

→ The scheme remains 'IPC' until the Water Safety Plan Training starts.

3rd Monitoring - Documents at hand with Monitoring Team:

- Scheme monitoring book
- Design Report, Community Map, layout and Community Action Plan (CAP)
- Completion Report with the Measurement Book
- Implementation of the Phase Agreement
- Scheme card from MIS – this should be updated during each visit!

MIS: Scheme status after this monitoring: ☐IPO ☐IPC* ☐IPC

USERS COMMITTEE (UC)

1. Are any UC members changed? ☐ **Yes** ☐ **No**

   If yes, observe minute book, update in cover page **Composition of UC table no …**& **MIS.**

2. Has UC received the registration certificate from LG? ☐ **Yes** ☐ **No**

   If yes, see the certificate & mention the UC Registration Number and Date

3. How many UC meetings have been organized in the implementation phase so far?

4. Average number of UC members in UC meetings:

5. Do the female, PWD, DAG and minority ethnic community representatives participate in the UC meetings? *(Check the participation and engagement of such groups)*

   ☐ **Active** ☐ **Moderate** ☐ **Passive**

6. Participation of LG-Project Implementation Unit (LG-PIU) staff in UC meetings:

   ☐ **Regular** ☐ **Sporadic** ☐ **Never**

7. Does meeting minutes kept properly? (check UC meeting minutes) ☐ **Yes** ☐ **No**

   If not, why?

8. Has UC maintained the following registers properly?

Meeting minute register	☐ **Yes**	☐ **No**
Bank Ledger	☐ **Yes**	☐ **No**
Income expenditure registers	☐ **Yes**	☐ **No**
Consumable Material stock Book/store book	☐ **Yes**	☐ **No**
Non-consumable Material stock Book/store book	☐ **Yes**	☐ **No**
Procurement-related documents*	☐ **Yes**	☐ **No**

   (Notice & letters, Quotation, Minutes of Joint Procurement Committees, Comparison charts, Agreements, Bill and Goods Received Report)*

If not, give the reason or areas of improvement and follow up in UC management practices – write to UCs own register/Minute book. All these items must be kept properly, suggest UC & PIU staff accordingly.

FINANCIAL: BUDGET, CONTRIBUTIONS, ACCOUNTS AND TRANSPARENCY

9. Is the scheme information board installed? ☐ **Yes** ☐ **No**
   If yes, is it displayed in right place? ☐ **Yes** ☐ **No**
   If not, why?
10. Has the noticeboard been updated with actual figures? ☐ **Yes** ☐ **No**
11. Has the project name written correctly? Are the names and logos of the Government of Nepal, the European Union, and the Government of Finland all mentioned on the board? ☐ **Yes** ☐ **No**
12. Is public audit organized at the mass meeting during this monitoring visit? ☐ **Yes** ☐ **No**
13. Has public audit completed in mass meetings, if yes, describe the detail including previous mass meetings.

Description	Date of the Events	Participation								Grand Total
		BCTS		Dalit		Janjati		Other		
		F	M	F	M	F	M	F	M	
Public Audit										
Other Mass meetings										

Conclusions from the public audit conducted during this visit: *(**SBS**)*

If not organized, give the reason and mention the possible date of the meeting. ……..

14. Did LG release its full contribution to the scheme as planned? ☐Yes ☐No

15. If not, how much has been released in NPR? ☐

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

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

18. Final installment to UC as per Public Auditing in NPR ☐

19. Was the Public audit conducted during this monitoring visit? ☐Yes ☐No

Any remarks, suggestions and issues that should be addressed before the scheme can be financially cleared?

☐

TECHNICAL: WORKS AND MATERIALS

20. Is the technical work fully completed? ☐Yes ☐No

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

If yes, then in which?

☐

If yes, then was design and cost estimate revised? ☐Yes ☐No

22. Has the GPS of all structure updated as per completed in the field? ☐Yes ☐No

23. Are all the procured construction materials recorded as income in the scheme book?

☐Yes ☐No

24. Are construction materials used in schemes recorded as expenses in store books? ☐Yes ☐No

25. By the time of 3rd monitoring visit, the scheme works should be practically completed and all materials already procured. Is there anything that remains to be purchased? ☐Yes ☐No

If yes, mention below:

Name of materials	Quantity	Estimated value	Status of procurement

26. Remaining construction materials at the schemes

Name of materials	Quantity	Estimated value	Status

27. Are construction materials and tools stored properly? (check store) ☐Yes ☐No

If not, give advice to the User committee and user, minute advice in UC meeting register.

28. Completed connections (update to MIS):

Type of connection	Total no. planned	Total no. completed	Remarks and other information regarding the connections:
Private connections			
Schools			
Health posts			
Other institutions			
Public tap stands			Minimum number of households per tap stand: Average number of households per tap stand: Maximum number of households per tap stand:

29. Scheme structures as per design report – check the same table filled during 2nd Monitoring

Structures	Unit	Quantity			Remarks	Update to MIS?
		Estimated	Completed	On-going		
Recharge/source protection structures	Number					Yes
Intake	Number					Yes
Transmission line	Meters					Yes
Distribution line	Meters					Yes
RVTs	Number					Yes
Collection chamber	Number					
Wash out valve chamber	Number					
Air valve chamber	Number					
Interruption chamber	Number					
Distribution chamber	Number					
Main crossings	Number					
SCTs						
Irrigation Ponds						

For lift schemes:						
Treatment units						Yes
If electric: installation of transformer If solar: installation of Solar panels						Yes
Pump installation						Yes
Total vertical head (all stages of lifting)						Yes
Sump well						
If electric, pumphouse						
Lifting main pipe						
Pipe support blocks						

30. Suggestions and comments from the monitoring team regarding the quality of construction works, work still to be done or need improvement in quality and use of the remaining materials, minute on the UC meeting register.

31. Has the source conservation/Protection work completed as per design and estimate? ☐Yes ☐No

32. Is Water quality of tap and reservoir tested with PA vial? ☐Yes ☐No

If yes,

Date	
From whom	☐ UC ☐ LG Project staffs ☐ Other ……

33. Did water quality tested from another method? ☐Yes ☐No If yes, Mention the method ……

34. According to design, do all taps function with design flow? ☐Yes ☐No

35. MUS system- Are all functioning according to design? ☐Yes ☐No

36. In case of Irrigation scheme, is irrigation system served all its design area? ☐Yes ☐No

If yes, then, are there sufficient diversion outlets? *(Offtakes, Brach Pipe/canal or outlets)*

☐Yes ☐No If not, suggest users manage with Operation plan for the design area.

37. For IWM System, Is IWM functional according to design? ☐Yes ☐No If no, suggest operational changes that need to adjust as per design.

38. Are sanitation infrastructures constructed according to design and estimate? ☐Yes ☐No

SUSTAINABILITY

39. Are VMWs and Pump operators trained? ☐Yes ☐No

40. Does VMWs/Pump Operators have a contract for their services? ☐Yes ☐No

If yes, what kind of salary or other compensation does VMW get?	
If no, how is VMW/PO compensated for her/his services?	

41. Has the Climate Resilient Water Safety Plan team been formed? ☐Yes ☐No

42. Has UC prepared O&M Regulation? ☐Yes ☐No

43. Has UC defined the water tariff? ☐Yes ☐No If yes, the how many for per Tap (/cum)/Ropani NPR …… If not, is there any planning of water tariff? ……

44. Is there any positive discrimination in water tariff? ☐Yes ☐No

45. If yes which type and how?.....

46. Are users aware of the establishment of OM Fund? ☐Yes ☐No If yes,

47. How much money is deposited in O&M Fund in NPR

If yes, where are they deposited? ☐Bank ☐Cooperative ☐ Other ……

48. Is share of cooperative purchased? ☐Yes ☐No If yes, how many?.....

49. Briefly discuss the importance of scheme O&M fund. Who should make payments? In which form cash/kind/other, what is the source of fund, how to conduct financial audit in post construction phase?

50. Proposed date for the CR WSP training and preparati..

51. Is there any plan for total sanitation? ☐Yes ☐No

Please update household status of total sanitation indicators of complete sanitation structure (safe drinking water, use of toilets, improved stoves and safe kitchens, toilets, waste management, and environmental sanitation).

Number of households having safe drinking water	
Number of households having improved toilets	
Number of households having Chang/Juthyan	
Number of households having soap at handwashing facilities	
Number of households having improved stoves and kitchens	
Number of households having solid waste pits	
Please describe the status of public toilet & its operation and sanitation status.	

52. Discuss and write about total sanitation structure, Improve Cooking Stoves etc.

53. Has analysis of community map/Business plan/livelihood activities plan done for Post construction phase? ☐Yes ☐No If yes, Mention the Plan

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

COMPLETION STATUS OF SCHEME

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

55. Is the scheme completed as Users Committee (UC)? ☐Yes ☐No

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

56. Is the scheme completed as per users? ☐Yes ☐No

If not, what remains to be completed?

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

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

58. Is the construction work completed as per the CAP? ☐ Yes ☐ No

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

LG PROJECT IMPLEMENTATION UNIT STAFF

Update the LG Project Implementation Unit (LGU) Staffs team members if any changes

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

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

If not, what is the difference?

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

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

Position	Sex	If changed ✓	Role in Impression of the activities till this Monitoring Facilitated from the LG project implementation unit staff			Total working days in the field till this Monitoring
			Good	Satisfactory	Poor	
LACC Project Officer						
Field Coordinators						
Sub Engineers						

Agro-forestry/ Livelihood Facilitators						
WRTs						
Social Mobilizers						

62. Has LGU staff faced any problems since the previous visit? ☐ **Yes** ☐ **No**

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

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

RECOMMENDATION OF MONITORING TEAM

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

65. Monitoring Team's recommendations for the UC:

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

67. Monitoring Team's recommendations for the LG Project management Committee:

MONITORING TEAM

The Monitoring team attended the visit

(Ms./Mr.) Name	Organization	Designation	Signature	Mobile no

LGU staff attended the monitoring visit

(Ms./Mr.) Name	Designation	Signature	Mobile no

UC members attended the monitoring visit & its meetings

Designation	Gender	Name	Signature	Mobile no
Chairperson				
Vice-Chairperson				
Secretary				
Joint Secretary				
Treasurer				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Member				
Total				

Users attended the monitoring visit & its meetings

S. N	Name	Gender M / F	Caste / Ethnicity (Tick)				Disability? (Y/N)	Signature
			B/C/TS	Dalit	Janajati	Other		

Continue the next page if needed

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

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

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

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

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

SCHEME MONITORING

ANNEX 1: DETAILS OF INCOME AND EXPENDITURE OF USER COMITTEE

Income

S. N	Descriptions	According to Agreement	Total amount in user committee account Rs							
			First monitoring		Second monitoring		Third monitoring		other monitoring	
			Amount Rs	%	Amount Rs	%	Amount Rs	%	Amount Rs	%
1	LG Natural Resources Development Fund									
2	Cash kind from Users									
3	Other									
4										
5										

Total Rs										

Expenditure

S. N	Descriptions	Estimated cost Rs	Total expenditure					
			Second monitoring		Third Monitoring		Other Monitoring	
			Amount Rs	%	Amount Rs	%	Amount Rs	%
1	**Non-Local material procurement**							
1.1	Procurement of construction materials							
1.2	Procurement of Pipes							
1.3	Procurement of Fittings							
1.4	Procurements of equipment							
2	**Non-Local material transportation**							
2.1	Transportation by vehicle (Upto road head)							
2.2	Transportation by mule or human resources							
3	**Resources cost**							
3.1	Mason (including digging filling)							
3.2	Local material collection and transportation							
4	**Store Rent (Road Head)**							

5	**User Committee management expenses**							
6	**Other**							
Total Expenses Rs.								
Remaining amount with User Committee Rs								
Remaining amount in Bank Account of UC Rs								

ANNEX 2: DETAILS OF CAPACITY BUILDING

Fill-up from UC minute, attendance of training and discussion with some participants

S. N	Name of event	Days	Date		Venue	Participants									Awareness from training		Skill use	
						BCTS		Dalit		Janjati		Total		Grand Total	Aware	Less aware	Yes	No
			From	To		F	M	F	M	F	M	F	M					
1	Project and GEDSI orientation to UC																	
2	Total sanitation																	
3	Climate Smart Agriculture and Agroforestry, Environmental & Biodiversity Conservation																	
4	Financial Management (Procurement) & Bookkeeping																	
5	CR-WSP, O&M, Scheme Insurance & Water Quality																	
6	Community Action Plan and Design Estimate approval by UC																	
7	UCs Management and Procurement																	
8	Preconstruction Seminar																	
9	During Construction Seminar																	
10	Financial management refresher																	

11	VMW/Operator training																	
12	Post Construction Seminar																	
13	Climate Resilient Water Safety Plan																	
14	O&M Regulation formulation																	

Monitoring Team's opinion on the effectiveness of the Training (collected from the interaction with training participants)