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Resilient nations.*

## Annual Progress Report - 2012

### Implementation Support to CPAP (ISCAP)

Award ID: 00049377

Award Title: Implementation Support to CPAP

Project ID: 00060093

Source of Funds: 04000, 11888, 16600

Implementation Modality: DIM

Project Beginning Year: 1 January 2008

Project Ending Year: 31 Dec 2012; to be extended

Signature \_\_\_\_\_

Name: Binod Lamsal  
Project Coordinator

Signature \_\_\_\_\_

Name: Lazima Onta-Bhatta  
Assistant Country Director, SPDEU

## Annual Progress Report, 2012

### 1. Overview of the Project

*Provide a brief description of the project and its main intended results*

"Implementation Support to the CPAP" or ISCAP is a development project that supports other projects through the provision of monitoring, evaluation, audit and other services. The objective of this project is therefore, to support the implementation of CPAP mainly in the areas of (a) formulation of new projects, specific strategies and implementation guidelines; (b) monitoring and evaluation of project results; (c) security management of projects; and (d) advocacy and communication support.

### 2. Key Results in 2012

*2.1 Summarize three major results achieved in 2011, emphasizing changes in development conditions and/or people's lives. Explain how these interim results are leading towards the overall intended results of the project. Include any policy changes that the project has contributed to.*

The field monitoring teams conducted an intensive monitoring of the UNDP projects mainly, MEDEP, RERL, CDRMP, EFAS, LRP, reaching out to beneficiaries in program districts to assess relevancy, efficiency, effectiveness and sustainability of the program.

- UNDP field offices concentrated its efforts for greater impact in the most remote, poor and /or conflict affected areas of the Mid and Far western development regions and the Terai.
- Field monitoring focus on the attention on monitoring community level activities and processes to ensure that activities are on happening in an inclusive and participatory manner, with special attention to peace-sensitivity, gender equity, social inclusion issues and improvement in livelihoods.
- Field monitoring teams also document the success stories and voices of the communities. Specific visits provided the field scenario with the signal to the issues and concerns along with recommendations to the programs and projects. This information helped the program and project to review the current strategy and reflect on the lesson learn for future programming.

### 3. Achievements against Annual Work Plan (Annual Targets & Activities

Please fill out the tabulation below and include all the annual targets set in the AWP for 2012

Planned Activities	Annual Targets	Achievement (against Annual Targets	Achievements (against activities & action	Fund	Financial		
					Budget code	Budget	Actual Expenditure
<b>Activity Result 1: Field offices provide quality information and recommendations to improve programming</b>							
Action: Workshop in Kathmandu with field office teams (interactions with programme teams; follow-up sessions on incorporating DNH into monitoring)	One workshop in Kathmandu	Workshop conducted	Field office teams and program teams interact on the monitoring needs, issues and concerns. It also provided opportunity to update on program issues and focuses like DNH.	16600	71400	180000	167697
Action: Field visits/reports by field office teams	Conduct Field visits (120 days per year by field monitor)	Regular field visits/reports by field office teams	Field monitor couldn't meet the target of 120 days except two field monitor.	16600	71600	110000	87670
Action: Review, provide feedback on, archive and forward all field visit reports received from field offices	Review provide feedback, archive and forward reports	Shared Field visit report to the program teams and shared in the share point.	Field reports are shared with the program team however very limited responses and actions on the report findings.	16600	66100	7500	7333
Action: Workshop (outside Kathmandu)	One workshop at mid of 2012	Not accomplished		16600	72400	2100	12277
Action: Workshop in Kathmandu to present mid-year findings to Programme/Project teams;	One workshop at mid of 2012	Not accomplished		16600	72500	10000	7709
Action: Workshop with field office teams to present key findings for 2012 and recommendations for 2013	One workshop at end of 2012	Not accomplished		16600	BA003	53000	
				16600	73400	400000	36231
				16600	72400	22000	5938
				16600	BA006	12988	2660
				16600	74500	22000	
				16600	BA004	109500	41542
				Non-budgetary exp			50867

Activity Result 2: Capacity of CO, project staff and implementing partners developed on planning, project implementation, monitoring and evaluation							
Action: Conduct a Training on Programme Management based on POPp	Training for Programme staff	Training completed	Programme management and Resource mobilization training conducted for Programme staff	16600	73300	2200	
Action: Conduct a Atlas Training on Financial & Budget Management	Training for Programme staff and project staff	Training Completed	12 ATLAS training and 3 IPSAS related training have been conducted for programme and project staff	16600	75700	9300	6364
Action: Role out of NIM guidelines & develop training plan for Government, Project and CO staff	Preparation of NIM rollout	Discussion with Govt officials, CO focal points and Senior Management	The discussion have been conducted with FCGO, OAG, PPMO, MOGA, MoF and internal discussion have been conducted with CO colleague, Senior Management and appropriate advice from BOM/ HQ	16600	71300	6500	8612
Action: Develop learning plan for 2012 and facilitate the implementation of learning activities in CO	Learning plan develop and facilitate the implementation	Learning plan developed but couldn't materialized	None to lead the process (SPDEU head and M&E Analyst)	16600	71600	3594	1576
				Non-budgetary exp			1597

Activity Result 3: Country Office provides assurance and oversight to projects to meet UNDP corporate accountability framework							
Action: Conduct Project Audits and Spot-checks	Project audit to be completed	Audit conducted as per approved audit plan from OAI and spot check as per Joint Assurance plan	13 NIM audit and 2 DIM audit have been conducted as per approved audit plan of OAI 12 Spot check have been conducted and completed as per joint assurance plan of HACT steering committee	16600	74100	62000	45220

Action: Conduct Macro Assessment of PFM System of GoN	Conduct and finalize Macro Assessment	A Macro Assessment have been conducted and report submitted to HACT Steering committee	UN Ex com agencies completed Macro assessment of Government of Nepal PFM system. The draft report has been presented to HACT steering committee.	16600	71600	10000	19558
Action: Support implementation and evaluation plan	Support to UNDP Evaluation plan 2012	Support provided	Support was provided to governance team, environment team to conduct program evaluations.	16600	61300	85638	28120
Action: Country Office staff conduct field monitoring visits	Field monitoring visit by CO staffs	Facilitated monitoring visits of CO staffs		16600	61100	6393	3535
Action: Assist in providing effective oversight and performance assessment of resource plan and allocation				16600	62100	2839	974
Action: Contribute to project M & E framework formulation; check compliance of new projects with CPAP and M & E guidelines	Contribute project M&E framework			16600	63100	414	
				Non-budgetary exp			43582

Activity Result 4: New projects formulated							
Action: Provide resources and guidance for formulation of new projects (on demand)	Support to new project formulation	Provided necessary support to program team on demand		11888	71200	120000	100725
				11888	71300	42500	31387
				11888	71600	25000	12273
				11888	72800	2000	2503
				11888	75700	54000	
				30000	71200	50000	
				30000	71300	23458	5422
				30000	71600	10000	
				30000	72100	10000	

					30000	75100	6542	372
					11888	75100	7092	
					Non-budgetary exp			26715
<b>Activity Result 5: Strategic Policy advice on decentralization &amp; local governance</b>								
Action: Provide Strategic Policy advice on decentralization and local governance					11888	61300	105977	46182
					11888	62300	49709	17928
					11888	63300	16990	13080
					11888	63500	11283	6826
					11888	65100	3744	3425
					11888	71300	11314	11314
					11888	71600	3312	0
					11888	74500	273	158
					11888	75100	5901	3035
					Non-budgetary exp			3762
<b>Activity Result 6: Preparation of a strategy to garner international support for the development of the Greater Lumbini Area</b>								
Action: Prepare Strategy for the development of the greater Lumbini area					11888	71200	55835	25035
Action: Prepare possible international conference on the development of Lumbini					11888	71300	53892	11892
					11888	71600	5000	5000
					11888	74200	4000	3000
					11888	73500	4493	4493
					11888	72200	21930	
					11888	73100	6000	
					11888	73300	4000	
					11888	75100	4519	
					<b>Total</b>		<b>1476731</b>	<b>895440</b>

#### 4. Cross Cutting Issues

##### Gender Equality, Women's Empowerment, and Social Inclusion

*4.1 Describe results achieved by the project in promoting gender equality, women's empowerment and social inclusion. Please highlight gender results achieved which has resulted in change in gender equality and status of women in particular. Please provide quantitative data wherever possible.*

The field monitoring team has given special attention to monitoring the effectiveness of UNDP's outreach to women and men and women from traditionally excluded groups. The team presented findings of small studies on the views of Dalit women in three mid- and far-western hill districts, and on the situation of the landless, particularly Dalits, in two Terai districts.

#### 5. Capacity Development

*5.1 Has the project contributed specifically to improving the performance of institutions and systems through strategic (comprehensive or targeted) capacity development interventions? If so explain the systems, describe who and what, indicating the category of institution that were the main focus of your efforts?*

There was proposed plan for the capacity development of the field offices however it wasn't operationalized in 2012.

#### 6. Implementation Challenges

*6.1 Describe any implementation challenges you have faced during the implantation of the project in 2011, as well as your responses.*

The field monitoring team had faced challenges as the position of SPDEU head and M&E Analyst was vacant for several months. There was big gap in leadership and facilitations from country office side to the field offices.

As year 2012 has been the last year of CPAP 2008-2012, several projects in the field were quite occupied in process of project phase out/development of new program phase. This scenario had affected the regular monitoring of the UNDP program.

#### 7. Lessons learned and next steps

*7.1 Describe the main lessons learnt that can be drawn from the year's experiences. Please mention any "best" or "worst" practices which UNDP should be aware of. Please be specific and focus on 2012.*

Analyzing the findings from field visits, in order to identify patterns and present general conclusions and recommendations requires intensive discussion, face-to-face, with the whole team in order to compare findings and results and then articulate more over-arching conclusions and recommendations. Time spent in team workshops to consolidate findings is essential.

It was realized that there is need of regular institutionalized forums and review meeting where important stakeholders discuss regularly on the Result delivery, major implementation issues and share responsibilities for monitoring and evaluation at country and field office level.

Monitoring products seems to be less utilized because of following reasons (1) Access to field trip report is limited (2) Time lag in data collection, reporting and use (3) Not demand driven monitoring and lack prioritization (4) Reports are mostly qualitative and less linkages and focus on outputs of the program.

Furthermore, field team members need additional support in capacity building and learning sessions to update on new CPAP priorities like RBM, development effectiveness like gender and social inclusion, ethics, legal aspects etc and this will be addressed through online learning sessions and capacity building workshops next year.

7.2 For projects continuing in 2013, describe priority actions for the following year to overcome any constraints, build on achievements and partnerships, and use the lessons learnt during the previous year. In particular, please make clear recommendations for any required corrective action, for review by the project board.

I. Result monitoring will be ensured by following monitoring strategies

- (1) Following Planning Matrix for monitoring for each project (with defined outputs, indicators and targets, monitoring mechanism and responsibilities)
- (2) Indicator focused monitoring - -- Focused monitoring in line with defined result indicators (outputs) in the result frame linking to the results of the project and program
- (3) Circular monitoring - To document the positive changes/results that we bring after our visit a concept of circular/complete monitoring will be introduced. (this is the monitoring strategy where the three steps will be required – first Previsit and development of action plan; secondly implementation of action plan; finally Post visit with followup of action plan. Completion of circular monitoring will be counted as one monitoring visit.)
- (4) Using good mix of monitoring mechanism

<b>Mechanism</b>		
<b>For Data and Analysis</b>	<b>For Validations</b>	<b>For Participations</b>
<ul style="list-style-type: none"> <li>• Annual M&amp;E frameworks (Project specific)</li> <li>• Annual Work Plans</li> <li>• Progress and Quarterly Reports</li> <li>• Annual Project Reports (APRs)</li> <li>• Annual Field Monitoring Reports (AFRs)</li> </ul>	<ul style="list-style-type: none"> <li>• Field Visits</li> <li>• Spot checks for Results</li> <li>• Reviews and Assessments</li> <li>• Clients survey</li> <li>• Evaluations</li> </ul>	<ul style="list-style-type: none"> <li>• Sectoral and Outcome Group Meetings (for Joint programs)</li> <li>• Project Board Meetings (PBM)</li> <li>• Quarterly Review Meetings (Field level and country office level) – Focus will be Result Delivery</li> <li>• Annual Review Meeting</li> </ul>

II. Increase access and use of M&E products in enhance program effectiveness

- (1) Sharing 3-4 copies of FTR report - one for concerned project; one for concern program unit/program officer; one for SPDEU; one for concerned office – govt, stakeholders, partners (optional)
- (2) Quarterly Result Monitoring Reports (Project specific)
- (3) Field office briefs/bulletin/brochures (quarterly) - covering context and human stories that reflect UNDP contribution to development results
- (4) Updating and uploading the district field information, activities and field reports in UNDP share point
- (5) Annual Field Monitoring Reports (AFRs)