



16 October 2009

Dear Mr. Shakya,

Subject: **Institutional Strengthening Support to NPC for Inclusive Planning and Monitoring**

Please find attached, for your information and record, a signed copy of project document for the above-mentioned project.

With best regards,

Yours sincerely,

A handwritten signature in black ink, appearing to be 'Jørn Sørensen', written over a horizontal line.

Jørn Sørensen
Deputy Country Director

Mr. Pushpa Lal Shakya
Joint secretary/National Programme Director
National Planning Commission
Singha Durbar

cc : Mr. Rabi Shankar Sainju, Programme Director, National Planning Commission,
Singha Durbar

**United Nations Development Programme
Country: Nepal
Project Document**

Project Title Strengthening Planning and Monitoring Capacity of NPC

UNDAF Outcome(s): UNDAF D: Respect, promotion and protection of human rights strengthened for all, especially women and the socially excluded, for sustained peace and inclusive development.

Expected CP Outcome(s): *(Those linked to the project and extracted from the CPAP)* Central and local government institutions mainstream gender and social inclusion concerns in policies, plans, programme implementation, budgets and monitoring (CP Outcome D.3)

Expected Output(s): *(Those that will result from the project and extracted from the CPAP)* Planning frameworks, systems and tools developed for gender and socially inclusive MDG based planning and monitoring

Implementing Partner: National Planning Commission

Responsible Parties:

Brief Description: This project supports the National Planning Commission to make its planning and monitoring systems inclusive as well as to support the NPC to strategize to meet the MDG goals. It aims to produce this result by i) making the national plans and current planning and monitoring processes, tools and system inclusive and in line with MDG goals; ii) making the processes of national level data collection and analysis gender and social inclusion responsive; and iii) developing institutional capacity of the NPC, CBS and select ministries with a focus on strengthening planning and monitoring systems, institutionalization of inclusive processes and formats, and training of relevant personnel.

Programme Period:	2008-2010
Key Result Area (Strategic Plan):	_____
Atlas Award ID:	_____
Start date:	9 October 2009
End Date	30 September 2012
PAC Meeting Date	_____
Management Arrangements:	National Implementation

Total resources required	\$954,000
Total allocated resources:	_____
• Regular	\$300,000
• Other:	
○ Donor	_____
○ Donor	_____
○ Government	_____
Unfunded budget:	\$654,000
In-kind Contributions	

Agreed by (Implementing Partner): P. L. Shaky Date: 15th Oct, 2009

Agreed by UNDP: Jorn Sorensen Date: 16 OCT 2009
Deputy Country Director



Acronyms

ADB	Asian Development Bank
AEPC	Alternate Energy Promotion Centre
AWP	Annual Work Plan
CBS	Central Bureau of Statistics
CDR	Combined Delivery Report
CGE	Computable General Equilibrium
CPAP	Country Programme Action Plan
DFID	Department for International Development
DDC	District Development Committee
DPMAS	District Poverty Monitoring and Analysis System
FAO	Food and Agriculture Organization
GoN	Government of Nepal
ILO	International Labour Organisation
JICA	Japan International Cooperation Authority
LGCDP	Local Governance and Community Development Programme
MDGI	Millennium Development Goals Initiative
MDGs	Millennium Development Goals
MTEF	Medium-Term Expenditure Framework
MOAC	Ministry of Agriculture and Cooperatives
MOE	Ministry of Education
MoF	Ministry of Finance
MOFSC	Ministry of Forest & Soil Conservation
MOHA	Ministry of Home Affairs
MOHP	Ministry of Health & Population:
MOIC	Ministry of Information and Communications
MOLD	Ministry of Local Development
MOLTM	Ministry of Labour & Transport Management
MOPPW	Ministry of Physical Planning & Works
MOSTE	Ministry of Science, Technology & Environment
MOWCSW	Ministry of Women, Children & Social Welfare
MOWR	Ministry of Water Resources
NIG	National Implementation Guidelines
NIM	National Implementation Modality
NEA	National Implementation Agency
NA	Needs Assessment
NSIC	Nepal Standard Industrial Classification
NSOC	Nepal Standard Occupational Classification
NEE	Non Expendable Equipment
NPC	National Planning Commission
ODA	Official Development Assistance
PMAS	Poverty Monitoring and Analysis System

PEB	Project Executive Board
PPIS	Project Performance Information System
QPR	Quarterly Progress Reports
RFP	Requests for Proposal
SMF	Simplified Macro-economic Framework/model
TYIP	Three year Interim Plan
UNAIDS	Joint United Nations Programme on HIV/AIDS
UNCT	United Nations Country Team
UNDP	United Nations Development Programme
UNDP/RCC	UNDP Regional Centre in Colombo
UNEP	United Nations Environment Programme
UNESCO	United Nations Educational, Scientific and Cultural Organisation
UNFPA	United Nations Population Fund
UNICEF	United Nations Children's Fund
UNIFEM	United Nations Development Fund for Women
VDC	Village Development Committee
WFP	United Nations World Food Programme
WHO	World Health Organisation

1. Situation Analysis

Government of Nepal's Three Year Interim Plan seeks to develop inclusive and engendered planning and statistical systems based on research and objective analyses. It also seeks to develop results-oriented monitoring and evaluation system and institutionalize PMAS at the central level and DPMAS at the district level with requisite capacity development of all relevant institutions, including the National Planning Commission (NPC), sectoral ministries, and the District Information and Documentation Centre (DIDC) of the DDCs. The plan also seeks to strengthen NPC and CBS with a view of making notable reforms in the working system and effectiveness.

Although past efforts yielded a body of achievements in the area of planning and monitoring including the development of the national Poverty Monitoring and Analysis System (PMAS), a framework for District Poverty Monitoring and Analysis System (DPMAS), and gender responsive budgeting, further efforts are needed for effective implementation of those tools and frameworks as well as to make the indicators, data systems, and planning and monitoring mechanism gender and inclusion responsive.

The current Three-Year Interim Plan, however, is coming to an end in July 2010 and the process of developing the next plan is starting soon. There is a need to develop a new national plan that is based on an evidence-based analysis of sectoral needs, gaps, and costed programmes with a focus on reducing inequality, promoting gender equality and social inclusion, and building peace.

Also, given the global and national commitment to reaching the MDGs by 2015, it is essential that progress towards meeting the MDGs are tracked in sectors contributing to the MDGs and necessary institutional support for planning, budgeting and monitoring be provided so that sectoral and national plans are based on comprehensive MDG needs assessment and costing. It is also critical that disaggregated data be utilized and indicators tracked so that disparity between men and women, boys and girls, as well as social groups is analyzed and appropriate interventions are designed and implemented.

Along these lines, UNDP/Nepal Country Programme Action Plan (2008-2010) has sought to support the NPC to strengthen its overall planning and monitoring systems with a focus on making them gender and inclusion responsive as well as in line with meeting the MDG goals by 2015.

2. Strategies

Guided by the focus of the Three year Interim Plan (TYIP), particularly those related to planning and monitoring, and the current national agenda of building an inclusive nation-state as per the spirit of the Interim Constitution and the Comprehensive Peace Accord, the objectives of this project therefore are to:

- Develop inclusive plans, policies and strategies that will contribute to meeting the MDG goals
- Enhance the system at the NPC to monitor development results
- Strengthen the capacity of the National Planning Commission and selected Ministries for gender and socially inclusive planning and monitoring.

The project accordingly will have **two components** each of which will have institutional capacity development sub-component embedded in it. The two components are: 1) Support to Planning, and 2) Support to Monitoring. A brief description of activities under these two components is presented below.

2.1 Component One

Support to Planning: Frameworks, strategies, and tools to help develop gender and inclusion responsive national plans that are also designed to meet the MDG goals

- **Monitoring the MDGs (Prepare, publish and disseminate MDG progress report):** The project will identify issues in MDG reporting including institutional gaps and will address them. The findings from this progress report will be useful in updating the MDG Needs Assessment and costing exercise described below. Technical Assistance will be provided to the NPC to produce the next MDG Progress Report. Preparation and dissemination of this report will also be utilized as advocacy opportunities to reach out to the policy making bodies, sectoral ministries, civil society groups, and the media. MDG advocacy efforts will be continued through other activities such as orientations to the Constituent Assembly Members on MDGs and on issues related to monitoring of MDGs in Nepal.
- **Development of MDG financing strategy:** One indication that a country is following up on its commitment to millennium declaration and the MDGs is to put up a MDG financing strategy and to follow-up subsequently in the planning process in all the MDG related sectors. This project will technically backstop NPC to develop an MDG financing strategy. The strategy follows two important steps: a) preparation of updated *MDG needs assessment report* and b) development of an *MDG consistent macroeconomic framework*.

a) MDG Needs Assessment and Costing report: The project will provide technical backstopping for refining sectoral strategies and widening the sector coverage (such as including the strategy for climate change adaptation); revising the targets and unit costs; and identifying additional sets of interventions in the context of development challenges and aspirations of Nepalis in the new political context, and the gaps in achieving the MDGs. Support will be provided to sectoral ministries to conduct MDG Needs Assessment that takes into account gender and social inclusion analysis of the needs. The revised report would also use the recently conducted Nepal Labour Force Survey and also Demographic and Health Survey. These activities will result into the publication and dissemination of the updated Needs Assessment (NA) Report.

The process of conducting the Needs Assessment will be participatory, consultative and driven by the sectors themselves. Various thematic groups will be formed such as, Education, Health (including HIV/AIDS), Gender, Water & Sanitation, Energy, Environment (including climate change adaptation), Roads, ICT, Governance & CD, and Agriculture and food security. These groups will be trained on conducting the Needs Assessment and will be supported with technical assistance. Nepal-specific working templates for each sector will be prepared based on the generic templates prepared by UN MP and other UN agencies. As the Needs Assessment exercise is an iterative process, results of each sector will be reviewed and assessed through consultative meetings. Based on the assessment, if necessary, further training will be provided to the sectoral thematic groups to undertake the NA exercise. MDG Needs Assessment results will be shared in consultative meetings before finalization. The MDG Needs Assessment Report for Nepal will be published and disseminated as an advocacy tool.

The MDG Needs Assessment exercise would be undertaken jointly by the UNDP Regional Center team and the national teams. The national team would consist of national consultants supporting the thematic groups as well as consolidating and preparing the final report. Details of thematic groups and timeline to conduct the Needs Assessment is attached in Annex.

b) MDG consistent macroeconomic framework: The MDG Needs Assessment report provides cost estimates for achieving six of the seven goals but the methodology used is not

helpful in estimating the cost of reaching the poverty goal (Goal 1). The cost of achieving the poverty goal will be based on projections of macro parameters like potential rates and composition of growth, pattern of income distribution, employment intensity of growth, etc. In other words, a macro-economic framework is needed to assess the reduction in poverty as a result of the growth through its impact on government revenue, income distribution among households, etc.. This framework will then assess the investment levels, both MDG related and non-MDG related, needed to achieve those rates. MDG consistent macro-economic framework provides more robust projections of the resources needed to achieve MDG goals. Technical backstopping will be provided by this project to develop a Simplified Macro-economic Framework/model (SMF). The MDGI team in UNDP's Regional Center will provide support to the project in this regard. This work on MDG will seek collaboration with UNICEF, UNFPA and UNDP Country Offices as well as regional offices. As some macro-economic modelling exercise for Nepal has been carried out by ADB, this project would build on the existing one and revise/restructure and expand the model to integrate MDG needs assessment and costing exercise. This exercise would assess the impact of MDG investments on growth, income distribution, government revenues and the resource needs.

Activities under this exercise are as follows:

- a) Assessing the availability of long and consistent time series data
- b) Assessing the country's economic characteristics and understand the macroeconomic structures
- c) Estimation of behavioural equations (parameters) that are in the generic SMF to reflect the country's specificities.
- d) Estimated equations would be put together and solve the model, undertake the historical validation exercise and conduct Business-as-usual (BAU) and other counter-factual policy evaluation scenarios
- e) Interpretation of the results of SMF in the context of designing alternative policy options
- f) Designing and implementing capacity building activities on SMF including preparation of training manuals, course notes, computer simulation experiments, etc.
- g) Discussion of SMF results in a consultative meeting
- h) Preparation of publishable quality of SMF report for Nepal.

This SMF rollout exercise would be undertaken jointly by national team (working group) and UNDP Regional Center's Team, which will provide initial technical support and also continuous technical backstopping. The working group ideally would consist of policy makers (two each from NPC, NRB, CBS, FGCO, MoF) and researchers (two members).

- **MDG Financing Strategy:** The MDG financing strategy follows both MDG Needs Assessment and SMF exercises. This financing strategy is crucial for MDG based planning in LDCs as the investments need to be scaled up if the MDGs are to be achieved. Further, bulk of these additional required investments needs to be financed by the public sector including ODA. A financing strategy underpins the implementation of a national plan and thereby ensures a tighter alignment between the budget and poverty reduction priorities. Without securing adequate finance, it will not be possible to implement an MDG based plan. The inputs for this exercise would come from both Needs Assessment and SMF reports. The MDG NA gives the investment needs (costs) for achieving different MDGs, while SMF provides what the investment needs (costs) for sectors that are not covered under NA would be and also the revenue potentially available. The difference between the total required investment and potential revenue is effectively the financing gap. Financing strategy seeks to close this finance gap.

Activities under the financial strategy are:

- a) Assessing the resource gap based on MDG NA and SMF exercise.
 - b) Identify the potential source and extent of finance (domestic resources, deficit financing, ODA and expenditure shifting) through fiscal space diamond exercise.
 - c) Ascertain the extent of ODA required to finance MDGs. Predictability of ODA is quite pertinent for successful plan implementation.
 - d) Advocate reprioritisation of public funds to maximise efficiency of public expenditure.
 - e) Address the issue of debt sustainability.
 - f) Prepare the financial strategy report that is of publishable quality.
- **Model-based policy analysis, planning and policy making:** NPC is planning to strengthen its capacity to analyze social and economic policies, assisted by policy simulation tools that cover important sectors of the economy. This project will support scoping, needs assessment and development of a Computable General Equilibrium (CGE) model of the economy. The actual model development work will take a concrete shape, particularly by developing sectoral models developed around and integrated with the SMF model. Institutional support will also be provided in the form of developing requisite human resource to operate and maintain such tools. This project will also support integration of Nepal trade related data to the Global Trade Analysis Project database, to allow policy simulation in relation to Nepal trade partners.
 - **Supporting the Central Bureau of Statistics for the preparation of Census 2011:** As preparation for the next census is already underway, and census data being vital to planning and monitoring, this project will also support the Central Bureau of Statistics (CBS) in its pre-enumeration, enumeration and post-enumeration phases of the census. The primary area of support will be to ensure that the questionnaires and guidelines for enumerators for data collection are gender and social inclusion sensitive and that the enumerators and supervisors are sensitized through adequate training. It will provide technical support to design the manuals from gender and inclusion perspective. It will provide sensitization training on gender and social inclusion to census technical committees and census managers from the center and district offices. Additional technical support will be provided to do further analysis of the census data from a gender and social inclusion perspective. It will partner with other UN agencies through the UN Gender Theme Group to support the CBS.
 - **Support to the next periodic planning exercise:** The project will provide assistance in the preparation of approach papers, stakeholder consultations, and drafting of the next national level periodic plan. The various needs analyses, costing exercises, and modelling exercises described above will feed into the development of approach papers for the next periodic plan as well as the plan itself.
 - **Capacity building initiatives for planning:** The project will provide support to review and amend the planning and budgeting mechanisms and processes (including instruments, criteria and guidelines) being followed by the GoN to ensure that they become more participatory, transparent, efficient, inclusive and engendered. In addition, capacity will be built to do conflict-sensitive planning such that development itself becomes a “connector” to promote peace and harmony.

Ministry of Finance will be a key partner in this aspect because of its central role in the budgetary system and process. Work done by the Gender Responsive Budget Committee in MoF will be drawn upon and, if needed, technical support will be provided by this project

to implement Gender Responsive Budgeting to partner sectoral ministries in collaboration with UNIFEM. The capacity of the Planning and Monitoring Divisions/Units of the sectoral ministries will be built, including those of the Gender and/or Social Inclusion Focal Points in the Ministries. MDG indicators in disaggregated forms will be promoted in sectoral plans with support from other UN agencies and donor-supported initiatives which are already supporting some of the sectoral ministries.

A comprehensive capacity needs assessment of the NPC will be carried out to identify its capacity needs. Following this assessment, a capacity development plan will be developed and implemented to strengthen the overall planning system.

2.2 Component Two

Support to monitoring: Strengthening inclusive monitoring systems

- **Strengthen tracking and monitoring of development results disaggregated by sex and social groups:** Tracking, monitoring and evaluation of overall development results is vital to ensure that development efforts are indeed delivering the intended results. While this project will review and recommend further measures and steps to refine and operationalize PMAS¹ in the context of the next national periodic plan, it will also support to address capacity issues drawn from capacity assessments. It will review the existing tools used for collection and dissemination of monitoring and evaluation information in partnership, among others, with civil society. Project activities will also focus on making the M&E systems gender and social inclusion responsive by drawing on the various ongoing work on disaggregated analysis and making efforts to apply them in the existing planning, data collection, and monitoring systems. Technical support for capacity development will be extended to the Poverty Monitoring Division of NPC along with Monitoring Divisions of sectoral Ministries. Review and revisions of currently used tools and mechanisms will be undertaken. Capacity to promote and establish participatory monitoring by the beneficiaries and target groups including social and public audit, preparation of citizens' report card, etc. will be developed. Capacities needed to collect data disaggregated by sex, social groups, poverty status and other key variables for inclusion will be assessed for a few key sectors and initiatives for capacity building will be supported including orientation, training, and development of tools and manuals.
- **Improve IT-enabled access to data and monitoring information by relevant agencies:** Monitoring mechanism should be more efficient with tools to access information. Information base is currently scattered. Integration and consolidation of and real time access to monitoring information such as Project Performance Information System (PPIS) of NPC, financial management system of FCGO and relevant database at MOF is necessary for efficient monitoring. High speed internet access is already available within Singh Durbar (following the laying of Optical fibre cable in the premises). Monitoring function will be strengthened with some hardware and software and capacity building support for NPC and relevant agencies/institutions at the central level. In partnership with MOF, FCGO and NPC, the project will review existing information base, and if feasible, integrate them into a web-based system for access by agencies involved in programme/project monitoring and public expenditure tracking. Relevant institutional and human resource development initiatives with regard to monitoring and evaluation will be drawn from the needs identified in the JICA baseline study

¹ GoN developed PMAS Framework at the national level - a crucial step towards the aim to coordinate, consolidate, harmonize and analyze data from the existing poverty monitoring systems and to feedback into the policy making system. To link the system to district level poverty monitoring and analysis, District Poverty Monitoring and Analysis System (DPMAS) was developed and published in June 2005. DPMAS envisages that DDC is the core of the implementation framework, and that NPC and MLD are the supporting agencies in the process of its institutionalisation. It has three components: (i) implementation monitoring, (ii) outcome monitoring; and (iii) organisational framework. Implementation monitoring involves the tracking of input, process and output indicators, whereas the outcome monitoring mainly focuses on measuring and monitoring of outcome level indicators. DPMAS includes indicators, their level of disaggregation, frequency of measurement, sources of data and the responsible organisation for supplying information.

and further analysis JICA project has done. Some will also be drawn from assessment of gender and socially inclusive planning and monitoring capacity gap mentioned above.

- **Capacity building in project/programme monitoring and evaluation and policy analysis:** Support for capacity development will be provided in the area of monitoring and evaluation both within the NPC and in selected sectoral Ministries. Evaluation - perceived as a weak area - needs to be strengthened, and external parties including civil society should be involved in much greater degree. In the project's course, ways and measures to improve service delivery, and tools to monitor and evaluate both at the project and programme levels will be explored and capacity of relevant ministries and its agencies strengthened. Such evaluations participated in by civil society is expected to increase efforts at institutionalizing the evaluation and effective feedback process. Capacity building of personnel from the NPC and sectoral ministries in the area of project monitoring and evaluation will be provided through orientation and training on the fundamentals of monitoring and evaluation.

3. Linkages with other initiatives

The government needs to build on achievements in the area of planning, monitoring and evaluation made so far from important policy, structural, legal, procedural and programmatic initiatives. Effective implementation is an issue despite a few ongoing and past projects with focus on monitoring and evaluation. This project will coordinate and ensure functional linkages with ongoing projects and build on achievements of those that have phased out. In particular, coordination with projects supporting the NPC will be vital to ensure that projects do not duplicate efforts but rather complement each other. Similarly, coordination with other UN agencies supporting the CBS on the census work as well as other sectoral ministries will be ensured. Collaboration and coordination with Poverty and Environment Initiative (PEI)—a UNDP and UNEP joint project—that seeks to influence policy making at the national and local government levels to strengthen poverty and environment linkages.

4. Results and Resources Framework

<p>UNDAF CP Outcome (D.3): Central and local government institutions mainstream gender and social inclusion concerns in policies, plans, programme implementation, budgets and monitoring</p> <p>CPAP Outcome (2.1) : Increased capacity of Government at the national and local level to manage resources and deliver basic services in an inclusive and equitable manner</p> <p>CPAP output (2.1.1): Planning frameworks, systems and tools developed for gender and socially inclusive MDG based planning and monitoring by NPC.</p> <p>Outcome indicators as stated in the Country Programme Results and Resources Framework, including baseline and targets: (this set of indicators as well as those for outputs appearing below need to be revisited later and sharpened)</p> <p>Applicable Key Result Area (from 2008-11 Strategic Plan): Democratic Governance: Strengthening responsive governing institutions</p> <p>Partnership Strategy: This project will be implemented by the National Planning Commission. Partnership with selected sectoral Ministries will be established in order to strengthen and link their planning and monitoring systems with the NPC.</p> <p>Project title and ID (ATLAS Award ID): Strengthening Planning and Monitoring Capacity of NPC</p>				
Intended Output Project output/Activity result	Output Targets	Indicative Activities	Responsible Parties	Inputs (US\$)
Support provided to NPC to prepare an inclusive and MDG based national development plan	MDG Progress Report Prepared and Published	<ol style="list-style-type: none"> 1. Prepare MDG Progress Report <ol style="list-style-type: none"> 1.1 Consultants fielded 1.2 Consultative meetings organized 1.3 Feedback on draft report collected 1.4 Report finalized and published 2. Provide technical backstopping and policy support for refining sectoral needs assessment and costing <ol style="list-style-type: none"> 2.1. Form thematic groups 2.2. Provide training to the group members 2.3. Organize consultative and review meetings 2.4. Finalise MDG Needs assessment 2.5. Disseminate reports including orientations to policy makers and CA members on MDGs 	NPC	42,000
	Sectoral ministries are able to conduct needs assessment and estimate investment needs for achieving MDGs		NPC	58,000

	MDG consistent macro-economic framework developed	<p>3. Developed Simplified macro-economic framework</p> <p>3.1. Form working group</p> <p>3.2 Review the existing macro model for Nepal and assess the data availability and consistency</p> <p>3.3. Provide hands-on training to the working group on software estimation</p> <p>3.4. Integrate MDG NA in macro model and provide macro-economic projection for planning purpose and policy options</p>	NPC	57,000
	MDG financing strategy developed	<p>4. Develop MDG financing strategy</p> <p>4.1. Assess the resource gap based on MDG NA and SMF exercise</p> <p>4.2. Identify the potential source of finance through fiscal space diamond</p> <p>4.3. Integrate MDGI outputs into the MTEF and the annual budgets</p> <p>4.4. Ascertain the extent of ODA required to finance MDGs and its predictability</p> <p>4.5. Advocate reprioritization of public funds to maximize the efficiency of public expenditure for the attainment of the MDGS</p> <p>4.6. Address the issue of debt sustainability</p>	NPC	20,000
Capacity of NPC enhanced for gender and social inclusion responsive and results oriented planning, monitoring and evaluation	Capacity needs assessment of NPC for planning and monitoring conducted and capacity building plan developed and implemented	<p>5. Provide technical and advisory support to identify measures for effective planning, monitoring and evaluation</p> <p>5.1. conduct capacity needs assessment of NPC for results oriented and gender and social inclusion responsive planning and monitoring</p> <p>5.2. prepare capacity development plan and implement a select capacity building initiatives</p>	NPC	150,000

	Monitoring system refined and improved to establish disaggregated data and indicators by sex and social groups	<p>6. Support NPC to effectively implement a development results monitoring system</p> <p>6.1. Review and revise existing poverty monitoring system and mechanism</p> <p>6.2. Improve planning, programming, budgeting and M&E systems including gender coding system</p> <p>6.3. Orient Ministries</p>	NPC	135,000
	CGE model developed and institutional mechanism put in place for its implementation	<p>7. Develop a CGE model and set up institutional mechanism for its effective implementation</p> <p>7.1. Assess needs and develop work modality</p> <p>7.2. Integrate Input/Output table into GTAP database system</p> <p>7.3. Technical support to develop CGE model of Nepalese economy</p> <p>7.4. Train planners and policy makers on policy simulation based on model</p> <p>7.5. Provide institutional support for policy simulation/analysis</p>	NPC	125,000
	Technical support provided to CBS for the preparation, implementation and analysis of Census 2011	<p>8. Provide technical support to CBS for Census 2011</p> <p>8.1. Support in engendering and making the census socially inclusive during pre-enumeration, enumeration and post-enumeration phases</p> <p>8.2. Support the CBS in further analyzing the census data from gender and social inclusion perspective</p>	CBS	100,000
	IT-enabled access to data and monitoring information enhanced	<p>9. Provide technical support to NPC to consolidate database and enhance access to data</p>	NPC	80,000
Program Support Cost	Equipments (Vehicle, computers), Furniture, Salaries, Communications, Maintenance			187,000
Total				954,000

Annual Work Plan 2009

Award ID:

Award Title: Strengthening Planning and Monitoring Capacity of NPC

Duration: October - December

CPAP output: Planning frameworks, systems and tools developed for gender and socially inclusive MDG based planning and monitoring by NPC.

ANNUAL TARGETS <small>(Start with CPAP Annual Targets, indicating (CPAP) in parentheses, then add additional Annual Add additional Targets) initial</small>	PLANNED ACTIVITIES					RESPONSIBLE PARTY	SOURCES OF FUNDING		DONOR		BUDGET		No. of units	Approved Budget	
	PLANNED ACTIVITIES						TRAC	UNDP	Budget Description	Unit cost	Budget				
	Q1	Q2	Q3	Q4	Q4										
List all activity results and associated actions (including key M&E actions) List all activity results and associated actions (including key M&E actions)	Activity Result 1: Support provided to NPC to prepare an inclusive and MDG based national development plan					NPC									
	Action 1 - Prepare draft MDG progress report 2010 - recruit consultants - organise consultative meetings prepare draft MDG progress report					NPC	TRAC	UNDP	71400 national consultant	170	100	17,000			
	Sub-total											22,000			
	Action 2 - Initiate sectoral needs assessment and costing - Form thematic group - provide training to the groups - organise consultations						NPC	TRAC	UNDP	71200 international consultant	400	20	8,000		
MDG needs assessment and costing initiated	Sub-total											30,000			
	Action 3 - Develop MDG simplified macro-economic framework - Form working group - review existing macro model for Nepal Provide hands on training to the working group						NPC	TRAC	UNDP	71400 national consultant	170	15	2,550		
	Sub-total											5,000			
	Sub-total											13,550			
Technical assistance provided to CBS for census 2011	Sub-total											65,550			
	Activity Result 2: Capacity of NPC enhanced for gender and social inclusion responsive and results oriented planning, monitoring and evaluation														
Program support Cost	Action 1 - provide technical support to CBS for 2011					NPC	TRAC	UNDP	74500 miscellaneous	20000	1	20,000			
	Sub-total											20,000			
Program support Cost	Contractual Services - Individuals											854	5	4,268	
	Equipment and Furniture											1,960	1	1,960	

ANNUAL TARGETS (Start with CPAP Annual Targets, indicating (CPAP) in parentheses, then add additional Annual Targets)	PLANNED ACTIVITIES List all activity results and associated actions (including key M&E actions)				TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET			
	Q1	Q2	Q3	Q4	Sources of Fund	Donor	Budget Description	Unit cost		No. of units	Approved Budget		
					TRAC	UNDP	72400 Communication & AV Equipment	600	1	600			
					TRAC	UNDP	OTHR						
					TRAC	UNDP	72800 IT Equipment	11,300	1	10,400			
					TRAC	UNDP	74500 Miscellaneous Expenses	91	6	548			
					TRAC	UNDP	74500 Miscellaneous Expenses	2,067	1	2,067			
	Sub-total										19,842		
	Grand Total										105,393		

Prepared by

P. L. Swakya
Executive

Project Manager

Approved by

P. L. Swakya
Executive

Approved by

Rajwana Oula-Bolla
UNDP



ANNUAL TARGETS (Start with CPAP Annual Targets, indicating (CPAP) in parentheses, then add additional Annual Targets)	PLANNED ACTIVITIES List all activity results and associated actions (including key M&E actions)	TIMEFRAME				RESPONSIBLE PARTY	PLANNED BUDGET							
		Q1	Q2	Q3	Q4		Sources of Fund	Donor	Budget Description	Unit cost	No. of units	Approved Budget		
	Action 4 - MDG Financing Strategy							74500 miscellaneous (workshop)	20000	1	20,000			
	Sub-total										20,000			
	Sub-total										163,289			
Technical assistance provided to CBS for census 2011	Activity Result 2: Capacity of NPC enhanced for gender and social inclusion responsive and results oriented planning, monitoring and evaluation					NPC								
	Action 1 - provide technical support to CBS for 2011							74500 miscellaneous	55000	1	55,000			
	Sub-total										55,000			
	Action 2 - Capacity development activities related to planning and monitoring							71400 national consultant	170	215	36,550			
	Sub-total							71200 international consultant	1875	16	30,000			
	Sub-total										30,000			
	Sub-total										121,550			
	Program support Cost							71400 Contractual Services - Individuals	12,207	5	61,033			
								72400 Communication & AV Equipment OTHR	11,340	1	500			
								74700 Transport, Shipping and Handle	42,200	1	19,000			
						UNDP		74500 Miscellaneous Expenses		1	8,402			
	Sub-total										88,935			
	Grand Total										373,774			



Annual Work Plan

Nepal - Kathmandu

Award Id: 00058362

Award Title: Strengthening Planning and Monitoring Capacity of NPC

Year: 2009

Report Date: 8/10/2009

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget					
			Start	End		Fund	Donor	Budget Descr	Amount US\$		
00072471	Support provided to NPC to pre	1 National Dev Plan prepare			NEP-National Planning Commissi	04000	UNDP	71200	International Consultants	14,000.00	
					NEP-National Planning Commissi	04000	UNDP	71400	Contractual Services - Individ	36,560.00	
					NEP-National Planning Commissi	04000	UNDP	74500	Miscellaneous Expenses	15,000.00	
				2.PlanningM&E capacity enh		NEP-National Planning Commissi	04000	UNDP	74500	Miscellaneous Expenses	20,000.00
				3.Programme Support Cost		NEP-National Planning Commissi	04000	UNDP	71400	Contractual Services - Individ	4,266.00
						NEP-National Planning Commissi	04000	UNDP	72200	Equipment and Furniture	1,960.00
						NEP-National Planning Commissi	04000	UNDP	72400	Communic & Audio Visual Equip	600.00
						NEP-National Planning Commissi	04000	UNDP	72800	Information Technology Equipm	10,400.00
						NEP-National Planning Commissi	04000	UNDP	74500	Miscellaneous Expenses	548.00
						UNDP	04000	UNDP	74500	Miscellaneous Expenses	2,087.00
TOTAL											
GRAND TOTAL											
105,393.00											
105,393.00											



Annual Work Plan

Nepal - Kathmandu

Award Id: 00058362

Award Title: Strengthening Planning and Monitoring Capacity of NPC

Year: 2010

Report Date: 8/10/2009

Project ID	Expected Outputs	Key Activities	Timeframe		Responsible Party	Planned Budget				
			Start	End		Fund	Donor	Budget Descr	Amount US\$	
00072471	Support provided to NPC to pre	1 National Dev Plan prepare			NEP-National Planning Commissi	04000	UNDP	71200	International Consultants	51,989.00
						04000	UNDP	71400	Contractual Services - Individ	54,300.00
						04000	UNDP	74200	Audio Visual&Print Prod Costs	14,000.00
						04000	UNDP	74500	Miscellaneous Expenses	43,000.00
		2PlanningM&E capacity enh			NEP-National Planning Commissi	04000	UNDP	71200	International Consultants	30,000.00
						04000	UNDP	71300	Local Consultants	36,550.00
						04000	UNDP	74500	Miscellaneous Expenses	55,000.00
		3.Programme Support Cost			NEP-National Planning Commissi	04000	UNDP	71400	Contractual Services - Individ	61,033.00
						04000	UNDP	72400	Communic & Audio Visual Equip	500.00
						04000	UNDP	74500	Miscellaneous Expenses	8,402.00
TOTAL						04000	UNDP	74700	Transport, Shipping and handle	19,000.00
GRAND TOTAL										373,774.00

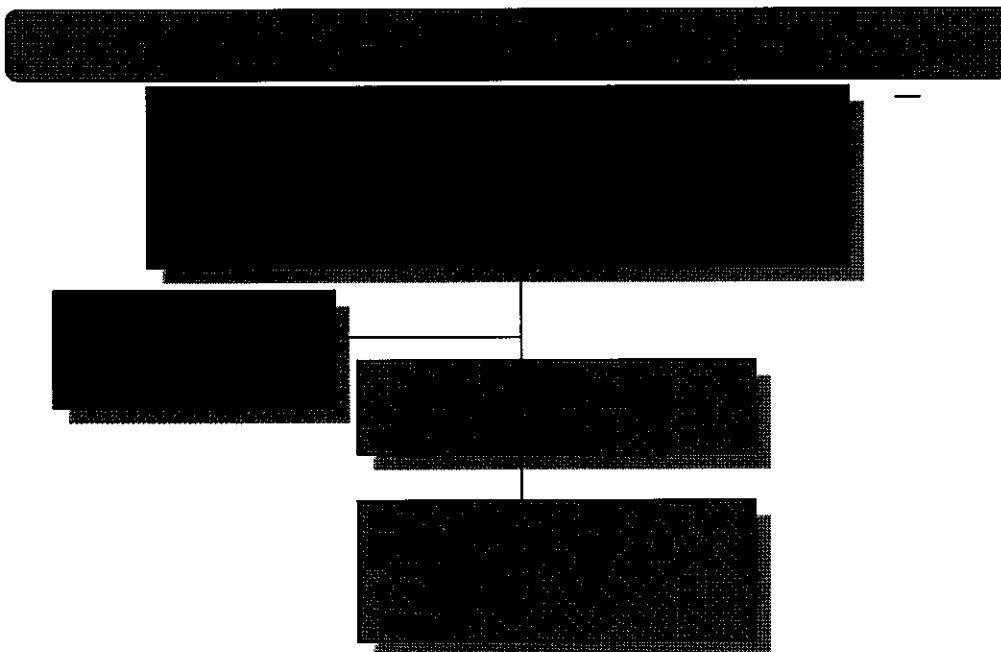
MANAGEMENT ARRANGEMENTS

The National Planning Commission² will implement this project in close coordination with the UNDP Country Office. A management team for this project will be housed in the NPC that will supervise, operate, and monitor all project elements, and take the lead in collaborating with other projects in NPC, donors and other agencies. As the Implementing Agency, the NPC will be charged with ensuring the achievements of results expected in this document.

A Coordination Committee will be formed chaired by an NPC member and comprised of representatives from UNDP, relevant donors, NPC's various divisions, and sectoral ministries to provide strategic guidance, to coordinate with other projects supporting the NPC, as well as to coordinate with sectoral ministries and other stakeholders.

A Project Executive Board (PEB) will be constituted with membership drawn at least one each from UNDP, NPC, CBS and select Ministries with whom this project will be closely collaborating. This Project Board will be chaired by NPC. The PEB will be responsible for executive management decisions and guidance as required by the project manager and make assurance reviews at designated decision points.

The Project Management Unit will be composed of a Project Manager, M&E Policy Specialist and support staff. The management structure will be as follows:



² NPC's capacity to implement projects has been very good especially with regard to the three previous UNDP-supported projects: Poverty Monitoring in support of PRSP, Operationalization of MDGs, and Building Capacity for Human Development.

Planning and management of implementation will be governed by approved work plans, with defined quarterly schedules. The approved annual work plan, once endorsed by NPC and UNDP, will be the main instrument of authorization for the Project Management Unit (PMU) to implement activities contained herein. The PMU will be subjected to quarterly and annual reporting and review requirements. These reviews will reassess, if necessary, project work plans to create the necessary conditions for effective execution as well as implementation.

Under the National Implementation Modality, quarterly advance will be made to the project account based on the quarterly work plan and progress report. UNDP makes payments to service providers upon receiving the Funding Authorization and Certification Expenditure (FACE) form by the implementing agency.

Upon NPC's request, UNDP Country Office will provide the following services:

- Identification and recruitment of project personnel
- Identification and procurement of high value goods and services
- Direct payment

For these services from UNDP Country Office, a separate Letter of Agreement (LOA) will be entered between UNDP and NPC.

Partners providing inputs to the activities of this project are, AEPC, MOAC, MOES, MOFSC, MOHP, MLD, MOPPW, MOEST, MOWCSW, other UN System Organizations, namely UNDP Regional Centers, UNFPA, UNICEF, WHO, FAO, WFP, UNESCO, UNAIDS, UNIFEM, and ILO especially for conducting the MDG Needs Assessment and preparing the MDG Progress Report. These partners will collaborate by way of membership and contributions to the task forces to devise MDG-based national development strategies with a package of MDG support services. UNDP/Regional Center will provide technical inputs in the course of preparation of updated MDG needs assessment report, MDG consistent Macro-economic and Financing frameworks and relevant training to the stakeholders. Donors and Civil Society will also collaborate in the analytical and planning work. At the functional level, this project will collaborate in the development of a CGE model taken up by the ongoing UNDP funded trade project, "Enhancing Trade-related Capacity Building" project and link it with the macro-economic framework developed by this project.

Audit Arrangements: The project audit will be conducted in accordance with the UNDP rules and procedures. The frequency and scope of the audit will be discussed with the implementing partner before the audit exercise begins.

6. MONITORING FRAMEWORK AND EVALUATION

The project will follow standard UNDP procedures for review, reporting, monitoring and evaluation. These will be guided by the annual work plan and results framework. A comprehensive M&E framework of the project will be developed based on the standard format of UNDP Nepal . Quarterly reporting and review of progress shall be completed to provide the

opportunity to discuss progress, achievements and challenges and contribute to developing a detailed work plan for the following year. Ongoing monitoring and internal evaluation will be carried out on a regular basis to constantly improve performance. In accordance with the programming policies and procedures outlined in the UNDP User Guide, the project will be monitored through the following:

Within the annual cycle

- On a quarterly basis, a quality assessment shall record progress towards the completion of key results, based on quality criteria and methods captured in the Quality Management table below.
- An Issue Log shall be activated in Atlas and updated by the Project Manager to facilitate tracking and resolution of potential problems or requests for change.
- Based on the initial risk analysis submitted (see annex 1), a risk log shall be activated in Atlas and regularly updated by reviewing the external environment that may affect the project implementation.
- Based on the above information recorded in Atlas, a Quarterly Progress Reports (QPR) shall be submitted by the Project Manager to the Project Board through Project Assurance, using the standard report format available in the Executive Snapshot.
- a project Lesson-learned log shall be activated and regularly updated to ensure on-going learning and adaptation within the organization, and to facilitate the preparation of the Lessons-learned Report at the end of the project
- a Monitoring Schedule Plan shall be activated in Atlas and updated to track key management actions/events

Annually

- Annual Review Report. An Annual Review Report shall be prepared by the Project Manager and shared with the Project Board and the Outcome Board. As minimum requirement, the Annual Review Report shall consist of the Atlas standard format for the QPR covering the whole year with updated information for each above element of the QPR as well as a summary of results achieved against pre-defined annual targets at the output level.
- Annual Project Review. Based on the above report, an annual project review shall be conducted during the fourth quarter of the year or soon after, to assess the performance of the project and appraise the Annual Work Plan (AWP) for the following year. In the last year, this review will be a final assessment. This review is driven by the Project Board and may involve other stakeholders as required. It shall focus on the extent to which progress is being made towards outputs, and that these remain aligned to appropriate outcomes.

7. LEGAL CONTEXT

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

Consistent with the Article III of the Standard Basic Assistance Agreement, the responsibility for the safety and security of the implementing partner and its personnel and property, and of UNDP's property in the implementing partner's custody, rests with the implementing partner.

The implementing partner shall:

- a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
- b) Assume all risks and liabilities related to the implementing partner's security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document".

Annex 1: Terms of References (TOR)

TOR for Project Executive Board

The Project Executive Board will be responsible for making executive management decisions for a project when guidance is required by the Project Manager. The Board reviews and approves project stage plans and authorizes any major deviation from these agreed stage plans. It is the authority that signs off the completion of each stage plan as well as authorizes the start of the next stage plan. It ensures that required resources are committed and arbitrates on any conflicts within the project or negotiates a solution to any problems between the project and external bodies. In addition, it approves the appointment and responsibilities of the Project Manager and any delegation of its Project Assurance responsibilities. The responsibilities of the PEG include the following:

- Agree on Project Manager's and Project Management Team's responsibilities;
- Appraise and approve stage plans submitted by Project Manager;
- Delegate any Project Assurance roles as appropriate;
- Commit project resources required by the next stage plan.
- Provide overall guidance and direction to the project, ensuring it remains within any specified constraints;
- Agree on Project Manager's tolerances in the stage plan;
- Review each completed project stage plan and approve the next stage plan;
- Review and approve end project report, make recommendations for follow-on actions;
- Provide ad-hoc direction and advice for exception situations when project manager's tolerances are exceeded;
- Assess and decide on project changes;
- Assure that all planned deliverables are delivered satisfactorily and programme management directives are complied;
- Conduct annual review of AWP and pass on the results to Programme Component Review.
- Assure that all products deliverables are delivered satisfactorily;
- Review and approve the end project report;
- Make recommendations for follow-on actions and post project review plan;
- Notify project closure to the Outcome Board.

Terms of Reference for National Programme Manager (NPM)

Duty Station: Kathmandu with occasional travels to districts

Duration: Contract issued annually

Duties and Responsibilities: Her/his major responsibilities will include, but not be limited to, the following:

- Develop a detailed work-plan, schedule and budget, for approval by National Planning Commission and the UNDP/Nepal, and update it on a quarterly basis.
- Preparation of detailed plans for programme review and reporting
- Prepare quarterly monitoring reports.
- Ensure the timely mobilization and utilization of programme personnel, subcontracts, and training and equipment inputs.
- Identify, in close consultation with UNDP potential candidates for posts under the programme (advertising, appointing a selection board, conducting examinations/interviews, arranging medical examinations and obtaining approval of the appropriate authority), recruit these individuals as well as assume responsibility for their administration, including their remuneration.
- Prepare the terms of reference, in consultation with the implementing agency (NPC), for subcontractors, advertise Requests for Proposal (RFP), appoint contract committee, select contractor and award contract.
- Assist in the preparation of training programme designed for staff of partner agencies, particularly in developing an overall training plan regarding types of training activities, individuals to be designated, priorities, venue and cost involved.
- Assist UNDP and NPC with the preparation and management of national consultant contracts.
- Ensure the effective co-ordination of the activities of the national consultants working with the programme.
- Support NPC and the programme in the implementation of activities planned over the life of the programme.
- Support NPC in preparation of MOU with the Programme partners and others.
- Support generation, and dissemination among national and international stakeholders, of high quality information about the Programme, approaches and results.

Qualifications and Experience:

The candidate must have an advanced degree in economics, statistics, sociology, planning or other related field. S/he should possess a clear understanding of Nepal's planning processes and mechanisms, International Development Goals and targets, MDGs, and dynamics of poverty in Nepal. S/he should have excellent communications skills that are required for advocacy efforts. S/he should have positive experiences of working with central government institutions. Working experience with UNDP and/or other UN agencies and understanding of UNDP policy and procedures will be an advantage.

S/he should have at least 5 years of experience in project design, implementation and monitoring.
S/he should have:

- Experience with programme management and co-ordination and a proven ability to co-ordinate a complex matrix of development programme;
- Understanding and knowledge of the basic computer systems necessary for programme management and co-ordination (i.e., word processing and budgeting).
- Experience managing a development program
- Experience in formulating at least one development action programme
- Familiarity with UNDP management

Language:

Fluency in both spoken and written Nepali and English language will be required.

**Terms of Reference for
Monitoring and Evaluation Policy Specialist—will be added later.**

Admin/Finance Associate (AFA)

Duty Station: Kathmandu.

Duration: Contract issued annually

General Responsibilities: The incumbent will perform the following tasks.

1. Prepare vouchers and process payments for all the financial transactions and also process payment under Direct Payment Request to UNDP for hard currency payments;
2. Maintain complete sets of books of account according to the principles of accounting and update it on a daily basis. Also keep record of the disbursements made from UNDP CO and by Cooperating Agency on behalf the programme;
3. Prepare trial balance, bank reconciliation statement and status of fund on a monthly basis and verify the accuracy of the statements and books of accounts;
4. Prepare periodic Financial Reports (Quarterly Reports) to be submitted to UNDP
5. Assist in preparing and updating Annual Workplan and Quarterly Workplan for the advance request;
6. Verify the Combined Delivery Report (CDR) for certification to be sent to UNDP.
7. Facilitate in convening Project Procurement Committee and prepare minutes of the meetings
8. Assist in processes relating to recruitment, procurement, subcontracts, etc.;
9. Participate and prepare minutes of Project Procurement Committee and Project Recruitment Committee meetings;
10. Keep complete personnel files and records such as leave records, attendance records, service contracts, etc.
11. Maintain vehicle log book, inventory of office supplies and put in place proper internal control system
12. Keep records of Non Expendable Equipment (NEE), conduct physical verification at least once a year and prepare report on annual physical verification of NEE to be submitted to UNDP;
13. Assist and facilitate the audit as well as internal audit conducted by UNDP;
14. Take follow up measures on audit findings;
15. Keep abreast of the financial regulations of the Government regarding the taxation and ensure compliance;
16. Ensure the compliance of all the provisions of NIM Guidelines regarding personnel management, procurement, subcontract and financial management;
17. Manage all correspondence related to administration and finance;
18. Ensure the maintenance of a filing system and all reports on documentation on programme;
19. Supervise the work of support staff
20. Perform other duties as assigned by supervisors.

Qualifications: Bachelor's Degree in Commerce, Management or Business Administration, with at least three years hands-on experience in finance and administration, with a UN or similar development programme, or with a reputed private organization; sound knowledge of financial accounting and reporting and exposure to programme administration; excellent computer skills (Word, Excel); excellent command of English and Nepali languages (written and spoken).

Driver

Duty Station: Kathmandu
Duration: Contract issued annually
Qualifications:

- Valid driving license for light and heavy vehicles;
- Secondary level education;
- Minimum of five years' of working experience with safe driving record;
- Working experience with UN system or development organizations preferred;
- Sound health and excellent eyesight;
- Courteous and willing to drive long distances;
- Willing to drive in rural areas.

Messenger

Duty Station: Kathmandu
Duration: Contract issued annually

Duties and Responsibilities:

The Messenger will report to the Administrative and Finance Officer and will be responsible for the following:

1. Deliver office documents to other organizations and offices
2. Operate machines such as fax, telephone, photocopier, etc.
3. Handle front desk office.
4. Support with logistics during meetings and workshops.
5. Clean office rooms and maintain sanitation in the office and office premises
6. Perform any other duty assigned by project management.

Qualifications:

- Secondary level or equivalent education
- At least 3 years experience in similar role in an office setting
- Must be able to operate office equipments such as fax machines, phones, photo copying, scanner, etc.
- Must be able to follow instructions.
- Experience in similar capacity at other international agencies will be a special advantage.

Language: S/he should be able to read, write and speak Nepali. Should read and understand English.

ANNEX 2: RISK LOG

Risks present themselves in terms of both the highly evolving and unpredictable security situation, changing political, social and economical environments of Nepal. The following are potential risks associated with the implementation of the project:

1	<p>The successful achievement of the project outcome is heavily contingent on the National Planning Commission's coordination of sectoral ministries to link and strengthen their planning and monitoring system.</p>	<p>Operational and Organizational</p>	<p>Delays in project implementation Impact=3 Probability= 3</p>	<p>The project is designed and will be implemented in close consultation with line ministries, will conduct need assessments, plan and link with MDG goals. The NPC team provide back stopping and policy support and conduct various activities indicated in the project document.</p>	<p>NPM</p>	<p>NPM, Programme Officers</p>	<p>8 Oct 2009</p>	<p>XX</p>	<p>No change</p>
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2	<p>Unpredictability of policy directions due to the ongoing political changes fluid security situation surrounding the drafting of the new Constitution could have repercussions on the work of the NPC related to the institutional Strengthening support engaging line ministries for inclusive planning and monitoring system</p>	<p>Financial and Political</p>	<p>Implementation of annual targets affected, not likely to be met in 2009/10 and reduced capacity, due to repercussions on the work of the NPC</p> <p>Impact=3 Probability= 3</p>	<p>Adjustment of specific supporting activities may be required as the NPC priorities and needs may change</p> <p>The project must accommodate the sudden and unpredictable changes to the project timetable and activities to be implemented during the period 2008-2010, which needs to be re-evaluated in terms of priority, if less or more time were available or required</p>	NPM	NPM, Programme Officer	8 Oct	XX	No change
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3	There is a huge funding gap.	Financial	Project may not be able to deliver on all its intended results and may have to be scaled down.	Discussions with donors for resource mobilization will be done pro-actively by both UNDP and NPC.	NPM	Programme Officer	8 Oct	XX	No change
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HUMAN RESOURCE PLAN FOR 2009

Project Name: Strengthening Planning and Monitoring Capacity of NPC

	Functional Title	Category (National Professional; International Consultant; National Support Staff)	Reference to Activity ID	Duration Position Required (e.g. 12 months; 2 years)	No of Position(s)	Budget	Date Final TOR will be submitted to UNDP HR Unit	Expected Entry on Duty Date
1.	National Project Manager--1	SB 5	Activity 6	3 years	1	1,908.07	12 October 2009	November 2009
2.	Monitoring and Evaluation, Policy Specialist--1	SB 4	Activity 6	3 years	1	1,301.56	12 October 2009	November 2009
3.	Admin and Finance Assistant--1	SB 3	Activity 6	3 years	1	569.09	12 October 2009	November 2009
4.	Drivers--1	SB1	Activity 6	3 years	1	244.66	12 October 2009	November 2009
5.	Messenger--1	SB1	Activity 6	3 years	1	244.66	12 October 2009	November 2009

P. C. V. K. S. K.

PROCUREMENT PLAN FOR 2009
Strengthening Planning and Monitoring Capacity of NPC

3	Programme Support (2009)																			
	Digital Cameras		1	300		300					6 Action a.									
	Telephone set		4	40		160					6 Action a.									
	Furniture (Depending upon qty)		3	500		1,500					6 Action a.									
	Internet Services		Monthly			600					6 Action a.									
	Desktop (including software for Office)		1	1,000		1,000					6 Action a.									
	Laptops With Office Software (Dockable station & monitor)		2	1,800		3,600					6 Action a.									
	UPS for desktops		1	100		100					6 Action a.									Request to UNDP Procurement Unit
	LCD Projector		1	700		700					6 Action a.									
	Multi Functional Machines (Printer/Scanner/Copier)		1	5,000		5,000					6 Action a.									Delivery in Project
	IT Maintenance Services		Monthly			300					6 Action a.									
	Cleaning Services		Monthly			248					6 Action a.									
	Hiring Consultants		14								6 Action a.									Date Final TOR will be submitted to UNDP HR Unit
																				Expected Entry on Duty Date
	Sub Total		6			13,508														

P.L. S. ...

PROCUREMENT PLAN FOR 2010
Strengthening Planning and Monitoring Capacity of NPC

Activity 3 Programme Support (2009)														
	4WD Vehicle (Indian)		1	17,000	17,000				6 Action a.					
	Motor Bikes		1	2,000	2,000				6 Action a.					
	FAX Machines		1	500	500				6 Action a.					



**Minutes
Local Project Appraisal Committee (LPAC)**

Strengthening Planning and Monitoring Capacity of the NPC (SPMC)

24 September 2009

National Planning Commission, Singha Darbar

Chairperson: Dr. Yuba Raj Khatiwada, Vice Chairman, National Planning Commission

Participants:

Dr. M. Akhtar, WHO
Dhruba Bandhu Aryal, NPC
Pushkar Bajracharya, NPC
Bikash Bista, CBS
Sanjeeb Bhattarai, UNDP
Heather Bryant, UNDP
Dhruba Prasad Dahal, NPC
Ugochi Daniels, UNFPA
Anne-Isabelle Degryse-Blateau, UNDP
Uttam N. Malla, CBS
Dr. Praveen Mishra, MoH&P
Sharad Neupane, UNDP
Lazima Onta-Bhatta, UNDP

Krishna Pahari, WFP
Atma Ram Pandey, NPC
Yuba Raj Pandey, NPC
Seema Rajouria, UNMC/RCO
Rabi Sainju, NPC
Dr. Gunawan Setiadi, WHO
Dr. Braja K.P. Shaha, MoAC
Pushpa L. Shakya, NPC
Vijaya P. Singh, UNDP
Dharma Swarnakar, UNDP
Ashok Vaidya, UNICEF
Yamun Yadav, UNIFEM

Introduction: Dr. Yuba Raj Khatiwada opened the meeting, welcoming all participants. He briefly referred to UNDP's ongoing support to poverty reduction and attainment of the MDGs and human development outcomes in Nepal. He explained that UNDP has offered to further support the capacity development of the Government for planning and monitoring.

Presentation: Dharma Swarnakar presented the project (see attached presentation).

Discussion: Dr. Khatiwada further explained that the idea of the project is to enhance the next three-year periodic plan, especially as this is the last year to incorporate the MDGs. The plan will be for three years, but with a five-year perspective looking ahead to the target year 2015. In addition, the focus on costing sectoral strategies and plans will give the Ministries the "upper hand" when negotiating resource allocations. He also noted that meeting the MDGs has a price tag. The Government, with the assistance of donors, has to upscale its investment. At the same time, it is necessary to anticipate and monitor macro-economic indicators. Further activities, such as localization of the MDGs can be done in later years of the project. He further noted that while the project is led by UNDP, this will be a "One UN" approach, with the agencies working together. The Government, he promised, would also work as "one government".

Dr. Khatiwada recognized, as mentioned in the presentation, that the time line for the first priority activities under the project is very tight. To move ahead, he named Pushpa Shakya as the National Programme Director from the NPD, and Puskar Bajracharya as the chair of the Coordination Committee.

He further added that one more sector would need to be added: peace and development.

Dr. Khatiwada also reiterated the need for disaggregated data, by gender and social group. While the census can provide such disaggregation, no sample surveys have been designed in the past to capture social groups, and sometimes even gender disaggregation is missing. In the next NLSS, even greater disaggregation will be required. Support will be required from the project in this regard, both technical and financial.

Dr. Khatiwada concluded his remarks by saying this project is timely, exactly aligned with the NPC planning cycle. The MDG Progress Report will feed into the approach paper for the next plan, and the Needs Assessment and costing will support the more detailed sectoral strategies and plans. He then opened the floor for discussion.

Anne-Isabelle Degryse-Blateau of UNDP thanked all of the participants for coming to this meeting on the eve of the Dasain holiday. She noted that the time line is critical and hopes that the project can be quickly approved and any minor adjustments made immediately after the meeting in order to begin work. She stated that UNDP feels very privileged to have been asked by the NPC for assistance, and appreciated that key people have already been appointed so that work can begin quickly. She confirmed that UNDP would be collaborating with the other UN agencies, and ensuring that the project would not be "reinventing the wheel". The project will build on existing expertise and data.

Dr. Praveen Mishra, MoH&P, made four points. The first was about sustainability, and the need to ensure that mechanisms are established to ensure sustainability. Secondly, he recommended that duplication be avoided, using networks and sector wide approaches. Thirdly, reaching the MDGs means that people have to perceive and feel the benefits, the changes coming about, not just read about them in papers. Fourthly, and most importantly, we have to plan for implementation. We cannot achieve goals if we can't go out and implement on time.

Dr. Braja K.P. Shaha, MoAC, stated that his only worry with respect to the proposed project was the tight time line for the first six months. He supported Dr. Khatiwada's remarks that costing is essential. He suggested that there is a need for technical working groups in the line Ministries, that the Coordination Committee alone will not be enough. Overall, he was positive about the project.

Krishna Pahari, WFP, suggested that one group should look at agriculture and food security. He noted that food security is a cross-cutting issue, but closely linked to agriculture. WFP has been supporting the Government to build systems for monitoring food security.

Yamun Yadav, UNIFEM, noted with pleasure that UNIFEM's collaboration has already been proposed in the document. He suggested that the mention of programmatic linkages and synergies with ongoing relevant projects should include a list of the current projects. He mentioned for example the SAARC Gender in Focus project.

Ugochi Daniels, UNFPA, followed up on UNIFEM's comment. She expressed UNFPA's support to the NPC and UNDP, and firm intention to collaborate, coordinate and participate. However, she noted the need to build on what is already on-going, such as UNFPA's support to CBS particularly with respect to gender and social inclusion in the census. UNFPA is also supporting MLD to develop an integrated MIS at district level, and is working to strengthen M & E in the social sector at the central level.

Uttam N. Malla, CBS, built on Ms. Daniel's intervention, noting that CBS still faces a resource gap, and that the MoF will be calling a donors meeting to discuss. He thinks the project can build on the existing statistical base. For example, additional analysis can be done of the Nepal Labor Force Survey. Work has already been done on the Census, but there is still possibility for greater collaboration.

Dr. Yuba Raj Khatiwada responded to the comments, agreeing that sustainability is a fundamental issue. He noted that the whole process proposed by the project will be internalized, as task forces will be led by senior Ministry colleagues. He promised that there would be no duplication, and that the project would take stock of all existing assessments and data and built thereon. He agreed that all of this is about outcomes, about changes in the lives of the people. He also reiterated that implementation is key, and will be addressed during the needs assessment. The needs assessment will also assess capacity and capacity development needs for implementation. He repeated the observation that the time line is short, but that there is no way out, people will be mobilized.

Pushkar Bajracharya further explained that the modeling task has already started. He also pointed out that the time line is tight for the elements that will directly support the preparation of the next periodic plan, but other support, such as to macro-economic modeling, will go on till 2012.

Decision: Dr. Khatiwada concluded the meeting by approving the proposed project, and encouraging al to move quickly to being implementation. Finally, he wished all a happy Dasain.

Local Project Appraisal Committee (LPAC) Meeting
Strengthening Planning and Monitoring Capacity of National Planning Commission
Thursday, 24 September 2009
1500 – 1630 hrs
VC Meeting Hall, NPC

SN	Name/ Designation	Organization	Email address	Telephone no.
1	Heather Bryant, Progn. Analyst	UNDP	heather.bryant@undp.org	5523200
2	Seema Rajawara, MDG Specialist	UN MC/RCO	seema.rajawara@undp.org	5523200
3	Sanjeeb Bhattarai	UNDP	sanjeeb.bhattarai@undp.org	5523200 ext 1913
4	Ugochi Daniels	UNFPA	daniels@unfpa.org	5523880
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8	Anne Isabelle D. Blateau	UNDP		981100776
9	Yubee Raj Khatri-wade	NPC		
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13	Krishna Pahari	WFP	Krishna.Pahari@wfp.org	5542607
14	Dhruva Prasad Dahil	NPC	dhruvapdahil@yahoo.com	9841002293
15	Dr. M. AKHTER	WHO	akhtar-m@sears.who.int	9851068801

Local Project Appraisal Committee (LPAC) Meeting
Strengthening Planning and Monitoring Capacity of National Planning Commission
Thursday, 24 September 2009
1500 - 1630 hrs
VC Meeting Hall, NPC

15	DR. GUNAWAN SETIAO I	WFO	network@searo.who.int	ext 510 76875
16	Dhruba Bandhu Aryal	NPCS	dr bivaroyal@yahoo.com	9841585046
17	Nityays P Singh	UNDP UNDP	nityaysingh@unfpa.org	98570-41653
18	Atama Ram Panthay	NPC	patmaram@gmail.com	4211757
19	Bikash Biota	CBS	bbiota@pbs.gov.np	9841559917
20	Uttam N. Mall	DG, CBS	uttammalla@pbs.gov.np	9841296107
21	Uttama Swarnakar	UNDP	Uttamaswarnakar@gmail.com	015523200
22	Kabir S-Sainju	HRK	ssainju@gmail.com	014211057
23	Lazima Duta-Bhatta	UNDP		
24	Ashok Vaidya	UNICEF	asvaidya@unicef.org	98570-73167
25	Sharad Nepal	UNDP	shard.nepal@undp.org	9857053512
26				
27				
28				

CHECKLIST FOR APPROVAL OF PROJECT DOCUMENT / BUDGET REVISION

Approval of: Project Document Institutional Strengthening Support to NPC for Inclusive Planning and Monitoring
 Project Budget Revision (Regular/Substantive/Closure)

PROJECT DEVELOPER/REQUESTING PROGRAM UNIT

Please check the appropriate boxes.

For new project documents

Types of documents	Yes	No	N/A
Signed PAC minutes attached	✓		
Project document applicable for CPAP country duly completed	✓		
Implementation Modality and Implementing Partner clearly specified	✓		
Project budget finalized and sources of funds duly identified	✓		
Cost sharing agreements signed; for Joint Program, LOA with donors attached			
Funding gaps, if any, clearly indicated and resource mobilization strategy enclosed	✓		
AWP and budget completed for all years (including Atlas AWP) for the total project budget	✓ 2009		
LOA for support services attached and ready for signature			
Risk and issue logs established	✓		
Procurement Plan (including HR) prepared for 2009	✓		
For Joint Program, MOU with participation agencies attached			

For project budget revision

Minutes of the project board attached			
Signed cover page of the last budget revision attached			
Revised AWP and budget attached			
CDRs for all years attached			

The above documents are duly attached with the submission.

Program Officer: Dharma Swarnakar
 Date: _____

ARR: Lazima Onta Bhatta
 Date: Lazima Onta Bhatta

Review by Gender and Social Inclusion Specialist (for new project documents)

This project addresses the Gender and social inclusion issues: Yes/No

Signed by (LO) Lazima

Review by MONITORING Team (for new project documents)

Project Monitoring Framework is adequate: Yes/No
 Cover Page Reflects UNDAF & CP Results Framework: Yes/No

Signed by (MS/MO): HB or DS Dharma Swarnakar

Final Review/Comments by PLANNING and RESOURCE MANAGEMENT Team

Cost recovery is correctly captured in the AWP: Yes/No
 Atlas Entry of Budget is correct: Yes/No

Checked and processed by (PA) G.F. Chandya

Project document format/Cover Page prepared according to POPP: Yes/No
 Management Arrangement is adequate and clearly reflected: Yes/No
 Project funding arrangement is adequate: Yes/No
 Proposed Project Budget is within Authorized Spending Level (ASL) and in line with UNDP core results areas: Yes/No

Cleared/endorsed by: KN

Approved by DCD(P) [Signature]