

**Day 1: February 21, 2016**

Departed from Kathmandu at 8:15am to Field Coordination Office (FCO), Lahan, Siraha through Banepa-Bardibas highway on project vehicle, and arrived at Bardibas at 2:20pm.

After lunch at Gautam Hotel, Bardibas departed to DWIDP/PEP Office, Jaleswor, Mahottari, and interacted with Senior Divisional Engineer Manohar Kumar Shah. Technical Advisor and District Program Coordinator briefed him about the project's activities, as well as briefed activities implementation modality and approval process by the Admin Finance Officer. Visited District Program Officer Office situated at DWIDP/PEP in Jaleswor, Mahottari.

After short conversation, visited to the field site and observed implemented activities listed under. The observation and action is presented below is based on administrative procedure and financial resource management point of view as:

<b>Activity</b>	<b>Observation</b>	<b>Follow up</b>	<b>Remarks</b>
Rain Gauge at Sarpallo	<ul style="list-style-type: none"> <li>Concrete pillar weak,</li> <li>Fencing wire not tightened properly</li> </ul> <p>Caused pupil and domestic animal can entered in the rain gauge installed area</p>	<ul style="list-style-type: none"> <li>Replace or maintained concrete pillar</li> <li>Tighten fencing wire properly</li> </ul>	Project contracted with the MET Group Pvt. Ltd. to Installation CBEWS in 5 rivers on 15 April 2015 amounting Rs. 18,12,367
Land for evacuation center at Sarpallo	<ul style="list-style-type: none"> <li>Land observed</li> <li>Open land</li> </ul>	<ul style="list-style-type: none"> <li>Obtain 'no objection certification' from VDC</li> </ul>	
Embankment 800m at Sarpallo	<ul style="list-style-type: none"> <li>Embankment construction found benefited, i.e. constructed permanent house, electricity wire, sale/purchase of land due to well embankment construction</li> </ul>	<ul style="list-style-type: none"> <li>User committee is active,</li> <li>Preparing for plantation,</li> <li>Exploring open land for new evacuation center,</li> <li>Made greenery and vegetation land by community</li> </ul>	
Stream gauge at Sarpallo river	<ul style="list-style-type: none"> <li>Earlier 2 stream Gauge were painted on bridge base pillar, but it was not properly painted. New painting is being carried out during our observation.</li> </ul>	<ul style="list-style-type: none"> <li>Regularly clean the sand with the gauge.</li> </ul>	MET Group
LSAR equipment	<ul style="list-style-type: none"> <li>Equipment box provided to user group was found good and medicine has been found to be used by the community,</li> <li>Key should be assessable to other person of community.</li> </ul>	<ul style="list-style-type: none"> <li>Regular monitor of expire date medicine and replace if necessary</li> <li>Other equipment also to be checked regularly.</li> </ul>	Monitoring of expiring date is essential and replacement is required.

**Sharing of Information:**

During the meeting with SDE at DWIDP/PEP office, Mahottari showed concern of his ignorance of the activities carried out by the project. Also mentioned that the DPO/Mahottari need to keep inform about the program institutionalize and on regular basis. As shared, their staff have been facing difficulties to set office table and working space due to lot of programs and activities to be implemented by PEP office. Lack of working space in the DWIDP/PEP office, very difficult to organize, coordinate for working environment. It feel that lack of sharing information with the concerned agencies about project implementation modality, project's activities executed by DHM will some-how play a role to ignorance.

**Involvement of concerned district line agency:**

DWIDP Divisional Office has provided office working space to the project in their building and District Program Officer is working with the collaboration and cooperation with the divisional office. But, SDE showed the concern that activities is implementing by the project is un-aware to him.

**Financial Implication:**

Quality assurance of the implemented activities. Project invested huge financial resources for the benefits of the communities, if community is not taking responsibility to sustain the embankments, rain gauge reading etc. then after project phase out implemented activities also will be in an unproductive.

Over-night stay at Gautam Hotel, Bardibas, Mahottari.

**Day 2: February 22, 2016**

After breakfast at Gautam Hotel, Bardibas, Mahottari we departed to Ratu Bridge and visited the field site and observed implemented activities listed under.

Activity	Observation	Follow up	Remarks
Rain Gauge at Ratu bridge, Bahunmara, Tulsi 6	<ul style="list-style-type: none"> <li>Concrete pillar fine,</li> <li>Fencing wire tight properly</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	Project contracted with the MET Group Pvt. Ltd. to Installation CBEWS in 5 rivers on 15 April 2015 amounting Rs. 18,12,367
Stream gauge at Ratu bridge	<ul style="list-style-type: none"> <li>Scale painted seems good</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	
New embankment at Tulsi 6	<ul style="list-style-type: none"> <li>Formation of committee</li> <li>Small Gavin sheet require for small stone</li> <li>Meeting with community/ committee members</li> <li>Briefed about the procedure of carry out assigned activity and fund disbursement</li> </ul>	<ul style="list-style-type: none"> <li>Committee formation</li> <li>Rope/tape to be provided to gauge reader</li> </ul>	VDC chair Mr. Nawaraj Paudel also participated in the community meeting. Gauge reader informed that he has not received tape and rope for water level reading.
Rain Gauge at Ratu bridge in Highway at Golbazar	<ul style="list-style-type: none"> <li>Cemented pole weak</li> <li>Crack on the pole</li> <li>Extra 5 pole lying in the Highway side</li> <li>Seems it has been vandalized during Terai disturbance</li> </ul>	<ul style="list-style-type: none"> <li>Extra pole to keep away from the site</li> </ul>	

Stream gauge at Gagan II bridge	<ul style="list-style-type: none"> <li>2 stream gauge observed</li> </ul>	<ul style="list-style-type: none"> <li>Good</li> </ul>	
Embankment at Tulsipur 6	<ul style="list-style-type: none"> <li>Observed Tulsipur embankment and found erosion at 1 place</li> </ul>	<ul style="list-style-type: none"> <li>To be recovered erosion place in time</li> <li>If delayed other will be erosion during flood</li> </ul>	
Embankment at Tulsipur 5 Balutole 750m	<ul style="list-style-type: none"> <li>Observed embankment</li> <li>Plantation of 2600 plants</li> </ul>	<ul style="list-style-type: none"> <li>Nicely prepared</li> <li>Survival is few due to loose soil (sand)</li> </ul>	
<p><b>Community ownership:</b> Lack of committee/community ownership, few embankment stretch washed by the flood. Due to free grazing and loose soil plantation survival rate is low. If community/committee do not take any responsibility to sustain the embankment, plantations, rain gauge etc. then huge investment for the construction will not be beneficial.</p>			
<p><b>Financial Implication:</b> Quality assurance of the implemented activities. Project invested huge financial resources for the benefits of the communities, if community is not taking responsibility to sustain the embankments, rain gauge reading etc. then after project phase out implemented activities also will be in an unproductive.</p>			

Over-night stay at Maruti Hotel, Lahan, Siraha.

### Day 3: February 23, 2016

After breakfast at Maruti Hotel, Lahan, Siraha departed to Jogidaha VDC, Udayapur and visited the VDC Office and field site and observed implemented activities listed under.

Activity	Observation	Follow up	Remarks
VDC meeting and site visit	<ul style="list-style-type: none"> <li>Shared with the VDC Secretary,</li> <li>Site visit of embankment 700m</li> <li>Newly proposed embankment site visit</li> </ul>	<ul style="list-style-type: none"> <li>Free grazing,</li> <li>Plantation survival is low</li> </ul>	VDC secretary accompanied for site visit
Rain gauge at Jogidaha	<ul style="list-style-type: none"> <li>Rain gauge at Jogidaha observed</li> </ul>	<ul style="list-style-type: none"> <li>Regular take care,</li> </ul>	
New embankment at Bheduwa	<ul style="list-style-type: none"> <li>Observed new proposed embankment in Bheduwa khola</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	
Rain Gauge at Mainaha	<ul style="list-style-type: none"> <li>Cemented pole weak</li> <li>Crack on the pole</li> <li>Wire not fixed properly</li> <li>Small hole on the door</li> <li>Gauge with Dilip ji</li> </ul>	<ul style="list-style-type: none"> <li>Cemented pole to be maintained</li> <li>Wire to be fixed properly</li> <li>Door to be maintained</li> </ul>	
Rain gauge and new embankment	<ul style="list-style-type: none"> <li>Rain gauge in private land</li> <li>Erosion of DSCO supported embankment</li> </ul>	<ul style="list-style-type: none"> <li>NA</li> </ul>	

site, Mills area, Karki tole	<ul style="list-style-type: none"> <li>Continue from the DSCO supported embankment</li> </ul>		
<b>Community ownership:</b> Lack of committee/community ownership, few embankment stretch washed by the flood. Due to free grazing and loose soil plantation survival rate is low. If community/committee do not take any responsibility to sustain the embankment, plantations, rain gauge etc. then huge investment for the construction will not be beneficial.			
<b>Financial Implication:</b> Quality assurance of the implemented activities. Project invested huge financial resources for the benefits of the communities, if community is not taking responsibility to sustain the embankments, rain gauge reading etc. then after project phase out implemented activities also will be in an unproductive.			

Over-night stay at Kanchanjungha Hotel, Gaighat, Udayapur.

#### Day 4: February 24, 2016

After breakfast at Kanchanjungha Hotel, Gaighat, Udayapur departed to District Soil Conservation Office, Gaighat, Udayapur and Rajbiraj, Saptari districts and visited field site and observed implemented activities listed under.

Activity	Observation	Follow up	Remarks
DSCO Udayapur	<ul style="list-style-type: none"> <li>Meeting with DSCO</li> <li>Impressed by DPO works</li> <li>Presented the letter sent to DSCWM requesting equipment and motorbike support from the project</li> </ul>	<ul style="list-style-type: none"> <li>Share with management</li> </ul>	
DSCO Saptari	<ul style="list-style-type: none"> <li>Meeting with DSCO</li> <li>Conflict on community at Digwa 8 embankment</li> <li>Requested to go with bid or tender from third party</li> </ul>	<ul style="list-style-type: none"> <li>Share with management</li> </ul>	
<b>Ownership:</b> Lack of resources to monitor the progress and avoid duplication on same work require equipment and vehicle support to DSCO Udayapur. At least, to feel ownership on the activities from the line agency, project may consider to support on the request.			
<b>Financial Implication:</b> Quality assurance of the implemented activities may less due to resources are not available to monitor and coordinate with concern community and stakeholders.			

Over-night stay at Simrik Hotel, Lahan, Siraha.

#### Day 5: February 25, 2016

After breakfast at Simrik Hotel, Lahan, Siraha departed to CFGORRP-Field Coordination Office, Lahan, Siraha and reviewed documents listed under.

Activity	Observation	Follow up	Remarks
Short brief on	<ul style="list-style-type: none"> <li>NEX guidelines</li> <li>Financial reporting procedure</li> <li>Procurement process</li> </ul>	<ul style="list-style-type: none"> <li>Regular orientation</li> </ul>	

	<ul style="list-style-type: none"> <li>• Documents compilation</li> <li>• Vehicle movement etc.</li> </ul>		
Voucher review	<ul style="list-style-type: none"> <li>• Financial transaction document reviewed,</li> <li>• Advised on;</li> <li>• Issue purchase order above Rs. 5,000 only</li> <li>• Calculate overtime on 174 hours working</li> <li>• Collect bike log-book monthly from the concerned and file it at office</li> <li>• Numbering on Requisition, Purchase Order and Goods Received Note</li> <li>• TDS tax 1% deduct on daily wages instead 15%</li> <li>• Ensure meeting or training travel cost for unification on norms</li> <li>• Keep documents with original signature instead scan signature</li> <li>• Maintain Equipment movement register (plain register)</li> <li>• Equipment and Furniture issue sheet obtain signature and post it on the nearby desk or in cabin</li> <li>• Physical verification of equipment and furniture need to be done in the middle of the year and end of the year and send reports to PMU</li> </ul>	<ul style="list-style-type: none"> <li>• Regular monitoring required</li> </ul>	

Over-night stayed at Simrik Hotel, Lahan, Siraha.

**Day 6: February 26, 2016**

After breakfast at Simrik Hotel, Lahan, Siraha departed to Janakpur airport and fly back to Kathmandu at 15:50 and arrived Kathmandu at 16:15.