



Empowered lives.  
Resilient nations.

UNITED NATIONS DEVELOPMENT PROGRAMME  
Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

|                   |  |
|-------------------|--|
| <b>Name :</b>     | Ajay Das   |
| <b>Title :</b>    | Programme Manager a.i.   |
| <b>Itinerary:</b> | Kathmandu- Nepalgunj-Dhangadhi-Kathmandu   |
| <b>Purpose :</b>  | To get first hand feedback from the MCG grantees and to support field offices on developing success stories. |

**1. Persons Accompanying Travel**

| S.No. | Name                | Title               |
|-------|---------------------|---------------------|
| 1     | Chun Bahadur Gurung | National Consultant |

**2. Travel Details**

| Date        | From               | To                 | Main Activity   |
|-------------|--------------------|--------------------|---|
| 19 Dec 2016 | Kathmandu          | Nepalgunj (Banke)  | Joint meetings with grantee organizations and context analysis with local journalists         |
| 20 Dec 2016 | Dhangadhi (Kailai) | Dhangadhi (Kailai) | Travel to Munuwa and Masuriya VDCs to meet with grantee organizations                         |
| 21 Dec 2016 | Dhangadhi (Kailai) | Kanchanpur         | Travel to Baisibichwa VDC and Chandni-Dodhara Municipality to meet with grantee organizations |
| 22 Dec 2016 | Dhangadhi (Kailai) | Kathmandu          | Travel back to Kathmandu  |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

The main objective of the trip was to conduct meetings with grantee organizations, beneficiaries and local actors, including journalists to discuss about the impact and scope of SCDP's support through micro capital grants.

**4. Main observations and findings**

- The grantee organizations are doing praiseworthy works and are dedicated to achieve the intended results.
- The grantees are expecting that the UNDP should continue the funding support.
- There are number of stories which can help SCDP showcase results.

**5. Issues and problems observed**

None

**6. Main decisions of the TRAINING**

None

**7. Recommendations for further actions**

SCDP field colleagues should be in close contact with the grantee organization and beneficiaries to trace the result and impact of grant support in the longer term.

|                          |             |                   |  |
|--------------------------|-------------|-------------------|--|
| <b>Submission Date :</b> | 10 Jan 2017 | <b>Signature:</b> |  |
|--------------------------|-------------|-------------------|--|



Travel Report

|            |   |
|------------|---|
| Name :     | Chun Bahadur Gurung   |
| Title :    | Consultant  |
| Itinerary: | Kathmandu - Nepalgunj-Dhangadi- Kathmandu   |
| Purpose :  | 1. Monitoring visit to observe the work of grantees' work at Western and Far-western Development Region for documentation purpose |

**1. Persons Accompanying Travel**

| S.No. | Name              | Title |
|-------|-------------------|-------|
| 1     | SCDP staff member |       |
| 2     |                   |       |

**2. Travel Details**

| Date        | From      | To        | Main Activity  |
|-------------|-----------|-----------|--|
| 19 Dec 2016 | Kathmandu | Nepalgunj | Travelled by air to Nepalgunj and participated in event                  |
| 20 Dec 2016 | Nepalgunj | Dhangadi  | Travelled to Tikapur and participated in event and stayed in Dhangadi    |
| 21 Dec 2016 | Dhangadi  | Dhangadi  | Travelled to Kanchanpur and participated in event and stayed in Dhangadi |
| 22 Dec 2016 | Dhangadi  | Kathmandu | Participated in event at Kailali and travel back to Kathmandu by air     |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

- Observed the implementation of MCG being implemented by Digo Bikas Samaj (BAS), Freed Kamaliya Women Development Forum (FKWDF), Rural Community Development Centre (RCDC) and SWEET Nepal
- Interacted with various stakeholders and beneficiaries

**4. Main observations and findings**

- Activities were implemented successfully
- Grantees were very devoted to their work
- Stakeholders were very enthusiastic and participated actively in the interaction events.

**5. Issues and problems observed**

NA

**6. Main decisions of the TRAINING**

Documentation of best practices

**7. Recommendations for further actions**

Periodic monitoring and follow up activities

|                   |             |            |  |
|-------------------|-------------|------------|--|
| Submission Date : | 20 Jan 2017 | Signature: |  |
|-------------------|-------------|------------|--|



UNITED NATIONS DEVELOPMENT PROGRAMME  
Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

|                   |   |
|-------------------|---|
| <b>Name :</b>     | Chun Bahadur Gurung   |
| <b>Title :</b>    | Consultant  |
| <b>Itinerary:</b> | Kathmandu – Biratnagar- Kathmandu   |
| <b>Purpose :</b>  | 1. Monitoring visit to observe the work of grantees' work at Central Development Region for documentation purpose |

**1. Persons Accompanying Travel**

| S.No. | Name               | Title |
|-------|--------------------|-------|
| 1     | SCDP staff members |       |
| 2     |                    |       |

**2. Travel Details**

| Date        | From      | To        | Main Activity   |
|-------------|-----------|-----------|---|
| 05 Dec 2016 | Kathmandu | Bharatpur | Travelled by air to Bharatpur   |
| 05 Dec 2016 | Bharatpur | Madi      | Visit Madi to observe Women's Cooperative works for documentation <i>and drive back to Bharatpur for night stay</i> |
| 06 Dec 2016 | Bharatpur | Korak VDC | Visit and attend the interaction organized by Chepang Association <i>and drive back to Bharatpur for night stay</i> |
| 07 Dec 2016 | Bharatpur | Kathmandu | Travel back to Kathmandu by air   |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

- Observed the implementation of Kalika Community Women Development in work areas since last week of September 2016.
- Attended an interaction program with Chepang ethnic community, political leaders and government service provider in Lothar VDC on December 6 as last community interaction and women's group farming also on going at the moment with sustaining the group farming effort in Madi.

**4. Main observations and findings**

- Activities were implemented successfully with their key stakeholders.
- Grantees were very devoted to their work.
- Stakeholders were very enthusiastic and participated actively in the interaction event.

**5. Issues and problems observed**

NA

**6. Main decisions of the TRAINING**

Documentation of best practices

**7. Recommendations for further actions**

Periodic monitoring and follow up activities

|                          |             |                   |  |
|--------------------------|-------------|-------------------|--|
| <b>Submission Date :</b> | 09 Dec 2016 | <b>Signature:</b> |  |
|--------------------------|-------------|-------------------|--|



UNITED NATIONS DEVELOPMENT PROGRAMME  
Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

|                   |  |
|-------------------|--|
| <b>Name :</b>     | Ajay Das                                     |
| <b>Title :</b>    | Project Manager, a.i.                        |
| <b>Itinerary:</b> | Kathmandu-Chitwan-Kathmandu                  |
| <b>Purpose :</b>  | Attend inter-regional dialogue on land issue |

**1. Persons Accompanying Travel**

| S.No. | Name                | Title               |
|-------|---------------------|---------------------|
| 1.    | Archana Aryal       | Team Leader         |
| 2.    | Chun Bahadur Gurung | National Consultant |

**2. Travel Details**

| Date        | From                | To                  | Main Activity  |
|-------------|---------------------|---------------------|--|
| 05 Dec 2016 | Kathmandu           | Bharatpur (Chitwan) | Travel and participation in the activities hosted by grantee organizations                   |
| 06 Dec 2016 | Kathmandu           | Bharatpur (Chitwan) | Participation in the activities hosted by grantee organizations                              |
| 07 Dec 2016 | Bharatpur (Chitwan) | Kathmandu           | Participation in the activities hosted by grantee organizations and travel back to Kathmandu |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

Monitoring of the activities conducted by the grantee organizations in Madi, Korak and Ratnanagar.

**4. Main observations and findings**

The works of the MCG recipient organizations are commendable. They are observed to have dedicated to achieve the intended results.

**5. Issues and problems observed**

The MCG recipient organizations need to properly document their activities.

**6. Main decisions of the TRAINING**

NA

**7. Recommendations for further actions**

SCDP's regional office in Bharatpur should support the MCG recipient organizations to further explore the resources from other donor agencies to sustain the activities for a longer term.

|                         |             |                   |  |
|-------------------------|-------------|-------------------|--|
| <b>Submission Date:</b> | 13 Dec 2016 | <b>Signature:</b> |  |
|-------------------------|-------------|-------------------|--|



Empowered lives.  
Resilient nations.

UNITED NATIONS DEVELOPMENT PROGRAMME  
Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation Programme (SCDP)

Travel Report

|            |   |
|------------|---|
| Name :     | Krishna Jogi  |
| Title :    | Regional Dialogue Coordinator   |
| Itinerary: | Biratnagar-Ilam-Kathmandu   |
| Purpose :  | To organize/manage/facilitate the 2-day training/workshop on risk identification and risk mitigation in Ilam. |

1. Persons Accompanying Travel

| S.N. | Name           | Title  |
|------|----------------|--------|
| 1    | Bashu Bhandari | Driver |

2. Travel Details

| Date        | From       | To        | Main Activity                        |
|-------------|------------|-----------|--------------------------------------|
| 24 Dec 2016 | Biratnagar | Ilam      | - Travelled to Ilam.                 |
| 27 Dec 2016 | Ilam       | Kathmandu | - Travelled to KTM for SCDP retreat. |

3. Main activities undertaken during travels (meetings, interactions, discussions)

- Organized/managed/facilitated the 2-day training/workshop on risk identification and risk mitigation for members of district/VDC level social cohesion promoting mechanisms of Panchthar and Sunsari.
- Logistic management in the workshop.

4. Main observations and findings

- Enhanced knowledge and skills of 30 members of district/VDC level social cohesion promoting mechanisms (political and civil society leaders) of Panchthar and Sunsari on social cohesion related risk identification and mitigation.

5. Issues and problems observed

- NTR

6. Main decisions of the TRAINING/MEETING

- NTR

7. Recommendations for further actions

NTR

|                   |                |            |  |
|-------------------|----------------|------------|--|
| Submission Date : | 3 January 2017 | Signature: |  |
|-------------------|----------------|------------|--|



Empowered lives  
Resilient nations.

Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

|                   |   |
|-------------------|---|
| <b>Name :</b>     | Hemlata Rai   |
| <b>Title :</b>    | Individual Contractor   |
| <b>Itinerary:</b> | Kathmandu-Nagarkot-Kathmandu  |
| <b>Purpose :</b>  | 1. To participate in 2016 retreat of SCDP at Nagarkot on 28-29 Dec 2016 |

**1. Persons Accompanying Travel**

| S.No. | Name                  | Title   |
|-------|-----------------------|---|
| 1     | Archana Aryal         | Team Leader, DTU  |
| 2     | Bal Krishna Gurung    | Regional Project Assistant                              |
| 3     | Shailja Ale           | Administrative Officer                                  |
| 4     | Raju Maharjan         | Driver  |
| 5     | Rajendra Kumar Gurung | Finance Officer   |
| 6     | Arjun Kumar           | Regional Dialogue Advisor; RFO Dhangadi                 |
| 7     | Satish Pandey         | Project Coordinator - Community Security; RFO Nepalgunj |
| 8     | Indira Ale            | Regional Dialogue Coordinator; RFO Bharatpur            |
| 9     | Krishna Bahadur Jogi  | Regional Dialogue Coordinator; Biratnagar               |

**2. Travel Details**

| Date           | From      | To        | Main Activity  |
|----------------|-----------|-----------|--|
| 27 Dec 2016    | Kathmandu | Nagarkot  | - Travelled to Nagarkot from Kathmandu                     |
| 28-29 Dec 2016 | Nagarkot  | Nagarkot  | - Attended 2016 retreat of SCDP at Club Himalaya, Nagarkot |
| 29 Dec 2016    | Nagarkot  | Kathmandu | - Travelled to Kathmandu from Nagarkot                     |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

- Facilitated plenary discussion to review and update M&E Framework
- Provided inputs for 'Annual Progress Report' and 'ProDoc'

**4. Main observations and findings**

- 2016 Review of SCDP and further planning of SCDP went smoothly

**5. Issues and problems observed**

- NTR

**6. Main decisions of the TRAINING/MEETING**

- Took note of the activity results, targets and indicators for drafting the M&E framework

**7. Recommendations for further actions**

- Review and follow up on planning activities as drafted in M&E framework

|                          |             |                   |  |
|--------------------------|-------------|-------------------|--|
| <b>Submission Date :</b> | 29 Dec 2016 | <b>Signature:</b> |  |
|--------------------------|-------------|-------------------|--|



UNITED NATIONS DEVELOPMENT PROGRAMME  
Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

|                   |   |
|-------------------|---|
| <b>Name :</b>     | Dharmendra Jha  |
| <b>Title :</b>    | Consultant  |
| <b>Itinerary:</b> | Kathmandu – Bhadrapur-Ilam-Bhadrapur- Kathmandu   |
| <b>Purpose :</b>  | To facilitate Training for members of local level social cohesion promoting mechanisms (political and civil society leaders) of Panchthar and Sunsari |

**1. Persons Accompanying Travel**

| S.No. | Name                              | Title |
|-------|-----------------------------------|-------|
| 1     | SCDP RFO Biratnagar staff members |       |
| 2     |                                   |       |

**2. Travel Details**

| Date           | From      | To        | Main Activity  |
|----------------|-----------|-----------|--|
| 24 Dec 2016    | Kathmandu | Bhadrapur | Travelled from Kathmandu to Bhadrapur by air   |
| 24 Dec 2016    | Bhadrapur | Ilam      | Travelled from Bhadrapur to Ilam by land and participated in preparatory meeting   |
| 25-26 Dec 2016 | Ilam      | Ilam      | Facilitated Training for members of local level social cohesion promoting mechanisms (political and civil society leaders) of Panchthar and Sunsari on identification and mitigation of risks for social cohesion. |
| 27 Dec 2016    | Ilam      | Bhadrapur | Travelled from Ilam to Bhadrapur by land   |
| 27 Dec 2016    | Bhadrapur | Kathmandu | Travelled by air back to Kathmandu from Bhadrapur  |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

- Training for members of local level social cohesion promoting mechanisms (political and civil society leaders) of Panchthar and Sunsari on identification and mitigation of risks for social cohesion.

**4. Main observations and findings**

The participants were very enthusiastic and participated actively

**5. Issues and problems observed**

NA

**6. Main decisions of the TRAINING**

- Local level social cohesion promoting mechanisms  
- Identification and mitigation of risks for social cohesion

**7. Recommendations for further actions**

Monitor periodic follow up activities

|                          |                 |                   |  |
|--------------------------|-----------------|-------------------|--|
| <b>Submission Date :</b> | 05 January 2016 | <b>Signature:</b> |  |
|--------------------------|-----------------|-------------------|--|



UNITED NATIONS DEVELOPMENT PROGRAMME  
Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

|                   |   |
|-------------------|---|
| <b>Name :</b>     | Shailja Ale   |
| <b>Title :</b>    | Administrative Officer  |
| <b>Itinerary:</b> | Kathmandu - Nagarkot - Kathmandu  |
| <b>Purpose :</b>  | To attend SCDP Programme Planning Retreat at Club Himalaya in Nagarkot from 28-29 Dec 2016. |

**1. Persons Accompanying Travel**

| S.No. | Name            | Title   |
|-------|-----------------|---------|
| 1     | Rajendra Gurung | FO      |
| 2     | Bal Gurung      | RPA     |
| 3     | Archana Aryal   | TL, DTU |
| 4     |                 |         |

**2. Travel Details**

| Date        | From      | To        | Main Activity  |
|-------------|-----------|-----------|--|
| 27 Dec 2016 | Kathmandu | Nagarkot  | Participate in SCDP Programme Planning Retreat at Club Himalaya in Nagarkot from 28-29 Dec 2016. |
| 29 Dec 2016 | Nagarkot  | Kathmandu |  |
|             |           |           |  |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

Participate in planning session for 2017 for SCDP.  
Co-facilitate session on Programme Visibility: Media Engagement.  
Share operational issues, challenges and procedures with the programme team.

**4. Main observations and findings**

**5. Issues and problems observed**

**6. Main decisions of the TRAINING**

The team to prepare and submit AWP and QWP by first week of January 2017.

**7. Recommendations for further actions**

|                          |             |                   |  |
|--------------------------|-------------|-------------------|--|
| <b>Submission Date :</b> | 11 Jan 2017 | <b>Signature:</b> |  |
|--------------------------|-------------|-------------------|--|





UNITED NATIONS DEVELOPMENT PROGRAMME  
Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

|            |   |
|------------|---|
| Name :     | Satish Pandey                                   |
| Title :    | Project Coordinator- Community Security         |
| Itinerary: | Nepalgunj-Nagarkot-Nepalgunj                    |
| Purpose :  | Attend the annual work plan development meeting |

1. Persons Accompanying Travel

| S.No. | Name | Title |
|-------|------|-------|
| 1     | NA   | NA    |

2. Travel Details

| Date             | From      | To                  | Main Activity                       |
|------------------|-----------|---------------------|-------------------------------------|
| 27 December 2016 | Nepalgunj | Nagarkot, Kathmandu | Attend planning workshop            |
| 29 December 2016 | Nagarkot  | Kathmandu           | workshop                            |
| 30 December 2016 | Kathmandu | Nepalgunj           | Return to Duty station in Nepalgunj |

3. Main activities undertaken during travels (meetings, interactions, discussions)

- The AWP and QWP priorities were identified.
- Presentations from field were made to update the progress and way forward for 2017

4. Main observations and findings

- 2016 had been a difficult year as the SCDP programme saw many ups and downs, including the restructuring, during the transition from Conflict Prevention Programme (CPP) to SCDP. The number of staff members reduced to 13 and closure of Pokhara office left only 4 Regional Field Offices operating.
- The allocated resource for 2017 was USD 400,000. Anything planned above this ceiling would have to be put under unfunded. Non-grant activities would be relatively lower.
- UNDP country office is working on developing the United Nations Development Assistance Framework (UNDAF) objectives. Apparently, there would be relatively less result areas and 'social cohesion' is likely to be one the key focus areas. SCDP could thus be a stand-alone project or a cross cutting theme.
- Youths would be involved in promotion of social cohesion. They would be promoted as social cohesion champions.
- The UN Resident Coordinator's Office at Biratnagar, Nepalgunj and Dhangadi would not be functional after March 2017. Hence, avenues would have to be looked into for keeping the operational cost to the minimal while co-locating the offices.

5. Issues and problems observed

- NA

6. Main decisions of the TRAINING

- Preparation of timeline for grant based activities was discussed and drafted
- 20 areas of key engagement of SCDP focus for 2017 was identified

- Plenary discussion to review and update M&E Framework Inputs for 'Annual Progress Report' and 'Pro Doc' followed with identifying the actors and their levels. 3 major results statements with their indicators and target were discussed
- A brief session for increasing the visibility of the work was also discussed. Tips on photo and video editing were presented. A presentation on effective story writing was also shared.
- 

7. Recommendations for further actions

- A continued follow up of the decisions is recommended.

|                  |                 |            |   |
|------------------|-----------------|------------|---|
| Submission Date: | 3 February 2017 | Signature: |  |
|------------------|-----------------|------------|---|



Empowered lives.  
Resilient nations.

Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

|                   |  |
|-------------------|--|
| <b>Name :</b>     | Ajay Das   |
| <b>Title :</b>    | Programme Manager a. i.                              |
| <b>Itinerary:</b> | Kathmandu-Nagarkot-Kathmandu                         |
| <b>Purpose :</b>  | Participate in SCDP annual retreat on 28-29 Dec 2016 |

**1. Persons Accompanying Travel**

| S.No. | Name                  | Title   |
|-------|-----------------------|---|
| 1     | Archana Aryal         | Team Leader, DTU  |
| 2     | Rajendra Kumar Gurung | Finance Officer   |
| 3     | Shailja Ale           | Administrative Officer                                  |
| 4     | Bal Krishna Gurung    | Regional Project Assistant                              |
| 5     | Hemlata Rai           | Individual Contractor                                   |
| 6     | Arjun Kumar           | Regional Dialogue Advisor; RFO Dhangadi                 |
| 7     | Satish Pandey         | Project Coordinator - Community Security; RFO Nepalgunj |
| 8     | Indira Ale            | Regional Dialogue Coordinator; RFO Bharatpur            |
| 9     | Krishna Bahadur Jogi  | Regional Dialogue Coordinator; Biratnagar               |

**2. Travel Details**

| Date           | From      | To        | Main Activity  |
|----------------|-----------|-----------|--|
| 27 Dec 2016    | Kathmandu | Nagarkot  | - Travelled to Nagarkot from Kathmandu                     |
| 28-29 Dec 2016 | Nagarkot  | Nagarkot  | - Attended 2016 retreat of SCDP at Club Himalaya, Nagarkot |
| 29 Dec 2016    | Nagarkot  | Kathmandu | - Travelled to Kathmandu from Nagarkot                     |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

- Facilitated the sessions

**4. Main observations and findings**

- The retreat helped bring the field and HQ colleagues on the same page

**5. Issues and problems observed**

- NTR

**6. Main decisions of the TRAINING/MEETING**

- Finalize the "M&E Result Tracker", AWP, visibility strategy, etc., incorporating the suggestions from the team members.

**7. Recommendations for further actions**

- Share the detailed note, relevant documents, knowledge products and useful weblinks with the team.

|                         |             |                   |  |
|-------------------------|-------------|-------------------|--|
| <b>Submission Date:</b> | 10 Jan 2017 | <b>Signature:</b> |  |
|-------------------------|-------------|-------------------|--|



UNITED NATIONS DEVELOPMENT PROGRAMME  
Peacebuilding and Recovery Unit (PBRU)  
For Conflict Prevention Programme (CPP)

Travel Report

|                   |  |
|-------------------|--|
| <b>Name :</b>     | Arjun Kumar  |
| <b>Title :</b>    | Regional Dialogue Advisor  |
| <b>Itinerary:</b> | Dhangadhi –Nagarkot-Kathmandu-Dhangadhi  |
| <b>Purpose :</b>  | <ul style="list-style-type: none"><li>To Review and reflect on the programme activities of 2016 and consolidate learning, challenges and best practices.</li><li>To Plan activities for 2017 in detail</li></ul> |

**1. Persons Accompanying Travel**

| S.No. | Name        | Title                     |
|-------|-------------|---------------------------|
| 1     | Arjun Kumar | Regional Dialogue Advisor |

**2. Travel Details**

| Date             | From      | To        | Main Activity  |
|------------------|-----------|-----------|--|
| 27 December 2016 | Dhangadhi | Nagarkot  | - Departure from Dhangadhi to Nagarkot<br>- Night stay at Nagarkot |
| 28 Dec 2016      |           |           | Progress Sharing against planned activities                        |
| 29 December 2016 | Nagarkot  | Kathmandu | - Planning for Next Quarter<br>- Departure from Nagarkot           |
| 03 Jan 2017      | Kathmandu | Dhangadhi | - Returning back to Dhangadhi                                      |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

- Sharing on Progress against planned activities among regional offices
- Developed M&E Framework along with Strategic partnership
- Developed common understanding on Strategic Roadmap for further interventions

**4. Main observations and findings**

- The retreat went well towards reviewing progress, challenges and lesson learned.
- The intensive discussion during M&E framework development was effective to reflect ground realities and design interventions for better outcomes and results.

**5. Issues and problems observed**

N/A

**6. Main decisions of the TRAINING/MEETING**

- Annual and Quarterly work plan with budget, GESI consideration, Logistic requirement would be submitted to Co by 10<sup>th</sup> January 2017

**7. Recommendations for further actions**

N/A

|                          |                |                   |  |
|--------------------------|----------------|-------------------|--|
| <b>Submission Date :</b> | 4 January 2017 | <b>Signature:</b> |  |
|--------------------------|----------------|-------------------|--|



UNITED NATIONS DEVELOPMENT PROGRAMME  
Peacebuilding and Recovery Unit (PBRU)  
For Conflict Prevention Programme (CPP)

Travel Report

|            |   |
|------------|---|
| Name :     | Indira Ale  |
| Title :    | Regional Dialogue Coordinator                               |
| Itinerary: | 27-30 December, 2016  |
| Purpose :  | To participate in the program planning retreat in Nagarkot. |

1. Persons Accompanying Travel

| S.No. | Name | Title |
|-------|------|-------|
|       |      |       |

2. Travel Details

| Date       | From      | To        | Main Activity                                       |
|------------|-----------|-----------|---|
| 27/12/2016 | Bharatpur | Kathmandu | Travel to KTM and retreat venue                     |
| 28/12/2016 | Nagarkot  | Nagarkot  | Participated and contributed in the program meeting |
| 29/12/2016 | Nagarkot  | Nagarkot  | Participated and contributed in the program meeting |

3. Main activities undertaken during travels (meetings, interactions, discussions)

|  |
|--|
| <ul style="list-style-type: none"><li>Clarity on project structure and working approach in the region.</li></ul> |
|--|

4. Main observations and findings

|  |
|--|
| Clarity on annual plan and administration procedure. |
|--|

5. Issues and problems observed

|  |
|--|
|  |
|--|

6. Main decisions of the visit

|  |
|--|
| <ul style="list-style-type: none"><li>Sort of clarification and orientation helped to have clear understanding about the project and its implementation phase.</li></ul> |
|--|

7. Recommendations for further actions

|                   |                                 |            |  |
|-------------------|---------------------------------|------------|--|
| Submission Date : | 4 <sup>th</sup> of January 2017 | Signature: |  |
|-------------------|---------------------------------|------------|--|



Empowered lives  
Resilient nations

Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation (SCDP)

Travel Report

|                   |   |
|-------------------|---|
| <b>Name :</b>     | Bal Krishna Gurung  |
| <b>Title :</b>    | Regional Project Assistant  |
| <b>Itinerary:</b> | Kathmandu-Nagarkot-Kathmandu  |
| <b>Purpose :</b>  | 1. To participate in 2016 retreat of SCDP at Nagarkot on 28-29 Dec 2016 |

**1. Persons Accompanying Travel**

| S.No. | Name                  | Title   |
|-------|-----------------------|---|
| 1     | Archana Aryal         | Team Leader, DTU  |
| 2     | Rajendra Kumar Gurung | Finance Officer   |
| 3     | Shailja Ale           | Administrative Officer                                  |
| 4     | Raju Maharjan         | Driver  |
| 5     | Hemlata Rai           | Individual Contractor                                   |
| 6     | Arjun Kumar           | Regional Dialogue Advisor; RFO Dhangadi                 |
| 7     | Satish Pandey         | Project Coordinator - Community Security; RFO Nepalgunj |
| 8     | Indira Ale            | Regional Dialogue Coordinator; RFO Bharatpur            |
| 9     | Krishna Bahadur Jogi  | Regional Dialogue Coordinator; Biratnagar               |
| 10    | Archana Aryal         | Team Leader; DTU  |

**2. Travel Details**

| Date           | From      | To        | Main Activity  |
|----------------|-----------|-----------|--|
| 27 Dec 2016    | Kathmandu | Nagarkot  | - Travelled to Nagarkot from Kathmandu                     |
| 28-29 Dec 2016 | Nagarkot  | Nagarkot  | - Attended 2016 retreat of SCDP at Club Himalaya, Nagarkot |
| 29 Dec 2016    | Nagarkot  | Kathmandu | - Travelled to Kathmandu from Nagarkot                     |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

- Attended 2016 retreat of SCDP at Club Himalaya, Nagarkot
- Took note of the proceedings

**4. Main observations and findings**

- 2016 Review of SCDP and further planning of SCDP went smoothly

**5. Issues and problems observed**

- NTR

**6. Main decisions of the TRAINING/MEETING**

- NTR

**7. Recommendations for further actions**

- NTR

|                          |             |                   |  |
|--------------------------|-------------|-------------------|--|
| <b>Submission Date :</b> | 03 Jan 2017 | <b>Signature:</b> |  |
|--------------------------|-------------|-------------------|--|



Empowered lives.  
Resilient nations.

Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation (SCDP)

**Travel Report**

|                   |   |
|-------------------|---|
| <b>Name :</b>     | Rajendra Kumar Gurung   |
| <b>Title :</b>    | Finance Officer   |
| <b>Itinerary:</b> | Kathmandu-Nagarkot-Kathmandu  |
| <b>Purpose :</b>  | 1. To participate in 2016 retreat of SCDP at Nagarkot on 28-29 Dec 2016 |

**1. Persons Accompanying Travel**

| S.No. | Name                 | Title   |
|-------|----------------------|---|
| 1     | Archana Aryal        | Team Leader, DTU  |
| 2     | Bal Krishna Gurung   | Regional Project Assistant                              |
| 3     | Shailja Ale          | Administrative Officer                                  |
| 4     | Raju Maharjan        | Driver  |
| 5     | Hemlata Rai          | Individual Contractor                                   |
| 6     | Arjun Kumar          | Regional Dialogue Advisor; RFO Dhangadi                 |
| 7     | Satish Pandey        | Project Coordinator - Community Security; RFO Nepalgunj |
| 8     | Indira Ale           | Regional Dialogue Coordinator; RFO Bharatpur            |
| 9     | Krishna Bahadur Jogi | Regional Dialogue Coordinator; Biratnagar               |

**2. Travel Details**

| Date           | From      | To        | Main Activity  |
|----------------|-----------|-----------|--|
| 27 Dec 2016    | Kathmandu | Nagarkot  | - Travelled to Nagarkot from Kathmandu                     |
| 28-29 Dec 2016 | Nagarkot  | Nagarkot  | - Attended 2016 retreat of SCDP at Club Himalaya, Nagarkot |
| 29 Dec 2016    | Nagarkot  | Kathmandu | - Travelled to Kathmandu from Nagarkot                     |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

- Attended 2016 retreat of SCDP at Club Himalaya, Nagarkot
- Provided inputs on the financial issues and current status

**4. Main observations and findings**

- 2016 Review of SCDP and further planning of SCDP went smoothly

**5. Issues and problems observed**

- NTR

**6. Main decisions of the TRAINING/MEETING**

- Share AWP template to all RFOs with inclusion of GESI remarks, Operational requirements and Budget description columns.

**7. Recommendations for further actions**

- Review expenditure verses budget at the Regional level for all quarterly plans

|                          |             |                   |  |
|--------------------------|-------------|-------------------|--|
| <b>Submission Date :</b> | 05 Jan 2017 | <b>Signature:</b> |  |
|--------------------------|-------------|-------------------|--|



UNITED NATIONS DEVELOPMENT PROGRAMME  
Democratic Transition Unit (DTU)  
For Social Cohesion and Democratic Participation Programme (SCDP)

Empowered lives.  
Resilient nations.

Travel Report

|            |  |
|------------|--|
| Name :     | Krishna Jogi   |
| Title :    | Regional Dialogue Coordinator                          |
| Itinerary: | Ilam-Kathmandu-Nagarkot-Biratnagar                     |
| Purpose :  | To attend SCDP programme planning retreat in Nagarkot. |

**1. Persons Accompanying Travel**

| S.N. | Name | Title |
|------|------|-------|
|      |      |       |

**2. Travel Details**

| Date        | From           | To         | Main Activity                |
|-------------|----------------|------------|------------------------------|
| 27 Dec 2016 | Ilam/Kathmandu | Nagarkot   | - Travelled to Nagarkot.     |
| 29 Dec 2016 | Nagarkot       | Kathmandu  | - Travelled to Kathmandu.    |
| 30 Dec 2016 | Kathmandu      | Biratnagar | - Travelled to duty station. |

**3. Main activities undertaken during travels (meetings, interactions, discussions)**

|   |
|---|
| <ul style="list-style-type: none"><li>• Attended the SCDP's programme review and planning retreat held in Nagarkot.</li></ul> |
|---|

**4. Main observations and findings**

|  |
|--|
| <ul style="list-style-type: none"><li>• SCDP's achievement, opportunities and challenges of 2016 were analysed and the MCG results and areas of improvement were analysed.</li><li>• Inputs/feedback collated for APR 2016, Result tracker 2017 and ProDoc of SCDP.</li><li>• The AWP for 2017 and QWP for 2017 Q1 prepared.</li></ul> |
|--|

**5. Issues and problems observed**

|   |
|---|
| <ul style="list-style-type: none"><li>• NTR</li></ul> |
|---|

**6. Main decisions of the TRAINING/MEETING**

|   |
|---|
| <ul style="list-style-type: none"><li>• The AWP for 2017 and QWP for 2017 Q1 were prepared by each RFO.</li></ul> |
|---|

**7. Recommendations for further actions**

|     |
|-----|
| NTR |
|-----|

|                   |                |            |  |
|-------------------|----------------|------------|--|
| Submission Date : | 3 January 2017 | Signature: |  |
|-------------------|----------------|------------|--|