



*Empowered lives.  
Resilient nations.*

10 January 2014

Dear Mr. Pandey,

**Subject: Local Governance and Community Development  
Programme II: Policy and Programme Support Facility**

Please find attached signed copy of the budget of the above mentioned project for your information and records.

This budget has been prepared to enter the work plan for 2014 for new LGCDP phase II project based on the approved annual work plan. The attached enclosures include the approved workplan and the minutes of the Technical Assistance Sub-Committee (which had been delegated the authority to endorse the AWP by the LGCDP Sub-National Advisory Committee).

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'Shoko Noda', is written over a light blue circular stamp.

Shoko Noda  
Country Director

Mr. Reshmi Raj Pandey  
Joint Secretary/NPD  
Ministry of Federal Affairs and Local Development/LGCDP II: PPSF  
Singha Durbar

cc: Mr. Purusottam Nepal, Under Secretary, Ministry of Federal Affairs and Local Development and, National Programme Manager, LGCDP II: PPSF, Singha Durbar




UN Development Programme  
Nepal - Kathmandu

Project ID: 00078361  
Award ID: 00088669  
Award Title: The Local Governance & Community Development Programme II

Donor	Donor Code	Fund	Budget in US\$				
			2014	2015	2016	2017	Total
UNDP	00012	04000	672,540.00	1,027,811	73,649	26,000	1,800,000
DFID	00551	30000	3,781,131.00	2,474,860	25,000		6,280,991
<b>Total Budget</b>			<b>4,453,671.00</b>	<b>3,502,671.19</b>	<b>98,649.00</b>	<b>26,000.00</b>	<b>8,080,991</b>
<b>Total Budget as per last revision</b>							
<b>Total Net Increase/Decrease</b>							
<b>Award Total</b>							
Unprogrammed							

Start date: 1 January 2014  
Operational close date: 15 July 2017  
Financial close date: 15 July 2018  
Implementing agency: Ministry of Federal Affairs and Local Development  
Revision Type: General Revision 1

**Brief Description:** This budget has been prepared to enter the work plan for 2014 for new LGCDP phase II project based on the approved annual work plan. The attached enclosures include the approved workplan and the minutes of the Technical Assistance Sub-Committee (which had been delegated the authority to endorse the AWP by the LGCDP Sub-National Advisory Committee). Cost Sharing Agreement of USD 6.2 million has been submitted to DFID for their approval to support the LGCDP II programme activities.

	Signature	Date	Name/Title
Agreed by: UNDP		14 Jan 2014	Shoko Noda Country Director
Agreed by: LGCDP	_____	_____	_____





Ministry of Federal Affairs and Local Development

Local Governance and Community Development Programme

Name of Meeting

NAC- SC Meeting (35)

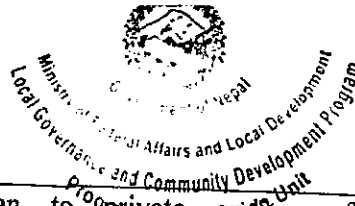
**DATE: 15 NOVEMBER 2013**

**LOCATION: MINISTRY OF FEDERAL AFFAIRS AND LOCAL DEVELOPMENT, SINGHDURBAR**

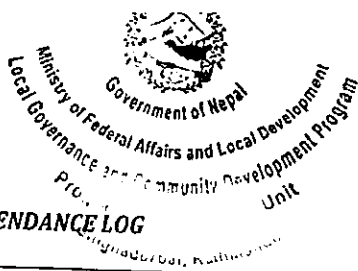
**TIME START: 14:00      TIME END: 16:00**

**COORDINATOR: MR. BODH RAJ NIROULA, JOINT SECRETARY / NPD**

Agenda	Decisions made	Action (if any) to be taken by whom and by when:
Introduction	<p>Mr. Bodh Raj Niroula welcomed the participants and briefed about the main agenda of the meeting. The main agenda includes discussion on audit report, financial management report and annual work plan 2014 under UNJP.</p> <p>Mr. Niroula informed that bilateral agreement document between the Government of Nepal and Government of Switzerland has been approved by the cabinet and discussions are underway to finalize the bilateral agreement with Norway and DFID. He also informed that cabinet has approved Environment Friendly Local Government Framework recommended by the MoFALD.</p>	
Discussion on Office of the Auditor General's (OAG) audit report	<p>The committee discussed on the status of OAG audit observation and emphasised that audit observation must be addressed with high importance. It was informed that performance audit by OAG of sample VDCs and Municipalities will be expanded and the three DDCs that failed to conduct the audit last year will be re-audited after the election for Constitutional Assembly. The committee also discussed the plan for an audit tracking system</p>	



	and training plan to private auditors for Municipality and VDC audits in cooperation with Association of Charter Accountant of Nepal.	
Endorse PPSF programme document and Annual Work Plan 2014 under UNJP	The committee endorsed signing of the Policy and Programme Support Facility (PPSF) programme document between MoFALD and UNJP. The committee discussed the Annual Work Plan (AWP) 2014 under UNJP and decided to delegate authority to the Technical Assistance Sub-Committee to review and finalize the AWP 2014.	
Discussion on financial management reporting	The committee discussed on plans to integrate financial management reporting system with district accounting system, which will allow real-time reporting. Timely submission of financial management reporting was underlined as one of the priority of public financial management (PFM).	
AOB	The committee thanked Mr. Bodh Raj Niroula, who will retire from the government service from 20 <sup>th</sup> November 2013, for his excellent leadership.	



**ATTENDANCE LOG**

S.NO	NAME	DESIGNATION	ORGANIZATION
1	Mr. Bodh Raj Niroula	Joint Secretary/ NPD	MoFALD/LGCDP
2	Mr. Gopi Khanal	Joint Secretary	MoFALD
3	Mr. Shyam Raj Khanal	Joint Secretary	MoFALD
4	Mr. Purusottam Nepal	Under Secretary/Programme Manager	MoFALD/LGCDP
5	Mr. Ramesh K. Adhikari	Under Secretary	MoFALD
6	Mr. Jaydeep Biswas	Governance Advisor	DFID
7	Mr. Yam Nath Sharma	ACD	UNDP
8	Mr. Saroj Nepal	Sr. Programme Officer	Danish Embassy
9	Mr. Prakash Regmi	SPO	Swiss Embassy
10	Mr. Rune Qvale	JFA Coordinator	LGCDP
11	Ms. Anjali S. Pradhan	Chief CFLG unit	UNICEF
12	Mr. Siddhanta Vikram	Senior PFM Specialist	ADB
13	Mr. Bandhu Ranjan	Public Finance Manager	DFID
14	Mr. Rafeeque Siddiqui	Programme Officer	UNDP
15	Dr. Horst Mathaus	Programme Coordinator	GiZ
16	Ms. Tatiana Prokhaorova	PO	UNV
17	Ms. Geetika Chhetri Lama	LGCDP Coordinator	UNV
18	Mr. Kalanidhi Devkota	Executive Secretary	MUAN
19	Mr. Hem Raj Lamichhane	Executive Secretary General	ADDCN
20	Mr. Pragyan Joshi	PO	UNCDF
21	Dr. Raghu Shrestha	M& E Specialist	LGCDP
22	Mr. Bishwo Raj Basaula	FM Specialist	LGCDP
23	Mr. S.P. Shrestha	Social Mobilization Specialist	LGCDP
24	Ms. Nirmala Thapa	GESI Specialist	LGCDP
25	Ms. Sangita Bhattarai	TA	LGCDP
26	Mr. Surendra Bhandari	AFO	LGCDP
27	Mr. Kamal Jnawali	Section Officer	MoFALD/LGCDP
28	Mr. Ram Krishan Lamichhane	Section Officer	MoFALD

The Thirty Five NAC- Sub Committee meeting held on the convership of Mr. Bodh Raj Niroula and participated by representative of Development Partner and associations of local bodies on 15th November at 14:00 hrs. made the following decisions.

Attendance

S.N.	Name of participants	Designation	Organization	Signature
1.	Bodhraj Niroula	Joint Secretary	MOFALD	
2.	Purusottam Nepal	Under Secretary	MOFALD	
3.	Bandhu Ranjan	Public Finance Prog. Manager	DFID	
4.	Jaydeep Bisness	Gov. Advisor	DFID	
5.	SIDDHANTA MIKRAM	PFM Spec.	ADB	
6.	Horst Matthaues	PN SUNAR	GIZ	
7.	Rene Ovale	Coord. Lead	LGCDP	
8.	Kalanidhi Devkota	Executive Secretary	MUWA	
9.	Tatiana Prokhorova	P.O.	UNV	
10.	Gredika Chhetri Lama	LGCDP Coordinator	UNV	
11.	Pagyan Joshi	PO	UNCDF	
12.	Rafaeque Siddiqui	PO	UNDP	
13.	Yam Nath Sharma	ACD	UNDP	
14.	Saroj Nepal	Senior Program Officer	Danish Embassy	
15.	Ganesh K. Adhikari	Under Secretary	MOFALD	
16.	Hemraj Damichhane	Executive Secretary	General AODCN	
17.	Prakash Karki	S. Program Officer	SDC	
18.	Raghu Shrestha	MES Specialist	LGCDP-II	
19.	Kamkrishna Lamichhane	Section Officer	MOFALD	
20.	B R Basuda	FMS	LGCDP	
21.	Deepak Neupane	GIC	"	
22.	Mimela Hape	GESI Specialist	"	
23.	Sangita Bhattacharya	Training Coordinator	"	
24.				

S.No	Name of participants	Designation	Organization	Signature
25.	Shyam Ray Khanna	Joint-Secretary	MORALD	Shyam
26.	Uopi Khana	"	"	Uopi
27.	Ayale S. Pradhan	Chief CFUGant	UNICEF	Ayale S. Pradhan
28.	Shoko Noda	CD	UNDD	Shoko Noda
29.	Surendra Bhandari	AFO	LGCDP	Surendra

**Deliverable Description**

**ISSUES LOG**

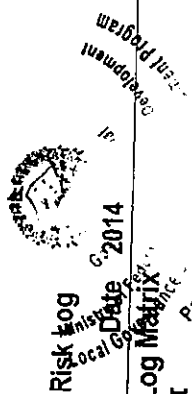
**Award ID:**

**Date: 2014**

**Project: Local Governance and Community Development Programme - I**

ID	Type	Date Identified	Description and Comments	Status	Status Change Date	Author
	Financial	July 2013	Poor financial record keeping system in VDCs.	VDC accounting software prepared. It VDC accounting software is planned to implement in 1000 VDCs	introduced in 475 VDCs	PM
	Operation	July 2013	Monitoring and reporting system is weak in local bodies.	Web-based reporting software developed and DDCs & Municipalities staff oriented	Web-based reporting system introduced in DDCs and Municipalities	PM
	Implementation	July 2013	Ward Citizen Forums are involved in local level planning. WCFs. The role of WCF needs to expand to cover oversight activities.	Ward Citizen Forum members oriented on local level planning	About 33 % members of 66% WCFs participated in training on local level planning	PM
	Implementation	July 2013	Livelihood Implementation Plan introduced in Citizen Awareness Centres formed in DAG 4 - VDCs. It is required to introduce in all the Citizen Awareness Centres	Livelihood Improvement Plan introduced in 692 Citizen Awareness Centres	No change	PM
	Implementation	July 2013	District and Municipality Social Mobilization Committees don't organize meeting regularly	District/Municipality Social Mobilization Committee members oriented on their roles and responsibility	No change	PM
	Security	July 2013	Frequent Nepal band by different groups	Situation is gradually improving		PM





**Deliverable Description**

**Project Title: Local Governance and Community Development Programme - II**  
**Award ID:**

Description	Category	Impact & Probability	Countermeasures/ Mingl response	Owner Kannur, Kalyan	Author	Date Identified	Last Update	Status
Enter a brief description of the risk	Environmental Financial Operational Organizational Political Regulatory Security Strategic Other	Describe the potential effect on the project if this risk were to occur  Enter probability on a scale from 1 to 5 P =	What actions have been taken/will be taken to counter this risk	Who has been appointed to keep an eye on this risk	Who submitted the risk	When was the risk first identified	When was the status of the risk last checked	e.g. dead, reducing, increasing, no change
Planning and programming	Other	P= 3	Review & revise local level planning guidelines	Planning Section/ MoFALD	LGCDP-II programme document	August 2013	August 2013	No change
Budget release	Financial	P= 3	Ensure timely budget release from FCGO & from DTCOs to LBs	Finance Section / MoFALD	LGCDP-II programme document	August 2013	August 2013	No change
Establishment and transition of Programme Recruitment Facility (PRF)	Operational	P= 3	Design PRF document	PCU/LGCDP	LGCDP-II programme document	August 2013	August 2013	No change
Local election	Political	P= 3	Programme document will be reviewed & revised if local election takes place as per the government plan Civil Service Act will be followed	PCU/LGCDP	LGCDP-II programme document	August 2013	August 2013	No change
Frequent change in management	Organizational	P= 3		PCU/LGCDP	LGCDP-II programme document	August 2013	August 2013	No change

**Risk Log**

Deliverable Description		Date 2014		Date 2013		Date 2012		
State restructuring	Political	P = 3	Prepare transition plan	PCU/LGCDP	LGCDP-II programme document	August 2013	August 2013	No change



## Annual Work Plan

Nepal - Kathmandu

Project: 00078361

Report Date: 2/1/2014

Project Title: Local Governance and Community Development Programme

Year: 2014

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
00088669 Local Governance and Community	Establishment of RCU  2.        Provide policy adv & research  4.    Provide tech support to LBs  3.    Providing strategic guidance  7.    Strengthen capacity of MoFA  5.			NEP-Ministry Of Local Developm	30000	DFID	71600	Travel	49,268.00
				NEP-Ministry Of Local Developm	30000	DFID	71400	Contractual Services - Individ	429,042.42
				UNDP	30000	DFID	75100	Facilities & Administration	72,546.00
				NEP-Ministry Of Local Developm	04000	UNDP	72400	Communic & Audio Visual Equip	1,000.00
				NEP-Ministry Of Local Developm	04000	UNDP	72200	Equipment and Furniture	1,200.00
				NEP-Ministry Of Local Developm	04000	UNDP	73400	Rental & Maint of Other Equip	25,000.00
				NEP-Ministry Of Local Developm	04000	UNDP	71600	Travel	66,000.00
				NEP-Ministry Of Local Developm	04000	UNDP	71400	Contractual Services - Individ	233,119.42
				NEP-Ministry Of Local Developm	04000	UNDP	72500	Supplies	1,800.00
				NEP-Ministry Of Local Developm	04000	UNDP	74500	Miscellaneous Expenses	7,614.00
				NEP-Ministry Of Local Developm	30000	DFID	71300	Local Consultants	8,000.00
				NEP-Ministry Of Local Developm	30000	DFID	72200	Equipment and Furniture	415,000.00
				NEP-Ministry Of Local Developm	30000	DFID	73400	Rental & Maint of Other Equip	5,510.00
				NEP-Ministry Of Local Developm	30000	DFID	75700	Training, Workshops and Confer	36,500.00
				NEP-Ministry Of Local Developm	30000	DFID	72500	Supplies	1,000.00
				NEP-Ministry Of Local Developm	30000	DFID	74200	Audio Visual&Print Prod Costs	15,000.00
				NEP-Ministry Of Local Developm	30000	DFID	71600	Travel	35,500.00
				UNDP	30000	DFID	74500	Miscellaneous Expenses	25,000.00
				NEP-Ministry Of Local Developm	30000	DFID	75100	Facilities & Administration	17,000.00
				NEP-Ministry Of Local Developm	30000	DFID	71300	Local Consultants	99,500.00
		UNDP	30000	DFID	75100	Facilities & Administration	120,325.00		
		NEP-Ministry Of Local Developm	30000	DFID	74500	Miscellaneous Expenses	3,500.00		
		NEP-Ministry Of Local Developm	30000	DFID	72400	Communic & Audio Visual Equip	15,500.00		
		NEP-Ministry Of Local Developm	30000	DFID	71600	Travel	181,000.00		
		NEP-Ministry Of Local Developm	30000	DFID	71400	Contractual Services - Individ	1,304,059.00		
		NEP-Ministry Of Local Developm	04000	UNDP	71400	Contractual Services - Individ	23,000.00		
		NEP-Ministry Of Local Developm	04000	UNDP	71200	International Consultants	125,000.00		
		NEP-Ministry Of Local Developm	30000	DFID	72500	Supplies	1,000.00		
		UNDP	30000	DFID	71600	Travel	4,800.00		



## Annual Work Plan

Nepal - Kathmandu

Project: 00078361

Project Title: Local Governance and Community Development Programme

Year: 2014

Report Date: 2/1/2014

Output	Key Activities	Timeframe		Responsible Party	Planned Budget				
		Start	End		Fund	Donor	Budget Descr	Amount US\$	
	Strengthen capacity of MoFA 5.			NEP-Ministry Of Local Developm	30000	DFID	71300	Local Consultants	44,000.00
				NEP-Ministry Of Local Developm	30000	DFID	74500	Miscellaneous Expenses	5,000.00
				NEP-Ministry Of Local Developm	30000	DFID	75700	Training, Workshops and Confer	10,000.00
	Strengthening the PCU 1.			NEP-Ministry Of Local Developm	30000	DFID	71600	Travel	2,000.00
				NEP-Ministry Of Local Developm	04000	UNDP	71600	Travel	40,000.00
				NEP-Ministry Of Local Developm	04000	UNDP	73400	Rental & Maint of Other Equip	30,000.00
				NEP-Ministry Of Local Developm	30000	DFID	73400	Rental & Maint of Other Equip	6,000.00
				NEP-Ministry Of Local Developm	04000	UNDP	74500	Miscellaneous Expenses	5,762.00
				NEP-Ministry Of Local Developm	04000	UNDP	72400	Communic & Audio Visual Equip	2,100.00
				UNDP	30000	DFID	75100	Facilities & Administration	27,013.00
Strengthen cap nat. & sub nat 6.			NEP-Ministry Of Local Developm	04000	UNDP	72500	Supplies	1,500.00	
			NEP-Ministry Of Local Developm	30000	DFID	72200	Equipment and Furniture	114,222.00	
			NEP-Ministry Of Local Developm	04000	UNDP	71400	Contractual Services - Individ	104,445.00	
			NEP-Ministry Of Local Developm	30000	DFID	71400	Contractual Services - Individ	215,445.62	
			NEP-Ministry Of Local Developm	04000	UNDP	72200	Equipment and Furniture	5,000.00	
			NEP-Ministry Of Local Developm	30000	DFID	72500	Supplies	12,000.00	
			NEP-Ministry Of Local Developm	30000	DFID	71600	Travel	95,000.00	
			NEP-Ministry Of Local Developm	30000	DFID	71300	Local Consultants	27,500.00	
			NEP-Ministry Of Local Developm	30000	DFID	72600	Grants	100,000.00	
			NEP-Ministry Of Local Developm	30000	DFID	75700	Training, Workshops and Confer	165,000.00	
			NEP-Ministry Of Local Developm	30000	DFID	72200	Equipment and Furniture	50,000.00	
			NEP-Ministry Of Local Developm	30000	DFID	74500	Miscellaneous Expenses	30,500.00	
			UNDP	30000	DFID	75100	Facilities & Administration	38,400.25	
<b>TOTAL</b>									<b>4,453,671.71</b>
<b>GRAND TOTAL</b>									<b>4,453,671.71</b>

Local Governance & Community Development Programme

Procurement Plan June, 2014

OUTPUT 7

Output 7 Efficient and effective liaison and strategic guidance provided to the DPs and the Government

Activity in work plan	FUND	ACTIVITIES	Description of goods, services or works	Total amt USD\$	Work detail	2014																
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
7.0.1.	UNDP/ UNCDF 50/50 percent	DP coordinator, PFM and M&E advisor	Hire consultant	250000.00 (This amount including 12 months salary of DP coordinator also)	Requisition & Document preparation Preparation of TOR Request to UNDP for vacancy Get final list from UNDP Submission final list to UNDP for issue contract Request UNDP for issue contract Contract issue																	



  
 Name: Surendra Shandari  
 Title : AFO

Name: Rafesque Siddique  
 PO, UNDP

  
 Name: Purusottam Nepal  
 Title: Project Manager

  
 Name: Reshmi Raj Pandey  
 Title: National Project Director


Programme Manager  
 LGCDP

National Programme Director  
 LGCDP

Out put	ACTIVITIES	Description of goods, services or works	2014												
			Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Decr	
Out Put 7	DP coordinator, PFM and M&E advisor	Hire consultant	<b>Work detail</b>												
			Requisition & Document preparation												
			Preparation of TOR												
			Request to UNDP for vacancy												
			Get final list from UNDP												
			Submission final list to UNDP for issue contract												
			Request UNDP for issue contract												
Contract issue															

  
 Name: Surendra Bhandari  
 Title : AFO

Name: Rafeeqe Siddique  
 PO, UNDP

  
 Name: Purusottam Nepal  
 Title: Project Manager

  
 Name: Reshmi Raj Pandey  
 Title: National Project Director

**Programme Manager**  
**LGCDP**

**National Programme Director**  
**LGCDP**

Out put	ACTIVITIES	Description of goods, services or works	Work detail	2014																
				Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Decr					
Out Put 7	DP coordinator, PFM and M&E advisor	Hire consultant	Requisition & Document preparation																	
			Preparation of TOR																	
			Request to UNDP for vacancy																	
			Get final list from UNDP																	
			Submission final list to UNDP for issue contract																	
			Request UNDP for issue contract																	
			Contract issue																	

Name: Surendra Bhandari  
 Title : AFO



Name: Rafeeqe Siddique  
 PO, UNDP



Name: Purusottam Nepal  
 Title: Project Manager  
**Programme Manager**  
**LGCDP**



Name: Rishmi Raj Pandey  
 Title: National Project Director  
**National Programme Director**  
**LGCDP**

# Local Governance & Community Development Programme

## Procurement Plan June 2014



### Output 7 Efficient and effective liaison and strategic guidance provided to the DPs and the Government

Activity in work plan	FUND	ACTIVITIES	Description of goods, services or works	Total amt USD\$	Work detail	2014																
						Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec					
7.0.1.	UNDP/ UNCDF 50/50 percent	DP coordinator, PFM and M&E advisor	Hire consultant	250000.00 (This amount including 12 months salary of DP coordinator also)	Requisition & Document preparation Preparation of TOR Request to UNDP for vacancy Get final list from UNDP Submission final list to UNDP for issue contract Request UNDP for issue contract Contract issue																	

  
 Name: Surendra Bhandari  
 Title : AFO

Name: Rafesque Siddique  
 PO, UNDP

  
 Name: Purusottam Nepal  
 Title: Project Manager

  
 Name: Reshmi Raj Pandey  
 Title: National Project Director

**Programme Manager**  
**LGCDP**

**National Programme Director**  
**LGCDP**



With best regards

Rafeeqe



**Rafeeqe A. Siddiqui**

Local Governance Officer

Governance Unit, UNDP

UN House, Pulchowk

G.P.O. Box 107, Kathmandu, Nepal

Email: [rafeeqe.siddiqui@undp.org](mailto:rafeeqe.siddiqui@undp.org)

Tel: (977)-1-5523200 Ext. 1006

Mobile: 00977-9851100779

Website: [www.np.undp.org](http://www.np.undp.org)

Skype: rafeeqe.siddiqui

*Empowered lives.  
Resilient nations.*

## Kamlesh Lama

---

**From:** Rafeeqe A Siddiqui  
**Sent:** Tuesday, January 14, 2014 9:57 AM  
**To:** Kamlesh Lama  
**Subject:** FW: Fund requirement for LGCDP AWP 2014

FYI



**Rafeeqe A. Siddiqui**  
Local Governance Officer  
Governance Unit, UNDP  
UN House, Pulchowk  
G.P.O. Box 107, Kathmandu, Nepal  
Email: [rafeeqe.siddiqui@undp.org](mailto:rafeeqe.siddiqui@undp.org)  
Tel: (977)-1-5523200 Ext. 1006  
Mobile: 00977-9851100779  
Website: [www.np.undp.org](http://www.np.undp.org)  
Skype: rafeeqe.siddiqui

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Resilient nations.*

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**From:** Shoko Noda  
**Sent:** Monday, January 13, 2014 11:35 PM  
**To:** Rafeeqe A Siddiqui  
**Cc:** Yam Nath Sharma; Binod Lamsal; Lazima Onta-Bhatta  
**Subject:** RE: Fund requirement for LGCDP AWP 2014

Dear Rafeeqe,

Thank you for the email.

The proposed arrangement is fine, as long as at least around USD 400,000 will be returned to TRAC pool once the agreement is signed. I have asked Binod to pull out the EB decision on 8%, so that the doc can be shared w/ DFID for their additional background doc.

Thank you and kind regards,

Shoko

Shoko Noda | Country Director | United Nations Development Programme - Nepal | UN House| PO Box 107 | Pulchowk, Kathmandu |  
Office: +977 1 5523200 | Fax: +977 1 5523986

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**From:** Rafeeqe A Siddiqui  
**Sent:** Friday, January 10, 2014 4:52 PM  
**To:** Shoko Noda  
**Cc:** Yam Nath Sharma; Binod Lamsal  
**Subject:** Fund requirement for LGCDP AWP 2014

Dear Shoko,

I would like to share you that we have requested USD 200,000 from Core for LGCDP in 2014 expecting that we will get Donor's contribution in December 2013. We have submitted Cost Sharing Agreement to DFID and expecting to get signed by next week.

Presently, in UNJP AWP 2014, we have requested 672, 540 from Core budget and Non- Core is 3,781,131 . We will revise the budget again after getting fund from DFID by next month and we will reduce the core budget as we have planned. Therefore, I request you to kindly approve 672,540 at this point so that we could move ahead.

**CHECKLIST FOR APPROVAL OF PROJECT DOCUMENT / BUDGET REVISION**

Approval of:  Project Document  
 Project Budget Revision (Regular/Substantive/Closure)

Award Title: 00078361  
 Project ID: 00088669

**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			
LOA for support services attached and ready for signature			
Risk and issue logs established	✓		
Procurement Plan (including HR) prepared			
For Joint Program, MOU with participation agencies attached	✓		

**For project budget revision**

Minutes of the Steering Committee attached			
Signed cover page of the last budget revision attached			
Revised AWP and budget attached			

The above documents are duly attached with the submission.

Program Officer: Rafeeqe Ahmad Siddiqui  
 Date: 16/11/2014

*Rafiqe*

For  
 ACD: Yam Nath Sharma  
 Date:

*Rafiqe*

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

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

Signed by \_\_\_\_\_

**Review by MONITORING Team (for new project documents)**

	Yes	No	N/A
Cover Page accurately reflects UNDAF & CP/CPAP Results Framework			
M & E narrative section of the project document complies with UNDP Nepal guidance note			
A Project M & E Framework is annexed to the project document			
Baselines and targets have been established for key indicators in the project M & E framework			
If answer to c or D are no, the M & E narrative section spells out that the M & E framework, including indicators, baselines and targets will be established during the first quarter (or other time frame), and "preparing detailed M & E framework" is included as an activity in the first Annual Work Plan			

Signed by (Monitoring Team) : \_\_\_\_\_

**Final Review/Comments by PLANNING and RESOURCE MANAGEMENT Team**

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

Checked and processed by (PA) GP \_\_\_\_\_

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

Cleared/endorsed by : BL \_\_\_\_\_