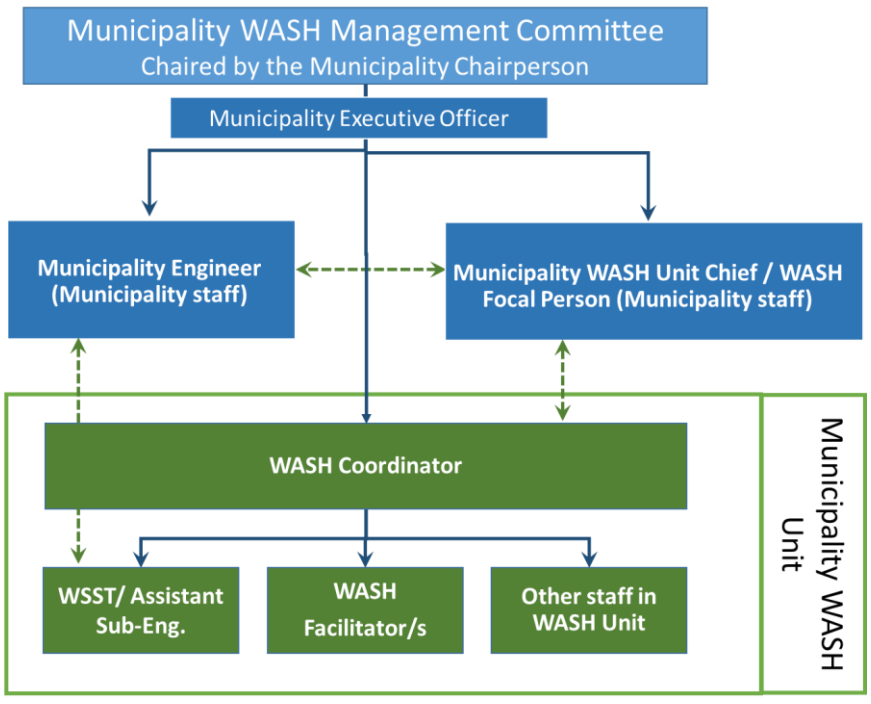
Rural Water Supply and Sanitation Project in Western Nepal Phase II

2017

Human Resource Mobilization Guideline

For Municipality WASH Unit & Technical Support Unit



Department of Local Infrastructure Development and Agricultural Roads (DoLIDAR), Ministry of Federal Affairs and Local Development, Nepal

Project Support Unit

September, 2017

Rural Water Supply and Sanitation Project in Western Nepal Phase II

Human Resource Mobilization Guideline

(Rural Municipality/Municipality WASH Unit and Technical Support Unit)

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Merges two earlier documents: *Support Persons Selection and Mobilisation Guidelines* and *Capacity Building Manual*, endorsed by the 2nd Supervisory Board meeting, April 3, 2014.

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List of Abbreviations

AWP	Annual Work Plan
DCC	District Coordination Committee
DoLIDAR	Department of Local Infrastructure Development and Agricultural Roads
EUR	Euro
FY	Nepali Fiscal Year
GESI	Gender Equality and Social Inclusion
GoF	Government of Finland
GoN	Government of Nepal
HRBA	Human Rights Based Approach
IMC	Institutional Management Committees
MIS	Management Information System
MoFALD	Ministry of Federal Affairs and Local Development
MoU	Memorandum of Understanding
M-WASH-CC	Municipality WASH Coordination Committee
M-WASH-MC	Municipality WASH Management Committee
M-WASH Unit	Municipality WASH Unit
NPR	Nepalese rupee
ODF	Open Defecation Free
PCO	Project Coordination Office
PIS	Public, institutional and school (toilets)
PMT	Project Management Team
PSU	Project Support Unit
RWSSP-WN	Rural Water Supply and Sanitation Project in Western Nepal
TA	Technical Assistance
TSU	Technical Support Unit
VDC	Village Development Committee (now merged into municipalities)
VMW	Village Maintenance Worker
V-WASH Plan	Village Development Committee WASH Plans
WASH	Water supply, sanitation and hygiene
WSP++	Water Safety Plan applied in RWSSP-WN
WSST	Water Supply and Sanitation Technician
WUSC	Water Users and Sanitation Committee
W-WASH-CC	Ward WASH Coordination Committee

Human Resources Mobilization Guidelines for the Rural Municipality/Municipality WASH Units and the Technical Support Units

1 Background

RWSSP-WN II supports the WASH sector development and implementation in 14 districts of Nepal: Baglung, Myagdi, Mustang, Nawalparasi, Palpa, Parbat, Syangja & Tanahun of Province number 4 and Arghakhanchi, Gulmi, Kapilvastu, Nawalparasi, Pyuthan, Rupandehi & Rolpa of Province number 5. The recent local governance restructuring into new Rural Municipality *(Gaunpalika)* and Municipality *(Nagarpalika*), At the start of FY2074/075 (CY2017/18), RWSSP-WN II shall be implemented through the Municipality WASH Unit established in each Programme Municipality after signing the Memorandum of Understanding (MoU). WASH Units are supported by a small team of engineers and sub-engineers from the Technical Support Units (TSUs), established under District Coordination Committees, in coordination with other sector stakeholders.

This manual is prepared for the selection and mobilization of the human resources within the Municipality WASH Units (M-WASH Units) and Technical Support Units (TSUs) as relevant and as linked to the Municipality WASH programmes. This Manual also provides templates for how to plan and report capacity development events within the Municipality as identified and budgeted in their annual work plans. The guiding documents as practiced in the Project remain valid such as: Step-by-Step Manual, Procurement Brochure, Post-Construction Guidelines and related monitoring formats, V-WASH Plans guiding ward-level WASH Development and Gender Equality and Social Inclusion Strategy and Action Plan guiding all works.

2 Institutional Setup For RWSSP-WN II Implementation

Institutional setup for RWSSP-WN II in the new local governance context is shown in Figure I (overall set up) and Figure 2. (within the municipalities.)

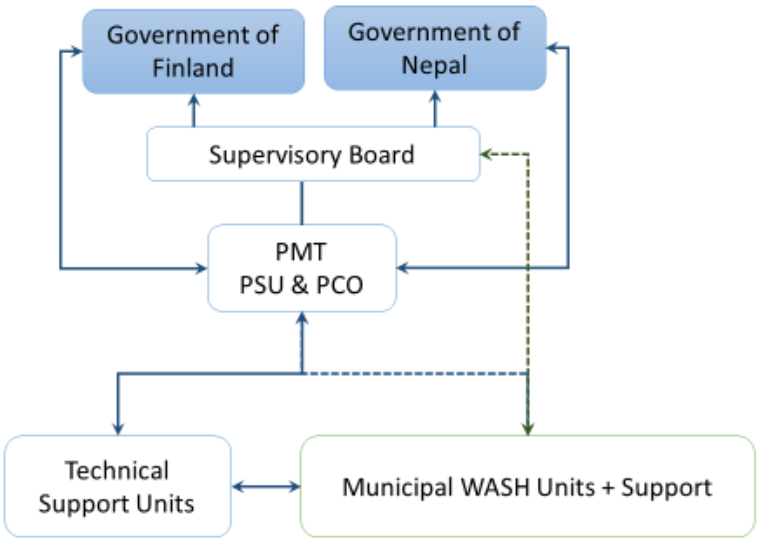

Figure 1 Institutional setup for RWSSP-WN in the new local governance context

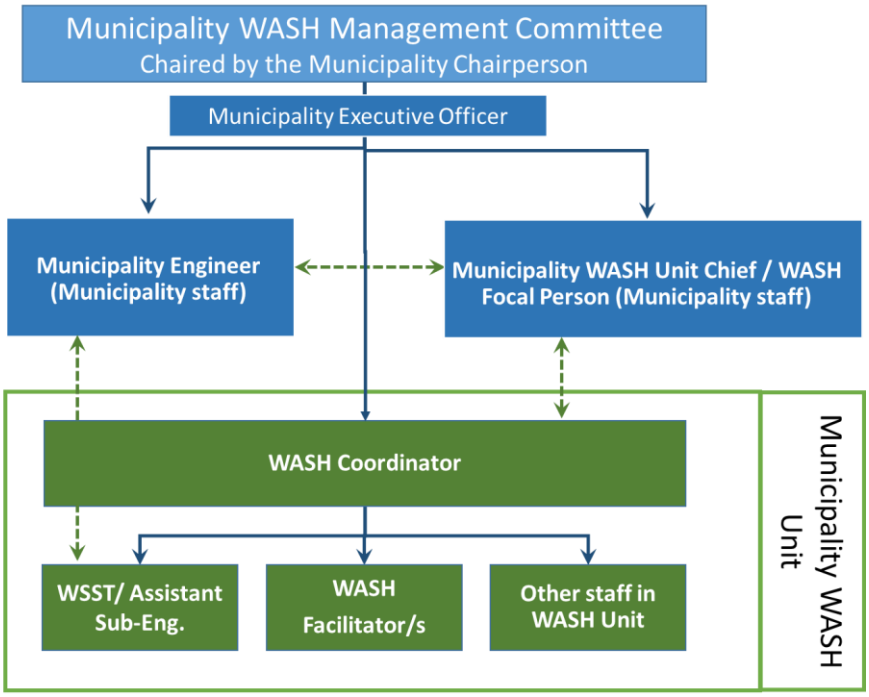

Figure 2 Institutional setup within the municipalities

Each Municipality WASH Programme is managed by the **Municipality WASH Management Committee (M-WASH-MC)**. Figure 3 shows the members of the M-WASH-MC.

WASH Management Committee as described in MOUs

Members of Municipality WASH Management Committee's
1. Municipality Chairperson 2. Vice-Chairperson 3. Municipality Executive Officer 4. Municipality Civil Engineer (Municipality staff) 5. Municipality WASH Unit Chief /WASH Focal Person (Municipality staff) 6. Project representative 7. Municipality WASH Coordinator (Municipality WASH Unit staff)

Figure 3 Members of M-WASH-MC

The long-term vision for the Municipality WASH Unit shall be that it will remain operational also after the completion of RWSSP-WN II, continuing to ensure that all the citizens of the municipality shall have sustainable and functional WASH services and facilities. This is in line with the *Sustainable Development Goal 6.b.1* "Proportion of local administrative units with established and operational policies and procedures for participation of local communities in water and sanitation management."

3 Human Resources Requirements and Recruitment

3.1 Municipality WASH Unit staffing

M-WASH Unit staff is the frontline cadre for the Project implementation. They are the ones in direct contact with the beneficiaries to deliver quality WASH services and to enhance capacities of communities. Their selection, mobilization, supervision, capacity development and support is fundamental part of the Project implementation to achieve intended results.

The major responsibilities of the M-WASH Unit shall be, but are not limited to, the following (refer **Annex 1 Job Descriptions**):

- Facilitate Municipality WASH Coordination Committee (M-WASH-CC) and Ward WASH Coordination Committee (W-WASH-CC, previously known as V-WASH-CC) to formulate annual work plans with targets, to review the progress, results and other achievements in their localities, and generally to take an active leading role in developing and maintaining WASH services.
- Facilitate community for the formation of Water Users and Sanitation Committee (WUSC) and other Management Committees/Users Committees/Groups to implement WASH activities at the community level.
- Participate in the social mobilization by conducting different types of trainings, campaigns, orientations, workshops and other capacity development activities as planned in the annual work plans.
- Provide technical inputs to WUSCs, Institutional Management Committees, and other Users Committees/Groups as per the Step-by-Step approach (Step-by-Step Manual and related monitoring books), and ensure quality of construction and workmanship.
- Ensure transparency through public auditing and overall transparent decision making.
- Ensure that the Gender Equality and Social Inclusion Strategy and Action Plan are followed, encouraging women, disadvantaged groups and differently-abled persons to be actively involved.
- Submit periodic report to M-WASH-MC with copy to Project in provided formats.

3.2 WASH Focal Person/Unit Chief in Municipality WASH Units

The WASH Focal Person is nominated from amongst the existing municipality staff. These are not hired or funded by the Project but assigned from the Municipality's regular position. The WASH Unit Focal Person is the first contact point for any WASH matters in the municipality, hence, this is not necessarily only the Project related WASH Focal Person. Municipality can assign two persons as a WASH Unit Chief and WASH Focal Person, or a single person to take both responsibilities. This is the contact person of the municipality/rural municipality for effective planning, implementation, monitoring and reporting of the project. There is no any additional salary or benefits provisioned from the Project funding.

The WASH Unit Chief/Focal person's main responsibilities include:

- to act as a member secretary of the M-WASH-MC, reporting to the Municipality Executive Officer on behalf of the M-WASH Unit
- to support and guide the M-WASH Unit staff
- to coordinate with the M-WASH Unit and other sections of municipality and other WASH stakeholders at the municipality level and
- to maintain administrative records of the WASH Unit staff.

3.3 Technical Support Unit staff

TSU is located under the District Coordination Committee (DCC) to provide technical support to the Project supported municipalities within the district. The TSU team operates under the DCC Secretary, and its day-to-day operations shall be supervised by the District WASH Adviser/District Project Officer who liaises with the M-WASH Unit for the actual work plans and field mobility of the TSU staff. The DCC hires TSU staff; and the Project hires the District WASH Adviser and a possible (part time) Technical Facilitator (Engineer/Sub-Engineer that may be supporting municipalities across several districts). This office is not versioned to continue after the Project has been completed. There are other technical offices operating at the district level under different line agencies who in the future could provide technical support to Municipality WASH Units.

The major responsibilities of TSU shall be, but are not limited to, the following (see **Annex 1 Job Descriptions**):

- Preparation of the Project funded WASH infrastructure survey, design, cost estimate, supervision, monitoring and valuation for approval from the Municipality with particular attention to Support municipalities.
- Regular supervision and monitoring of the Project supported WASH infrastructures to ensure the quality of construction materials and structures.
- Coordination with the M-WASH Units and the Project for effective implementation of the project activities, ensuring quality and sustainability, and transparent use of funds.
- Update the Project Management Information Systems (MIS), and support the M-WASH Units in their reporting as needed.

3.4 Human Resource Requirements

Human resources are required for the successful implementation of the annual work plans. Without professional and committed staff the activities will simply not take place. The M-WASH Unit staff are hired by the concerned Municipality, their duty station being the Municipality. After fulfilling the M-WASH Unit positions listed in the **Table 1**, the M-WASH-MC may decide to hire additional short term service providers by assessing the workload in specific sector, and availability and competency of human resources within the Municipality.

The TSU staff are hired by the concerned DCC. The DCC shall form a committee to hire and evaluate the performance of TSU staff. This committee consists of two nominated members from DCC and a Project representative nominated by Project Management Team (PMT). **Table 1** below summarises the human resource requirements at the M-WASH Units and at the TSUs. The total number of human resources must be proportionated to the budget and scale of activities in the Municipality/District.

Table 1 ***Human Resource Requirements***

Position	Required		Remarks
	Hill	Terai	
Municipality WASH Unit (Contract with the Municipality)			
WASH Coordinator	1	1	Compulsory. This position must be selected first, preferably assigned from the existing District WASH Unit staff.
WASH Facilitators	1-3	1-5	This team should include persons that complement each other's background, i.e. both health promoters and social mobilizers. Number of Lead WASH Facilitators will depend on the scale of sanitation and hygiene activities.

Water Supply and Sanitation Technician and/or Assistant Sub-Engineer	1-3	0-1	Number of Water Supply and Sanitation Technician and Assistant Sub-Engineers depends on the number of schemes in the Municipality.
Technical Support Unit (contract with DCC)			
District Project Officer	1	0	It is provisioned in Rolpa and Arghakhanchi districts.
WASH Engineer	1	0-1	
WASH Sub-Engineers	1-2	0-2	

Source: Memorandums of Understanding for Programme Municipality

Table 2 Human Resource Academic and Experience Requirements

Position	Minimum Qualification	Minimum Experience
Municipality WASH Unit (hired by the respective Municipality)		
WASH Coordinator	Bachelor degree in any discipline	Five years in rural development activities especially in the areas of water supply, sanitation and hygiene. Minimum three years of experience in coordination and facilitation of WASH program at the district and community levels.
WASH Facilitator	Certified Medical Assistant / Auxiliary Nurse-Midwife/ Assistant Health Worker/ Any other intermediate level degree	In case of academic health related degree, two years of health-related work experience is required. In case of no health-related academic degree, three years of work experience in community health, sanitation, WASH facilitation and social mobilization is required.
Water Supply and Sanitation Technician	Secondary Education Examination/School Leaving Certificate and relevant basic technical training*/ Technical School Leaving Certificate in Civil Engineering/Water Supply	Two years in rural water supply and sanitation implementation activities. *The basic technical training must be minimum 15 days
Technical Support Unit (hired by the respective DCC)		
District Project Officer	Bachelor degree in any discipline	Five years' experience in WASH Sector working with local governments and rural communities; experience in capacity building, report writing, coordination, and team mobilization. Must have computer skills.
WASH Engineer	Bachelor Degree in Civil Engineering	One-year experience in design and supervision of rural water supply and sanitation schemes.
WASH Sub-Engineer	Intermediate / Diploma in Civil Engineering	One-year experience in design and supervision of rural water supply and sanitation schemes.

3.5 Human Resource Selection Process in Municipality

M-WASH-MC is responsible for the recruitment of the required number of Staff in the Municipality. DCC is responsible for the recruitment of the required number of Staff in TSU. Staff selection will be carried out in M-WASH Unit/TSU respectively as per the following steps:

- **Step 1: M-WASH-MC/DCC** decides on number of required human resources for WASH implementation.
- **Step 2: Vacancy Announcement:** Minimum 15 days' notice in local and national newspaper will be published. In case of re-vacancy announcement, minimum 7 days' notice will be published. Sample of Notice is provided in **Annex 2.** The interested

candidates should apply for the advertised position following standard application format as given in **Annex 3**

- **Step 3: Formation of recruitment committee:** M-WASH-MC/DCC will form a Recruitment Committee (3 to 5 members) comprising M-WASH-MC/DCC members and a project representative. A sector specialist might be invited for the recruitment process from outside, if needed.
- **Step 4: Short Listing:** The Recruitment Committee will evaluate the documents submitted by the applicants and will short list the candidates in 1:3 proportion. In case of less than three applicants for a position, the selection process (shortlist, written test and interview) will be continued. The scoring criteria for shortlisting will be as follows:

✓ The candidates not meeting the minimum criteria as per published notice and the criteria mentioned in **Annex 1** of this guideline will be disqualified[1] from the shortlisting process.

✓ Further evaluation of eligible candidates will be computed in following basis using standard evaluation sheet. All the scoring will be done based on the evidences submitted. The work experience of internship or on the job trainee for the educational degree or unpaid volunteer work or WUSC staff will not be considered for the evaluation process. Sample of CV evaluation sheet is presented in **Annex 4.**

→ Academic qualification	15
→ Relevant working experiences including trainings	60
→ GESI aspects	25

✓ Merit list of the candidates shall be prepared and top candidates in 1:3 ratio will be invited for the written test and interview. The notice will be published in concerned office (Municipality, DCC) notice board and informed to the short-listed candidates through communication channels (SMS/Call/Email etc.)

- **Step 5: Written Test and Interview:** Recruitment Team will carry out a written test and an interview in the same day. The setting of the written test questions shall be done with the help of the sector specialists confidentially. Both objective and subjective types of questions shall be asked. The 'minus system' shall be applied for objective type of questions. Interview of all shortlisted candidates shall be done during the same day with the written test. Standard Public Service Commission scoring system shall be applied for oral interview. The written exam copy shall be checked after interview and minimum forty percentage (40%) of the written exam score is the pass mark. The candidates having written exam score less than forty percentage (40%) will not be selected.
- **Step 6: Final Scoring:** After completion of all the tests, marks obtained by the candidates shall be computed in following basis;

→ CV evaluation	20%
→ Written test	50%
→ Oral interview	30%

The Recruitment Committee will finalize the process immediately after completion of all the tests and submit the results to the Municipality WASH MC/DCC with recommendations. List of waiting candidates will also be recommended.

- **Step 7:** Municipality WASH MC/DCC will select the candidate to be appointed based on the recommendation of the Recruitment Committee and publish the notice of successful candidates and at least one person as waiting candidate on the notice board of the Municipality/DCC. The Waiting List remains valid for the following 12 months from the date of publishing.

[1] The recruitment committee may disqualify the candidates who had poor track record working with project or had serious violation of project code of conduct in the past.

- **Step 8:** Municipality shall appoint the successful candidate in annual performance based contract *(Karyasampadanma Adharit Barshik Karar Samjhauta*) in prescribed format. Refer to **Annex 5** for model Annual performance based contract paper.

Any attempt to interfere with the selection process before the result is finalized shall disqualify the candidate. Candidate can be disqualified at any time also if any information or certificate/s submitted during the selection process are proved as not true.

3.6 Short Term Service Providers Selection Process

If needed, M-WASH Unit/TSU may hire Short Term Service Providers. Short term service providers are generally recommended to be selected from existing roster and M-WASH-MC/DCC /TSU may use the list of previously contended candidates. M-WASH-MC/DCC shall ensure the competency of the candidates though CV evaluation (as submitted in template, **Annex 3**) and written/interview before hiring such persons. M-WASH-MC and TSU may decide appropriate mechanism while hiring short term service providers for field level considering the nature of job and prevailing rule and regulation. It is recommended to have output based contract with Short Term Service Providers. The Short-Term Service Providers are not entitled to get other facilities than existing staff. The tenure of Short Term Service Providers should be limited to maximum six months. These Short-Term Service Providers must not be hired to complement the existing staff's regular jobs.

3.7 Performance Evaluation and termination of staff contract

Performance review of staff is a regular process. The annual performance evaluation is based on the staff's performance carried out throughout the year as described in the previous chapter. Final performance evaluation will be made annually by the team assigned by the M-WASH-MC/DCC. The final evaluation will be approved by the M-WASH-MC/DCC.

Staff performance evaluation is done on individual basis. Considering the difference in nature of job and responsibilities, the scoring system shall be designed based on their individual responsibility as per their Job Descriptions. The project indicators and agreed Job Descriptions shall be taken as basis for annual performance evaluation. Based on the score obtained in the performance evaluation, M-WASH-MC/DCC shall apply the following reward or punishment system:

- Staff obtaining score more than 85 will be rewarded 10% of annual basic salary as a bonus.
- Staff obtaining score more than 75 and less than 85 will be rewarded 5 % of annual basic salary as a bonus.
- Staff obtaining score more than 60 and less than 75 will continue to work without any bonus.
- Staff obtaining score more than 50 and less than 60 will continue to work with written commitment to improve their performance within specified time period. The commitment letter will be submitted to the Municipality WASH MC/DCC.
- In case of obtaining the score less than 50 the contract shall not be continued.

If the existing regular staff cannot perform his/her duties, a mid-term performance evaluation can be also conducted where the corrective action is mutually agreed in writing and notice is given by which time the corrective action must be taken. If the performance of the existing staff is not improved, the contract of the staff member in question needs to be terminated.

Unauthorized leave equals to leave without pay. Contract of a completely absent staff member will be terminated if the unauthorized leave continues more than 14 days.

4 Planning in Municipality WASH Unit

4.1 Work Planning

Existing Village Development Committee WASH Plans (V-WASH-Plans) continue to be the basis of work plan, now serving as Municipality Wards. The Annual Work Plan is prepared and implemented based on the V-WASH Plan priority list. That list or the prioritized from the local level planning process based on the hardship, the annual work plan is prepared and implemented. The V-WASH Plan priority list must be followed while preparing work plans.

Municipality Annual Work Plan (AWP) shall be prepared based on the V-WASH Plan priorities and available resources for the fiscal year. There are also principles for selecting through identifying hardship schemes outside the V-WASH Plan areas. AWP shall include water supply and sanitation schemes, public/institutional/school toilets, recharge and disaster risk reduction structures, post-construction phase activities, cross cutting activities, capacity building events, social mobilization, various promotion and awareness related events and activities and other do-able actions to be implemented in one year. To make a realistic, do-able annual work plan, it should list out all the activities, time schedule, responsible person/agency, required budget, expected contributions etc. Seasonal (agricultural) calendar of the users must be considered when preparing the community action plans. AWP should include only those schemes whose feasibility study is carried out to confirm the social, technical and financial feasibility. The proposed scheme can be dropped even during the first monitoring if the scheme is not found feasible.

Scheme-specific work plans (water supply, PIS toilets, recharge structures) are prepared together with the relevant Water Users and Sanitation Committees (WUSCs) or Institutional Management Committees (IMC). The work plan is essentially theirs, and the M-WASH Unit staff work plans need to be aligned with this. The work plans follow the Step by Step approach. All the water supply and sanitation scheme level activities shall be carried out following the Community Action Plans as prepared by WUSCs for each individual scheme, and as described in the Step by Step Manual.

M-WASH Unit's monthly/bimonthly planning meeting of the M- WASH Unit will plan for the immediate work plans. At this time, the staff shall review the previous month's work plan for items that might have been postponed and items that need follow up, and prepare their next monthly/bimonthly work plan based on the progress of the previous planning period and the annual work plan. The monthly/bimonthly work plans are reviewed in each meeting.

The WASH Coordinator has to stay updated at all times, and be in position to inform M-WASH-MC and other municipality stakeholders about on-going WASH activities and event taking place in the municipality. The WASH Coordinator is responsible to ensure that the individual work plans and activities are in line with the topics and budgets as identified in the annual work plan, and the Municipality Executive Officer and the Municipality Accounts Section remain up-to-date on these plans.

4.2 Capacity Building

Capacity building is a leading theme across all result areas in RWSSP-WN II: the results cannot be achieved without systematic and meaningful capacity building. These ultimate results must be kept in mind when defining capacity building activities:

- Result 1 (Component 1 Sanitation and Hygiene): Access to sanitation and hygiene for all achieved and sustained in the project working municipalities;
- Result 2 (Component 2 Rural Water Supply): Access to safe, functional and inclusive water supply services for all achieved and sustained in the project working municipalities; and

- Result 3 (Component 3 Capacity Development): Strengthened institutional capacity of government bodies (M-WASH Unit!) to plan, coordinate, support and monitor the WUSCs and other community groups in the implementation, operation and maintenance of domestic water, sanitation and hygiene programmes in a self-sustainable manner.

All the capacity building activities funded by the Project shall contribute the achievement of the Project's results targets. In other words, the Project does not fund such capacity building events that are not related with the Project objectives and that are not contributing to the expected results.

The M-WASH Unit has the leading role in planning, implementing, reporting and following up its capacity building events as identified and budgeted in the respective Annual Work Plans and as planned for implementation in the M-WASH Unit's Monthly Work Plans.

Training/Event course contents and their implementation process is described in different training manuals as follows. The contents and manuals will be followed while implementing the training activities:

- ✓ Step by Step Manual
- ✓ WUSC Management Manual
- ✓ GESI Brochure
- ✓ VMW Manual
- ✓ Technical Training Manual
- ✓ Post Construction Guidelines
- ✓ WSP++ Guidelines and Brochure
- ✓ Recharge Pond Hand book
- ✓ WSP++ Flip Chart
- ✓ National Sanitation and Hygiene Master Plan 2068
- ✓ Total Sanitation Guideline 2073
- ✓ Sanitation and Hygiene Capacity Development manual-2015

Figure 4 Process for planning, implementation, reporting and financial clearance of Capacity Building Activities in the M-WASH Unit

Table 3 Steps for the process of planning, implementation, reporting and financial clearance of Capacity Building Activities in the M-WASH Unit:

Point of entry: Municipality-specific Annual Work Plan: identifies the events and budgets
Step 1: Preparation Of WASH Unit Monthly Work Plan:
✓ WASH Staff' monthly work-plan format is shown in **Annex 7**. ✓ M-WASH Unit shall organise monthly staff meeting in presence of executive officer, WASH unit chief and focal person and list out monthly capacity building activities based on AWP. ✓ WASH unit meeting shall decide about the event coordinator, date and venue to accomplish the event.
Step 2: Preparation of Training/Event Proposal
✓ The Training/Event proposal format is shown in **Annex 10**. ✓ WASH Coordinator shall prepare the detailed Proposal for the training or event. This is done together with the relevant other staff who will be involved in organizing the training/event. ✓ The Proposal shall present the detailed training/event proposal to make it possible to verify whether this is in line with what it should be both in terms of methodology, timing, participants and budget. As such, training courses shall not all be theoretical in nature, but must have sufficient time for practical and participatory exercises. ✓ The Proposal needs to consider how the participants can apply the new skills and knowledge on their work. ✓ While calculating cost of the training, the approved norms will be followed. None of the training events shall be implemented without prior approval of the Proposal. ✓ M-WASH-MC may decide to conduct the training events before preparing the proposals.
M-WASH Unit is responsible for Training/Event Proposals as follows: ✓ *Municipality/Scheme/community-Level capacity building activities*: WASH Coordinator will prepare the proposal as part of the regular monthly planning process together with the relevant other WASH Unit staffs. ✓ *Ward-Level capacity building activities*: WASH Coordinator will prepare the proposal as part of the regular monthly planning process together with the relevant other WASH Unit staff, in close coordination with Ward-WASH-CC who should always be involved in any ward-level event. ✓ *Technical/Event Training*: Proposal of the training/event that covers participants from more than one Municipality shall be prepared by the Technical Support Unit. The event shall be coordinated by the WASH Coordinator of the municipality where the event will take place.
Step 3: Certify /Recommendation For Approval
✓ Municipality WASH Focal person and/or WASH unit chief shall review and recommend the proposal for approval. Recommendation will be based on the allocated budget in AWP, unit rate of items and management of resource persons.
✓ Executive Officer shall approve the Proposals on behalf Municipality WASH-MC.
Step 4: Implementation of the Training/Event
✓ Event Coordinator shall responsible for management and coordination of the training. Event Coordinator shall manage training venue, logistics, session management etc for the training.
Step 5: Training/Event Report and Financial Clearance
✓ The Training/Event Report format is shown in **Annex 11** ✓ Event Coordinator shall submit all the event related documents to WASH Coordinator. ✓ WASH Coordinator is responsible for the Training/Event Reports for each Municipality WASH funded training event.

✓ The actual report shall be prepared by those directly involved with the training/event as agreed when planning for the Event. The WASH Coordinator presents these to Municipality WASH-MC. ✓ For each WUSC level training as per the Step-By-Step Manual, a Training Summary table as shown in **Annex 3** is sufficient. ✓ WASH Coordinator shall ensure that immediately after the event, one of the staff members shall prepare a detailed GESI disaggregated capacity building data of each event that shows the total numbers of women and men, and different caste/ethnic groups who participated in the event.
✓ WASH Coordinator shall ensure that the original bills and receipts along with the Training Report and List of Participants is submitted to the Municipality Account section for financial clearance (**Annex 13**). All the costs of the training should be within the limit of approved proposal.
Step 6: Updating M-WASH MIS
✓ Municipality WASH MIS software shall be updated by the WASH Coordinator. ✓ Event coordinator submits a copy of detailed GESI disaggregated capacity building data sheet to WASH Coordinator to update the MIS. ✓ This table can be maintained in an Excel or manually if the on-line system is not available for the WASH Unit. If this manual version is practiced, the WASH Coordinator shall make sure that the data shall be made available also for the Technical Support Unit that can add the data on-line into WASH MIS on behalf of the WASH Unit. ✓ WUSC level training data will be updated. ✓ Technical Support Unit based District WASH Adviser/District Project Officer is responsible to ensure that for regular submission CB data to PSU MIS.
Note: *The Project staff shall not handle the fund from the Municipality WASH Fund*.

4.3 Norms for Budgeting Different Capacity Building Trainings/Events

Budget breakdown of the event will be presented to the participants before the training for transparency of the activity. Also the expenditure will be presented at the end of the each training in training report. If any training materials such as tools or other assets are handed out at the end of the training, there needs to be clear records on this: what was handed out and signed as received. The materials can be handed out only for the participants based on transparent system. Alternatively, they are to be returned to store to be used in the next training. The training/event proposals should be able to anticipate whether the items will be returned or not. All the training/meeting and workshops shall be conducted only after approval of event proposal as planned in annual work plan and decided by M- WASH-MC.

Table 4 Norms for Ward/Community and scheme-level Training

Sn	Expenditure Heading	Maximum ceiling	Remarks
1	Stationeries	NPR 100/participant/event	
2	Tea and snacks	NPR 150/participant/per day	
3	Hall rent	NPR 500 /day	if needed
4	Classroom materials, Banner	NPR 1000/event	Max'm 3 days
5	Food cost	NPR 200/participant/day*	See below
6	Projector/Multi Media	NPR 1000/day	If needed (as per actual)
	*Only for the trainings having more than 6 hours and will not be provided for meeting, awareness campaign etc.		

Table 5 Norms for Municipality/District Level Training

Sn	Expenditure Heading	Maximum ceiling	Remarks
1	Stationeries	NPR 100 /participant/event	
2	Tea and snacks	NPR 200 /participant/day	
3	Lunch	NPR 200/participant/day	Non-residential training including lunch, hi-tea.
4	Hall rent*	NPR 1000 /day	if needed (as per actual)
5	Classroom materials	NPR 1000 /event	If needed (as per actual)
6	Food and accommodation cost**	NPR 800 /participant/day	
7	Coordination/communication cost	NPR 500 /Event	
8	Travel Cost	-	As per distance (actual)
9	Projector/Multi media	1000/day	If needed (as per actual)
10	Equipment	As per estimation	Only for technical training
11	Medicine cost	NPR 3000 /training	Applicable for more than 3 days training.
* In case of training organized in hotel, as per actual. **Only applicable for Residential training.			

4.4 General Norms for Training

All Resource Persons shall be specialists in the subject matter. Strong efforts should be made to have gender balance if there is more than one resource person. It is acknowledged that it may be difficult to find female specialists in some areas, but it will greatly aid the training process, especially for female participants. At least some local resource persons should speak local languages.

Local Resource Persons

a) Line agencies, local body staff, NGO of the same Municipality.
b) No service contract is required for Local Resource Person.

External Resource Persons

a) Freelancer or consultant
b) GoN, NGO and line agency officials (from other Municipality/district)
c) A person facilitating training as an external resource person must take leave for those facilitating days, if he/she is working in any government or non-government agencies /organization.
d) CVs of three candidates are required for the selection. If a CV of a resource person has already been approved for CV Roster, he/she can be directly hired as External Resource Person (as individual Short Term Service Provider)
e) Signing a Service Contract before the event is MUST for external resource person. Respective coordinator is responsible for having the contract approved prior to the event.
f) Fee and selection process of external resource person shall be as per the existing Rule of Municipality/DCC/DoLIDAR.

Training hours and local resource person's cost.

a) One training day consists of minimum of 6 hours.
b) Session shall be of at least 1.5 hours in technical subject matter. Briefing the training objectives, welcoming the participants, inaugurating, conduction pre or post-tests etc. shall not be considered as session and paid.
c) The maximum sessions/day should not be more than 3.
d) The resource person's cost shall be as per GoN rule.

If a Project Staff member participates/facilitates an event outside his/her duty station, the costs are covered as normal duty travel. There is no extra payment for a staff member who acts as an event coordinator or a resource person and this is considered part of duties.

If a project staff member participates a training event organized by other agencies, and allowance is provisioned, the participant shall accept allowances from only one source (either training allowances or Daily Subsistence Allowance from the project)

If a Project staff member facilitates a training organized by other stakeholders during normal office hours in the duty station, he/she is not entitled to receive additional allowances. If it is Value-Added Tax (VAT) then it is encouraged that External and Internal Resource Persons conducting capacity building for foreign-funded projects should apply exemption from the GoN on the payment of VAT, as it cannot be added as extra charge above their professional fees.

They are entitled to get DSA from Municipality/concerned office as mentioned in the training proposal. No allowances will be paid for the participant of training organized in duty station, Municipality or resident location of the participant.

M-WASH-MC members are entitled to receive meeting allowance except the WASH Coordinator and project representatives. Per meeting allowance shall not exceed NPR 1000 per person. Meeting allowance is taxable, 15% tax will be deducted at source at the time of payment.

4.5 Monitoring, Reporting and Evaluation of Training/Event

Monitoring and evaluation of capacity building activities is an essential part of the training/event activity planning and implementation, and the continuous effort in improving the training contents and materials. Monitoring and evaluation can include different forms as follows:

- Diagnostic evaluation
- Monitor the process and attendance
- Assess the feasibility of the training plan and implementation
- Evaluation of learning results, and
- Post evaluation (impacts)

Depending on the purpose and nature of the training/event, it should be considered whether all of the above forms are to be included or not. For example, in a planning workshop, it is not necessary to include all of them, but in case of the training courses, all of them should be planned and implemented in some way.

Diagnostic Evaluation: Purpose of diagnostic evaluation is to assess the existing knowledge and skills of the participants either before an event or latest at the beginning. It collects information on participants' capabilities that can be taken into account in during the training. Diagnostic evaluation can be done in different ways, e.g. through class discussion, asking the participants to perform a small task, like planting a tree, or requesting the participants to answer the questions in a pre-test form.

Monitor the process and attendance: It is necessary for seeing if the event is implemented as planned and that the participants are present. In case of no process, there may be a need to adjust the plans during an event, or in worse case, postpone or cancel the event. The attendance records of the participants have to be kept on daily basis in writing as it may have direct implications on budget and issuance of certificates.

The attendance record is kept in the attendance record book (PSU, district, community organization or scheme wise). The information required in the books is: name of the event, timing of the event (dates & duration), location/venue, names of the participants and their signatures on daily basis. In

addition to the book, a list of the event participants has to be annexed to the event report and summarized in a fact sheet. See Annex 9 for the Training Report and Annex 10 for participant list. The person coordinating the event must make sure that the fact sheet is filled up during the event itself.

Assess the feasibility of the training/event plan and implementation: This assessment is normally done at the end of a training event using 'standard' questionnaire as enclosed in Annex 12. In addition, it is useful to organize a wrap-up discussion among the participants and trainers. This will give an opportunity to raise issues, which are not covered by the questionnaire.

Evaluation of learning results: The evaluation of the learning results is an essential part of a training event. It has to be based on the set objectives in the training plan. Learning evaluation can be done in different ways depending on the nature of an event (e.g. training course, workshop, study tour or an on-the-job training). Some examples on how learning evaluation can be done are described below:

- Oral questions and oral answers, directly to a certain trainee or to the whole group selecting a trainee to give an answer in different ways.
- Written test where trainees write answers on paper, which are evaluated against teacher models answers, based on the set objectives and the presented content.
- Multiple-choice questionnaire: This can be used both for diagnostic test and for learning evaluation, and if done so, the comparison will give quick 'picture' of expected improvements (change).
- False-true questionnaire where a trainee has to consider and tick, whether the statements made are false or true.
- Observation of a trainee's work performance using a record sheet including the critical points of that particular work.
- Assessing the practical/concrete outputs of learning activities; e.g. post-construction action plan or Operation & Maintenance Plan prepared by WUSC during the training, concrete foundation of a tap stand, local and non-local materials record keeping sheet in the WUSC book keeping, etc.

Post evaluation (impacts): Post evaluation means evaluation that is done several months or even a year after training was completed. It is done in the working site of a trainee. The purpose is to evaluate whether the learnt knowledge, skills and attitudes have been taken in use (impact). Normally a post evaluation is done by two different ways:

- Through observation/assessment of trainee's work performance and outputs.
- Through interviews or using questionnaire. In this case, opinions have to be received from a trainee him/herself, from immediate supervisor(s), and even from clients depending on the nature of work.

All Municipality WASH funded activities are reported to M-WASH-MC and M-WASH Unit reports to TSU/PCO/PSU in monthly basis. The capacity building data are submitted to TSU in bi-monthly basis. All the field activities will be reported in monthly/bi-monthly basis to the M-WASH Unit through monthly/bimonthly review meeting with field staffs.

4.6 Reporting in the Municipality WASH Unit

Reports within the M-WASH Unit/TSU:

- Reports within the M-WASH Unit includes progress, time sheets, plan of next months, problems faced, critical issues and support required for next month from TSU and project. WASH Coordinator shall be responsible for reporting and updating the data and reported to M-WASH-MC on scheduled time and when as required. Report of special events will be submitted immediately after completion of the activities. Responsible person should assign for keeping the Municipality WASH MIS up to date.

- Technical Support Unit will report to the DCC secretary and respective WASH adviser and project representative. Refer **Annex 7** for monthly plan of WASH Unit staff, refer **Annex 8** for monthly time sheet and refer **Annex 9** for reporting to M-WASH Unit.

Reports from the Municipal WASH Unit:

- WASH Coordinator is responsible that the M-WASH Unit prepares the necessary reports and maintains its MIS updated:#.
- The monthly, trimester and annual report to PCO includes financial and physical progress with CC to TSU. TSU will compile the district level reports and will make TSU support plan to the respective M-WASH Units. Refer Annex 16 for monthly reporting template to project.
- The Municipality WASH MIS includes Drinking water supply scheme cards including post construction and WSP++ activities, PIS cards, Sanitation cards, Recharge structure cards, SBS process & budget and monthly plan in prescribed project format.

4.7 Field Monitoring

- **Field monitoring** of the activities carried out by Staff is described in the related documents, such as Step-By-Step Manual and its monitoring book. Staff shall participate actively in the monitoring visits as they relate directly to their own work.
- **Scheme Level Monitoring**: Scheme level monitoring including the post construction phase monitoring is carried out as per Step by Step process. The information collected and suggestions provided to the Staff during the monitoring will be the basis for performance evaluation. Written suggestions and recommendations will be provided to field team and those recommendations will be verified in next visit. The scheme level monitoring visiting team will be nominated by M-WASH-MC.
- **Municipality Level Monitoring**: This is done annually by the Monitoring Task Force. The team shall observe and monitor all the aspects of WASH programme at Municipality level in a participatory way through mass meetings, focus group discussions, site observation, quality inspection and book keeping and recordings inspection. The findings of the monitoring are recorded in monitoring book and signed by all the team members. At this time, also the Municipality WASH Development Fund will be monitored by the team with representatives from the Project. This report is an official document that is used also in the staff's annual performance evaluation. Written suggestions and recommendations shall be provided to field team and those recommendations will be verified in next visit.
- **Follow up and Special Visits**: Besides above regular monitoring visits, various government officials, RWSSP-WN II and other agencies will be regularly visiting to Municipality. The visiting members will have staff team meeting and discuss on the progress and status of implementation of recommendations provided during monitoring visits.

Annex 1. Job Descriptions

WASH Coordinator

Duty station: M-WASH Unit
Reports to: Executive Officer and the Project

General: The M-WASH Unit based WASH Coordinator's primary duty is to lead the day-to-day work in the M-WASH Units for successful and sustainable completion of the Municipality's annual WASH work plan. S/he will work under the direct supervision of Executive officer in coordination with the Municipality Engineer (municipality staff) and the District WASH Adviser/District Project Officer (in Technical Support Unit), and report to them as and when needed.

Specific

- Plan, implement, monitor and report WASH sector activities as per the Municipality-specific annual work plan.
- Conduct (bi)monthly M-WASH Unit staff meetings to review the previous (two) month's progress and critical issues, and to plan for the coming (two) months, ensuring that the M-WASH Unit staff is efficiently mobilized and supported where needed.
- Ensure that the priorities, planned activities and monitoring are in line with GESI & HRBA Strategy and Action Plan, and are based on the District Strategic WASH Plan and V-WASH Plans as appropriate.
- Plan, facilitate and report the capacity development activities within the Municipality, and supervise the WASH unit staff.
- Mobilize, support the relevant M-WASH Unit staff to conduct the scheme/community level trainings, WUSC registration, Bank account opening and facilitate to WUSC in record keeping.
- Facilitate/Assist in different field level WASH activities, eg SBS trainings, feasibility/detailed study of water supply schemes and PIS toilets, post-construction & WSP++ activities, and sanitation and hygiene related programme activities.
- Maintain Municipality WASH specific knowledge management system. This includes ensuring that the technical documents are available at both WUSC and Municipality levels.
- Monitoring of all aspects of Municipality WASH programme; participate the regular Municipality and scheme-level monitoring as per Step-By-Step, and keep the Municipality WASH MIS updated.
- Monitor and report the use of Municipality WASH Consolidated Fund on behalf of RWSSP-WN.
- Prepare and submit Municipality specific monthly, annual and other status reports, including Local WASH Fund report and updated MIS as well as keep project related record and documentation of the related GP/NP in M-WASH unit in systematic way.
- Coordinate and harmonize with WASH stakeholders within the GP/NP level.
- Ensure/Mainstream climate change adaptation and disaster risk reduction activities through trainings, planning and implementation, Step-by-Step process, WSP++ and other related activities, with attention to multiple-use for multiple-benefit of water systems.
- Prepare sustainability plans together with M-WASH-CC, W-WASH-CCs and WUSCs, with attention to both post-construction and post-ODF support needs, aiming at fully functional water schemes and total sanitation.
- Any other duties as assigned by the supervisor.

WASH Facilitator

Duty station: M-WASH Unit
Reports to: WASH Coordinator

General: The M-WASH Unit based WASH Facilitator shall be responsible for the practical implementation of the behaviour change communication programme and overall, ensuring the sanitation and hygiene related work plans are successfully turned into action. S/he shall also support for water supply & sanitation schemes in social mobilization process needed for the in kind contributions, scheme work planning, collection of the local materials, upfront cash contribution and implementation of schemes and other software activities. S/he shall conduct a range of capacity building activities, supervision and monitoring, aiming to first declare ODF, then to sustain ODF and change the communities towards Total Sanitation. S/he will work under the direct supervision of Municipality WASH co-ordinator.

Specific

- Conduct and analyse the baseline survey to identify health, hygiene and sanitation issues in the municipality.
- Conduct health and sanitation awareness activities conduct ignition and triggering as needed.
- Assist users to prepare participatory community action plan (Community Action Plan)
- Assist the community or target group to prepare affordable, acceptable and appropriate detailed small doable actions at household level for BCC in hygiene and sanitation.
- Emphasize the interrelationship between health, hygiene and sanitation and drinking water in fulfilling the objectives of the WASH program including awareness creation on Point of Use, handwashing and other behavioural issues related to water handling and use.
- Demonstrate the preparation of oral re-hydration solution and make the community able to prepare accordingly. Likewise, explain the community about the causes, transmission routes, and complexity of diarrhoea and its control and prevention.
- Assist the school or community to conduct special health, hygiene and sanitation education awareness campaign on the occasions of socially important days.
- Conduct regular home visits for the negotiation for change in hygiene and sanitation.
- Mobilize the local human resource such as FCHVs, Health Workers and Assistant Health Workers, Traditional Birth Attendants, natural leaders etc. in the hygiene, sanitation and nutritional promotion activities.
- Facilitate in BCC triggers selection and assist the awareness training to the triggers of Municipality, during the process of triggering ODF/Total Sanitation zone and making agreement and follow-up for changing the behaviour related to the sanitation and hygiene in the household and personal level
- Mobilize schools, youth clubs, mothers, leaders and female volunteers and other community based organizations, assist them to conduct regular school health program and other special programs like health drama, wall painting, hand washing etc.
- Any other duties assigned by the supervisor.

WSST/Assistant Sub Engineer

Duty station: M-WASH Unit
Reports to: WASH Coordinator

General: M-WASH Unit based Water Supply and Sanitation Technician (WSST) or Assistant Sub Engineer works in close coordination with the Municipality Engineer and with the Technical Support Unit based WASH Sub-Engineers in conducting technical activities such as water supply schemes, source measurement, lay-out plan preparation, survey work, and supervision of the construction works at scheme level. S/he will also assist the community to construct hygienic and sustainable household and institutional toilets. Support to carry out WASH related software activities in scheme area. S/he will work under the direct supervision of Municipality WASH co-ordinator.

Specific

- Involve with the sub-engineers in conducting technical activities such as water supply schemes source measurement, lay- out plan preparation, survey work etc.
- Act as team member to prepare participatory community action plan with the community for implementation phase.
- Explain to the community about the norms, terms and conditions of the program.
- Make the community aware of use of waste water in kitchen garden.
- Assist the community in quality checking of local and non-local materials and store management.
- Supervise the skilled workers performance during construction.
- Assist the community in the selection of VMWs, pump operators and masons. Also involve in the training of VMW as well as the WUSC/Institutional Management Committees members in operation and maintenance of the system during VMW Training.
- Assist the WUSC/IMC and community to understand the design and estimates of the water supply schemes/public/institutional/school toilet scheme.
- Support to WUSC/IMC in procurement process.
- Facilitate the pre and post construction training of WUSC/VMW.
- Any other duties assigned by the supervisor.

District Project Officer

Duty station: Technical Support Unit
Reports to: District Coordination Committee and Project

General: The Technical Support Unit-based District Project Officer coordinates the project supported Municipality level WASH activities ensuring proper utilization of WASH Fund and implementation of planned activities and schemes as per project guidelines and annual work plans. District Project Officer supervises and mobilizes the Technical Support Unit team in close coordination with the M-WASH Units, monitoring and reporting activities at different levels. District Project Officer shall be the primary contact point for the Project in his/her district.

Specific

- Support the Technical Support Unit/DCC, M-WASH Unit in planning, coordinating, funding, implementation, monitoring and reporting WASH sector activities in general and the Project in particular.
- Ensure that the priorities and related activities and monitoring are in line with GESI and HRBA strategy. Plan and facilitate capacity development activities, identify needs for further institutional support and capacity building, and contribute to continued content and approach development in this regard.
- Plan and facilitate all water supply, sanitation and hygiene activities implementation as per approved work plan.
- Develop Municipality and scheme-specific technical knowledge management system as part of the completion strategy. This includes ensuring that the technical documents are available at both WUSC and Municipality and district levels.
- Mobilize and supervise team of Staff in close coordination with focal person/chairperson of M-WASH-MC and DCC secretary.
- Coordination with municipalities/rural municipalities WASH unit & Project for effective implementation of project activities, ensuring quality and sustainability.
- Maintain good harmony and coordination with DCC, Municipality, M-WASH MC, W-WASH-CC, M-WASH-CC and other WASH stakeholders within district/Municipality.
- Assist in the monitoring of all aspects of project progress and finances; participate the regular Municipality and scheme-level monitoring as per Step-By-Step, and keep the Project MIS updated.
- Prepare and submit monthly, trimester, semi-annual, annual and other status reports, including WASH fund report and updated information of Project supported WASH activities to the both governments through PCO and PSU.
- Any other duties as assigned by the supervisor.

WASH Engineer

Duty station: Technical Support Unit
Reports to: District Project Officer/District WASH Adviser, Secretary of DCC

General: The primary responsibility of the WASH Engineer is to prepare, or if prepared by others, check, the feasibility reports, detail engineering survey-design-estimates and final design reports and cost estimates of water supply and sanitation schemes, evaluate the construction works and submit for approval to respective M-WASH Unit. While designing and implementing project activities WASH Engineer ensures the GESI & HRBA strategy and project guidelines are followed.

Specific

- Prepare and check the Measurement Book and bills of the water supply schemes and public/institutional/school toilets, and submit it to M-WASH Unit for approval process.
- Prepare monitoring plans of project supported activities, Mobilise and supervise the WASH Sub-Engineers within the Technical Support Unit with the coordination of DPO/WASH Adviser.
- Assist in Monitoring of all project supported water supply and sanitation schemes.
- Conduct/Assist in technical feasibility study and detailed survey of water supply and public/institutional/school toilets as planned.
- Contribute and guide Sub-Engineer to identify and measure primary and alternative sources of water, prepare the user-friendly design and cost estimates for the water supply and public/institutional/school toilets as identified in the annual work plan.
- Contribute and guide Sub-engineer/WSST so that they can explain the technical options related to such as tap-stand, structural design of RVT, BPT/IC and related cost implications to WUSCs and the Municipality WASH MC/Municipality/DCC.
- Ensure/Guide Sub-engineer/WSST to check the quality of the local and non-local construction materials.
- Solve technical problems raised in the schemes and participate in the meetings and discussions held in the WUSC, Municipality WASH MC/CC, DCC and Municipality as and when required.
- Contribute to the planning of the Post-construction phase activities with WSP++ and prepare Water Quality tests report as per SBS.
- Assist in District level MIS updating and reporting.
- Coordinate and facilitate the different technical trainings such as Village Maintenance Worker (VMW), Mason, pump operator and plumber trainings at District, Municipality and scheme level.
- Any other duties assigned by the supervisor.

WASH Sub – Engineer

Duty station: Technical Support Unit
Reports to: WASH Engineer

General: The primary responsibility of WASH Sub-engineer is to complete the water supply schemes/public/institutional/school toilet schemes successfully. S/he shall carry out technical activities such as identification of potential water sources, source measurement, survey, design and estimate, and support for construction of the water supply schemes according to the demand of the community. While technical matters are the top priority for the WASH Sub-Engineer, s/he also supports the community to plan their water supply and sanitation schemes, implementation, monitoring and evaluation. S/he shall guide the community with regards to collection of local materials, supporting the community on quality checking and procurement of non-local material. While designing and implementing project activities WASH Engineer ensures the GESI & HRBA strategy and project guidelines are followed.

Specific

- Contribute and guide the M-WASH Unit-based Water Supply and Sanitation Technicians (WSSTs) to conduct source measurement, pre-feasibility studies, detailed survey designs, and supervision of construction activities and mobilize community in all phases of WASH program.
- Prepare work plan for different phases of schemes (planning, preparatory, implementation and post-construction) compatible with the overall work plan of the WASH program.
- Assist in Monitoring of all project supported water supply and sanitation schemes.
- Be involved in Community Action Planning Process especially in scheme layout plan, environmental protection, local material collection and in community's cost and labour contributions. Discuss with community people on different technological options, structures location etc.
- Measure the potential sources in dry season and identify alternative sources. S/he will be responsible to carry out, as instructed by the Engineer, the water quality tests of the proposed sources.
- Conduct engineering and environmental survey work with the involvement of concerned community and WSST.
- Conduct technical feasibility, detailed survey and prepare the user-friendly design, drawings and cost estimate of the water supply and public/institutional/school toilet schemes as per annual work plan.
- Perform Post-construction phase activities with WSP++ and prepare Water Quality tests report as per SBS.
- Ensure and assist WUSC to check the quality of the local and non-local materials, and store management.
- Supervise the overall construction work of Implementation phase. Sub-engineer should take full responsibility in quality of construction work.
- Carry out the measurement for evaluation of works and prepare measurement book and bills.
- Coordinate and facilitate the different technical trainings such as VMW, Mason, plumber training at Municipality and scheme level.
- Any other duties assigned by the supervisor.

Annex 2. Sample Vacancy Notice

……Municipality/Rural Municipality/DCC

Office of Municipal/Rural Municipal Executive/DCC

.....District

……. Province, Nepal

Vacancy No:.....
(First date of publication: ……)

Notice to Submit Application from Individuals to work as WASH Unit Staff.

The office of the Municipality/DCC invites the qualified and interested Professionals to submit their application for the following positions. The program implements its activities following the community – based participatory approach and the principles of good governance.

The applicant must submit the copies of the following documents along with the application:

- Copy of citizenship certificate
- Copies of certificates of educational qualification
- Copies of training certificates (more than 3 days duration only)
- Copies of work experience certificates
- One passport size photograph
- Receipt of application fee payment
- Any other documents requested for the given position.

Positions and minimum qualifications:

Type / Position	Required Number	Minimum Qualification	Minimum Experience
Municipality WASH Unit (hired by the respective municipality)			
WASH Coordinator	….	Bachelor degree in any discipline	Five years in rural development activities especially in areas of water supply, sanitation and hygiene with minimum three years of coordination and the role of facilitation in WASH program of district and community level
WASH Facilitator	……	Certified Medical Assistant /Auxiliary Nurse-Midwife/ Assistant Health Worker/Any other intermediate level degree	Two years for Health and three years for others academic background in community health, sanitation and social mobilization, WASH facilitation along with triggering, training etc., activities in rural areas
Water Supply and Sanitation Technician	…..	Secondary Education Examination/School Leaving Certificate and relevant basic technical training/ Technical School Leaving Certificate in Civil Engineering/Water Supply	Two years in rural water supply and sanitation implementation activities.
Technical Support Unit (hired by the District Coordination Committee)			

District Project Officer	…..	Bachelor degree in any discipline	Five years in WASH Sector working with the local governments and rural communities; experience in capacity building, report writing, coordination, and team mobilization. Must have computer skills.
WASH Engineer	…….	Bachelor Degree in Civil Engineering	One years in design and implementation of rural water supply and sanitation schemes.
WASH Sub-Engineer	……	Intermediate / Diploma in Civil Engineering	One years in design and implementation of rural water supply and sanitation schemes.

Notes:

- The applications should be submitted within 15 days from the first date of publication of this notice at the Municipality/DCC office (within office hour). In case of any public holiday on the 15th day, the immediate next day will be considered as the last date for the submission of the application.
- The staff will be hired under annual performance based service contract (with possibility of extension based on performance) for the project period.
- The locals including women, Dalits and disadvantaged ethnic groups are given priority.
- The Municipality/DCC without disclosing any reason whatsoever may approve fully or reject the process of vacancy announcement.
- Only shortlisted candidates will be invited for both written tests and interview. The schedule for written and interview test will be published at the Municipality/DCC notice board.
- For further information and/or clarifications if any please contact: Municipality/DCC Office …….

Annex 3. Application Format – CV Template

CURRICULUM VITAE

Photograph
(Mandatory)

Vacancy No: ……..

1. Proposed Position: ……

2. Full name of Applicant: ……..

3. Sex: ……..

4. Citizenship no: …… Issuing District: ……..

5. Ethnic Group: Dalit/Janjati/Others ……

6. Date of Birth ……

7. Contact Address: …….. Municipality/ Ward No……., District: ……

Mobile no…… Email Address ……..

Permanent Address: …….. Municipality, Ward No……., District: ……

8. Affiliation in any Organisation/ Membership:

Please submit migration certificate in case of permanent address is different than district of citizenship & marriage registration certificate female candidates, if applicable

9. Education: Please mention description of formal education in following Table. Copies of certificates are mandatory to attach with the CV.

Name of Institution	Period of Study		Passed Year	Academic Qualification
	From	To		

10. Trainings: Please mention description of received training (Do not mention less than three days training) in following Table. Copies of certificates are mandatory to attach with the CV.

Training Provided by an organization	Date		Subject of Training
	From	To	

11. Work Experience (Starting from Latest)

Name of Organization & Address	Position	Working Year (Date)		Duration	Main Responsibilities
		From	To		

***Note**: Copy of experience of certificates are mandatory*

12. Language Skill: Mention your language competency (Good/Average/Poor)

Language	Speaking	Reading	Writing
Nepali			
English			
Other ..... Specify			

13**: Key Experiences**: Please mention your key experience and qualification and justify yourself that you are appropriate for applied position not more than in separate one page.

14: Certification: I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged. If any of my certificates or their copies are found fake at any point of time, poor track record working with project or had serious violation, I accept that my possible contract will be terminated without notice.

---------- ----/------/----------

[Signature of applicant with blue ink] Date: Day/Month/Year

Contact Telephone No. applicant_____

Annex 4. CV Evaluation Criteria

CV evaluation of the Proposed WASH Staff will be done in following basis:

Eligibility Verification:

- Is the applicant Nepali Citizen? **Yes/No**
- Has Minimum Education Qualification? **Yes/No**
- Is Minimum Working Experience? **Yes/No**
- Has the candidate been disqualified due to poor performance earlier? **Yes/No**
- The applicant having NO in any of the above criteria shall be disqualified (Not taken for further evaluation process).

Further Evaluation for Shortlisting (among the eligible candidates):

WASH Coordinator				
	Minimum Education Qualification (15) Minimum qualification One level higher education than minimum		10 5	
	Working Experience: (60)			
	1	Minimum required experience	10	
	2	Additional relevant experience	15	@ 3 per year in rural WS
	3	Experience in Sanitation and Hygiene	15	@ 3 per year in S&H
	4	Experience in Other Rural Development	5	@ 1 per year
	5	Received relevant trainings on social mobilization, PRA, Sanitation and Hygiene, behaviour change triggering	15	@ 3 per training – more than 3 days duration only
	GESI Aspect (25)			
	1	Female Candidate	8	
	2	Dalit Candidate	7	
	3	Janajati Candidate	5	
	4	Permanently resided in Project Municipality	10	
	5	Permanently resided in Project Municipality's neighbouring Municipality	8	
	6	Permanently resided in Other Municipality of the district	5	

WASH Facilitator				
	Minimum Education Qualification (15) Minimum qualification One level higher education than minimum		10 5	
	Working Experience: (60)			
	1	Minimum required experience	10	
	2	Additional relevant experience	15	@ 3 per year
	3	Experience in Water Supply and sanitation Schemes	15	@ 3 per year in WS
	4	Experience in Hospital, Health-post etc.	5	@ 1 per year
	5	Received relevant trainings on social mobilization, PRA, Sanitation and Hygiene; , behaviour change triggering	15	@ 3 per training – more than 3 days duration only
	GESI Aspect (25)			

	1	Female Candidate	8	
	2	Dalit Candidate	7	
	3	Adibasi/Janajati Candidate	5	
	4	Permanently resided in Project Municipality	10	
	5	Permanently resided in Project Municipality's neighbouring GP	8	
	6	Permanently resided in Other Municipality of the district	5	

WASH Engineer				
	Minimum Education Qualification (15) Minimum qualification One level higher education than minimum		10 5	
	Working Experience: (60)			
	1	Minimum required experience	10	
	2	Additional relevant experience	15	@ 3 per year
	3	Experience in Sanitation and Hygiene	15	@ 3 per year
	4	Experience in Other Sector (Road, Building etc.)	5	@ 1 per year
	5	Received relevant trainings on water supply scheme design, supervision and Sanitation and Hygiene	15	@ 3 per training – more than 3 days duration only
	GESI Aspect (25)			
	1	Female Candidate	8	
	2	Dalit Candidate	7	
	3	Adibasi/Janajati Candidate	5	
	4	Permanently resided in Project Municipality	10	
	5	Permanently resided in Project Municipality's neighbouring Municipality	8	
	6	Permanently resided in Other Municipality of the district	5	

WASH Sub- Engineer				
	Minimum Education Qualification (15) Minimum qualification One level higher education than minimum		10 5	
	Working Experience: (60)			
	1	Minimum required experience	10	
	2	Additional relevant experience	15	@ 3 per year
	3	Experience in Sanitation and Hygiene	15	@ 3 per year
	4	Experience in Other Sector (Road, Building etc.)	5	@ 1 per year
	6	Received relevant trainings on water supply scheme design, supervision and Sanitation and Hygiene	15	@ 3 per training – more than 3 days duration only
	GESI Aspect (25)			
	1	Female Candidate	8	
	2	Dalit Candidate	7	
	3	Adibasi/Janajati Candidate	5	
	4	Permanently resided in Project Municipality	10	
	5	Permanently resided in Project Municipality's neighbouring Municipality	8	
	6	Permanently resided in Other Municipality of the district	5	

Water Supply and Sanitation Technician or Assistant Sub Engineer				
	Minimum Education Qualification (15) Minimum qualification One level higher education than minimum		10 5	
	B. Working Experience: (60)			
	1	Minimum required experience with minimum 2 WS schemes	10	
	2	Completion of additional schemes in rural area	10	@ 2 per scheme Max.5
	3	Experience in Sanitation and Hygiene	10	@ 2 per year
	4	Additional relevant experience	15	@ 3 per year Max. 5 years
	5	Received relevant trainings on water supply scheme design, supervision and Sanitation and Hygiene	15	@ 3 per training – more than 3 days duration only
	GESI Aspect (25)			
	1	Female Candidate	8	
	2	Dalit Candidate	7	
	3	Adibasi/Janajati Candidate	5	
	4	Permanently resided in Project Municipality	10	
	5	Permanently resided in Project Municipality's neighbouring Municipality	8	
	6	Permanently resided in Other Municipality of the district	5	

Annex 5. Model Service Contract with WASH Unit /TSU Staff

……Municipality/Rural Municipality/DCC
Office of Municipal/Rural Municipal Executive/DCC
……District
……. Province, Nepal

Performance Based Service Contract

The performance based service contract (hereafter called "Contract") is entered as of ……, 20……. (Date), between …….. DCC/Municipality and Mr./Ms. ……..., hereafter referred to as the "Staff".

Name of Employee :
Date of Birth :
Citizenship number/district :
Permanent Address :
Contact No :
Email Address :

The employee accepts the employer's offer under the following terms and conditions:

Position:
Duty Station:
Working Municipality/DCC:

JOB DESCRIPTION
The Job Description is presented in **Annex 1**. This is fully supported by the Code of Conduct presented in **Annex 2**. When required by the Employer, the Employee may also perform other tasks compatible with her/his skills.
The Staff shall perform the mentioned activities and the performance will be measured before ending the contract period. Based on the staff's annual performance the extension or termination of the contract will be made.

Duration: The contract shall valid from …… to …….. (One year). DCC/ Municipality WASH MC may decide on the extension or termination of the contract based on the annual performance evaluation of the staff.

Remuneration:

Monthly remuneration of staff shall be as follows:
Salary NPR …… per month
Field/Remote allowance NPR …… per month (or as decided by DCC/ Municipality WASH MC)
Total NPR …… per month

Salary and other facilities shall only be paid to staff only after submission of monthly time sheet (recommended by WASH adviser or Project representative in case of TSU staff), monthly reports and field reports. DCC/Municipality has right to withhold the payment until receipt of those reports.

Working Day/Hours: The working day/hour shall be as per government of Nepal rule. In case of field works it may not be exactly applied. No compensation against working in off hour or on holiday shall be provided. Therefore, it's recommended to prepare own work plan accordingly.
Leave Facilities: Staff will entitle to get leave facilities as follows:

- **Annual Leave:** 24 days/year: Staff can't take leave without prior approval. The leave is not carried over to next contracting period and shall also not pay against accumulated leave balance.
- **Sick Leave:** 12 days/year: In case of sickness, staff may take maximum 12 days sick leave. The evidence of sickness need to be duly submitted for sick leave approval.
- **Maternity leave:** Staff are entitled to get 60 calendar days paid Maternity leave and 15 calendar days paid paternity leave.
- **Obsequies leave:** 15 calendar days paid Obsequies leave. During these leave periods, only basic salary will be paid.
- **Festival Allowance**: One month's basic salary will be provided to staff as Festival allowance. However, the staff working for less than one year will be given this allowance on pro rata basis as per GoN rules.
- **Performance Bonus:** Annual performance bonus will be provided for those Staff having excellent performances as per annual performance evaluation.
- **Travel Expenses:** No any travel expenses shall be covered for working in staff's own duty station. If the staff is officially assigned to work outside his/her duty station or invited for meeting and other events in outside the duty station or any other place, travel expenses (normal bus fare) shall be compensated as per actual bill. Other field allowances shall be compensated through either field allowances or daily allowances as decided by DCC/Municipality WASH MC.

Communication Allowance: Communication allowance of NPR 500 per month shall be provided to all staff.

Field Kit Allowance: Maximum NPR 5,000.00 per year shall be provided to the Staff for urgent field kits. The amount is reimbursable upon submission of original bills to DCC/Municipality.

Accident Insurance: All Staff will be insured against accident amounting NPR 100,000.00. DCC/Municipality will make insurance of Staff.

Tax: The tax shall be deducted in source by DCC/Municipality as per prevailing rule and regulation of Government of Nepal.

Other Terms and condition of the contract: The Staff are not entitled to give public statement regarding the organization without prior approval. They are not allowed to accept any part or full time employment in other organization. No any facilities or payments are made except mentioned in the contract.

Moral Conduct: It will be Staff responsibility to protect good will of organization during and before or after working period. It is expected that model moral conduct be maintained by Staff. Staff should perform it during working and non-working hours. The Staff should maintain confidentiality of the program and shall not make any public statements regarding the organization. All the official equipment, stationeries etc. shall be used for official purpose only.

Termination of Contract

- Being an annual performance based contract, DCC/Municipality will not commit for long term service. This contract will valid up to the Project period only if annual performance

of the staff found satisfactory. DCC/Municipality can terminate the contract at any time if budget and program cut-off and reduced from the project. This contract may be terminated by either party at any time prior to the scheduled expiration date without cause by 30 days written notice. In the event of such termination, DCC/Municipality will pay the staff for the actual number of days worked prior to the effective date of termination.

- This contract may be terminated by DCC/Municipality at any time without the 30 days' notice in following condition:
- Any certificate or its copy, or other documents submitted during the recruitment process is/are found to be fake.
- Accused of any criminal activities that is prohibited by Government of Nepal.
- Found involved in financial irregularities with WUSCs or any other parties.
- Found directly involved in political activities in support of any of the political parties.
- Failed to perform and score less than acceptable level during annual performance evaluation.
- Unauthorized leave equals to leave without pay. Contract of a completely absent staff member will be terminated if the unauthorized leave continues more than 14 days.

Disputes

Any disputes or claim arising during implementation of this contract shall be resolved through mutual consultation. The issues that can't be resolved shall be as per existing government of Nepal legislation.

Signature: The contract is prepared two copies for each contracting parties.

On behalf of Staff	On behalf of DCC/Municipality
…….	……
Name: ……	Name: …….
Position: ……	Position: ……
Date:	Date:

Witnessed by:

Annexes

1. Job Description of WASH Unit Staff/Technical Support Unit Staff
2. Code of Conduct

Annex 6. Norms for Basic Salary and other Facilities for Staff

Basic Salary Scale for human resources

Position	Salary	Remarks
District Project Officer	60,000-70,000	Excluding DSA
Engineer	35,000-40,000	Excluding field allowance or DSA
Sub-engineer	27,000-32,000	Excluding field allowance or DSA
WASH Coordinator	30,000-35,000	Including field allowance
WASH Facilitator (WF)	22,000-27,000	Including field allowance
ASE/WSST	22,000-27,000	Including field allowance

Approved by 3rd Steering Committee meeting, 13.01.2017

Other Facilities and Allowances: Apart from basic salary, the staff will get the following facilities and allowances to carry out their assignments at the community level.

Field Allowance: Field allowance for working in outside own duty station may be paid either providing lump sum amount as per existing DCC practices or daily allowances will be provided for those visits as per prevailing rule and regulation. No any extra allowances will be provided for working in own duty station.

A remoteness allowance will be provided according to the Government of Nepal rules for the Staff' working in the remote Municipalities. The DCC/Municipality WASH MC can decide to provide remoteness allowance for staff working in very remote Municipalities. The remote allowances will also be provided for the staff whose duty station is at field.

Festival Allowance: One month's basic salary will be provided to staff as Festival allowance. However, the staff working for less than one year will be given this allowance on pro rata basis as per the Government of Nepal rules.

Performance Bonus: Maximum 10% of annual basic salary as annual performance bonus will be provided for those Staff having excellent performances as per annual performance evaluation.

Travel Expenses: No any travel expenses shall be covered for working in staff's own duty station. If the staff is officially assigned to work outside his/her duty station or invited for meeting and other events in district headquarter or any other place, travel expenses (public vehicle) shall be compensated as per actual bill. Other field allowances shall be compensated through either field allowances or daily allowances as decided by DCC/M-WASH-MC.

Communication Allowance: Communication allowance of NPR 500 per month shall be provided to all M-WASH Unit staff.

Field Kit Allowance: Maximum NPR 5,000 per year shall be provided to the Staff. The amount is reimbursable upon submission of original bills.

Accident Insurance: All staff will be insured against accident amounting NPR 100,000.00. DCC/Municipality will make insurance of staff.

Annex 7. Monthly Plan of Municipality WASH Unit/TSU Staff

…….. Municipality/Rural Municipality/DCC

Rural Water Supply and Sanitation Projects in Western Nepal - Phase II

Monthly Work Plan

Name: Year:

Position: Month:

Week	SN	Proposed Major Activities	Venue	TSU/Project Support needed?	For what (if needed)?	Remarks
First	1					
	2					
	3					
	4					
Second	1					
	2					
	3					
	4					
Third	1					
	2					
	3					
	4					
Fourth	1					
	2					
	3					
	4					
Fifth	1					
	2					

Submitted By:
Signature:
Name:
Position:
Date:

Recommended By:
Signature:
Name:
Position :
Date:

Approved By:
Signature:
Name:
Position :
Date:

Annex 8. Monthly Time Sheet Format for Municipality WASH Unit/TSU Staff

…….. Municipality/Rural Municipality/DCC

Rural Water Supply and Sanitation Project in Western Nepal Phase II

Individual Monthly Time Sheet

Name: Month:

Position: Duty Station:

Date(Gate)	Day(Bar)/Holiday	Activities performed	Place of Performance
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			

Submitted By:	Recommendation By:	Approved By:
Signature:	Signature:	Signature:
Name:	Name:	Name:
Position:	Position:	Position:
Date:	Date:	Date:

Annex 9. Monthly WASH Coordinator' Report to Municipality WASH Unit

…… Municipality/Rural Municipality
Rural Water Supply and Sanitation Project in Western Nepal Phase II
Monthly Report to Municipality WASH Unit

Submitted to: WASH Unit chief/ Executive Officer
Reporting month: Fiscal Year:

WASH Unit Staff working in this reporting month

SN	Name	Position	Total work days
1			
2			
3			
4			
5			

1. Major activities of this reporting month

SN	Activities	Amount	Remarks
1			
2			
3			

2.Major Achievements/Results of this reporting month

SN	Activities	Amount	Remarks
1			
2			
3			
4			
5			

3. Planned activities of reporting month which are not completed

SN	Activities	Reason of not completion
1		
2		
3		

4		

4. Major issues/challenges of reporting month

SN	Issues/Challenges	Do they resolved?	How to resolve (if no)?
1			
2			
3			
4			
5			

5. Check List (Prepared, Submitted , Updated and available in WASH Unit)

SN	Description	Status (Yes/No)
1	Timesheets of all WASH Unit Staff and documented well	
2	Event/Training reports prepared and documented well	
3	Schemes cards (Water Supply, PIS and Recharge) updated in MIS	
4	Sanitation Status / Sanitation Cards updated in MIS	
5	Monthly report submitted to PCO/PSU	
6	Municipality's support need plan for next month shared with TSU	
7	Copies of all meeting minutes, other supporting documents, monitoring books/reports are available and documented well in WASH Unit	
8	Monitoring teams recommendations are addressed in scheme activities	

Reported By:

……..

Name:

WASH Coordinator

Date :

Annex 10. Training/Event Proposal

Rural Water Supply and Sanitation Project in Western Nepal Phase II

TRAINING/EVENT PROPOSAL FOR .....

Prepared by: _____

Submitted date: _____

<table>
<tr><td colspan="2">Budget Heading</td><td colspan="5"></td></tr>
<tr><td colspan="2">LMBIS Activity Code</td><td colspan="5"></td></tr>
<tr><td colspan="2">Name of the Training/Event</td><td colspan="5"></td></tr>
<tr><td colspan="2">Objectives of Training/Event</td><td colspan="5"></td></tr>
<tr><td>Start date</td><td></td><td>End date</td><td></td><td>Duration (Days)</td><td colspan="2"></td></tr>
<tr><td colspan="2">Location & Venue</td><td></td><td colspan="2">Event Coordinator</td><td colspan="2"></td></tr>
<tr><td colspan="2" rowspan="2">Proposed expenditure</td><td>GoN</td><td>GoF</td><td>Municipality</td><td colspan="2">Total</td></tr>
<tr><td></td><td></td><td></td><td colspan="2"></td></tr>
<tr><td colspan="2">External resource person/s (CV must be included with qualification and relevant experiences)</td><td colspan="5">Mr./Ms. Name & organization:
1.
2.
3.</td></tr>
<tr><td colspan="2">Internal resource person/s</td><td colspan="5">1.
2.
3.</td></tr>
<tr><td colspan="2">Targeted participants</td><td colspan="5"></td></tr>
<tr><td colspan="2">Number of participants</td><td colspan="5"></td></tr>
<tr><td colspan="7">Training/Event level: 1. Scheme/community level☐ 2. Ward level ☐3. Municipality level ☐</td></tr>
</table>

Agenda and Overview (for several days' trainings)

Date Time	Day I	Day II	Day III	Day IV	Day V	Day…	Day …
Session I							
Session II							
Session III							
Lunch Break							
Session IV							
Session V							
Reference documents for the events are:							

Detailed daily programme (for daily details)

Time	Session	Facilitator/resource person	Remarks/materials

BUDGET AND MODE OF PAYMENT

Total estimated cost is...../- as per attached budget sheet (Table 1 to this proposal).

Table 1. Detailed budget sheet for training/event proposal

Sn	Particulars	No.	Rate	Days	Total	Remarks
A.	**Tea, snacks, food, accommodation During Training Period**					
1	Participants					
2	Trainer and resource persons					
B.	**Stationeries**					
1	For distribution					
2	For classroom use					
3	Banner					
C.	**Transportation**					
1	Bus for field trip					
2	Participants bus fare (2 way)					
D.	**Daily Subsistence Allowance for Traveling Days**					
1						
2						
E.	**Resource Person Fee**					
1	Facilitation fee					
2	Transportation					
F.	**Training Hall rent**					
G.	**Miscellaneous Cost**					
1	Medicine (first aid)					
2	Photocopy of hand-outs					
	Other					
	Total					

Annex 11. Training Report – Includes Fact Sheet & Updated Training Proposal

Rural Water Supply and Sanitation Project in Western Nepal Phase II

TRAINING/EVENT REPORT OF .....

Prepared by : _____

Submitted date : _____

Summary (updated from the Training Proposal)

LMBIS code					
Budget Heading					
Name of the Training/Event					
Objectives of Training/Event					
Start date		End date		Duration (Days)	
Location & Venue				Event Coordinator	
Proposed budget		GoN	GoF	Municipality	Total
Actual expenditure		GoN	GoF	Municipality	Total
Allocated budget in LMBIS under the heading		GoN	GoF	Municipality	Total
External resource person/s (CV must be included with qualification and relevant experiences)		Mr./Ms. Name & organization: 1. 2. 3.			

Internal resource person/s	1. 2. 3.
Targeted participants	
Number of participants	
Training/Event level: 1. Scheme/community level☐ 2. Ward level ☐3. Municipality level ☐	

Detail of participants	Dalit		A/J		RM		DTC		Others		Total	
	F	M	F	M	F	M	F	M	F	M	M	F

Annex 12. Participants List of Training/Event

Summary to the Training/Event Report first page:

Detail of participants	Dalit		A/J		RM		DTC		Others		Total	
	F	M	F	M	F	M	F	M	F	M	M	F
	Other remarks:											

No	Name of	Dalit		A/J		RM		DTC		Others		Age	Signature
	Participant	F	M	F	M	F	M	F	M	F	M		
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

13													
14													
15													
16													
17													
18													
19													
20													

Annex 13. Training/Event Financial Audit Report (for Advance Settlement)

To Executive Officer
.....Rural Municipality/Municipality
Office of Rural Municipal/Municipal
……. District
……Province, Nepal
Date:

It is kindly informed you that …….day/s (duration of training/event)…….. (Name of training/event) training/event is completed at……. …….Municipality/Rural Municipality…….ward no……District (training location) on ……. (Training date in Y/M/D format) and the details expenditure summary of training/event is given below table.

Table: Proposal Budget and Actual Expenditure Summary

S.N.	Items	Proposed Budget (NPR)			Actual Expenditure (NPR)			Remarks (Budget +/-, …)
		Unit	Rate	Total	Unit	Rate	Total	
1	Lunch for Participants & Resource Persons							
2	Resource Person Fee							
3	Stationary for Participants							
4	Stationary for Training							
5	Tea & Snacks for Resource Persons & Participants							
6	Hall Rent (per day)							
7	Banner (Piece)							

8	Multimedia/Projector (per day)							
9	Report/Photocopy							
10	Other Expenditure							

Reported by:

Name:

Signature:

Date:

Annex 14. Questionnaire for Training/Event Pre- and Post-Evaluation

SAMPLE EVALUATION OF TRAINING/EVENT (AT THE END OF AN EVENT)

Please give your personal opinions on the questions below.
(All the given answers will be collected confidentially, not to mention anybody's name)

1) What were the new things you learnt in the training/event?
……

2) What were the most interesting contents or practices introduced?
…….

3) Would you like to add more topics or practices in the future?
……

4) How was the duration of an event? (Please tick)
Too Short ……. Just Suitable ……. Too Long……..

5) How was the timing of an event? Was it suitable from farming season or office work load point of view? (Please tick)
Yes ……. No …….. If not, what is the best timing? Month: ……

6) How was time shared between theory and practice? (Please tick)
Too much theory …….. Fine …….. Too much practice …….

7) How do you consider the capacity of the trainers? (Please tick)

Assessment	Topic 1 or Name	Topic 2 or Name	Topic 3 or Name	Topic 4 or Name	Topic 5
Very Good					
Good					
Not Good					

8) Other Comments (if any)
……

Annex 15. GESI Checklist for Trainings/Events

Training Need Assessment and designing:

- ☐ While conducting the training needs assessment consider the special focus on gender and social equity related issues such as "gaps" in skills/ knowledge family and personal attitudes, mobility, personal and family background, education background, (Formal and Informal), interests and motivation, work experience and exposure to outside work.
- ☐ Ensure GESI priorities are reflected in selection of topics and design of the training program.
- ☐ While designing the training program for different social groups and women be considerate of duration, time, venue / location and flexibility. For instance, child care facilities could be provided for participants with children, and a time chosen that suits women. A person living with a disability may need a carer to also participate in the training with them.
- ☐ Ensure the facilitator is GESI sensitive. If possible maintain the facilitator composition by gender and caste, and carry out training in local languages.

Training Participants selection:

- ☐ In all training organized at municipality/district level ensure equal participation of women and men. Give priority to women candidates from excluded groups. A written explanation should be provided if no female or excluded groups are selected for a given course.
- ☐ Women and excluded groups will be given priority when selecting candidates for skilled training opportunities (i.e. Village Maintenance Workers, skilled masons (*mistries*), total behaviour change triggers, latrine builders, pump operators, meter readers, etc.). At least reserve 50% of skilled training opportunities for them.
- ☐ Various trainings are arranged for WUSC (e.g. WUSC Orientation, Financial Management, Community Action Plan, etc.). Give priority of representation and participation of excluded groups throughout these trainings.
- ☐ Literacy difficulties can sometimes be a barrier for the participation of women and excluded groups. If it proves difficult to identify sufficient literate persons, consideration can be given to other solutions (for instance, also inviting teenage children to accompany their parent and read materials; ensuring that as much information is provided in pictorial form as possible and the facilitator should explain all written materials in simple language; etc.).

Training Facilitation:

- ☐ Use GESI sensitive language and proverbs. Avoid using humiliating, insulting, proverbs or quotations to women or some particular caste group. The facilitator needs to act as a role model of gender sensitivity. S/he should be able to act as a friend, mentor and guide.
- ☐ Use the names of men and women characters equally in examples, stories and content.
- ☐ Be sensitive and careful enough not to pass only messages against or beyond its target e.g. complete reversal or role where men do all the household work, women does just opposite.
- ☐ Provide successful case studies / best practice of non-traditional jobs done by women or some particular group.
- ☐ During the training rotate participants roles, assignment, group formation such formation of management team (chair, rapporteur, evaluator), to build the confidence of weak participants assign the role in a team.
- ☐ Use of visual training materials, role play, games and demonstration while giving training to grassroots people mainly for illiterate and disadvantaged group's level.

- ☐ During the whole training period apply equitable principles, for instance in the formation of the group daily management team, or selection for presentation. Give priority to those participants who are shy and speak less.
- ☐ Apply a process – monitoring system during the training. Always ask probing questions: who is actively participating who is not? Who is talking? Who is listening? Who is not talking? Who is dominating and why? Whys/he is not participating? What are the constraints of passiveness? How can we improve? Always keep eye on those participants who are weak and shy. Create an enabling environment to involve them.

Training Evaluation - Add the following questions in the post evaluation:

- ☐ Who benefits most from the training?
- ☐ What change in gender and social relation can be expected from the training in your behaviour, in your organization where you work and in the community (women, men, rich, poor, dalit) you work for?
- ☐ At the end of each training program ask the participants how women, poor and excluded member of the WUSC/Institutional Management Committees get the benefit from this training.

Annex 16. Monthly Reporting Template to PCO/PSU

Monthly Progress Report FY05 (2074/75)

	District:	-	
	Rural Municipality:	-	
	Month:		
1	Budget Heading No:	365821-3/4	
2	Ministry: Ministry of Federal Affairs and Local Development		
3	Department: Department of Local Infrastructure Development and Agricultural Roads		
4	Project Name: Rural Water Supply and Sanitation Project in Western Nepal, Phase II		
5	**Annual Budget:**	-	*GoN+GoF only*
6	**This trimester Budget:**	-	*GoN+GoF only* -
7	**Cumulative Expenditure up to this month:**	-	*GoN+GoF only*
8	**Cumulative released budget up to this month:**		*GoN+GoF only*
9	**Remaining balance in MWF**	-	*GoN+GoF only*

SN	Results	Status at FY04 end	FY05 Target	Progress of this month	
1	Result 1. ODF beneficiaries (Number of HH)	-	-		Declared this month
2	Result 1. Total sanitation beneficiaries (Number of HH)	-	-		Declared this month

3	Result 1. Institutional sanitation (Number of public, institutional & school toilets with hand washing facility)		-		Completed this month
4	Result 2.Water supply beneficiaries (Number of people)		-		Schemes completed in this month
5	Result 2. Number of schemes that receive WSP++ training		-		WSP++ this month
6	Result 3. Number of beneficiaries from capacity building activities		-		Participants in this month

LMBIS code	Scheme Name as in LMBIS	Scheme Name / Activity as in LMBIS (Nepali)	HH	Population	Status at the start of FY	Status of previous month	Status of this month	GoN Actual Expenditure this month	GoF Actual Expenditure this month	GP/NP Actual Expenditure this month	Users cash Actual Expenditure this month	Users kind Actual Expenditure this month	Total Actual Expenditure this month
	Public Construction (29611)												
													-
													-
													-
	Drinking Water Supply Sub-total							-	-	-	-	-	-
	Public Institutional School Toilet												
													-

Public Institutional School Toilet Sub-total			-	-	-	-	-	-
Sub-Total Public Construction (29611)			-	-	-	-	-	-

LM BIS code	Service & Consultancy (22411)	Scheme Name / Activity as in LMBIS (Nepali)		GoN Actual Expenditure this month	GoF Actual Expenditure this month	GP/NP Actual Expenditure this month		Total Actual Expenditure this month
								-
								-
								-
Sub-Total Service & Consultancy (22411)				-	-	-		-

LM BIS code	Capacity Building (22512)	Scheme Name / Activity as in LMBIS (Nepali)	Number of events in FY05	Number of events completed this month	Number of participants in events this month	Number of events planned for next month	Number of participants planned for next month	GoN Actual Expenditure this month	GoF Actual Expenditure this month	GP/NP Actual Expenditure this month		Total Actual Expenditure this month
												-
												-
												-
Sub-Total: Capacity Building (22512)				-	-	-	-	-	-	-		-

Human Resources Mobilization Guideline

LMBIS code	Program cost: sanitation & hygiene (22522)	Scheme Name / Activity as in LMBIS (Nepali)	Number of events in FY05	Number of events completed this month	Number of participants in events this month	Number of events planned for next month	Number of participants planned for next month	GoN Actual Expenditure this month	GoF Actual Expenditure this month	GP/NP Actual Expenditure this month		Total Actual Expenditure this month
												-
												-
												-
												-
	Sub-Total: Program Cost: Sanitation & hygiene (22522)			-	-	-	-	-	-	-		-

	GoN Actual Expenditure this month	GoF Actual Expenditure this month	GP/NP Actual Expenditure this month		Total Actual Expenditure this month
GoN Admin Cost (Local Body Conditional Grant 26312)					
Public Construction Total	-	-	-		-
Recurrent Total	-	-	-		-
Grand Total	-	-	-		-

List of Major Achievements of this Month:	

Major planned activities (scheme monitoring/events/training/meetings, surveys etc) for the next Month:

LMBIS code (copy from above)	Activity (copy from above and make sure that it matches with the code)	Location of event	Start Date	End Date	Responsible person in M-WASH Unit	TSU/PSU/PCO, other support	Who exactly? (Name or positions	Describe the activity in more detail (for instance, which monitoring visit, which sanitation event exactly, key issues in meeting, etc)

Prepared By:

WASH Coordinator

WASH Unit Chief/Focal Person

Accountant/ Account Officer

Approved By:

Executive Officer