

Guideline on Mainstreaming Community Resilience and Recovery in Local Plan, 2023

FINAL DRAFT

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Ministry of Home Affairs
National Disaster Risk Reduction and Management Authority (NDRRMA)
Singhadurbar, Kathmandu, Nepal

Documents: Guidelines on Mainstreaming Community Resilience and Recovery
in Local Plans, 2023

Publisher: Government of Nepal, Ministry of Home Affairs, National Disaster
Risk Reduction and Management Authority

Copy Right: @National Disaster Risk Reduction and Management Authority

Technical Support: Japan International Cooperation Agency (JICA), Project on
Participatory Rural Recovery (PPRR)

First Edition:

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List of Abbreviations

AKC	Agriculture Knowledge Center
APB	Annual Program and Budget
BBB	Build Back Better
BPFC	Budget and Program Formulation Committee
CAO	Chief Administrative Officer
CBO	Community Based Organization
CCA	Climate Change Adaptation
CRP	Community Resilience Project
CSIO	Cottage and Small Industries Office
DAG	Disadvantaged Group
DCC	District Coordination Committee
DM	Disaster Management
DRR	Disaster Risk Reduction
DRRM	Disaster Risk Reduction and Management
FGD	Focus Group Discussion
FY	Fiscal Year
GESI	Gender Equality and Social Inclusion
JICA	Japan International Cooperation Agency
LG	Local Government
LDMC	Local Disaster Management Committee
LDCRF	Local Disaster and Climate Resilience Framework
LNOB	Leave No One Behind
M&E	Monitoring and Evaluation
MoFAGA	Ministry of Federal Affairs and General Administration
MTEF	Medium Term Expenditure Framework
NDRF	National Disaster Resilience Framework
NDRRMA	National Disaster Risk Reduction and Management Authority
NGO	Non-Governmental Organization
NPC	National Planning Commission

NRA	National Reconstruction Authority
PCGG	Provincial Center for Good Governance
PDRF	Post Disaster Recovery Framework
PLR	Participatory Local Recovery
PP	Periodic Plan
PPRR	Project on Participatory Rural Recovery
PwD	Person with Disabilities
SDGs	Sustainable Development Goals
SFDRR	Sendai Framework on Disaster Risk Reduction
TDC	Tole Development Committee
TDO	Tole Development Organization
ToT	Training of Trainers
UC	User's Committee
VHLSEC	Veterinary Hospital and Livestock Service Expert Center
WDMC	Ward Disaster Management Committee

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Chapter 1: Introduction

1.1 Background

Nepal is among the top-20 multi-hazard countries in the world, with high vulnerability to various disasters such as earthquakes, floods, landslides, storms, drought, fire, among others. The devastating earthquake in 2015 caused tremendous damages on human lives, physical infrastructures, economy and the society as a whole, amounting to 7 billion USD of losses and damages.

Pandemics like COVID-19 and other disasters also seriously affect economic, social and cultural aspects of people's lives. Climate change has contributed to increasing the disaster risks such as floods, landslides, cold waves, and forest fire, etc., impacting all aspects of life as well as the environment. Recovery and rehabilitation experiences from the devastating earthquake as well as other disasters have shown that post-disaster recovery requires a holistic approach and long-term perspectives based on the principle of Build Back Better (BBB). Past experiences also highlight the importance of continuously building resilience at the local and grassroots level and strengthening institutional capacities.

The Government of Nepal initiated various efforts including the Project on Participatory Rural Recovery (PPRR) to support capacity development of local governments and community groups to realize longer-term socio-economic recovery and strengthen community resilience. This Guideline has been developed to institutionalize at the local level identifying and setting priorities related to medium- to long-term recovery as well as resilience building at the community level, and mainstreaming those issues in the local level planning.

1.2 Objective of the Guidelines

The objectives of the Guidelines are the following:

1. To provide guidance for responding to economic and social recovery needs and building resilience of disaster-affected communities through periodic plan, annual program and budget;
2. To guide for selection, implementation and monitoring & evaluation of community-based social and economic recovery and resilience building projects based on mutual help; and
3. To provide guidance about participatory methods and processes to build multi-sectoral disaster resilience in planning, implementation and M&E.

1.3 Scope of the Guidelines

Disaster management is categorized into four phases – (1) Prevention/Mitigation and (2) Preparedness in the pre-disaster stage, and (3) Response and (4) Recovery in the post-disaster phase. This guideline aims to adequately respond to the disaster affected

community's socio-economic recovery and resilience building needs after the emergency response phase is over. Further, it also addresses the need to take measures to enhance community resilience and preparedness during the pre-disaster, normal times.

The medium- and long-term recovery needs and community resilience for enhanced disaster preparedness can be addressed only through medium- to long-term interventions. Such needs must be addressed by mainstreaming them into steps and processes of periodic plans and annual policy, program and budgets of the local government.

This Guideline supplements the Local Disaster and Climate Resilience Framework (LDCRF) Guidelines (under formulation) which aims to provide a comprehensive framework on disaster and climate resilience, by covering all four phases of the disaster management cycle. While the LDCRF is more focused on structural, infrastructure-oriented resilience building measures, this Guideline provides guidance on non-structural, social, economic and cultural issues at the community level.

In addition, post-disaster early recovery needs are addressed through the Model Framework on Post-Disaster Socio-Economic Recovery Planning for Rural Municipalities and Municipalities (2078), which provides tools for needs assessment for formulating socio-economic recovery plans. After completing the early recovery phase, short-term recovery needs should be addressed through the Annual Policy Program and Budget for the ongoing year. Similarly, medium-term recovery needs should be incorporated into periodic plans and MTEF, while long-term recovery needs should be addressed through long-term plans and periodic plans.

1.4 Target Users

The target users of this guidelines are the following:

- 1) All local levels.
- 2) Development partners, I/NGOs, community and volunteer organizations, and private sector who provide assistance in social and economic recovery and resilience promotion.

1.5 Definition

Key concepts related to participatory recovery and community resilience are explained in the Appendix 1.

Chapter 2: Legal Basis and Institutional Mechanisms

2.1 Legal Basis and Provisions

2.1.1 International Agreements

Nepal is committed to implementation of international commitments related to disaster risk reduction, among others, the “Sendai Framework for Disaster Risk Reduction 2015-2030.” Enhancing disaster preparedness for effective response, and “Build Back Better” in recovery, rehabilitation and reconstruction are the most relevant among the four priorities under the Sendai Framework. Together with the 2030 Agenda for Sustainable Development and the Paris Agreement on Climate Change, it re-affirmed the strong inter-linkages between addressing the risks and impacts of disasters and climate change and promoting sustainable development.

2.1.2 National Policies, Laws and Plans

The Constitution of Nepal stipulates that local governments have exclusive powers for Disaster Management (DM), while federal, provincial and local governments share the responsibilities for DM as concurrent powers. The National Periodic Plans recognize DRRM as a cross-cutting theme which needs to be incorporated into policies, strategies, and action plans of the local government.

As per the Local Government Operation Act (2017), DRR related rights and responsibilities include: formulation, implementation, monitoring, evaluation and regulation of local policies, laws, standards and plans related to disaster management; local level rehabilitation and reconstruction after disaster; and operation of community-based disaster management programs, among others. The LGOA also provisions that local governments should develop and implement long-term and medium-term plans, annual program and budget formulation, implementation, monitoring and evaluation with the maximum participation of poor, marginalized communities, women and other DAGs.

The Disaster Risk Reduction and Management Act, 2074 and the Disaster Risk Reduction and Management Rules, 2076 provision for all three levels of government regarding establishment and operation of DRM funds, cooperation, coordination and capacity building for DRR and preparedness, search and rescue, post disaster reconstruction and recovery, and disaster information system related functions.

The National Policy for Disaster Risk Reduction (2018) emphasizes mainstreaming DRR and climate change adaptation (CCA) activities in the whole development process, and ensuring BBB principle in post-disaster recovery, rehabilitation and reconstruction.

The Disaster Risk Reduction National Strategic Plan of Action (2018-2030) has incorporated the four priority actions of the Sendai Framework for Disaster Risk Reduction. Preparing guidelines on Build Back Better in recovery, rehabilitation and reconstruction is one of the strategic activities under the National Strategic Plan of Action.

The Post Disaster Recovery Framework (PDRF, 2016) after the 2015 Earthquake stressed the multi-dimensional nature of BBB. The PDRF has 5 strategic objectives: (1) Restore and improve disaster resilient housing, government buildings and cultural heritage, in rural areas and cities; (2) Strengthen the capacity of people and communities to reduce their risk and vulnerability; (3) Restore and improve access to services, and improve environmental resilience; (4) Develop and restore economic opportunities and livelihoods and re-establish productive sectors; and (5) Strengthen capacity of and effectiveness of the state to respond to the people’s needs and to effectively recover from future disasters. The objectives (2) and (4) are directly relevant to community resilience and socio-economic recovery.

The National Disaster Resilience Framework (NDRF) incorporates “Build Back Better in Recovery, Rehabilitation and Reconstruction” as the Priority Area 5. Based on the NDRF, every local government is expected to formulate a Local Disaster and Climate Resilience Framework (LDCRF) as a single, comprehensive framework for local-level disaster and climate resilience plan which compiles both structural and non-structural measures on DRRM, and the LDCRF Guidelines is under formulation.

The GoN has formulated a Model Framework on Post-Disaster Socio-Economic Recovery Planning for Rural Municipalities and Municipalities (2078) been made available for local governments to support their preparation of a post-disaster recovery plan based on assessment of social and economic impacts of disasters. The Model Framework is focused on immediate recovery needs within three months after a disaster by taking into consideration mid-term recovery issues as well.

2.2 Institutional Mechanisms

Nepal’s Constitution and other existing laws have provide the following institutional mechanisms related to local level plan formulation, as well as implementation and M&E of socio-economic and cultural recovery and resilience.

Government / Institutions	Policies and laws	Institutional Structures	Provisions
Local Government	Local Government Operation Act 2017	Revenue advisory committee, Resource estimation and budget ceiling determination committee, Sector committees, BPFC, ward level monitoring and supervision committee, PDP formulation directive committee	(1) Formulation of Policy, Act, Regulations, procedures and standards; (2) Formulation, approval, implementation, monitoring and evaluation of periodic plans, sectoral strategies, and annual policy, program and budget; (3) Coordination, partnership and cooperation etc.
	DRRM Act (2074)	Local DRM committee, Ward DRM Committee	(1) Budget provision, implementation of local DRM plan; (2) Capacity building of local authorities, volunteers and communities; (3) Creating opportunities for disaster

Government / Institutions	Policies and laws	Institutional Structures	Provisions
			<p>affected community with direct and active participation for livelihood recovery;</p> <p>(4) Mainstreaming DRRM into development program;</p> <p>(5) DRM group formation and mobilization at community level;</p> <p>(6) DRRM capacity building of ward members, DAGs, civil society representatives, etc.</p>
Provincial Government	DRRM Act (2074)	Provincial DRRM Council, Provincial DRM Committee	<p>(1) Facilitation and financial support for periodic plan formulation;</p> <p>(2) Support for capacity building, orientation, training on local governance operation, plan formulation, implementation, monitoring and evaluation, and service delivery;</p> <p>(3) Sector wise technical support, consultancy support, skills and technology transfer, marketing support etc.</p>
		Sectoral Ministries & Departments, Committees, Offices, Province Training and Research centers, AKCs, VHLSECs and Cottage and Small Industry Offices etc.	
Federal Government	DRRM Act (2074)	National Council for DRRM, Executive Committee, NDRRMA, MoFAGA	<p>(1) Coordination and facilitation to encourage LGs for adopting the PLR model;</p> <p>(2) Study and research;</p> <p>(3) Formulation and updating of acts, regulations, guidelines and standards.</p>
		Sectoral Ministries & Departments, Committees and Offices	
Private Sector, NGOs, and Volunteer and Community Organizations	DRRM Act (2074)	Individual, business enterprises, company, society and networks, local, national, international NGOs, CBOs and civil society, volunteer and community organizations, local technicians and resource persons	<p>(1) Program and project implementation;</p> <p>(2) Technical and financial support;</p> <p>(3) Development and expansion of strategic stakeholder networks related to production, business development and marketing.</p>

Chapter 3: Integration of Community Resilience and Recovery into Local Plan

3.1 Background

Based on the Constitution of Nepal and the existing laws, local level policies, plan, program and budget should be prepared by integrating DRRM. The Local Level Plan Formulation Guidelines 2021 also states that periodic plans and annual program and budgets are directly impacted by disaster and climate change, hence plans and programs should aim to achieve DRR and enhance resilience.

Resilience building and post-disaster recovery and cannot be achieved in short duration. As such, these issues must be strategically incorporated into local periodic plans and MTEFs as well as sectoral strategic and master plans formulated by local governments which should be implemented through annual policies, programs, and budget.

3.2 Tools and Methods for integration of resilience and recovery into local planning

Key principles for incorporating resilience and recovery into planning are in the Appendix 2. Community resilience and recovery needs to integrate into Periodic Plan (PP) and Annual Program and Budget (APB), by following the formulation steps prescribed by the Local Level Plan Formulation Guidelines 2021.

3.2.1 Integration of Community Resilience and Recovery in Periodic Plan (PP)

The key steps to formulate a Periodic Plan (PP) are described in the Local Level Plan Formulation Guidelines as categorized into 4 phases: Preparation; Analysis, Plan Formulation; and Approval. The following interventions and inputs, if provided along the periodic plan formulation process, can contribute to mainstreaming BBB recovery and community resilience into periodic plans.

Phase 1: Preparation of Periodic Plan

During the preparatory phase, the local government should follow the relevant provisions of the Local Level Plan Formulation Guideline 2021. In addition to those provisions of the guideline, the following activities should also be considered for mainstreaming recovery and resilience while formulating the periodic plan.

1. Organize Orientation and Preparation Workshop

At the beginning of the periodic plan formulation process, a kick-off orientation should be organized with participation of all the key stakeholders such as elected representatives and staff, ward committees and community representatives. During the orientation and preparation workshop, the participants should also discuss and agree that recovery and community resilience related topics must be well considered in the plan formulation process. This workshop should be regarded as an opportunity for raising awareness and understanding of the BBB recovery and resilience related issues among all the responsible representatives.

Mayor/Chair and CAO should play the leading role in organizing and conducting orientation program.

Box 1: Palungtar Municipality's PDP Revision

In the case of Palungtar Municipality, a Periodic Development Plan (PDP) had been formulated in July 2020, but as a result of the discussion between the Municipality team and JICA, it was reviewed and revised in 2021 with PPRR's technical support to incorporate BBB recovery and DRR issues into the PDP. While the original PDP had no mentioning of the 2015 earthquake and other disasters in the situation analysis and other parts of the plan document, the revised PDP has a very strong focus on identifying BBB-based recovery priorities and disaster resilience as well as emphasis on promoting gender equality and social inclusion in all sectors. The overall PDP revision exercise was done under the leadership of Mayor, with coordination by the CAO and Planning Officer, while the Sectoral Committees were convened to undertake in-depth discussions on the sectoral contents. The ward representatives facilitated the community level FGDs. The contents of the plan were reviewed and finalized by a Task Force and sectoral officials of the municipality.

In this manner, reviewing and revising PDPs in the middle of the plan period is possible, and should be encouraged if such exercise is expected to better reflect the strategic visions and focus of the current regime and strengthen effectiveness of the plan.

2. Conduct Training on Incorporating Community Resilience and Recovery into periodic plan

A training program need to be organized for elected representatives, staff members and key stakeholders to ensure everyone has the same level of understanding of the recovery and disaster resilience that should be mainstreamed into the periodic plan.

For the training, CAO and concerned section staff should assume the overall coordination role.

Phase 2: Analysis

During the analysis phase, the local government should follow the relevant provisions of the Local Level Plan Formulation Guidelines, 2021. In addition to those provisions of the guideline, the following activities should also be considered for mainstreaming DRR and recovery into situation assessment, baseline for Periodic plan and analyses.

1. Undertake Data and Information Collection on Community Resilience and Recovery

The municipal profile should include disaster impacts and potential risks in the particular sector or sub-sector, which are identified by the sectoral officials of local governments. Participatory discussions, household survey, KII tools can be used to collect data and information. In this step, Planning and other relevant sections should play the leading role, while the sectoral officials and ward representatives have supportive roles.

A list of key issues and indicators on DRR and recovery, with emphasis on socio-economic recovery and community resilience, is in the Appendix 3.

2. Conduct Focus Group Discussions (FGDs)

Periodic planning process need to analyze and forecast the past trends, current status and future scenario of community resilience and recovery. It needs to ensure the analysis of the development/recovery status in the periodic plan formulation exercise adequately captures the situations and issues among DAGs. The consultations and data collection exercises need to include the groups and communities who are politically, socially, economically, and often geographically marginalized. FGDs for targeted groups should be conducted for gathering and establishing baselines of the plan.

The results of the situation assessment, results of the FGDs must be discussed, analyzed and organized as inputs for the Visioning Workshop and Sectoral Committee meetings during the plan formulation phase. For FGDs, ward committees should first conduct a quick DAG mapping within the ward boundary, identify groups for FGD meetings, and finally facilitate the FGDs.

For organizing and conducting FGDs, the leading roles are played by the relevant sections and ward committees, with CAO and the Environment and other relevant sections playing the supporting roles.

A sample list of FGD Guidance Questions is in the Appendix 4.

Phase 3: Plan Formulation

In addition to those provisions of the Local Level Plan Formulation Guidelines, 2021, the following activities should also be considered for mainstreaming community resilience and recovery while formulating the periodic plan.

1. Organizing Visioning Workshop

A visioning workshop should be organized with a wide range of participants from the local government – elected representatives and staff from municipal and ward levels – and other key stakeholders such as community representatives, the private sector, political leaders, academia, etc. The main objectives of the visioning workshop are:

- To consider general and sectoral challenges and opportunities through SWOT analysis and study inputs from the previous discussions, such as ward level consultations, FGDs with community groups, training programs, and data analysis, etc.
- To set an overall vision, goals, objectives and strategies incorporating recovery and resilience related priorities.

At the Visioning Workshop, the key concept and principles to achieve BBB recovery and community resilience, the results of data and information collection on DRR and

recovery should be shared, so that the participants gain better understanding of the current situation and issues related to recovery and community resilience.

A vision must exhibit development opportunities, characteristics, desires and expectations of local residents. Therefore, for the vision setting exercise, the results of the FGDs should be used as inputs from the community level consultations.

It is strongly recommended that a long-term vision incorporates some concepts related to disaster resilience, to clearly express the local government's priority on resilience building which requires steady coordinated improvements in many sectors and sub-sectors over a long period of time. When discussing a vision, analytical tools including Strengths-Weaknesses-Opportunities-Threats (SWOT) analysis, trend of past disasters, their impacts on various aspects of life, recovery progress (or lack thereof), as well as potential disaster risks should be included in the analysis. The main responsibility is with the Directive Committee.

Box 2: Examples of PDP Visions

"Mid-Hills Commercial Touristic City, Beautiful, Advanced, Resilient and Prosperous, Our Liglig Palungtar" (Palungtar Municipality, Gorkha)

"Sustainable agriculture, tourism and safe infrastructures: Building Blocks of Prosperous Barpak Sulikot" (Barpak Sulikot Rural Municipality, Gorkha)

"Campaign of Helambu Rural Municipality: Development of a Model Rural Municipality" (Helambu Rural Municipality, Sindhupalchowk)

"The foundation of prosperity of Chautara Sangachowkgadhi! Education, Resilient Agriculture, Tourism, and Infrastructure" (Chautara Sangachowkgadhi Municipality, Sindhupalchowk)

2. Organize Planning Workshops

The main findings and results of FGDs should be organized per sector, sub-sector, locality, and provided for the respective sectoral committees as inputs for discussion. A planning workshop shall be organized and the sectoral committees should be made responsible for the plan formulation.

An indicative list of suggested objectives, strategies and priorities focused on BBB recovery and community resilience as well as GESI mainstreaming, per sector and sub-sector has been provided in Appendix 5. It is essential to consider social and economic projects that enhance mutual support networks and resilience at the community level, in addition to structural projects for DRR.

Phase 4: Plan Approval

During the approval phase as well, the local government must follow the LGOA, 2074 and Local Level Plan Formulation Guidelines 2021. While approving the periodic plan, the local executive must ensure that DRR, sustainable recovery and community resilience are included in the periodic plan.

3.2.2 Integration of Resilience and Recovery in Annual Program and Budget (APB)

The process and timeline of the APB formulation is presented in the Local Level Plan Formulation Guidelines 2021. Among the 7 steps and 24 activities, the critical actions for identifying and incorporating recovery and community resilience priorities in a participatory manner are explained below.

Step 1: Annual Policy, Program and Budget preparation

The annual policy, program and budget formulation should follow the relevant provisions of the Local Level Plan Formulation Guidelines, 2021. In addition to those provisions, the following activities should be considered for integration of DRR, recovery and community resilience into the plan.

1. Data and Information Collection for updating profile and situation assessment

The data and information related to DRR and recovery including community resilience must be incorporated to update the profile. If deemed necessary, FGDs can be organized with targeted communities to make sure the specific needs and demands from the marginalized groups can be captured properly in the annual development program and budget. The leading roles should be played by the concerned section.

2. Organize Orientation

At the beginning of the APB formulation process, an orientation should be organized with all the key stakeholders from the local government, to confirm the strategic priorities outlined in the periodic plan (PP) – including the BBB recovery and community resilience related issues – and agree on how to translate those strategies and priorities into annual programs and budgets.

Orientation program is convened by the CAO and concerned section in coordination with Mayor/Chair and Deputy Mayor/Vice-Chair.

The local governments can mobilize social mobilizers, female community health volunteers, community leaders, for enhancing the community outreach as the ward committee may find it challenging to cover all the settlements in their area. Additionally, mobilization of Tole Development Organizations (TDOs) that is established based on the municipal TDOs formulation and mobilization regulation will be significantly effective for the planning activities at the settlement level.

For settlement level meetings and ward prioritization, formats in the Local Level Plan Formulation Guidelines need to be used as outlined.

Box 3: Orientation for Ward Representatives on APB – A case in Barpak Sulikot

An orientation program was conducted in Barpak Sulikot Rural Municipality. After the introductory sessions on the annual planning, the palika's medium term priorities and strategies, and BBB recovery and community resilience, the participants were divided into 2-3 groups with 10-15 members per group, and conducted a role playing exercises on settlement level meetings. Some worked as facilitators and the others played the role of community members, and they discussed potentials, challenges and desired projects by using the NPC Guidelines formats. Then, the same groups continued to conduct a ward level prioritization exercise. According to some ward representatives who participated in the program, it was their first time to conduct such types of exercise. They shared that these practical exercises enhanced their understanding of key concepts and methodology of planning, and they would be better prepared to lead settlement level meetings and ward prioritization discussions during the upcoming APB

Step 2: Resource estimation and budget ceiling determination

Regarding this process, the local government must follow the provisions of the LGOA, 2074 and Local Level Plan Formulation Guidelines, 2021.

Step 3: Plan Selection at the Settlement Level

The first critical step of participatory planning is settlement level meetings. In preparing the settlement meetings, special emphasis should be given to ensuring participation of people from various backgrounds. In this respect, it is helpful if the Ward Committee conducts mapping of DAGs beforehand and make use of the information in planning the settlement level meetings. Various groups should actively participate in the discussions, not only TDOs, but also mothers' groups, child and youth clubs, PwD networks, senior citizens, and other groups representing DAGs.

It may be helpful to get support for meeting facilitation from the existing social mobilizers, female community health volunteers, and other community leaders who play the role of supporting communities on a regular basis. Ward representatives and these community level facilitators are expected to have good understanding of the BBB recovery and community resilience issues, LNOB principle, as well as facilitation skills, so that they can help community people raise and discuss diverse issues including DRR, recovery, community resilience, gender equality and social inclusion. Particularly, facilitators should encourage the participants to identify community-level disaster recovery or resilience building projects.

While identifying and selecting programs and budgets at the settlement level, the following types of community-based recovery and resilience building initiatives should be included.

- a) Capacity development support for improving knowledge and skills on the areas of comparative advantage (e.g. training)
- b) Capacity development support for business planning and management
- c) Community level DRR capacity development measures.
- d) Technical support and services from the relevant sector (e.g. technical advice on farming, vaccination)
- e) Materials and equipment (e.g. seeds, fertilizers, machines)
- f) Marketing and business development support (e.g. networking with the market/private sector actors)
- g) Monitoring and facilitation support (e.g. helping the CBO's monthly meeting discussions, monitoring the progress and connecting with the technical resource persons if required, etc.)

Box 4: TDOs and participatory and inclusive planning

As per the Tole Development Organization Formation and Mobilization Procedure 2021 issued by MoFAGA, TDOs have been formed by many local governments and these local institutions are expected to play important roles in development activities, service delivery and social mobilization. A TDO covers all households in the area, and their representatives form a Tole Development Committee (TDC).

It is observed that local governments have started to utilize TDOs for organizing settlement level meetings in all wards. While it is a promising trend which could lead to more systematic organization of these meetings, local governments should facilitate capacity development of TDOs – especially their TDC representatives - by inviting them to the ADP orientation and training so that they can adequately fulfil their responsibilities for participatory and inclusive planning by involving all members of their community including women and DAGs.

Step 4: Ward level prioritization and selection

While exercising prioritization at the ward level, it is important that the criteria for prioritization take consideration of the LNOB principle and gives more weight to those projects that are proposed by women and DAGs and/or are specifically benefitting these marginalized groups within the communities. Furthermore, among competing needs and demands, the Ward Committee should give equal emphasis to the need to promote social and economic recovery and community resilience in addition to the infrastructure development or reconstruction, with special attention to the following factors.

- a) Standards for earthquake and disaster-resilient structures such as plastic tunnels for vegetable farming, goat sheds, etc., and provision of insurance.
- b) Utilization of indigenous culture, skills, and local materials, for promoting sustainability.
- c) Increasing productivity and efficiency by introducing modern machines and equipment and balancing with the CBOs' capacity for maintenance.

- d) Group-based approach to enhance social cohesion and mutual help mechanism within the community.
- e) Cross-sectoral linkages between the relevant sectoral support and support from the DRR sector

Step 5: Program and Budget Formulation

At the municipal level, sectoral units, sectoral committees, and Budget and Programme Formulation Committee (BPFC) must prepare the annual development program based on various factors for consideration, including projects and program with inclusion, environmental management, DRRM, CCA, child-friendly initiatives, good governance etc. as cross-cutting issues. In doing so, these committees should also take into consideration various demands and project proposals submitted by settlements and community groups through ward committees as critical inputs reflecting the real needs and priorities.

Step 6: Budget and Program approval by the Executive Committee

As for the approval step, the provisions of the Local Level Plan Formulation Guidelines 2021 should be followed. While approving the annual policies, program and budget, the Executive must ensure that DRR, sustainable recovery and community resilience are included in the annual policy, program and budget.

Step 7: Budget and Program approval by the Municipal Assembly

As for the final approval step as well, the provisions of the Local Level Plan Formulation Guidelines 2021 should be followed. While approving the annual policies, program and budget, the Municipal Assembly must ensure that DRR, sustainable recovery and community resilience are included in the annual policy, program and budget.

Chapter 4: Implementation of Community Resilience and Recovery Program

4.1 Background

Once incorporated into the annual policy, program and budget, implementation should be done based on the existing laws and procedures. A sustainable mechanism should be established to implement community resilience and recovery programs for disaster-affected communities. Particular focus must be given for special target groups, as they are often left out from these community-based development and recovery initiatives, trapped in a vicious cycle of vulnerability. If budget allocation for recovery and community resilience building in the current fiscal year is not possible, earmarking of resources should be done by including the budget through MTEF and APB of the upcoming fiscal year.

Programs for promoting social, economic and cultural recovery and community resilience should be implemented by community groups by following the financial procedural acts. Revising procurement rules should be also considered, if required.

This section outlines the key concept, processes of program implementation for such demand-based, community-led recovery and resilience initiatives, based on the experiences piloted by PPRR.

4.2 Resilience and Recovery Program Implementation Process and Methods

The following is a series of suggested key steps of program implementation for such demand-based, community group-led recovery and resilience initiatives.

4.2.1 Call for Proposals

Once the annual plan and procurement plan are approved, it must be decided that such recovery and resilience building projects should be implemented by community groups. After such confirmation, a Call for Proposals should be announced, and community groups should submit their proposals to the Ward Committees.

Information related to the call for proposals is disseminated to the community groups identified by DAG mapping. The community mobilizers, facilitators and volunteers actively engaged in community level should be oriented to identify, develop and collect proposals from the community groups. The sample proposal format is in Appendix 6.

4.2.2 Implementability Assessment

Once the proposals are prioritized by the Ward, it is recommended that implementability assessment of the top three prioritized projects is conducted before the final selection and approval (Appendix 7).

4.2.3 Proposal Selection

Selection of the proposals should be done by the Ward Committees by using a set of objective selection criteria, with prioritization of DAGs among disaster-affected communities. Selection criteria and steps for prioritization can be found in the Appendix 8.

The list of prioritized projects is submitted to executive office with the recommendations from the ward committees.

4.2.4 Program Implementation

On the other hand, technical inputs and support must come from the LG's relevant sectoral units in terms of training, materials and services, advice, and linkages with the relevant private actors and markets, during implementation of the project.

Once the proposal selection is completed, the local level needs to prepare and sign a Letter of Agreement (LoA) which describes the project details and respective roles and responsibilities of the executive office and other concerned stakeholders. A sample LoA format is in Appendix 9. From the LoA signing to the auditing at the end, the Ward Committee plays a key role in coordination, facilitation, and regular monitoring.

For each selected project, a simple work plan which outlines the key activities and indicative schedule should be prepared by the implementing community groups with the support from the respective sectoral unit. The work plan can be used for the CBOs to conduct the monthly and periodic monitoring of activity progress. The technical staff at the municipal and ward office have to provide technical details and information of the project under implementation and support the community groups to develop the workplan. Training and technical support should be provided by the sectoral staff, and they also facilitate identifying external resource persons in case there is no expertise within the LG. The sectoral units should help and facilitate ward committees and offices in providing support for marketing of products and services, project activity monitoring, capacity development of ward level disaster management committees, community groups and other actors.

A sample of work plan and community-level monitoring format is provided in the Appendix 10.

4.2.5 Program Sustainability

Capacity of community groups and technical staff should be developed especially with regards to disaster-resilient structures and technical designs for community resilience and recovery programs. Insurance for structures and properties should be promoted as per the existing laws to ensure sustainability of the community resilience and recovery programs. The community groups who implement the projects should be responsible for maintenance of such structures and properties.

Chapter 5: Monitoring and Evaluation of Community Resilience and Recovery Program

5.1 Background

Success of community resilience and recovery programs and projects depends on regular monitoring and evaluation (M&E). For this purpose, it is important to identify and address problems and make necessary adjustments and improvements based on the findings and feedback. The Local Level Monitoring and Supervision Committee has the main responsibility for monitoring and evaluation of all the programs which are included in the APB, according to the relevant acts, regulations and procedures as well as the Local Level Plan Formulation Guidelines. The local government should include the provisions for the monitoring of community resilience projects against the timeline, quantity, quality, time and cost within their regular M&E provisions, institutional mechanisms and process.

5.2 Recovery Program M&E Process and Methods

The community level recovery and resilience building and recovery projects should be monitored and evaluated by utilizing the following methods, processes, and formats.

5.2.1 Regular monitoring by Community Organizations and Groups

Each implementing community organization should form a monitoring and supervision committee which is responsible for monitoring the progress against work plan, quantity and targets, quality and cost, review results and issues, prepare and submit report to ward and executive office.

It is important to use a very simplified monitoring format which is in line with the agreed workplan for project implementation. The monitoring tools will help the CBO's responsible members to understand, discuss and record the monitoring results properly. A sample monitoring and work plan format is in Appendix 10.

5.2.2 Ward level monitoring

The ward level monitoring and supervision committee (WLMSC) should conduct monitoring of community-based projects at least 2 times during the implementation period. Mid-term monitoring and final monitoring should be conducted by using a list of checklist and indicators which look into issues and achievements. After the monitoring, the Ward Level Monitoring and Supervision Committee should provide feedback to the CBOs as well as the relevant sectoral units. After conducting monitoring and supervision, the ward level monitoring and supervision committee should report the progress and issues, and provide the feedback to CBOs implementing the projects and relevant sectoral units.

To enable close monitoring of these community-based projects, it is recommended to appoint a focal person within the committee and make him/her responsible for overseeing each community-based project. This has worked as an effective method for

establishing good relationship between the ward and the community group and ensure monitoring is done at the ward level.

All the results and reports done by ward level monitoring and supervision committee should be submitted to municipal level monitoring and supervision committee.

Palika level and ward level monitoring format is in Appendix 11.

5.2.3 Municipal level monitoring

The municipal level monitoring and supervision committee, with participation of concerned sections/units in the municipal office, has the overall responsibility of monitoring and review the progress of the community level recovery and resilience projects. The committee should ensure that the community level monitoring committee is monitoring the project activities on a monthly basis and ward level monitoring and supervision committee is monitoring and supervising activities and reviewing progress to implement the project within agreed timeframe, quantity, quality, cost and expected results. The committee should also review all the monitoring reports submitted by the ward level monitoring and supervision committees. Based on the review of the monitoring results, the municipal monitoring and supervision committee should recommend appropriate actions and improvements to the respective wards office, sectoral unit and other relevant actors. Monitoring format is in Appendix 11.

5.3 Evaluation of Recovery and Resilience Program

The public audit and project completion reports can be considered for the evaluation of these community-level DRR, recovery and resilience projects. This can be carried out by the following process.

5.3.1 Public Audit

Each implementing CBO should organize public audit with the support of the ward committee during implementation and immediately after the completion of the projects. Through the public audit, quantity, quality, timeline, income, expenditure and achievements of the respective community level projects will be publicized in the presence of all members and beneficiaries of community groups, representatives of ward committees, executive, and other relevant stakeholders.

5.3.2 Project Completion Report

After completion of these community-based recovery and resilience projects, evaluation of the outcome and outputs as well as implementation process should be conducted based on the LoA, monitoring and supervision reports from the ward and the municipality as per the provisions in the local level laws and procedures. Such evaluation should examine the project's relevance, performance, effectiveness, and impact, which should be reflected in the final report. Main responsibility of this function is with the municipal level monitoring and supervision committee.

Appendices

Appendix 1: Key Concepts Related to Recovery and Resilience

[Related to: Chapter 1, Section 1.5 Definitions]

1) Build Back Better (BBB)

'BBB-based recovery' means using a disaster as an opportunity to re-examine various aspects of our society comprehensively and rebuild to make it even stronger and more resilient against future disasters. It is not just about reconstructing damaged buildings but also about regaining livelihood and economic opportunities. It is also about rehabilitating and improving social networks, which become important supporting mechanisms at the time of disasters. Also addressing psychological and cultural issues is critical after disasters, which would otherwise cause long-lasting negative effects on individuals and societies. It is extremely important that these issues are tackled comprehensively after a disaster, and that the recovery process takes a forward-looking strategy based on a vision of sustainability and resilience that people want to achieve in the long run.

Therefore, to achieve BBB-based recovery, governments and communities should identify and tackle recovery issues from various dimensions – physical, social, economic, cultural, environmental, and institutional. Post-disaster recovery efforts tend to be geared towards physical reconstruction of damaged infrastructure, and precisely for this reason, special focus must be given to supporting local governments and communities in addressing intangible, non-physical, non-infrastructure recovery priorities.

Box 1.1: Definition of Build Back Better

Build Back Better (BBB) = “the use of the recovery, rehabilitation and reconstruction phases after a disaster to increase the **resilience of nations and communities** through integrating disaster risk reduction measures into the restoration of physical infrastructure and societal systems, and into the revitalization of livelihoods, economies and the environment.” (UNDRR 2017)

2) Community Resilience

One of the important building blocks of BBB-based recovery is community resilience. Community resilience can be attributed to various factors within a particular community, such as knowledge of the area, social networks and relationships, communications, governance and leadership, economic investment, disaster preparedness, psychological wellbeing, among others.

There are different definitions of community resilience in different contexts. For example, in 2011 Nepal developed the 9 Minimum Characteristics of a Disaster Resilient Community, which cover essential DRR actions and conditions required at the community level, including access to DRR information, risk and capacity assessments,

community preparedness/response teams, DRR funds, community based early warning systems, and so on. The definition of ‘community resilience’ advocated in this Guideline go beyond the Minimum Characteristics, as it encompasses a broader range of issues

Box 1.2: 10 Elements of ‘Community Resilience’

- | | |
|------------------------------------|-----------------------------------|
| 1. Knowledge of the Area | 6. Resources |
| 2. Social Networks & Relationships | 7. Economic Investment |
| 3. Communications | 8. Disaster Preparedness |
| 4. Health | 9. Hope & Psychological Wellbeing |
| 5. Governance and Leadership | 10. Sensitization |

Source: Patel S. Rogers B. et al., What do we mean by ‘Community resilience’? A systematic literature review of how it is defined in the literature. PLoS Curr. 2017

such as social networks, health, governance and leadership. The following 10 elements presented in the Box 1.2 could be recognized as common and significant elements.

In other words, to strengthen community resilience for BBB-based recovery, it is important to develop people’s capacity to promote social networks in their community and establish mutual support mechanisms. Through such collective mechanisms within the community, DRR awareness and understanding can be enhanced effectively, and disaster preparedness can be promoted. At the same time, it is also critical to develop capacity of local governments to support the existing social networks.

3) Leave No One Behind (LNOB)

Another key building block of BBB-based recovery is participation and inclusion, and community participation is the key to the entire recovery process. Recovery and DRR priorities must be mainstreamed into local development plans through a participatory process, and communities themselves should be involved in implementation and monitoring of recovery projects reflecting their needs and priorities. Recovery experiences from various Japanese municipalities devastated by the Great East Japan Earthquake in 2011 show that reconstruction and recovery plans formulated through active community participation tend to face less challenges and failures later during the implementation phase. In other words, cooperation and coordination should be strengthened between the government (‘public support’) and citizens/communities (‘self-help’ and ‘mutual-help’), to ensure the recovery outcomes to be long-lasting and owned by the local residents themselves.

In particular, the poor and the disadvantaged groups (DAGs) must be involved in the local recovery initiatives. This is precisely because disasters tend to hit the poor and disadvantaged groups harder and bring them into a vicious cycle of poverty and vulnerability. In the case of Nepal, women, children,



senior citizens, people with disabilities (PwDs), Dalits, Madhesis, Adivasis, some Janajatis, etc. are regarded as disadvantaged groups. For instance, at the 2015 earthquake, more women and girls died than men and boys (55% of deaths were female and 45% male), according to the Post-Disaster Needs Assessment (PDNA). Further, especially due to male out-migration, women tended to take up greater responsibilities in rebuilding housing as well as productive sectors such as agriculture and livestock where women are more dominant.

The concept of inclusive recovery is in line with the ‘Leave No One Behind (LNOB)’ principle of the 2030 Agenda for Sustainable Development and Sustainable Development Goals (SDGs). LNOB is not just about reaching the poorest of the poor, but requires combating discrimination and inequalities and their root causes. Many of the barriers people face in accessing services, resources and equal opportunities are not simply because of bad luck or a lack of resources, but rather the result of discriminatory laws, policies, and social practices that leave particular groups of people further behind.

As part of the ‘Build Back Better’ efforts to make communities, regions and nations stronger and more resilient, a major focus should be on systematically targeting those marginalized segments of the society, and developing a mechanism to engage them in the recovery planning and implementation processes. Without such persistent conscious efforts, these groups of people will remain highly vulnerable to future disasters. Such focus on inclusiveness is also clearly adopted in the National Disaster Risk Reduction Strategic Plan of Action, 2018-2030 (Section 5.4).

Appendix 2: Key Principles for Incorporating Recovery and Resilience into Planning

[Related to: Chapter 3, Section 3.2 Tools and Methods for Integration of Resilience and Recovery into Local Planning]

In formulating periodic and annual plans, the following key principles should be considered from the point of view of achieving BBB recovery with the “Leave No One Behind (LNOB)” approach.

a. To incorporate recovery and DRR priorities in all sectors and sub-sectors.

In principle, PDPs and Annual Program and Budgets (APBs) have five major sectors – Economic Development, Social Development, Infrastructure Development, Environment and Disaster Management, and Governance and Institutional Development. Rather than focusing only on the Environment and Disaster Management Sector, disaster resilience and recovery issues and perspectives must be mainstreamed into all the five sectors and sub-sectors under them.

Among competing priorities in various sectors and sub-sectors, top priority must be given to the measures to reduce disaster risks which could lead to human and economic losses. For example, even after the majority of school buildings severely affected by the earthquake were reconstructed, some school buildings and walls with partial damages were kept as they were, posing serious risks to students and people in the neighborhood. In this respect, identifying ‘remaining reconstruction or reinforcement needs’ is critical after the initial reconstruction stage is over.

b. To take forward-looking actions for building a resilient society from pre-disaster normal days.

The BBB concept implies that we should not simply turn to our conventional ideas and methods of development if we aim to build a more resilient society. In particular, PP formulation offers a great opportunity for engaging stakeholders in vibrant discussions to define a common vision for a better future. It also provides an opportunity for adopting forward-looking, innovative development strategies, approaches and programs which may have been unthinkable before the disaster.

c. To promote DRR capacity development and institutional setups at the community, ward and palika levels.

While many local governments have established Local Disaster Management Committees and Ward Disaster Management Committees as the formal institutions responsible for disaster risk reduction and management at the local level, often these bodies are neither engaged in regular DRR initiatives nor equipped with adequate level of knowledge and skills related to Disaster Risk Reduction and Management (DRRM). Community level disaster preparedness and capacity development interventions are scarce. However, without steady efforts to strengthen people’s DRR capacities, the same vulnerabilities would persist, leading to another devastating post-disaster

situation. Therefore, it is critical to look into the institutional arrangements related to DRR and ensure these institutions' capacities are enhanced.

d. To mainstream gender equality and social inclusion (GESI) in all sectors and sub-sectors, with more emphasis on promoting capacity development of Disadvantaged Groups (DAGs) against future disasters.

Achievement of BBB and community resilience both require improvements in more than one sector or element, ranging from health and social networks, livelihoods and economic recovery, to governance and institutions. To reduce vulnerabilities and increase resilience of all segments of the society, therefore, it is essential that GESI issues and perspectives are mainstreamed into all sectors and sub-sectors of development plans.

In addition to GESI mainstreaming, it is particularly important that local governments invest more in various capacity development measures for DAGs so that they are well prepared for future disasters and more resilient when a next disaster occurs. This would mean providing more livelihood improvement/recovery opportunities, promoting awareness and understanding of disaster risks, strengthening social networks among DAGs as well as linkages with public institutions and other networks, and supporting DAGs' political empowerment, among others.

e. To maximize participation of various groups including vulnerable groups in the recovery and development processes.

Many of the above principles can be realized only when a diverse range of people including women and DAGs participate actively and meaningfully in the recovery and development processes which affect their lives. In other words, this is a prerequisite and a cornerstone of the BBB-based recovery and resilience building.

Appendix 3: List of Issues and Indicators on DRR/Recovery for Data Collection

[Related to: Chapter 3, Section 3.2.1 Recovery Planning Process, Tools and Methods]

Category	Research Item/Issues	Indicators / Specific Research Item	Information Type	Source	Responsible Actor	Result
Part 1: Physical Infrastructure Sector						
House	Damage and recovery status of houses by ward	Number of damaged houses by ward	Quantitative			
		Number and % of reconstructed houses by ward	Quantitative			
		Number of flood damaged houses by ward	Quantitative			
		Number and % of reconstructed houses by ward damaged by flood	Quantitative			
	Implementation status of mason/ carpenters training programs to build earthquake resistant houses	Number of masons/ carpenters who have been trained to build earthquake resistant houses	Quantitative			
Public buildings	Damage and recovery status of public buildings by the earthquake	Damage and recovery status of administrative office by the earthquake	Quantitative			
		Damage and recovery status of post office	Quantitative			
		Damage and recovery status of forestry office	Quantitative			
		Damage and recovery status of agricultural center	Quantitative			
		Damage and recovery status of livestock center	Quantitative			
		Damage and recovery status of women center	Quantitative			
		Damage and recovery status of community building	Quantitative			
	Damage and recovery status of public buildings by the flood	Damage and recovery status of administrative office by the flood	Quantitative			
		Damage and recovery status of post office	Quantitative			
		Damage and recovery status of forestry	Quantitative			

Category	Research Item/Issues	Indicators / Specific Research Item	Information Type	Source	Responsible Actor	Result
		office				
		Damage and recovery status of agricultural center	Quantitative			
		Damage and recovery status of livestock center	Quantitative			
		Damage and recovery status of women center	Quantitative			
		Damage and recovery status of community building	Quantitative			
Cultural facilities	Damage and recovery status of cultural facilities	Damage and recovery status of Gumba, Temples and other facilities related to culture and religions	Quantitative			
		Damaged by the flood and recovery status of Gumba, Temples and other facilities related to culture and religions	Quantitative			
Infrastructure	Damage and recovery status of infrastructure	Damage and recovery status of road, bridge and trails	Quantitative			
		Damage and recovery status of irrigation infrastructure	Quantitative			
		Damage and recovery status of electricity and alternative energy	Quantitative			
		Damage and recovery status of communication technology	Quantitative			
	Damage by the flood and recovery status of infrastructure	Damage and recovery status of road, bridge and trails	Quantitative			
		Damage and recovery status of irrigation infrastructure	Quantitative			
		Damage and recovery status of electricity and alternative energy	Quantitative			
		Damage and recovery status of communication technology	Quantitative			
	Infrastructure which are constructed or according to EQ resistant infrastructure technology and standards	Length/Number of bridge which has seismic strengthening structure according to EQ resistant technology and standards	Quantitative			
		Length/Number of irrigation infrastructure which has seismic strengthening structure according to EQ resistant technology and standards	Quantitative			

Category	Research Item/Issues	Indicators / Specific Research Item	Information Type	Source	Responsible Actor	Result
		Length/Number of electric infrastructure which has seismic strengthening structure according to EQ resistant technology and standards	Quantitative			
		Length/Number of communication infrastructure which has seismic strengthening structure according to EQ resistant technology and standards	Quantitative			
Seismic standards	Houses which are constructed according to EQ resistant building technology and standards	Number of houses which are constructed according to EQ resistant building technology and standards	Quantitative			
	Public buildings which are constructed according to EQ resistant building technology and standards	Number of public buildings which are constructed according to EQ resistant building technology and standards	Quantitative			
Part 2: Economic Sector						
Household income / Livelihood	Status of the poverty/well-being before and after the EQ in 2015	Transition of household income before and after the EQ in 2015	Quantitative			
		Transition of household income before and after the flood in June 2021	Quantitative			
		Non-income-based measurement of poverty/well-being at the household level (housing type, etc.)	Quantitative/ Qualitative			
Livestock	Damage, recovery status and recover program/ activity of livestock	Damage of livestock by ward	Quantitative			
		Recovery status of livestock	Quantitative			
		List of livestock recovery program /activity by Palika (local government) and other partners	Quantitative & Qualitative			
	Damage by flood,	Damage of livestock by ward	Quantitative			

Category	Research Item/Issues	Indicators / Specific Research Item	Information Type	Source	Responsible Actor	Result
	recovery status and recover program/ activity of livestock	Recovery status of livestock	Quantitative			
		List of livestock recovery program /activity by Palika (local government) and other partners	Quantitative & Qualitative			
Agriculture	Damage, recovery status and recover program/ activity of agriculture	Damage and recovery status of agriculture	Quantitative			
		List of agriculture recovery program /activity by Palika (local government) and other partners	Quantitative & Qualitative			
	Agricultural land, crop and food damage by flood	Agricultural land damage by flood (ropani/or..)	Quantitative			
		Crop damage (ropani or kg)	Quantitative			
		Stored food damage (kg)	Quantitative			
	Damage by flood, recovery status and recover program/ activity of agriculture	Damage and recovery status of agriculture	Quantitative			
List of agriculture recovery program /activity by Palika (local government) and other partners		Quantitative & Qualitative				
Commerce and tourism	Damage and recovery status of commerce and tourism	Damage and recovery status of commercial buildings and infrastructure (shops, private offices etc.)	Quantitative			
		Damage and recovery status of tourism (hotels, accommodations and other facilities related tourism)	Quantitative			
		List of livelihood recovery program /activity on private business and tourism by Palika (local government) and other partners	Quantitative & Qualitative			
	Damage flood and recovery status of commerce and tourism	Damage and recovery status of commercial buildings and infrastructure (shops, private offices etc.)	Quantitative			
		Damage and recovery status of tourism (hotels, accommodations and other facilities related tourism)	Quantitative			

Category	Research Item/Issues	Indicators / Specific Research Item	Information Type	Source	Responsible Actor	Result
		List of livelihood recovery program /activity on private business and tourism by Palika (local government) and other partners	Quantitative & Qualitative			
Market	Damage of agriculture & livestock collection centers	Damage and recovery status of agriculture & livestock collection centers due to EQ 2015	Quantitative & Qualitative			
		Damage and recovery status of agriculture & livestock collection centers due to flood	Quantitative & Qualitative			
	Damage of local marketing centers	Damage & recovery status of local marketing centers affected due to EQ 2015, floods and other disasters	Quantitative & Qualitative			
Employment	Affect on local employment opportunity	Impact on local employment opportunity (carpentry, mason, construction works etc.)	Quantitative & Qualitative			
	Self-employment	Impact on self-employments (electrification, electronic maintenance, tailoring, production of agricultural tools etc.)	Quantitative & Qualitative			
Part 3: Social Sector						
Cohesion of community	Change of community cohesion between before and after the EQ in 2015	Change of community cohesion between before and after the EQ in 2015	Qualitative			
		Decreasing incidents of caste based and gender based discrimination	Qualitative			
		Decreasing incidents of violence against women	Qualitative			
		Increasing empowerment and leadership of women and DAGs	Qualitative			
		Please explore good ways of measuring the community cohesion	Quantitative			

Category	Research Item/Issues	Indicators / Specific Research Item	Information Type	Source	Responsible Actor	Result
Social support for vulnerable people /disadvantaged groups	Recovery and DRR support programs for disadvantaged groups (women, people with disabilities, Dalits etc.) by Palika and other partners	List of on-going and completed recovery and DRR programs for disadvantaged groups by Palika and other partners (number and expenditure amount)	Quantitative & Qualitative			
	Flood Recovery and DRR support programs for disadvantaged groups (women, people with disabilities, Dalits etc.) by Palika and other partners	List of on-going and completed flood recovery and DRR programs for disadvantaged groups by Palika and other partners (number and expenditure amount)	Quantitative & Qualitative			
	Representation of women and disadvantaged groups in community groups, cooperatives, etc.	Number of participants from women and disadvantaged groups in recovery and DRR programs	Quantitative			
		Please explore good ways of measuring the representation of women and disadvantaged groups in community groups, cooperatives, etc. for recovery and DRR	Quantitative			
Education for BBB recovery and DRR	Implementation of education/class for BBB recovery and DRRM in schools	Number of schools which have education program/class for BBB recovery and DRRM	Quantitative			
School	Damage and recovery status of schools by ward	Damage and recovery status of schools by ward (collected already)	Quantitative			
	Schools which are constructed according to EQ resistant building technology and standards	Number of schools which are constructed according to EQ resistant building technology and standards	Quantitative			

Category	Research Item/Issues	Indicators / Specific Research Item	Information Type	Source	Responsible Actor	Result
	Damage by flood and recovery status of schools by ward	Damage and recovery status of schools by ward	Quantitative			
	Schools which are constructed according to flood safety building technology and standards	Number of schools which are constructed according to Flood safety building technology and standards	Quantitative			
Health post and hospital	Damage and recovery status of health post and hospital by ward	Damage and recovery status of health post and hospital by ward	Quantitative			
	Health posts and hospitals which are constructed according to EQ resistant building technology and standards	Number of health posts and hospitals which are constructed according to EQ resistant building technology and standards	Quantitative			
	Damage by flood and recovery status of health post and hospital by ward	Damage and recovery status of health post and hospital by ward	Quantitative			
	Health posts and hospitals which are constructed according to flood safety building technology and standards	Number of health posts and hospitals which are constructed according to flood safety building technology and standards	Quantitative			
	Number of people need for psychosocial counselling due to flood disaster	Number of people need for psychosocial counselling due to flood disaster	Quantitative			
	Number of people received psychosocial	Number of people received psychosocial counselling due to flood disaster	Quantitative			

Category	Research Item/Issues	Indicators / Specific Research Item	Information Type	Source	Responsible Actor	Result
	counselling due to flood disaster					
Water & sanitation	Damage and recovery status of water and sanitation	Damage and recovery status of water and sanitation	Quantitative			
	Water and sanitation facilities which are constructed according to EQ resistant building technology and standards	Length/Number of water and sanitation facilities which have seismic strengthening structure according to EQ resistant technology and standards	Quantitative			
	Damage by flood and recovery status of water and sanitation	Damage and recovery status of water and sanitation	Quantitative			
	Water and sanitation facilities which are constructed according to flood safety technology and standards	Length/Number of water and sanitation facilities with flood safety technology and standards	Quantitative			
Part 4: Forest, Environment and Disaster Management Sector						
DRRM programs/ activities by Palika	Status and progress of DRRM activities by Palika (Local government)	List of on-going and completed programs/ activities for DRRM by Palika (Local government)	Qualitative			
		Is there a local disaster management committee in the Palika? What is the status of the activities by LDMC?	Qualitative			
		Have you planned municipal DRRM Plan?	Qualitative			
		Trend of annual expenditure for DRR activities/programs by Palika	Quantitative			
		Is there DRRM fund established?	Qualitative			
		Trend of DRRM Fund by Palika	Quantitative			

Category	Research Item/Issues	Indicators / Specific Research Item	Information Type	Source	Responsible Actor	Result
	Evacuation / DRRM drill and training at different levels	Is there early warning system established in Palika, ward and community?	Qualitative			
		Is there safe evacuation zone and route identified?	Qualitative			
		Is the Palika, ward and community equipped with search and rescue kits including early warning messaging equipment?	Qualitative			
		Number of events of evacuation/disaster management drill in different levels (Palika, Ward, Community)	Quantitative			
		Number of participants of evacuation/disaster management drill in different levels (Palika, Ward, Community)	Quantitative			
		Number of trained people and volunteers for disaster risk reduction and management at the community level	Quantitative			
Human damage by disaster	Human casualty by the EQ	Number of casualties by the EQ in 2015	Quantitative			
	Human casualty by other disasters	Number of casualty and injured people by natural disasters in recent years (Need to look at the change over the years)	Quantitative			
Flood	Human damage by flood	Number of casualties by the flood in 2021	Quantitative			
		Number of injured people and missing by the flood in 2021	Quantitative			
Other disaster	Human missing by other disasters	Number of human missing by other disasters	Quantitative			
Landslide	Landslide damage and recovery status by ward	Number of landslides and affected people by landslides by ward	Quantitative			

Category	Research Item/Issues	Indicators / Specific Research Item	Information Type	Source	Responsible Actor	Result
Land use and zoning	Implementation status of land use and zoning based on landslide hazard (map)	List of on-going and completed land use and zoning programs/ activities based on landslide hazard (map)	Quantitative & Qualitative			
Part 5: Good Governance and Institution Sector						
Institutional framework	Institutional structure or framework of Palika for recovery and DRR after the earthquake in 2015	Is there any change or improvement on institutional structure or framework of Palika for recovery and DRR after the earthquake in 2015? (e.g. Appointment of DRR officer, establishment and functioning of palika level and ward level Disaster Management Committees with clear-cut responsibilities before, during, and after a disaster, etc.)	Qualitative			
Participation of diverse section of population	Participation of women and DAGs	Trend of participation of women and DAGs in planning, implementation, monitoring of DRR and Recovery activities	Quantitative & Qualitative			
Decision making	Participation of women and DAGs in DRR & Recovery related decision-making process	Increase/decrease representation of women and DAGs in DRR & Recovery related structures	Quantitative & Qualitative			
Seismic standards	Establishment of seismic standards law/guidelines	List of seismic standards law/ guidelines	Qualitative			
		Number of approved cases of new construction (houses and other buildings) in compliance with the seismic standards	Quantitative			

Appendix 4: Focus Group Discussion (FGD) Guidance Questions for Periodic Plan Formulation

[Related to: Chapter 3, Section 3.2 Recovery Planning Process, Tools and Methods. Phase 2 Analysis: 4. Focus Group Discussions (FGDs) with Disadvantaged Groups (DAGs)]

1. Do you think your community has recovered from the 2015 earthquake fully in terms of housing and other physical reconstruction? If no, what is remaining? (e.g., irrigation systems, road and transportation, electricity and communications)
2. What about the other aspects? Are you still suffering from the effect of the earthquake in some way? (e.g., loss of income source, farmland, loss of livestock, psychological trauma, loss of social cohesion in the village, cultural traditions, landscapes, etc.)
3. Do you think enough attention was paid to address the special needs of women, senior citizens, PWD, children after the earthquake? (e.g., old care centers, orphanage, community buildings etc.)
4. In the past 5-10 years, what type of disasters besides earthquakes have you faced?
5. What were the effects of those disasters? (e.g., Human casualty-death or injury, economic loss, private and public structures damaged etc.)
6. What community level measures are taken for disaster mitigation, preparedness, response etc.? (e.g., open space, landslide monitoring, school disaster drills, etc.)
7. Please see the landslide hazard map of your ward. What do you come up with based on the landslide hazard map? How can you utilize the hazard map for future development and DRR activities? (e.g., considerations of residential area, location of livelihood activities and farm land etc.)
8. Is there any early warning system, if yes what type of? How do you ensure access to early warning information of women, children, senior citizens, indigenous nationalities and vulnerable communities?
9. Is there any community based DRR mechanism (community disaster management committee)? If yes, is there need of strengthening capacity of that mechanism?
10. Are there some trained people in community on DRR/RR?
11. Have you received any DRR-focused training by NGOs/donors in the past? Do you see any need for such training?
12. Is there any awareness measures initiated by the local government to enhance understanding on disaster risk and ensure access to disaster risk information of all level and all class of people?
13. Has the local government invested/allocated resource to conduct programs and trainings relating to employment, skills development and health services to improve livelihood of women, children and backward communities which were affected by the earthquake?
14. Is there anything related to development and recovery you expect your LG to do?
15. Is there anything related to disasters you expect your LG to do?

16. The 2015 earthquake destroyed and affected many things in Nepal. At the same time, this kind of major disasters can offer an opportunity for a society to change drastically and improve a lot. Please tell us your dream (or vision) about what kind of a society you want to live in for yourself and for your kids after 10 years. (One phrase per person?)
17. What are the impacts of COVID-19 on community's social and economic capacities?
18. What are the responses from LG on above impacts?
19. Is there any community-based mechanism or interventions related to COVID-19 responses and prevention?
 - If yes, what are those initiatives (in relation to response) are being conducted?
 - Who have been supporting for those activities?
 - What are those initiatives (in relation to prevention) are being conducted?
 - Who have been supporting for those activities?
 - Is there still any need of support from outsiders? If yes, what kind of support?.
20. If there is no such community-based mechanism or interventions:
 - Do you think, there is need of such community-based mechanism or interventions?
 - If yes, what type of mechanism and interventions would be better for you?
 - Is there any need of support from outsiders for such mechanism or interventions? If yes, what kind of supports?

Appendix 5: BBB recovery and resilience-related objectives, strategies and priorities to be considered in periodic sectoral plans

[Related to: Chapter 3, Section 3.2.1 Recovery Planning Process, Tools and Methods. Phase 3 Plan Formulation]

Sub-Sector	Objective	Strategies, Priorities , Programs and Projects
1. Economic Development Sector		
Agriculture / Livestock and Food Security	To reduce disaster damage to agricultural/livestock properties and facilities.	<ol style="list-style-type: none"> 1. Construction of multi-hazard resistant agricultural/livestock facilities. 2. Promotion of disaster and climate resilient farming practices.
	To recover damaged land, enterprises, businesses and properties related to agriculture/livestock	<ol style="list-style-type: none"> 1. Rehabilitation and reconstruction of agricultural/livestock land, enterprises, and facilities damaged by disasters. 2. DRRM capacity development of agricultural associations, community groups, cooperatives, and the Palika's sectoral division. 3. Implementation of community-based agriculture and livestock income generation projects related to businesses and enterprises focusing on women and DAGs.
	To ensure access to food availability and utilization during pre-disaster, during and post disaster time	<ol style="list-style-type: none"> 1. Warehouse services and management for the storage of food items to use during disasters. 2. Implementation of food security and nutrition programs for disaster affected or at-risk communities, with priorities to children, elderly, PwD, women and people with special needs.
Tourism, Culture and Heritage	To promote local culture, heritage, Indigenous knowledge and skill based tourism services and facilities	<ol style="list-style-type: none"> 1. Multi-hazard resistant reconstruction of hotels, homestays, business structures and cultural heritages damaged by disasters and Recovery and Upgrading of the COVID-19 Affected business. 3. DRRM capacity development of tourism entrepreneurs, workers and communities.
Industry, Commerce and Trade	To rehabilitate and reconstruct the properties, enterprises, and businesses damaged by disasters.	<ol style="list-style-type: none"> 1. Establish and strengthen associations and networks of entrepreneurs and businesses, and support capacity development. 2. Rehabilitate and upgrade disaster-affected enterprises, businesses and properties. 3. Technical and Business Consultancy , provision of technology and facilities/
Cooperatives,	To promote access and utilization of	<ol style="list-style-type: none"> 1. To make provision of subsidized loans from banks and financial

Sub-Sector	Objective	Strategies, Priorities , Programs and Projects
Banking, and Financial Services	subsidized loan and Insurance	institutions and provide services, technical support and facilitation for cooperatives. 2. To manage provision of revolving fund and insurance.
2. Social Development Sector		
Education	To make schools safe from multi-hazard risks	1. Include DRRM and resilience issues in the local curriculum and mainstream them into school education. 2. To make disaster resistant school buildings and structures. 3. Develop the function of schools as evacuation spaces.
Health	To reduce health related disaster risks, and to make disaster-resistant health services and structures	1. Effective mobilization of trained medical personnel, health centers and hospitals, ambulance services for rapid response during disasters and pandemic. 2. Multi-hazard resistant reconstruction of health infrastructure damaged by disasters. 3. To increase access to basic health services for the disadvantaged, women, children, elder citizens and people with disability.
Drinking Water and Sanitation	To promote disaster resilience of drinking water, sanitation and hygiene services	1. To make disaster resistant and resilient drinking water, sanitation and hygiene services and structures. 2. Capacity building on disaster resilience and restoration of drinking water, sanitation and hygiene services, facilities and structures.
Gender Equality and Social Inclusion (GESI)	To increase DRRM knowledge and skills and to reduce risks of the vulnerable groups and communities.	1. Mobilize women groups, child clubs, mother groups, youth groups, etc. to monitor the psychological and physical wellbeing of community members (gender-based violence, child abuse, trauma, COVID risks, etc.). 2. DRRM capacity development of disadvantaged groups. 3. To ensure post disaster employment and recovery support for the marginalized group.
3. Infrastructure Development Sector		
Housing Development and Building Construction	To promote multi-hazard resistant, safe and resilient building, housing and settlement development	1. To prepare, update and regulate local level building, housing, settlement development and planning related National Building code and standards, 2. Develop awareness and capacity of community groups, contractors and construction workers on DRRM and disaster-resilient structures.

Sub-Sector	Objective	Strategies, Priorities , Programs and Projects
		<ol style="list-style-type: none"> 3. Construction and reconstruction of multi-hazard resistant buildings and housing for the ultra-poor, and disadvantaged communities. 4. Operation of integrated, safe and well-managed settlement development.
Roads, Bridges, and Other Transport	To make disaster and climate-resilient and inclusive foot paths, roads, bridges and transportation structures	<ol style="list-style-type: none"> 1. To make DAG-friendly footpaths, roads, bridges, and transportation structures. 2. Construction and reconstruction of multi-hazard resistant and footpaths, roads, bridges, etc. 3. To promote access and utilization of sustainable and resilient economic and social services for the poor and the marginalized communities.
Energy	To increase access and utilization of resilient electricity and clean energy	<ol style="list-style-type: none"> 1. To promote access and utilization of electricity and renewable energy during/after disasters. 2, To make disaster resistant and resilient electricity and renewable energy structures and technology.
Information and Communication Technology	To make information based and communication technology friendly in Disaster resilience and recovery	<ol style="list-style-type: none"> 1. To enhance stable access to information and internet services during/after disasters, especially for DAGs. 2. Make information-based decisions regarding pre-, during, and post-disaster situations. 3. To make ICT user-friendly, effective and useful.
4. Forest, Environment and Disaster Management Sector		
Disaster Management	To reconstruct and rehabilitate the infrastructure damaged by disasters.	Disaster risk mapping is conducted.
		Reconstruction and rehabilitation with priority to floods and landslides every year.
	To establish the DRRM mechanism.	Form and activate Local Disaster Management Committee and Ward Disaster Management Committees.
		Enhance DRRM capacity and activities at the community level, especially targeting DAGs.
	To increase disaster preparedness at all levels	Conduct multi-hazard drills.
		Develop disaster risk early warning systems.

Sub-Sector	Objective	Strategies, Priorities , Programs and Projects
Forests, Land and Watershed Management	To promote risk sensitive land use planning and DRRM planning	<ol style="list-style-type: none"> 1. Development of policies and plans, and operation and regulation of programs based on risk mapping and land use planning. 2. Increase open spaces/parks to be used as evacuation and disaster management places during/after disasters. 3. Reconstruction, protection and sustainable operation of infrastructure.
Environment and Solid Waste Management	To reduce spread of diseases and maintain environmental safety	<ol style="list-style-type: none"> 1. Manage debris and wastes produced from the disasters. 2. Awareness raising and capacity building on environment and waste management. 3. Sustainable operation of waste management system.
Disaster Risk Management and Climate Change Adaptation	To achieve post-disaster sustainable economic, social and cultural recovery	<ol style="list-style-type: none"> 1. Disaster risk mapping and impact assessment. 2. Capacity strengthening and mobilization of DRRM and recovery mechanism and structures. 3. Rehabilitation, reconstruction, and recovery and upgrading of economic, social, cultural, infrastructures and services. 4. Operation and management of programs and projects regarding climatic risk reduction and promotion of resilience building.
5. Good Governance and Institutional Development Sector		
Policy, Law, Justice and Governance	To maintain good governance in disaster	<ol style="list-style-type: none"> 1. To follow and promotion of participatory and inclusive decision-making processes, policies, and laws. 2. Development and operation of resilient development and recovery processes and social accountability mechanism.
Organization, Capacity Development and Service Delivery	To make capable, inclusive and accountable organization and service provision	<ol style="list-style-type: none"> 1. Disaster recovery, resilience building to be integrated into organizational structure, with responsible sections and staff appointment. 2. Capacity building of Local Government, communities and civil society on disaster resilience building.
Revenue and Resource mobilization	To increase investment in disaster resilience and recovery	<ol style="list-style-type: none"> 1. Formulate investment plans for disaster resilience and recovery. 2. Implement programs and projects in partnership and investment among the government, private sector, NGOs and community.
Statistics and Planning management	To formulate information based, inclusive and resilient local plan	<ol style="list-style-type: none"> 1. Mainstreaming DRR preparedness, response, recovery and resilience into local planning. 2. Formulation and updating of policies, rules, procedures and

Sub-Sector	Objective	Strategies, Priorities , Programs and Projects
		standards related to recovery and resilience.

Appendix 6: Proposal Format

[Related to: Chapter 4, Section 4.2.1 Call for Proposals]

Community Resilience Projects

Project Proposal
Fiscal Year. []

Sector (√):
 Agriculture
 Tourism

Name of Palika		Ward No	
----------------	--	---------	--

Project Title								
Project Location	Village/Tole		Specific Location (if any)					
Project Duration (From when to when)								
Project Objectives								
Project Description	<p>Background (impact of earthquake and other disasters)</p> <p>What to do? (Key activities)</p> <p>Why? (Needs/problems to be addressed)</p> <p>How? (Process)</p> <p>Who? (Target groups)</p>							
Expected Results by the end of the project	Result 1							
	Result 2							
	Result 3							
	Result 4							
Total no of beneficiaries	Male:		Female:		Total:			
No of beneficiaries with social classification AND Economic condition	PWD		Dalits		Muslim		Janajati	
	Male	Female	Male	Female	Male	Female	Male	Female
	Landless/squatters		Poor families of Khas-arya		Others			

	Male	Female	Male	Female	Male	Female			
Main activities and budget	1.Rs..... 2.Rs..... 3.Rs..... 4.Rs..... 5.Rs..... 6.Rs..... 7.Rs..... TotalRs.....								
Source Estimated of Budget	1) Requested funding: 2) Community group contribution (cash/in-kind, labour): 3) Others (please specify)..... Total:								
Proposal submitted by: (name & address & brief description of the user group/ community groups/ cooperative)	Name: Types of Community Group: <input type="checkbox"/> Cooperatives, <input type="checkbox"/> Users' committees, <input type="checkbox"/> Women's groups, <input type="checkbox"/> Farmers' groups, <input type="checkbox"/> Youth groups, <input type="checkbox"/> others (Please specify:) Address: Established in (Month/Year): Total no of group members: Female: Male; Total: Who are in the executive committee (name and position)? (i) Chairperson: (ii) Secretary: (iii) Treasurer: (iv) Member: (v) Member: (vi) Member: (vii) Member:								
How did you know information this call for proposal	<input type="checkbox"/> Palika website <input type="checkbox"/> Palika Facebook <input type="checkbox"/> Palika office notice board <input type="checkbox"/> Ward office <input type="checkbox"/> notice board <input type="checkbox"/> Ward committee members <input type="checkbox"/> Community Facilitators <input type="checkbox"/> News Paper <input type="checkbox"/> Radio <input type="checkbox"/> Others (please specify).....								
If you had any meeting to discuss, prepare and submit proposal, please attaché minutes									
Submission Date									
Submitted by	Signature: Name: Post: Chairperson			Signature: Name: Post: Secretary					
Received by	Signature: Name: Post: Agency:			Signature: Name: Post: Agency:					

Appendix 7: Format for Implementability Assessment

[Related to: Chapter 4, Section 4.2.2 Implementability Assessment]

Name of the community group				
Address				
Contact person & number				
Proposed project title				
Ranking from ward prioritization				
Total members in groups	Dalit: Others:	Janajati: Total:	Male: Female:	T:
Proposed beneficiary of group	Dalit: Others:	Janajati: Total:	Male: Female:	T:
Selection of beneficiaries (how & why they were identified, are they most needy members?)				
Settlement status (dispersed/compact/isolated from main centers, agglomerated/mixture of castes & ethnicities)				
Their experience in proposed CRP (activities, production, training, marketing etc.)				
Availability of local resources (irrigation, land/face of land, raw materials, tourism destination etc.)				
Problems/needs to be addressed by the CRP				
Possibility of the contribution by groups/beneficiary (labour contribution, cash, materials etc.)				
Accessibility to the market				
Palika/ward's relevant initiatives				
Regular activities of group (monthly meetings, saving & credit, social events etc.)				
Observation from Study Team				

Appendix 8: Proposal Evaluation Criteria for Community Resilience building and Recovery Program

[Related to: Chapter 4, Section 4.2.3 Selection Criteria]

Sector / Issue	Proposal Evaluation Criteria
1. Contribution to economic and social development of disaster-affected communities	1.1 Promote recovery and enhancement of livelihoods affected by the earthquake and other disasters. 1.2 Advance equality, empowerment, and livelihood improvement. 1.3 Direct contribution to community needs, particularly of women and disadvantaged groups.
2. Contribution to Priority of Local Level or sectors of comparative advantage	2.1 Contribute to the Palika's overall recovery especially in the priority growth sectors. 2.2 Aimed to create value-added products/services with high potential for marketing as unique products from the disaster-affected communities. 2.3 Promote indigenous knowledge and unique cultures in the Palika.
3. State of Participation	3.1 Participatory decision-making processes for program or project management. 3.2 Involvement of beneficiaries and communities during the project identification process.
4. Contribution to Inclusion (geographical and GESI)	4.1 Ratio of women and DAGs (Dalit, Janajati, PwD, Muslim etc.) among the beneficiaries 4.2 Participation of women and DAGs during proposal preparation, implementation, monitoring and evaluation.
5. Nature and sector/sub-sector	5.1 Clear contents of the proposal (having clear answer for what, why, how, who, where, and when) 5.2 Propose to increase economic and social resilience against future disasters within the community. 5.3 Build on to traditional occupations, existing skills and indigenous knowledge within the community.
6. Contribution to the current Periodic Plan, policy, program targets and objectives	6.1 Be in line with the overall and sectoral vision, goals, objectives, strategies and priorities. 6.2 Be linked to the recovery and resilience program or project identified in the Palika's Periodic Plan and/or Annual Program and Budget. 6.3 Incorporate activities which aim to strengthen the community's own capacity, awareness, and understanding with regards to DRRM and resilience.
7. Beneficiary population and households	7.1 Clarity on the beneficiaries, community, area, population etc. 7.2 Benefit for the maximum households/population who are affected by disaster and at disaster risk. 7.3 Expected provision for benefit sharing mechanism.
8. Cost and Benefits	8.1 Appropriate cost benefit ratio

	8.2 Contribution from beneficiary groups and community
9. Operations Management and Sustainability	9.1 Provision of sustainable operation of the Program/Project proposal 9.2 Preparation of Program/Project

Appendix 9: Letter of Agreement (LoA) Format

[Related to: Chapter 4, Section 4.2.4 Project Implementation]

Letter of Agreement
Between
Name of the Local Government: hereinafter called the “Local Government”
[And]
Name of the community group: hereinafter called the “community group”
Dated : (Month), (Year)

This Letter of Agreement is made [the day] of [the month] of 2022 between, on the one hand, (Local Government name) and, on the other hand, (name of community group).

1. Implementing community group

- a. The name of community group _____
b. Address _____

2. The description of project

- a. The name of project _____
b. Sector Agriculture Tourism
c. Overall Goal _____
d. Objective _____
e. Expected results _____

- f. Total budget Rs _____
[Community group] _____
[Local government] _____
[Others] _____

Only if the project is going to be implemented by two community groups jointly

Description of budget	Related to Signatory community groups	Related to Collaborative community groups
Total budget Rs.		
Community group		
Local government		
Others		

- g. Beneficiaries number _____
1. HHs no _____
2. Population _____
3. Others _____

Only if the project is going to be implemented by two community groups jointly

Beneficiaries number	Under the Signatory community groups	Under the Collaborative community groups

1. HHs no		
2. Population		
3. Others		

3. Description of community group

- a. Date of formation _____
- b. Name and address of executive committee (citizenship No & district)
1. Chairperson _____
 2. Vice-chairperson _____
 3. Treasurer _____
 4. Secretary _____
 5. Member _____
 6. Member _____
 7. Member _____
- c. Experience of project implementation _____
- _____

4. Provision relating to project maintenance

- a. Name of committee/group/organization responsible for maintenance _____
- b. Possible source for maintenance (specify whether yes or no)
- People's labour contribution
 - Service charge
 - Donation
 - Other _____

Terms and conditions

Responsibilities and conditions of community group

1. The project shall start from the date ofand finish by.....
2. The received goods and services shall be used only for the purpose of the project.
3. Records of received goods and services and progress of the project shall be kept properly.
4. Community group should work according to suggestions, advice and instruction of experts from the Local Government and other supporting institutions.
5. Community group should prepare the project framework, work plan and procurement plan.
6. Community group should submit project related attendance sheets, Committee/ Group decisions, and progress reports, etc.
7. If there is any change in initial cost estimate, Community group should revise the budget in consultation with the Local Government.
8. The community group should submit mid-term progress report and final progress report to the Local Government by following the templates.
9. There should be arrangement of sustainable run of the project and the maintenance of the project. The maintenance of facility or equipment used under the project should be done by the community group.

10. All the activities of the project shall be done according to decision of executive users committee/community group.
11. Regular community group meeting on the progress of project should be held every month.
12. Monitoring sheet should be updated every month by the community group. For this, Community Group should form five members Monitoring Committee comprising members in an inclusive manner.
13. The community group must conduct public audit with the Local Government's support, upon completion of the project. The community group should submit project related bills, receipts, attendance sheets, cash and kinds account registers, public audit reports, Committee/ Group decisions etc. upon the request of the Local Government.
14. The community group is responsible for sustainable operations and maintenance of the resilience building and recovery program.
15. The matters which are not mentioned in this Agreement will be resolved in accordance with the prevailing laws.

Responsibilities and conditions of the Local Government

1. Conduct orientation to the community group especially to key post holders on project budget, objective, activities, procurement, monitoring and reporting.
2. Provide technical support and supervision to the community group to develop the project framework, work plan and procurement plan of the project. The relevant sectoral units of the Local Government should identify and mobilize experts from the market in consultation with the community group, in case appropriate experts are not available within the Local Government.
3. Review mid-term progress report and final progress report submitted by community group for feedback and reporting to the Palika's Monitoring Committee and other relevant stakeholders.
4. Resilience building and recovery program costs should include insurance related fees of the project properties and structures as per the legal provisions.
5. The matters which are not mentioned in this Agreement will be resolved in accordance with the prevailing laws.

We the following parties agreed to follow the terms and conditions described above.

Community Group

Sign
Name & Surname
Post
Address
Contact No:
Date

Local Government

Sign
Name & Surname
Post
Address
Contact No:
Date

Witness

Ward Committee

Sign
Name & Surname
Post
Address
Contact No:
Date

Appendix 10: Group Action Plan and Monthly Monitoring Format

[Related to: Chapter 4, Section 4.2.4 and Chapter 5, Section 5.2.1]

Activity	Planned	Actual progress	Remarks
	From (month) to (month)	From (month) to (month)	
Step 1: Increase awareness on disaster risks			
(1) Discussion meeting on possible disasters and preparedness measures	September-September	October	
(2) Disaster risk and farming	October-November	November	
Step 2: Enhance participation of community members			
(1) Group orientation and monthly meeting			
(2) Group activity / input procurement / construction			
Step 3: Secure livelihood and ensure regular income generation			
(1) Exposure visit			
(2) Participatory market survey			
(3) Training on winter/spring vegetables			
(4) Field guidance on farming			
(5) Training on spring/summer vegetables			
(6) Field guidance on farming			

Appendix 11: Monitoring Format to be Used by Municipal and Ward Level Monitoring and Supervision Committee

[Related to: Chapter 5, Section 5.2.2 and Section 5.2.3]

Mid-term and Final Monitoring Form (To be used by Palika and Ward Monitoring Committee)

Name and address of Group:

Form A: Monitoring of progress of CRPs Implementation

- 1) Is there any contribution (cash/in-kind, labour etc.) of your group to implement CRP activities? If yes, please specify below.

- 2) What knowledge, skills and know-how has your group developed or strengthened during the implementation of the CRP?

- 2.1) Was there any extra effort to support women and DAG members to strengthen such capacity?

- 3) What benefits has your group received so far from the CRP?

- 3.1) Were the benefits distributed equitably among the group members including women and DAGs?

4) What changes (such as participatory decision making, leadership development etc.) have you observed within your group during the implementation of the CRP?

4.1) Did any unexpected changes (positive or negative) happen within your Community as a result of PPRR project interventions (e.g. increased participation in community level decision making, decreased discrimination and violence etc.)?

5) If the activities of the CRP have not been undertaken as planned, what are the reasons?

6) If the activities of the CRP have not been undertaken as planned, how has your group solved?

6.1) Was there any problem for female (or male) members from their family regarding their participation in the project? How was it resolved?

Form B: checklist on community resilience have been achieved in all CRP community groups (to be filled up during the Mid-term & Final monitoring)

Checklist for strengthening community resilience in the CRP	Yes	No	Give examples of for answer "Yes"
1. Our group members utilized the local knowledge, and local human and financial resources for the CRP. (= Knowledge of the Area, Resources)	<input type="radio"/>	<input type="radio"/>	If yes, give example _____

Checklist for strengthening community resilience in the CRP	Yes	No	Give examples of for answer "Yes"
2. Our group members acquired the relevant knowledge, skills and know-how related to livelihood improvement through the CRP. (= Economic investment)	<input type="radio"/>	<input type="radio"/>	If yes, give example _____
3. Women participated in the CRP as our group members.	<input type="radio"/>	<input type="radio"/>	If yes, give example _____
4. Disadvantaged Groups (DAGs) participated in the CRP as our group members.	<input type="radio"/>	<input type="radio"/>	If yes, give example _____
5. Our group members acquired the relevant knowledge and skills related to community-based DRR through the CRP. (= Disaster preparedness)	<input type="radio"/>	<input type="radio"/>	If yes, give example _____
6. Our group members talked about DRR more than before the project. (= Sensitization)	<input type="radio"/>	<input type="radio"/>	If yes, give example _____
7. Our group members equally benefited from the CRP.	<input type="radio"/>	<input type="radio"/>	If yes, give example _____
8. Our group members strengthened communication by having more frequent and effective interactions through the CRP. (= Communications)	<input type="radio"/>	<input type="radio"/>	If yes, give example _____
9. Our group members strengthened participatory decision-making through the CRP. (= Governance & Leadership)	<input type="radio"/>	<input type="radio"/>	If yes, give example _____
10. Our group members built and strengthened relationships with ward representatives, municipal staff and other partners through the CRP. (= Social Networks & Relationships)	<input type="radio"/>	<input type="radio"/>	If yes, give example _____

Form C: Related to strengthen relationships with ward representatives, municipal staff and other partners through the CRP

Checklist for strengthening community resilience in the CRP	Yes	No	Please give examples for answer "Yes"
1. We met Ward/Palika representatives/staff and shared the CRP related problems.	<input type="radio"/>	<input type="radio"/>	Met whom?
			What problem was shared?

Checklist for strengthening community resilience in the CRP	Yes	No	Please give examples for answer "Yes"

2. We received response from them.	<input type="radio"/>	<input type="radio"/>	What was the response? _____ From whom? _____ When? _____
3. We met and shared problems with other organizations such as private firm, NGOs etc. in relation to CRP.	<input type="radio"/>	<input type="radio"/>	What problem was that? _____ Shared to whom? _____
4. We received response from them.	<input type="radio"/>	<input type="radio"/>	What was the response? _____ From whom? _____ When? _____
5. Ward/palika monitoring committee members monitored CRP and provided feedback.	<input type="radio"/>	<input type="radio"/>	Who did? _____ How often? _____ What was the feedback after monitoring? _____
6. We received trainings (e.g. agriculture, livestock, tourism, DRR etc.) and other capacity development support for the CRP groups from Palika technical staff	<input type="radio"/>	<input type="radio"/>	What was the training? _____ Who provided? _____
7. We received services (e.g. vaccination, insurance, treatment, providing seeds, marketing support etc.) from Palika technical staff	<input type="radio"/>	<input type="radio"/>	Who provided services? _____ When was that? _____ What were the services? _____

Checklist for strengthening community resilience in the CRP	Yes	No	Please give examples for answer "Yes"
8. We received CRP related services and information from other organizations such as private firm, NGOs etc.	<input type="radio"/>	<input type="radio"/>	From whom? _____ When was it? _____ What were the services? _____
9. We receive information from Ward/Palika about ADP settlement level meetings, call for proposal for CRP and selection process etc.	<input type="radio"/>	<input type="radio"/>	What information was received? _____ When? _____
10. We receive information about other services and programs relevant to CRPs (e.g. free vaccination, agriculture subsidies etc.) from Palika/ward.	<input type="radio"/>	<input type="radio"/>	What information was received? _____ From whom? _____ When? _____

Monitoring date: From / / / / to / / / /

The questions were responded by:

SN	Name	Post	Organization	Signature

Report prepared by:

Sign:
Name:
Post:
Org: