

Project Administration Manual

Project Number: 55092-001
Grant Number: TBD
October 2022

Nepal: Strengthening Systems to Protect and Uplift Women Project

ABBREVIATIONS

ADB	–	Asian Development Bank
APFS	–	annual project financial statements
APO	–	area police office
CSO	–	civil society organizations
DMF	–	design and monitoring framework
DUDBC	–	Department of Urban Development and Building Construction
EARF	–	environmental assessment and review framework
EMP	–	environmental management plan
ESS	–	environment and safety supervisor
EWCSO	–	Establishing Women and Children Service Centers Project
FMA	–	financial management asset
GBV	–	gender-based violence
GBV-RRC	–	gender-based violence response coordination committee
GESI	–	gender equality and social inclusion
GRM	–	Grievance Redress Mechanism
IEE	–	initial environmental examination
M&E	–	monitoring and evaluation
MOWCSC	–	Ministry of Women, Children and Senior Citizens
NPSAS	–	Nepal Public Sector Accounting Standard
PAM	–	project administration manual
PIU	–	project implementation unit
PMU	–	project management unit
QPR	–	quarterly progress report
SPS	–	safeguard policy statement
TA	–	technical assistance
UNOPS	–	United Nations Office for Project Services
WCSCSC	–	Women, Children, and Senior Citizens Service Center

CONTENTS

I.	PROJECT DESCRIPTION	1
II.	IMPLEMENTATION PLANS	3
	A. Project Readiness Activities	3
	B. Overall Project Implementation Plan	4
III.	PROJECT MANAGEMENT ARRANGEMENTS	7
	A. Project Implementation Organizations: Roles and Responsibilities	7
	B. Key Persons Involved in Implementation	11
	C. Project Organization Structure	12
IV.	COSTS AND FINANCING	12
	A. Cost Estimates Preparation and Revisions	13
	B. Key Assumptions	13
	C. Detailed Cost Estimates by Expenditure Category	15
	D. Allocation and Withdrawal of Grant Proceeds	16
	E. Detailed Cost Estimates by Financier	17
	F. Detailed Cost Estimates by Outputs and/or Components	18
	G. Detailed Cost Estimates by Year	19
	H. Contract and Disbursement S-Curve	20
	I. Fund Flow Diagram	20
V.	FINANCIAL MANAGEMENT	21
	A. Financial Management Assessment	21
	B. Disbursement	29
	C. Accounting	31
	D. Auditing and Public Disclosure	32
VI.	PROCUREMENT AND CONSULTING SERVICES	33
	A. Advance Contracting and Retroactive Financing	33
	B. Procurement of Goods, Works, and Consulting Services	34
	C. Procurement Plan	34
	D. Consultant's Terms of Reference	34
VII.	SAFEGUARDS	36
VIII.	GENDER AND SOCIAL DIMENSIONS	38
IX.	PERFORMANCE MONITORING, EVALUATION, REPORTING, AND COMMUNICATION	42
	A. Project Design and Monitoring Framework	42
	B. Monitoring	48
	C. Evaluation	49
	D. Reporting	49
	E. Stakeholder Communication Strategy	49
X.	ANTICORRUPTION POLICY	51
XI.	ACCOUNTABILITY MECHANISM	51
XII.	RECORD OF CHANGES TO THE PROJECT ADMINISTRATION MANUAL	51

APPENDIXES

1.	Gender-Based Violence Response Coordination Committee	52
2.	Procurement Plan	55
3.	Consultants Terms of Reference	61
4.	Outline Quarterly Progress Report Format	74
5.	Estimation of Climate Change Mitigation and Adaptation Costs	83

Project Administration Manual Purpose and Process

The project administration manual (PAM) describes the essential administrative and management requirements to implement the project on time, within budget, and in accordance with the policies and procedures of the government and Asian Development Bank (ADB). The PAM should include references to all available templates and instructions either through linkages to relevant URLs or directly incorporated in the PAM.

The Federal Ministry of Women, Children and Senior Citizens; Department of Urban Development and Building Construction, Ministry of Urban Development; Ministry of Social Development, Sudurpaschim Province; Ministry of Women, Children and Senior Citizens, Lumbini Province; Ministry of Women, Children, Youth and Sports, Madhesh Province are wholly responsible for the implementation of ADB-financed projects, as agreed jointly between the Government and ADB, and in accordance with the policies and procedures of the government and ADB. ADB staff is responsible for supporting implementation including compliance by Ministry of Women, Children and Senior Citizens; Department of Urban Development and Building Construction, Ministry of Urban Development; Ministry of Social Development, Sudurpaschim Province; Ministry of Women, Children and Senior Citizens, Lumbini Province; Ministry of Women, Children, Youth and Sports, Madhesh Province of their obligations and responsibilities for project implementation in accordance with ADB's policies and procedures.

At grant negotiations, the Government and ADB shall agree to the PAM and ensure consistency with the grant agreement. Such agreement shall be reflected in the minutes of the grant negotiations. In the event of any discrepancy or contradiction between the PAM and the grant agreement, the provisions of the grant agreement shall prevail.

After ADB Board approval of the project's report and recommendations of the President (RRP), changes in implementation arrangements are subject to agreement and approval pursuant to relevant government and ADB administrative procedures (including the Project Administration Instructions) and upon such approval, they will be subsequently incorporated in the PAM.

I. PROJECT DESCRIPTION

1. Women and girls in Nepal have made significant strides in human development over the past 2 decades; however, gender disparities and gender-based violence (GBV) prevail. GBV remains a persistent problem in Nepal due to patriarchal attitudes and deeply rooted gender-based stereotypes. Despite laws that criminalize various forms of GBV,¹ reporting of cases is low. Multiple factors ranging from social tolerance of GBV, limited agency of women and girls, low awareness of existing legal provisions and services, and limited availability of survivor-centric services contribute to low reporting. The Asian Development Bank's (ADB) support under the Establishing Women and Children Service Centers Project (EWCSCP), 2009–2018 highlighted the need for adequate survivor-centric infrastructure within Nepal Police, long-term rehabilitation service and for improving institutional capacity and coordination among service providers. Recognizing the need for providing comprehensive services to address GBV, the Fifteenth Plan 2019/2020–2023/2024² calls for providing integrated services to GBV survivors through rehabilitation centers and shelters. The proposed project will support the government to fill key gaps in infrastructure and long-term rehabilitation services through its existing institutional mechanisms, considering lessons learned from ADB's experience and complementarity with other development partners' support. Based on consultations with the government, assessment of GBV prevalence, and need for rehabilitation services and readiness, the project will cover Madhesh Province, Lumbini Province, and Sudurpaschim Province. In addition, the project will support building of a new national level rehabilitation center in Bhaktapur, which is located in the Kathmandu Valley, to respond to the high number of GBV cases around the capital, following the government's request.

2. The project will be aligned with the following impact: GBV incidence reduced and GBV survivors³ reintegrated in society (footnote 2). The outcome of the project will be access to and quality of GBV services in project areas improved. This is expected to be achieved through four outputs, designed in extensive consultation with relevant government agencies and civil society organizations (CSOs), as follows.

3. **Output 1: Women, Children and Senior Citizen Service Centers services strengthened.** The project will construct new women, children and senior citizen service center (WCSCSC) facilities to strengthen services by Nepal Police in selected district and area police offices (APO)⁴ within the three identified provinces. Expansion of adequate facilities to APOs is expected to improve access to quality service and encourage reporting. Moreover, the selected APOs will be those with high GBV caseloads and include ones in rural and underserved areas. The design of the new WCSCSC buildings will be gender-sensitive, disability-friendly, and will incorporate features to ensure survivors' privacy. The buildings will include private rooms for short-term accommodation including a room for survivors with special needs, and a childcare room. The building design will integrate climate and disaster-resilient features to mitigate site-specific hazards. Drawing from EWCSCP's experience, the facilities will include residences for female police officers to encourage deployment and retention of female personnel. This output will also establish a proper referral data system within the WCSCSCs that includes details on survivors' backgrounds such as marital status, ethnicity, and gender identity. This is expected to

¹ For example, the Domestic Violence Act 2009, Sexual Harassment at the Workplace (Elimination) Act 2015, and National Penal Code 2017.

² Government of Nepal, National Planning Commission. 2020. [The Fifteenth Plan Fiscal Year 2019/2020–2023/2024](#). Kathmandu.

³ GBV survivors will cover women and girls of different social backgrounds, age, sexual orientation, and gender identity.

⁴ "Area" is an administrative unit that is below district level.

aid case monitoring and tracking of prevalence by socioeconomic characteristics to help inform commensurate and tailored responses.

4. Output 2: Rehabilitation services for gender-based violence survivors strengthened. In order to fill the gap in long-term rehabilitation services, the project will establish four long-term rehabilitation centers—three centers at the province level and a national level rehabilitation center. The rehabilitation centers will offer an appropriate space for survivors to recover and provide integrated services for those in need of long-term support. The centers will provide shelter, psychosocial counseling, and life-skills training⁵ and facilitate provision of health services, legal services, and therapeutic activities. To empower survivors economically, the centers will provide livelihood and skills training, financial literacy training, and continuing education support in partnership with CSOs and training providers. The project will also pilot the provision of second stage homes within the rehabilitation centers for survivors who are on the path towards recovery but need a steppingstone to lead an independent life. The second stage homes will offer affordable accommodation and a sense of community to ease survivors' transition towards reintegrating into society. The Federal Ministry of Women, Children, and Senior Citizens (MOWCSC), as a readiness condition, will prepare a standard operating procedure to guide operations of the rehabilitation centers and outline options for measures to ensure sustainability of the centers beyond the project period.⁶ The design of the centers will include climate and disaster-resilient and disability friendly features.

5. Output 3: Community awareness of gender-based violence prevention and services increased. This output will include activities to raise awareness on existing and emerging GBV issues,⁷ including violence based on sexual orientation and gender identity and expression. The output will also raise awareness on existing services and relevant laws.⁸ Awareness raising channels will include (i) public dialogues and street drama; (ii) local radio programs; (iii) a television series to promote positive gender norms; and (iv) 4–5 short videos tailored to specific age groups that will be disseminated via affordable media platforms. In order to ensure the messages are absorbed, listeners' groups will be formed to discuss the radio programs. Moreover, audio, and visual materials will be developed in local languages as appropriate to ensure wider reach. Efforts will be made to meaningfully engage men, boys, and youth groups from diverse socio-economic groups as advocates against GBV and for women's rights to create a safe community. Building on the lessons from EWCSOP, community awareness activities will mobilize police officers to build trust. These activities are further expected to contribute to reducing GBV incidence and shifting attitudes to help break the cycle of violence across generations.

6. Output 4: Institutional capacity for providing effective gender-based violence services developed. To strengthen capacity of service providers and key stakeholders to respond effectively to GBV, the project will (i) form federal and provincial GBV response coordination committees to strengthen stakeholder coordination and advocate for resource prioritization for GBV response; the coordination committees will comprise representatives from relevant ministries, the Nepal Police, and CSOs;⁹ (ii) deliver gender equality and social inclusion (GESI) responsive investigation and communication skills training to WSCSC staff and other

⁵ Life-skills training includes but is not limited to counseling, safety planning, managing personal health and wellbeing.

⁶ The government will contribute to approximately 50% of the operating costs of the rehabilitation centers (excluding taxes and duties) during the project period. This is likely to enhance government ownership and help lay the groundwork for ensuring sustainability beyond project period.

⁷ Examples of emerging GBV issues include cybercrime, sexual grooming, and intimate partner violence among younger unmarried couples or those in live-in relationships.

⁸ For example, the National Gender Equality Policy 2020 and the Sexual Harassment at Workplace Act 2015.

⁹ The functions and composition of federal and province level GBV-RCCs are presented in Appendix 1.

junior and senior police personnel based on existing training manuals originally formulated under EWCSGP;¹⁰ (iii) upgrade the existing psychosocial counseling training modules of Nepal Police and deliver the revised training to capacitate trainees to identify survivors' need for psychosocial counseling and provide first-stage mental and emotional support;¹¹ (iv) train rehabilitation center staff on sensitive and respectful communication, ethical guidelines, preparedness, safety protocols, and case management; and (v) orient key government officials across line ministries on GBV-related laws such as the Sexual Harassment at Workplace Act, 2015 to support them in integrating their provisions into their respective ministries' programs and codes of conduct. The project will also provide training opportunities related to new approaches in countering GBV to service providers, officials and other stakeholders working on GBV issues.¹² Moreover, the project will support the delivery of psychosocial counseling certification to increase the pool of certified counselors.

II. IMPLEMENTATION PLANS

A. Project Readiness Activities

Table 1: Project Readiness Activities

Indicative Activities	2022						Responsible Individual/Unit/Agency/ Government
	Jul	Aug	Sep	Oct	Nov	Dec	
Advance contracting actions	X	X	X	X	X		Federal MOWCSC, DUDBC, MOWCSC-Lumbini, ADB
Establish a functional PMU and PIUs					X		Federal MOWCSC, MOWCSC-Lumbini, MOSD, MOWCYS
Recruitment of UNOPS					X		ADB
IFB issued for construction of Lumbini rehabilitation center and 10 WCSCSCs					X		DUDBC, MOWCSC-Lumbini
Revised Rehabilitation Center Operating Guidelines approved				X			Federal MOWCSC
ADB Board approval					X		ADB
Grant negotiations			X				ADB, MOF
Grant signing					X	X	ADB, MOF
MOU signed among province-level implementing agencies and Federal MOWCSC						X	Federal MOWCSC, MOWCSC-Lumbini, MOSD, MOWCYS

ADB = Asian Development Bank, DUDBC = Department of Urban Development and Building Construction, IFB = Invitation for Bid, MOF = Ministry of Finance, MOSD = Ministry of Social Development, MOU = Memorandum of Understanding, MOWCSC = Ministry of Women, Children and Senior Citizens, MOWCYS = Ministry of Women, Children, Youth and Sports, PIU = project implementation unit, PMU = project management unit, UNOPS = United Nations Office for Project Service, WCSCSC = Women, Children, and Senior Citizens Service Centers.

Source: Asian Development Bank.

¹⁰ The GRICS training was originally formulated under ADB's EWCSGP project and subsequently revised under the Integrated Program for Strengthening Security and Justice supported by the Foreign, Commonwealth and Development Office (FCDO). ADB reviewed the existing GRICS training manual during project preparation and found it to be comprehensive.

¹¹ The training will be upgraded from a 10-day to 16-day course in order to make it eligible for credit hours and encourage enrollment and completion.

¹² These include members of the Nepal Police led GBV control networks formed under the EWCSGP.

B. Overall Project Implementation Plan

Table 2: Overall Project Implementation Plan

ACTIVITIES	Advance Actions			Year 1	Year 2				Year 3				Year 4				Year 5			
	2022			2022	2023				2024				2025				2026			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
A. DMF																				
Output 1 - Women, children, and senior citizen service center services strengthened.																				
1.1	Complete detailed design of 10 WCSCSC buildings (batch 1 WCSCSCs)					X														
1.2	Prepare bid documents, publish IFB and contract awards of batch 1 WCSCSCs					X	X													
1.3	Complete construction and furnishing of 10 WCSCSC buildings						X	X	X	X	X	X	X							
1.4	Prepare design of remaining WCSCSC buildings and rehabilitation centers						X													
1.5	Prepare bid documents, publish IFB and contract awards of remaining 5 WCSCSC buildings						X	X												
1.6	Complete construction and furnishing of remaining 5 WCSCSC buildings						X	X	X	X	X	X	X							
1.7	Ensure WCSCSCs are fully staffed, and services are operational in new buildings											X	X	X	X	X	X	X	X	
Output 2 - Rehabilitation services for gender-based violence survivors strengthened																				
2.1	Approve revised rehabilitation center operation and maintenance guidelines					X														
2.2	Complete detailed design of Lumbini rehabilitation center					X	X													
2.3	Complete detailed design of national rehabilitation center						X													
2.4	Prepare bid documents, publish IFB and contract awards of Lumbini rehabilitation center					X	X													
2.5	Prepare bid documents, publish IFB and contract awards of national rehabilitation center						X	X												
2.6	Complete construction and furnishing of Lumbini and national rehabilitation center (batch 1)						X	X	X	X	X	X	X							
2.7	Complete detailed design of Sudurpaschim and Madhesh province rehabilitation centers (batch 2)						X	X												
2.8	Prepare bid documents, publish IFB and contract awards of remaining 2 rehabilitation center buildings						X	X	X											
2.9	Complete construction and furnishing of Sudurpaschim and Lumbini rehabilitation centers								X	X	X	X	X	X	X					

ACTIVITIES		Advance Actions			Year 1	Year 2				Year 3				Year 4				Year 5			
		2022			2022	2023				2024				2025				2026			
		Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
4.13	Implement understanding GBV and violence against women & girls, and responses training for rehabilitation center staff (training no. 2–3 days)												X	X	X	X	X	X	X		
4.14	Conduct refresher training: Capacity building training for rehabilitation center staff (Training no. 1)														X	X	X	X	X	X	
4.15	Conduct refresher training: Understanding GBV and violence against women & girls, and responses training for rehabilitation center staff (training no. 2)														X	X	X	X	X	X	
4.16	Implement trainings for GBV-RCC members on GBV issues, purpose of rehabilitation centers, referral mechanisms							X													
4.17	Conduct workshop and orientation for GBV control Network of Nepal Police on purpose of rehabilitation centers, referral mechanisms							X	X	X	X	X	X								
4.18	Conduct training for gender focals of line ministries							X				X			X					X	
4.19	Conduct training for female under-secretary, joint-secretary and Secretary level personnel								X	X	X	X	X	X	X	X	X	X	X	X	
4.20	Conduct training to PMU and PIU staff on project management, procurement and safeguards				X	X	X	X	X	X	X	X	X	X	X						
B. Management Activities																					
1	Establish PMU in MOWCSC and PIUs in three provinces with required staff.			X																	
2	Recruitment of individual consultants in PMU and PIUs				X																
3	Form project steering committee before grant negotiations and hold at least one meeting.			X																	
4	Hold steering committee meeting				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
5	Recruit UNOPS and complete onboarding				X																
6	Hold PMU and PIUs coordination meetings				X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
7	Complete baseline survey of project			X																	
8	Undertake project mid-term review											X									
9	Hold project review meeting with ADB					X		X		X		X		X		X		X		X	
10	Implement the mid-line and endline surveys											X	X						X	X	
11	Prepare and submit quarterly progress reports and financial reports					X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	

ADB= Asian Development Bank, DMF = design and monitoring framework, IFB = Invitation for Bid, GBV = gender-based violence, GBV-RCC = gender-based violence response coordination committee, GRICS = GESI-responsive investigation and communication skills, MOU = Memorandum of Understanding, PMU = project management unit, PIU = project implementing unit, Q = quarter, UNOPS = United Nations Office for Project Services, WCSCSC = Women, Children and Senior Citizen Service Center.

Source: Asian Development Bank.

III. PROJECT MANAGEMENT ARRANGEMENTS

A. Project Implementation Organizations: Roles and Responsibilities

Table 3: Project Implementation Structure

Project Implementation Organization	Management Roles and Responsibilities
<p>Executing agency: Federal MOWCSC</p>	<ul style="list-style-type: none"> • Establish PSC. • Chair PSC meeting. • Formalize PMU within Federal MOWCSC and ensure formalization of project implementation units. • Ensure deputation of qualified staff to PMU including a Project Director, a full-time Project Manager, accountant, operations assistant, and representative from WCSCSC Directorate. • Oversight of overall project implementation. • Budget code holder and responsible for the overall use and reporting of all project funds. • Review project budget and ensure adequate allocation of budget including counterpart funding. • Coordinates with federal level ministries and agencies including MOHA, NPHQ, WCSCSC Directorate, and DUDBC, and with province-level implementing agencies. • Responsible for compliance with grant covenants, including through appropriate monitoring and supervision. • Endorse and submit all withdrawal applications to ADB for reimbursement and any direct payments. • Prepare and submit audited project financial statements within 9 months of the end of the fiscal year for the first two years of implementation and within 6 months of the end of the fiscal year thereafter. • Administer the project advance account. Accountable and responsible for the proper use of funds in the advance account. • Process and submit to ADB any request, if required, for reallocation of grant proceeds. • Issue timely and sufficient budget authorization to DUDBC for all procurement and construction activities for WCSCSC buildings under Output 1 and national level rehabilitation center under Output 2.
<p>PMU housed in the Women Empowerment Division, Federal MOWCSC</p> <p><i>Staff:</i></p> <p>Project Director (Joint Secretary, Federal MOWCSC) DPD/Full-time Project Manager Accounts Officer SSP, WCSCSC Directorate Operations Assistant</p> <p><i>Key experts (on contract):</i></p>	<ul style="list-style-type: none"> • Overall responsibility for project implementation. • Supervise provincial implementing agencies' implementation of all project activities within their respective provinces. • Prepare operation guidelines for national and province level long-term GBV rehabilitation centers. • Prepare/review annual work and project implementation plan for each implementing agency. • Lead and undertake all services procurement related to institutional capacity building activities under Output 4 of the project. • Support province level PIUs in procurement of contractors for rehabilitation centers and monitor contractors' performance in implementing the civil works. • Recruit all consultants for the province level PIUs and supervise their performance.

Project Implementation Organization	Management Roles and Responsibilities
<p>Project Management Specialist (full-time) GBV Response Specialist (intermittent)^a GESI Specialist – police training (intermittent) Financial Management Specialist (full-time) Procurement/contract management Specialist (intermittent) M&E Specialist (intermittent)^a Environmental Safeguards Specialist (intermittent) Social Safeguards Specialist (intermittent)</p>	<ul style="list-style-type: none"> • Implement all trainings and activities under Output 4 (police training, trainings for national and province level rehabilitation center staff, workshops for federal and province level GBV-RCC members and other stakeholders). • Implement following activities under Output 3: 5 short films, national TV series, other awareness activities in 3 provinces. • Develop/review national referral mechanism for GBV services. • Provide technical guidance/prepare standard guidelines for provinces to implement awareness activities under Output 3. • Review overall project implementation across all three provinces on a monthly basis to ensure timely progress of all project activities including the GESI action plan. • Convene at least one meeting every two months with PIUs to resolve any issues and ensure progress of project activities. • Review and ensure compliance with the EMP and all safeguard requirements. • Coordinate and participate in project review missions with ADB. • Organize at least semi-annual PSC meetings and report on project progress to the committee. • Coordinate with the executing agency and supervise implementing agencies on overall procurement, financial management, safeguards, and other project activities. • Monitor UNOPS' work for ensuring quality supervision of all civil works sites under the project. • Prepare annual project financial statements and submit to OAG for annual audit. • Prepare all withdrawal applications for submission to ADB for reimbursement and any direct payments. • Gather and review monthly, quarterly, and annual financial reports from PIUs. • Monitor project progress and prepare quarterly progress reports and financial reports of all project activities for EA endorsement and subsequent submission to ADB. • Undertake mid-line and end-line surveys and prepare project completion report for timely submission to ADB. • Maintain project website with key project information to promote transparency.
<p>Implementing agency 1: Ministry of Women, Children, Youth and Sports, Madhesh province</p> <p>Implementing agency 2: Ministry of Women, Children and Senior Citizens, Lumbini province</p> <p>Implementing agency 3: Ministry of Social Development, Sudurpaschim province</p>	<ul style="list-style-type: none"> • Formalize PIU within respective ministry. • Ensure deputation of qualified staff to the respective PIU including Project Manager, Chief Women Development Officer, Accountant and Engineer. • Ensure implementation of all project activities within the respective province in line with the annual workplan developed in consultation with the PMU. • Undertake implementation of province-level long-term rehabilitation center under Output 2 and community awareness activities under Output 3 within respective province. • Ensure adequate allocation of budget from conditional grants to province level rehabilitation centers and ongoing costs of project activities.

Project Implementation Organization	Management Roles and Responsibilities
	<ul style="list-style-type: none"> • Review and endorse physical and financial progress reports (monthly, quarterly and annual progress reports, including financial reports) for submission to the PMU • Prepare and submit monthly financial reports to the PMU in Federal MOWCSC. • Ensure contractors' compliance with environmental and social safeguards. • Coordinate with executing agency at central level, and ministries and agencies, CSOs and other stakeholders within respective province.
<p>Implementing agency 4: Department of Urban Development and Building Construction, Federal Ministry of Urban Development</p>	<ul style="list-style-type: none"> • Assign project focal in the Project Coordination Office of ADB's Regional Urban Development Project. • Overall responsibility for implementation of all project activities within the respective province in line with the annual workplan developed in coordination with the PMU. • Undertake implementation of province-level long-term rehabilitation center under Output 2 and community awareness activities under Output 3 within respective province. • Submit timely request for funds for construction of the WCSCSC buildings under Output 1 and national level rehabilitation center under Output 2. • Review and endorse physical and financial progress reports prepared by the Project Coordination Office of ADB's Regional Urban Development Project (monthly, quarterly and annual progress reports, including financial reports). • Prepare and submit monthly financial reports to the PMU in Federal MOWCSC. • Ensure contractors' compliance with environmental and social safeguards.
<p>Project Implementation Unit 1, Ministry of Women, Children, Youth and Sports, Madhesh province</p> <p>Project Implementation Unit 2, Ministry of Women, Children and Senior Citizens, Lumbini province</p> <p>Project Implementation Unit 3, Ministry of Social Development, Sudurpaschim province</p> <p>In each PIU:</p> <p>Project Manager Chief Women Development Officer Accountant Engineer (deputed from province level Ministry for Physical Infrastructure in</p>	<ul style="list-style-type: none"> • Timely implementation of all project activities within the respective province. • Undertake all procurement related to the respective province-level rehabilitation center, with support from the PMU. • Implement community awareness activities under Output 3 in respective province based on guidelines shared by the PMU. • Coordinate with PMU for implementation of capacity building activities under Output 4. • Maintain proper and separate financial documents of all fund inflows and expenditures incurred under the project. • Prepare and submit monthly financial reports to the PMU in Federal MOWCSC • Prepare quarterly progress reports of project performance for submission to PMU. • Ensure compliance with the EMP and all safeguards requirements in construction and operation of province-level long-term rehabilitation centers with support from PMU safeguards specialist and UNOPS' safeguards consultants. • Convene biannual meetings of the province level GBV Response Coordination Committee meetings. • Monitor UNOPS' work for ensuring timely and effective implementation of rehabilitation centers.

Project Implementation Organization	Management Roles and Responsibilities
<p>Madhesh province; deputed from Ministry of Tourism, Rural and Urban Development in Lumbini province; Engineer, MOSD in Sudurpaschim province)</p> <p><i>Experts (on contract):</i> Financial and Administration Officer M&E Specialist GBV Response Specialist GBV awareness field coordinator</p>	
<p>Project Implementation Unit 4: Project Coordination Office of ADB’s Regional Urban Development Project, Department of Urban Development and Building Construction, Ministry of Urban Development</p> <p><i>Experts (on contract):</i> Structural Engineer Geotechnical Engineer Architect Electrical Engineer Sanitary Engineer Cost/Quantity Surveyor</p>	<ul style="list-style-type: none"> • Lead and undertake all services, works and goods procurement related to the national rehabilitation center under Output 2. • Lead and undertake all services, works and goods procurement related to the WCSCSC buildings under Output 1. • Monitor UNOPS’ work in supervision of construction of all WCSCSC buildings under the project and the national-level rehabilitation center. • Ensure design of WCSCSC buildings are endorsed by the Nepal Police Engineering Department prior to contract award. • Maintain proper and separate financial documents of all fund inflows and expenditures incurred under the project. • Prepare and submit monthly financial reports to PMU in Federal MOWCSC. • Prepare quarterly progress reports of project performance for submission to PMU. • Ensure compliance with the EMP and all safeguards requirements in construction and operation of national-level long-term rehabilitation centers.
<p>Project steering committee: Secretary, Federal MOWCSC (Chairperson) Project Director, PMU, MOWCSC (Member Secretary) Members: Joint-secretary, MOF Joint-secretary, MOHA Joint-secretary, MOUD DIG, NPHQ/WCSCSC Directorate Secretary, MOWCYS (Madhesh province) Secretary, MOWCSC-Lumbini (Lumbini province)</p>	<ul style="list-style-type: none"> • Provide overall direction and guidance to EA and PMU for successful project implementation. • Review and ensure compliance with grant covenants. • Ensure inter-ministerial and inter-agency coordination and cooperation. • Meet at least twice a year to review project activities and provide strategic guidance in implementation.

Project Implementation Organization	Management Roles and Responsibilities
Secretary, MOSD (Sudurpaschim province)	
United Nations Office for Project Services (recruited under attached ADB Technical Assistance)	<ul style="list-style-type: none"> • Provide supervision and procurement support to the PMU and all PIUs. • Supervise implementation of all civil works (WCSCSC buildings and rehabilitation centers) under the project. • Support PMU and PIUs in undertaking procurement (including preparation of bid documents, assist in bid evaluation process, assist preparation of evaluation reports). • Provide technical support to the PIUs in reviewing designs of 5 WCSCSC buildings in close coordination with WCSCSC Directorate and the Nepal Police Engineering Department. • Assist the PMU and PIU-4 in securing endorsement from Nepal Police Engineering Department for the design of the WCSCSC buildings. • Provide technical support to the province level PIUs in reviewing designs of rehabilitation centers in Madhesh province and Sudurpaschim province. • Provide procurement capacity building support to PMU and PIUs.
ADB	<ul style="list-style-type: none"> • Reviews and monitors overall implementation of the project including compliance with grant agreement and ADB guidelines. • Field biannual review missions, midterm review mission and project completion review mission to assess project implementation progress. • Review submission for procurement of goods, civil works and services. • Review compliance on reporting requirements.

ADB = Asian Development Bank, CSO = civil society organization, DIG = Deputy Inspector General, DPD = Deputy Project Director, DUDBC = Department of Urban Development and Building Construction, EA = executing agency, EMP = environmental management plan, GBV = gender-based violence, GBV-RRC = Gender-Based Violence Response Coordination Committees, GESI = gender equality and social inclusion, M & E = monitoring and evaluation, MOF = Ministry of Finance, MOHA = Ministry of Housing Affairs, MOSD = Ministry of Social Development, MOUD = Ministry of Urban Development, MOWCSC = Ministry of Women, Children and Senior Citizens, MOWCYS = Ministry of Women, Children, Youth and Sports, NPHQ = Nepal Police Headquarters, OAG = Office of the Auditor General, PMU = project management unit, PIU = project implementation unit, PSC = project steering committee, SSP = Senior Superintendent of Police, UNOPS = United Nations Office for Project Services, WCSCSC = Women, Children and Senior Citizen Service Center.

^a GBV response specialist and M&E specialist in the PMU will be hired under the attached ADB-funded TA.

Source: Asian Development Bank.

B. Key Persons Involved in Implementation

Executing Agency

Ministry of Women, Children and Senior Citizens

Laxmi Basnet

Joint Secretary, Women Empowerment Division

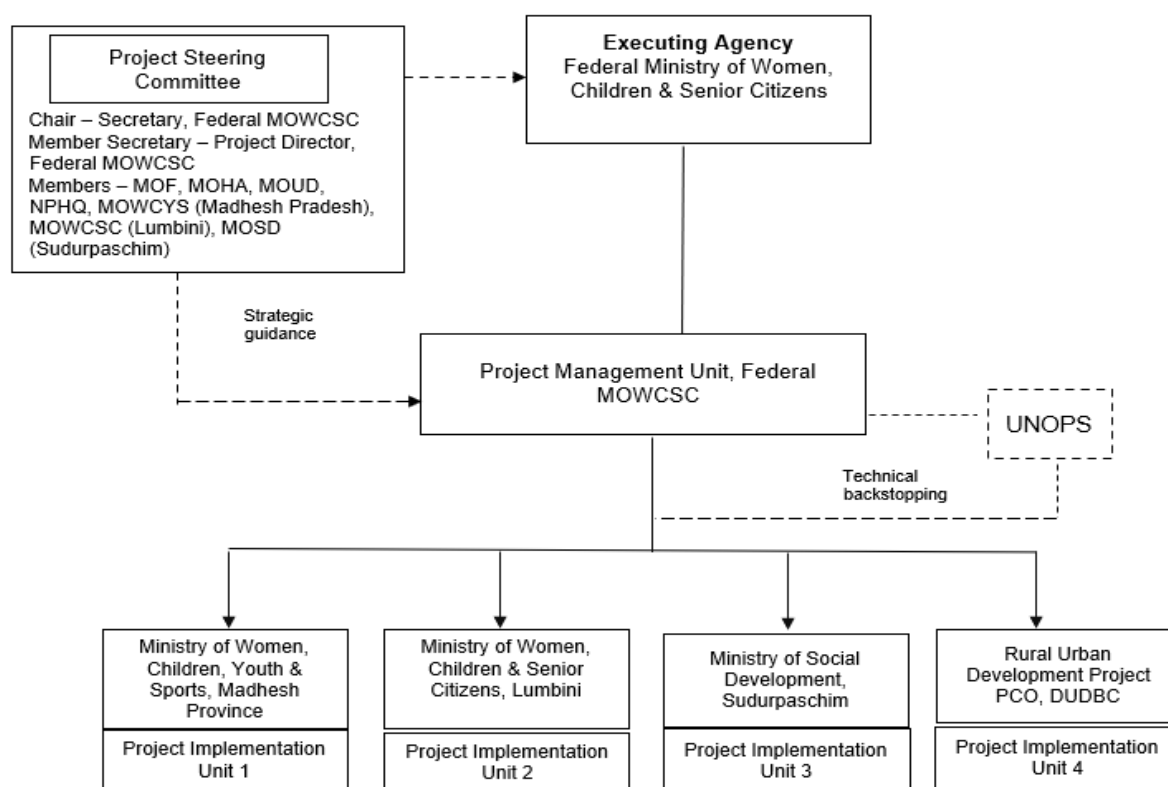
Telephone No. +977 1 4200337

laxmi.basnet@nepal.gov.np

Singhadurbar, Kathmandu, Nepal

Asian Development BankHuman and Social Development
Division (SAHS)Gi Soon Song
Director, SAHS
Telephone No. +63 2 6324879
gssong@adb.org

Mission Leader

Unika Shrestha
Social Sector Economist, SAHS
Telephone No. +63 2 6326779
ushrestha@adb.org**C. Project Organization Structure**

DUDBC = Department of Urban Development and Building Construction, MOF = Ministry of Finance, MOHA = Ministry of Home Affairs, MOSD = Ministry of Social Development, MOWCSC = Ministry of Women, Children and Senior Citizens, MOUD = Ministry of Urban Development, MOWCYS = Ministry of Women, Children, Youth and Sports, NPHQ = Nepal Police Head Quarters, PCO = Project Coordination Office, UNOPS = United Nations Office for Project Services.

IV. COSTS AND FINANCING

7. The cost of the project is estimated at \$18 million, inclusive of taxes and duties. The government will finance all taxes and duties, project management unit (PMU) and project implementation unit (PIU) costs and proportionate share of civil works, capacity development and institutional strengthening and rehabilitation services.

Table 4: Summary Cost Estimates
(\$ million)

Item	Description	Amount ^a (\$ million)	Cost Share %
A.	Base Cost^b		
	Output 1. WCSCSC services strengthened.	5.75	32.0%
	Output 2 - Rehabilitation services for GBV survivors strengthened	6.19	34.4%
	Output 3 - Community awareness of GBV prevention and services increased.	0.38	2.1%
	Output 4: Institutional capacity for providing effective GBV services developed.	1.47	8.2%
	Sub-total (A)	13.80	76.7%
B.	Contingencies^c	4.20	23.3%
C.	Financial Charges during Implementation^d	0.00	0.0%
	Total (A+B+C)	18.00	100.0%

GBV = gender-based violence, WCSCSC = Women, Children, and Senior Citizens Service Center.

Note: Numbers may not sum precisely because of rounding.

^a The project costs are inclusive of taxes and duties. The government will finance taxes and duties of \$1.9 million, PMU and PIU costs, and, part of civil works costs, capacity building and awareness costs.

^b In May 2022 prices.

^c Includes physical and price contingencies, and a provision for exchange rate fluctuation.

^d No interest and commitment charges during implementation for the grant.

Source: Asian Development Bank estimates.

8. The government has requested \$12 million grant from ADB's Special Fund Resources (Asian Development Fund-13 Thematic Pool) to finance the project. The summary of the financing plan is in Table 5 below. The Government of Nepal will fund one-third of the total project cost.

Table 5: Summary Financing Plan

Source	Amount (\$ million)	Share of Total (%)
Asian Development Bank		
Special Funds Resources (Asian Development Fund-13 Thematic Pool)	12.00	66.7%
Government	6.00	33.3%
Total	18.00	100.00%

Source: Asian Development Bank estimates.

A. Cost Estimates Preparation and Revisions

9. The cost estimates were prepared in May 2022. The cost estimates were discussed and agreed with the executing and implementing agencies during project processing. The cost estimates are based on the intended government design of the WCSCSCs, long-term rehabilitation centers and the capacity building and community awareness programs. During project implementation Federal MOWCSC will be responsible to regularly review and update the cost estimate.

B. Key Assumptions

10. The following key assumptions underpin the cost estimates and financing plan:

- (i) Exchange rate Nepalese Rupee (NPR): 124.11 = \$1.00 (as of May 2022).
- (ii) Price contingencies based on expected cumulative inflation over the implementation period are as follows:

Table 6: Escalation Rates for Price Contingency Calculation

Item	2022	2023	2024	2025	2026	2027	Average
Foreign rate of price inflation	1.7%	1.7%	1.8%	1.8%	1.8%	1.8%	1.8%
Domestic rate of price inflation	6.5%	6.3%	6.0%	6.0%	6.0%	6.0%	6.2%

Source: Asian Development Bank estimates.

- (iii) In-kind contributions cannot be easily measured and have not been quantified.

C. Detailed Cost Estimates by Expenditure Category

Table 7: Detailed Cost Estimates by Expenditure Category

		\$million		Total Cost	% of Total Cost
		Local Currency	Foreign Currency		
A.	Investment Costs				
	Civil works	9.74	0.00	9.74	54.1%
	Equipments and furnitures	1.05	0.00	1.05	5.9%
	Vehicles	0.11	0.00	0.11	0.6%
	Capacity development and institutional strengthening	0.96	0.00	0.96	5.3%
	Subtotal (A)	11.85	0.00	11.85	65.8%
B.	Recurrent Costs				
	PMU operational costs	0.08	0.00	0.08	0.5%
	PIU operational costs	0.09	0.00	0.09	0.5%
	Rehabilitation services	0.94	0.00	0.94	5.2%
	Other related project costs	0.09	0.00	0.09	0.5%
	Consultants costs	0.74	0.00	0.74	4.1%
	Subtotal (B)	1.95	0.00	1.95	10.8%
	Total Project Base Costs	13.80	0.00	13.80	76.7%
C.	Contingencies				
	A. Physical Contingencies	1.34	0.00	1.34	7.5%
	B. Price Contingencies	2.86	0.00	2.86	15.9%
	Subtotal (C)	4.20	0.00	4.20	23.3%
D.	Financial Charges During Implementation				
	Interest during implementation	0.00	0.00	0.00	0.0%
	Subtotal (D)	0.00	0.00	0.00	0.0%
Total Project Cost (A+B+C+D)		18.00	0.00	18.00	100.0%

Note: Numbers may not sum precisely because of rounding.

Source: Asian Development Bank estimates.

D. Allocation and Withdrawal of Grant Proceeds

Table 8: Allocation and Withdrawal of ADB Grant Proceeds

Category			ADB Financing
No	Item	Amount Allocated (\$)	Percentage and Basis for Withdrawal from the Grant Account
1	Civil Works	6,267,000	73% of total expenditure claimed*
2	Vehicles, equipment, furniture and other project related costs	1,107,000	100% of total expenditure claimed*
3	Capacity development and institutional strengthening	694,000	82% of total expenditure claimed*
4	Rehabilitation services	389,000	44% of total expenditure claimed*
5	Consultants	743,000	100% of total expenditure claimed*
6	Unallocated	2,800,000	
	Total	12,000,000	

ADB = Asian Development Bank.

*Exclusive of taxes and duties in the territory of the Government.

Source: Asian Development Bank.

E. Detailed Cost Estimates by Financier

Table 9: Detailed Cost Estimates by Financier
(\$ million)

	ADB		Government of Nepal		Total Cost	
	Amount	%	Amount	%	Amount*	Tax and Duties
A. Investment Costs						
Civil works	6.27	64.4%	3.47	35.6%	9.74	1.12
Equipments, furnitures and fixtures	0.93	88.5%	0.12	11.5%	1.05	0.12
Vehicles	0.09	88.5%	0.01	11.5%	0.11	0.01
Capacity development and institutional strengthening	0.69	72.6%	0.26	27.4%	0.96	0.11
Subtotal (A)	7.99	67.4%	3.86	32.6%	11.85	1.36
B. Recurrent Costs						
PMU operational costs	-	0.0%	0.08	100.0%	0.08	-
PIU operational costs	-	0.0%	0.09	100.0%	0.09	-
Rehabilitation services	0.39	41.5%	0.55	58.5%	0.94	0.06
Other related project costs	0.08	88.5%	0.01	11.5%	0.09	0.01
Consultants costs	0.74	100.0%	-	0.0%	0.74	-
Subtotal (B)	1.21	62.2%	0.74	37.8%	1.95	0.07
Total Project Base Costs	9.20	66.7%	4.60	33.3%	13.80	1.43
C. Contingencies						
A. Physical Contingencies	0.90	66.7%	0.45	33.3%	1.34	0.14
B. Price Contingencies	1.90	66.7%	0.95	33.3%	2.86	0.30
Subtotal (C)	2.80	66.7%	1.40	33.3%	4.20	0.44
D. Financial Charges During Implementation						
Interest during implementation	-	0.0%	-	0.0%	-	-
Subtotal (D)	-	0.0%	-	0.0%	-	-
Total project costs (A+B+C+D)	12.00	66.7%	6.00	33.3%	18.00	1.87

ADB = Asian Development Bank.

Note: Numbers may not sum precisely because of rounding.

*The amount is inclusive of all taxes and duties.

Source: Asian Development Bank estimates.

F. Detailed Cost Estimates by Outputs and/or Components

Table 10: Detailed Cost Estimates by Output
(\$ million)

	Output 1		Output 2		Output 3		Output 4		Total
	Amount	% of Category	Amount	% of Category	Amount	% of Category	Amount	% of Category	
A. Investment Costs									
Civil works	5.23	53.7%	4.50	46.3%	-	0.0%	-	0.0%	9.74
Equipments, furnitures and fixtures	0.48	45.7%	0.55	52.2%	-	0.0%	0.02	2.1%	1.05
Vehicles	0.04	39.0%	-	0.0%	-	0.0%	0.06	61.0%	0.11
Capacity development and institutional strengthening	-	0.0%	0.20	20.7%	0.38	40.0%	0.38	39.3%	0.96
Subtotal (A)	5.75	48.6%	5.25	44.3%	0.38	3.2%	0.46	3.9%	11.85
B. Recurrent Costs									
PMU operational costs	-	0.0%	-	0.0%	-	0.0%	0.08	100.0%	0.08
PIU operational costs	-	0.0%	-	0.0%	-	0.0%	0.09	100.0%	0.09
Rehabilitation services	-	0.0%	0.94	100.0%	-	0.0%	-	0.0%	0.94
Other related project costs	-	0.0%	-	0.0%	-	0.0%	0.09	100.0%	0.09
Consultants costs	-	0.0%	-	0.0%	-	0.0%	0.74	100.0%	0.74
Subtotal (B)	-	0.0%	0.94	48.0%	-	0.0%	1.01	52.0%	1.95
Total Project Base Costs	5.75	41.7%	6.19	44.8%	0.38	2.8%	1.47	10.7%	13.80
C. Contingencies									
A. Physical Contingencies	0.56	41.7%	0.60	44.8%	0.04	2.8%	0.14	10.7%	1.34
B. Price Contingencies	1.19	41.7%	1.28	44.8%	0.08	2.8%	0.31	10.7%	2.86
Subtotal (C)	1.75	41.7%	1.88	44.8%	0.12	2.8%	0.45	10.7%	4.20
D. Financial Charges During Implementation									
Interest during implementation	-	0.0%	-	0.0%	-	-	-	0.0%	0.00
Subtotal (D)	-	0.0%	-	0.0%	-	-	-	0.0%	0.00
Total Project Cost (A+B+C+D)	7.51	41.7%	8.07	44.8%	0.50	2.8%	1.92	10.7%	18.00

Note: Numbers may not sum precisely because of rounding.

Source: Asian Development Bank estimates.

G. Detailed Cost Estimates by Year

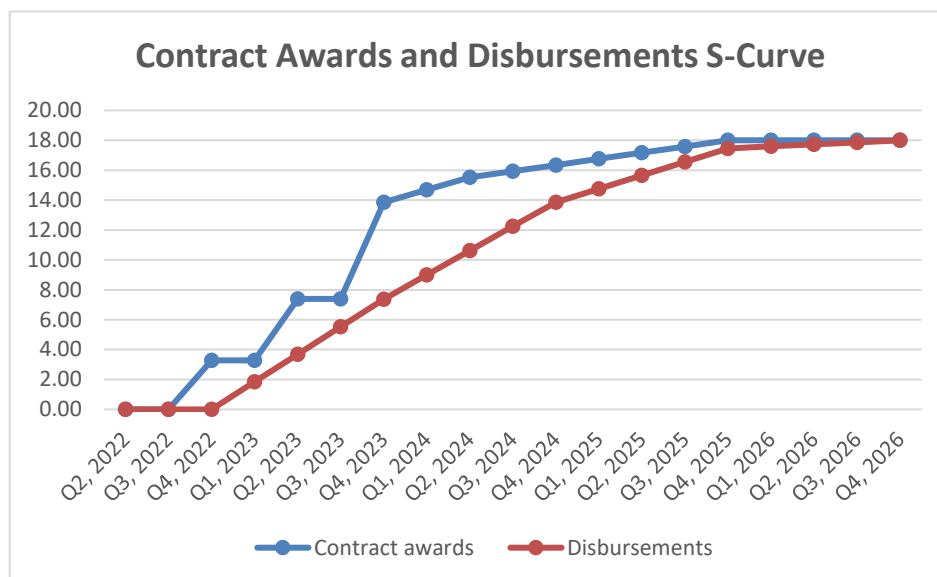
Table 11: Detailed Cost Estimates by Year
(\$ million)

Item	2022	2023	2024	2025	2026	Total Cost
A. Investment Costs						
Civil works	0.00	3.99	3.50	1.95	0.29	9.74
Equipments, furnitures and fixtures	0.00	0.43	0.38	0.21	0.03	1.05
Vehicles	0.00	0.04	0.04	0.02	0.00	0.11
Capacity development and institutional strengthening	0.00	0.39	0.34	0.19	0.03	0.96
Subtotal (A)	0.00	4.86	4.27	2.37	0.36	11.85
B. Recurrent costs						
PMU operational costs	0.00	0.03	0.03	0.02	0.00	0.08
PIU operational costs	0.00	0.04	0.03	0.02	0.00	0.09
Rehabilitation services	0.00	0.38	0.34	0.19	0.03	0.94
Other related project costs	0.00	0.04	0.03	0.02	0.00	0.09
Consultants costs	0.00	0.30	0.27	0.15	0.02	0.74
Subtotal (B)	0.00	0.80	0.70	0.39	0.06	1.95
Total Base Cost	0.00	5.66	4.97	2.76	0.41	13.80
C. Contingencies						
A. Physical Contingencies	0.00	0.55	0.48	0.27	0.04	1.34
B. Price Contingencies	0.00	1.17	1.03	0.57	0.09	2.86
Subtotal (C)	0.00	1.72	1.51	0.84	0.13	4.20
D. Financial Charges During Implementation						
Interest during construction	0.00	0.00	0.00	0.00	0.00	0.00
Subtotal (D)	0.00	0.00	0.00	0.00	0.00	0.00
Total Project Cost (A+B+C+D)	0.00	7.38	6.48	3.60	0.54	18.00
% Total Project Cost	0.00	41.0%	36.0%	20.0%	3.0%	100.0%

Note: Numbers may not sum precisely because of rounding.
Source: Asian Development Bank estimates.

H. Contract and Disbursement S-Curve

Figure 1: Contract Awards and Disbursement S-Curve (\$ million)



Q = quarter.

Source: Asian Development Bank.

Table 12: Contract Awards and Disbursement Baseline Projection
(\$ million)

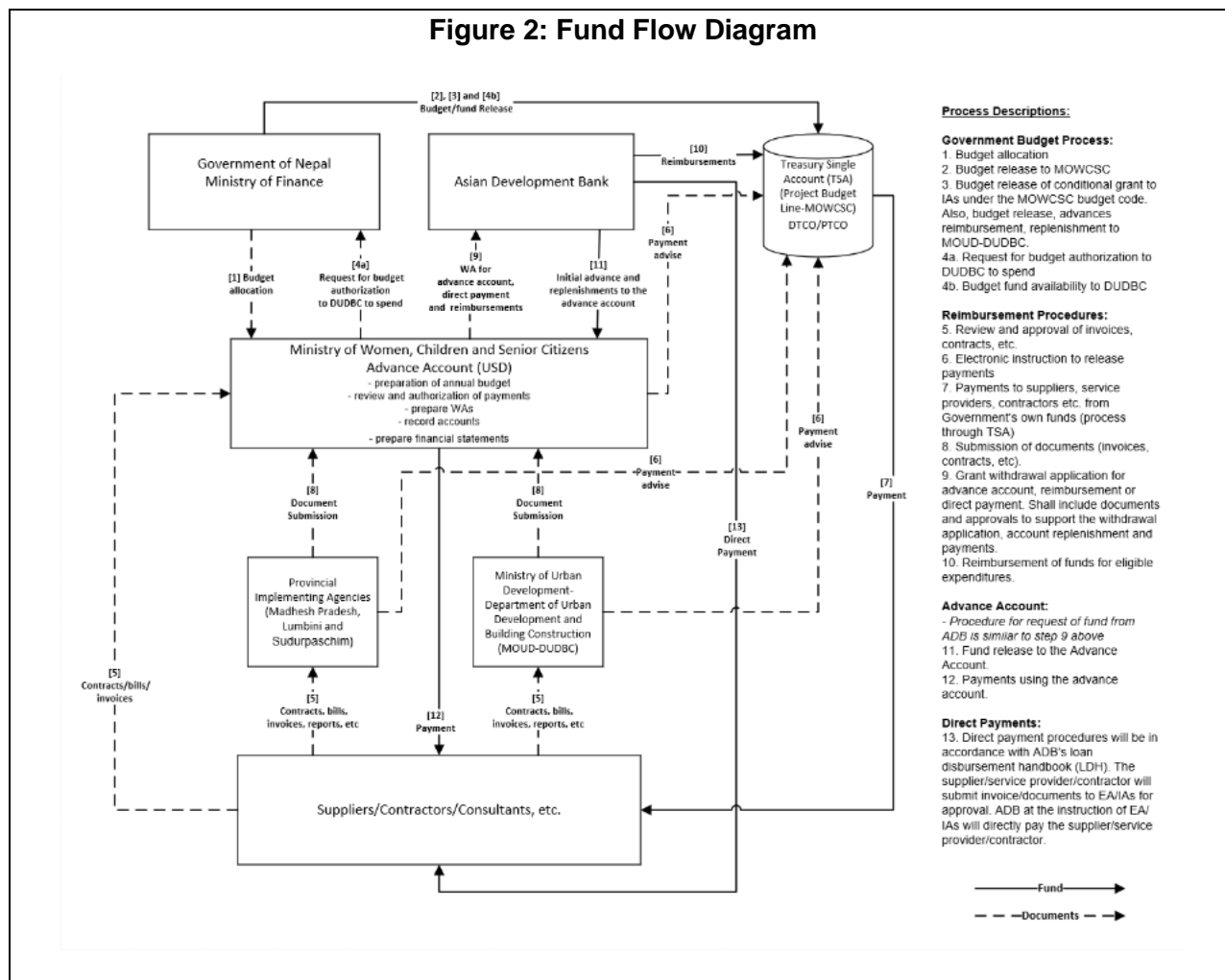
Year	Contract Awards					Disbursements						
	(in \$ million)					(in \$ million)						
	Q1	Q2	Q3	Q4	Total	Q1	Q2	Q3	Q4	Total		
2022	-	-	-	-	-	-	-	-	-	-		
2023	3.29	2.73	-	3.22	9.24	-	1.45	1.23	1.23	3.91		
2024	0.55	0.55	0.28	0.28	1.66	1.57	1.60	1.08	1.08	5.33		
2025	0.28	0.28	0.28	0.28	1.10	0.60	0.60	0.60	0.60	2.40		
2026	-	-	-	-	-	0.09	0.09	0.09	0.09	0.36		
	Total Contract Awards					12.00	Total Disbursements					12.00

Note: Numbers may not sum precisely because of rounding.

Source: Asian Development Bank.

I. Fund Flow Diagram

11. The overall project fund flow is illustrated in the figure below.



ADB = Asian Development Bank, DUDBC = Department of Urban Development and Building Construction, DTCO = district treasury controller office, EA = executing agency, MOF = Ministry of Finance, MOUD = Ministry of Urban Development, MOWCSC = Ministry of Women, Children and Senior Citizens, LDH = loan disbursement handbook, PTCO = provincial treasury controller office, TSA = treasury single account, USD = United States dollar, WA = withdrawal application.

Source: Asian Development Bank.

V. FINANCIAL MANAGEMENT

A. Financial Management Assessment

12. A financial management assessment (FMA) was conducted during August 2021 to May 2022 and prepared in accordance with ADB's guidelines on FMA.¹ The FMA evaluated the financial management capacity of the Federal MOWCSC, Ministry of Women, Children, Youth and Sports in Madhesh Province, Ministry of Law, Women, Children and Senior Citizens² in Lumbini Province, Ministry of Social Development in Sudurpaschim Province, and Federal Ministry of Urban Development-Department of Urban Development and Building Construction (DUDBC). The FMA considered the capacity of the Federal MOWCSC and the implementing

¹ ADB. 2015. *Financial Management Technical Guidance Note: Financial Management Assessment*. Manila.

² In July 2022, the Ministry of Law, Women, Children, and Senior Citizens was restructured based on its functions and renamed to Ministry of Women, Children, and Senior Citizens (MOWCSC-Lumbini).

agencies, including fund-flow arrangements, staffing, accounting and financial reporting systems, financial information systems, and internal and external auditing arrangements.

13. The project will adopt the existing country system. The government has transitioned from a unitary to a federal system of governance. Governments in all tiers were formed in 2018. There are established public financial management legal frameworks including the Financial Procedures and Fiscal Accountability Act (2019/2076). The accounting and auditing standards adopted in Nepal are consistent with international standards. Also, the government adopts automated accounting, budget, treasury, and fixed asset systems. Though the Government made great progress in improving the public financial management system, having relatively new provincial agencies, challenges remain in areas of institutional capacity and adequacy of human and financial resources at provincial level. The implementing agencies lack experience in implementing donor funded projects including those funded by ADB. Financial management staff capacity will need to be augmented. The Federal MOWCSC is the project budget code holder and is responsible and accountable to monitor and report the use of project funds. A PMU at Federal MOWCSC and PIUs at each provincial implementing agency will be established, using existing government staff, and will be supplemented with consultants' support. In the case of the DUDBC, the Project Coordination Office established for ADB's Regional Urban Development Project will function as a PIU for this project. The PIUs are responsible to periodically submit its component financial reports to the PMU. The PMU is responsible to monitor and coordinate with PIUs, prepare the quarterly project financial reports and the project financial statements including all components, submit the annual audited project financial statements (APFS), administer the advance account, and submit the withdrawal applications.

14. Based on the assessment, the key financial management risks identified include the following: (i) the involvement of multilayer agencies (federal and selected provinces) pose implementation challenges due to unclear system of accountability between implementing units; (ii) inadequate and delays in counterpart funding may impede timely completion of the project; (iii) potential inadequate budget allocation to support sustainability of project investments; (iv) limited and inexperienced finance staff at provincial level; (v) not fully functional fixed asset system; (vi) narrow internal audit scope; and (vii) possible delay in financial reporting and audit due to fragmented implementation arrangements. It is concluded that the overall pre-mitigation financial management risk is "*High*". There is no envisioned advance fund procedure.

15. The identified risks will be mitigated through, (i) formation of a national project steering committee which will monitor and oversee the project implementation, (ii) establishment of dedicated PMU at central level which will supervise and support in coordinating with the implementing agencies and assume overall responsibility for monitoring and supervision of project activities, (iii) establishment of dedicated budget code for the project and timely budget preparation, submission and allocation, (iv) regular monitoring of counterpart financing which will be reported as part of the quarterly progress reports, (v) establishment of PIU at each implementing agency, (vi) recruitment of dedicated finance staff for PMU and each PIU, (vii) training on ADB's financial management and disbursement requirements, (viii) establishment of a clear policy and guidance on operating and maintenance requirements for the long-term rehabilitation centers and the WCSCSCs, (ix) close monitoring and quarterly reporting of project progress—ADB to conduct at least two review missions annually, (x) use of the existing government Public Assets Management System, (xi) conduct of internal audit for the project based on the government's recently issued Internal Audit Handbook, (xii) timely preparation of annual project financial statements for timely commencement of audit, and (xiii) close monitoring of internal and external audit findings and status of audit recommendations will be reported as part of the quarterly progress reports.

16. The Government, the executing agency and implementing agencies have agreed to implement the action plan as key measures to address the identified weaknesses (refer to details in Table 14). ADB will be supporting the executing and implementing agencies regularly through field visits, review missions, trainings, etc. Field visits and review missions will be more frequent especially at the early stage of project implementation; ADB will review progress of project activities, status of consultants' appointments in the PMU and PIUs and of implementation of the financial management action plan. Financial management risks and risk-mitigation measures will be reviewed and updated throughout the life of the project. The FMA found that with the risk mitigation measures and the adoption of the financial management action plans the financial management systems are acceptable for the proposed project. The Federal MOWCSC and the implementing agencies have acceptable financial management capacity to (i) record and account the project financial transactions, (ii) provide reliable financial reports and annual audited project financial statements, and (iii) safeguard that the funds are used for the purpose intended.

Table 13: Financial Management, Internal Control and Risk Assessment

Risk Area	Risk Description	Mitigation Measures or Risk Management Plan
Inherent Risks		
1. Country specific	<p><u>Substantial</u> The country is still on its transition phase from a unitary system to federal structure, though Nepal made great progress in improving the PFM system, institutional capacity at the sub-national level remains weak.</p>	<p>The Government initiated various PFM reforms and is now on the second phase of the PFM reform (PFMRP II 2021–2025). ADB to closely monitor the ongoing PFM reforms and initiatives.</p>
2. Entity specific	<p><u>Substantial</u> The government is facing fiscal constraints and there is history of delays in government funds. Inadequate and delayed counterpart funding may impede timely completion of the project.</p> <p>Also, with narrow fiscal space and the urgent need to combat the social and economic impact of the COVID-19 pandemic, the government may prioritize allocation of resources on social and economic recovery which can cause the government to shift the resources and funds away from the project.</p>	<ul style="list-style-type: none"> ▪ The government of Nepal will commit to provide timely and adequate funding for the project as part of the legal agreement. ▪ Federal MOWCSC will prepare the annual budget and related documents and timely submit to MOF, FCGO and DTCO for the swift release of budget allocation. ▪ Federal MOWCSC shall coordinate with MOF and NPC and ensure that the project financing needs are included in the annual budget of the respective financial year.
3. Project specific	<p><u>High</u> The involvement of multilayer agencies (federal and selected provinces) may pose implementation challenges due to possible unclear system of accountability between implementing units.</p>	<p>A national project steering committee under the Chairmanship of the Secretary of Federal MOWCSC will be formed for the project, which will monitor and oversee project implementation. The project steering committee will have representation from IAs, MOF, MOHA, MOUD, and Nepal Police to provide strategic guidance and ensure achievement of project outputs.</p> <p>Prior to grant effectiveness date, a dedicated PMU under Federal MOWCSC and dedicated PIUs in the three provinces will be established. The PMU will be</p>

Risk Area	Risk Description	Mitigation Measures or Risk Management Plan
		responsible for the overall monitoring and supervision of the project activities.
Overall Inherent Risk	Substantial	
Project risks		
1. Implementing entity	<p><u>Substantial</u></p> <p>Constrained financial management capacity and lack of experience with ADB projects, especially in provincial implementing agencies, may lead to delays in implementation.</p>	<ul style="list-style-type: none"> ▪ ADB will provide training to the relevant PMU and PIU staff on ADB's financial management, and disbursement procedures at project inception and during implementation. ▪ PMU will appoint a dedicated FM/accounting staff. In addition, dedicated national FM specialists (consultant) will be engaged in the PMU and each province level PIUs to ensure proper documentation and tracking of funds and expenses. DUDBC will utilize its existing FM staff for the ongoing ADB-funded RUDP project. The national and province-level FM specialists, and the DUDBC project staff will coordinate closely in monitoring project's progress and preparing financial reports. ▪ Project progress and issues, including financial progress, will be reported in the quarterly progress reports. ADB will closely monitor the project's progress and issues and will conduct at least two review missions annually. ▪ The PMU will establish a clear policy and guidance on operating and maintenance requirements for the long-term rehabilitation centers and WCSCSCs to develop capacity of the agencies on planning and resource management.
2. Budget and funds flow	<p><u>Substantial</u></p> <p>The government's fiscal constraints risk inadequate or delays in timely budget allocation for the project; and in meeting counterpart funding requirements.</p>	<ul style="list-style-type: none"> ▪ A dedicated budget code for the project will be created. MOF will provide firm commitment for allocation of budget, including for counterpart funding each year, and timely transfer to Federal MOWCSC, DUDBC, and the provincial IAs. ▪ ADB will monitor the provision of counterpart financing regularly through each QPR. The QPR shall include comparison of budget vs. actual expenditures; all significant variances shall be explained. ▪ The project steering committee, and the federal and province-level GBV-RCC formed under the project shall advocate for adequate and timely budget allocation by MOF and provincial governments.
3. Staffing	<p><u>High</u></p> <p>Lack of sufficient accounting staff combined with frequent turnover, especially in provincial IAs, might lead to delays in reporting and project implementation.</p>	<ul style="list-style-type: none"> ▪ The EA and IAs will fill staff vacancies through alternative processes such as hiring consultants or secondment of specific positions and/or functions on a full-time basis. ▪ The PMU and PIUs will engage dedicated FM specialists. ▪ ADB will provide orientation to PMU and PIU staff on financial and overall monitoring at project inception. Regular training on ADB's FM, and disbursements requirements to the PMU and PIUs will be provided through the CDRC at the NASC supported by ADB TA.

Risk Area	Risk Description	Mitigation Measures or Risk Management Plan
		<ul style="list-style-type: none"> ▪ A separate attached TA will engage UNOPS to provide technical backstopping and handholding support to the PMU and all PIUs in procurement, supervision of civil works and reporting. ▪ The project steering committee will be responsible for monitoring and oversight of the project.
4. Accounting policies and procedures	<p><u>Moderate</u> Lack of fully functional asset management system may impede proper monitoring and maintenance of project's assets.</p>	<ul style="list-style-type: none"> ▪ The PMU and PIUs will record project's assets in the PAMS immediately upon purchase; asset identification number and location will be indicated in the PAMS to monitor and safeguard fixed assets. ▪ A periodic physical verification report including reconciliations will be prepared at least once a year. ▪ The internal audit scope shall include internal controls and procedures over fixed assets.
5. Internal audit	<p><u>Substantial</u> The narrow scope of the internal audit may result in broader systemic issues not being identified.</p>	<ul style="list-style-type: none"> ▪ Internal audit shall be conducted in accordance with the Financial Procedure and Fiscal Accountability Act, 2019 and the recently published Internal Audit Handbook; the internal audit scope shall include identification and assessment of anticorruption and integrity risks relating to procurement, financial management and asset management, and effectiveness of internal controls. ▪ The project will have separate and distinct accounting and auditing functions. Internal audit will be conducted by DTCO/PTCO; accounting and financial reporting will be done by the PMU and PIUs. ▪ The internal audit function shall report its findings to the project steering committee. Findings and status of implementation of the recommendations will also be included in the quarterly progress reports.
6. External audit	<p><u>Moderate</u> Past audits of the Federal MOWCSC and the IAs at provincial level are completed within 9 months from end of fiscal year. ADB requires submission of APFS within 6 months from end of each fiscal year, while there are delays in Ministry level audits, APFS in Nepal are generally submitted timely to ADB (92.68% on-time as of 15 December 2021).</p>	<ul style="list-style-type: none"> ▪ Federal MOWCSC will liaise with OAG to ensure that the project is part of the OAG annual audit plan, and that audit process is commenced timely. ▪ Federal MOWCSC and IAs will ensure timely preparation of the annual financial records and financial statements for timely commencement of annual audit. ▪ Audit observation shall be closely monitored and resolved in a timely manner. The audit observations shall be included as part of the quarterly progress reports.
7. Reporting and monitoring	<p><u>High</u> The involvement of agencies across multiple tiers of government may cause challenges in monitoring and delays in reporting.</p>	<ul style="list-style-type: none"> ▪ MOU or participatory agreements will be signed between the province-level IAs and Federal MOWCSC. ▪ Monitoring, review and reporting of budget and actual expenditures will be on monthly basis by the PMU; Each PIU shall submit monthly financial reports to the PMU. ▪ The PMU will develop an annual project implementation schedule and a checklist, which will be monitored on a monthly basis by the PMU. ▪ Progress of project implementation, issues, physical and financial progress, and comparison of budget vs. actual spending will be monitored and reported on quarterly basis as part of the QPR. The QPR will be

Risk Area	Risk Description	Mitigation Measures or Risk Management Plan
		submitted to ADB within 45 days from the end of each quarter.
Overall Project Risk	High	
Overall (Combined) Risk	High	

ADB = Asian Development Bank; APFS = audited project financial statements; CDRC = Capacity Development Resource Center; COVID-19 = coronavirus disease, DTCO = District Treasury Controller Office; DUDBC = Department of Urban Development and Building Construction; EA = executing agency; FCGO = Financial Comptroller General Office; FM = financial management; GBV-RCC = Gender-Based Violence response coordination committees; IA = implementing agency; MOWCSC = Ministry of Women, Children and Senior Citizens; MOF = Ministry of Finance; MOHA = Ministry of Home Affairs; MOU = Memorandum of Understanding, NASC = Nepal Administrative Staff College; NPC = National Planning Commission; OAG = Office of the Auditor General; PAMS = Public Assets Management System; PMU = project management unit; PIU = project implementation unit ; PFM = public financial management; PFM RP = PFM Reform Programs; PTCO = Provincial Treasury Controller Office, QPR = quarterly progress report; RUDP = Regional Urban Development Project, TA = technical assistance, UNOPS = United Nations Office for Project Services, WCSCSC = Women, Children and Senior Citizen Service Centers.

Source: Asian Development Bank.

17. The executing agency and the implementing agencies have agreed to implement an action plan that describes the key measures to improve financial management, detailed in Table 14.

Table 14: Financial Management Action Plan

Risk Area	Agreed Action	Responsible Person	Agreed Completion Date
Implementing entities/units	Establishment of national PSC under the under the Chairmanship of the Secretary of Federal MOWCSC. The PSC will be responsible to monitor the project implementation.	Federal MOWCSC	By October 2022
	Formation of dedicated PMU under Federal MOWCSC and PIU for each province level IA. The PMU will be responsible for the overall monitoring and supervision of the project activities.	MOWCSC at federal level, MOWCYS (Province 2), MOWCSC-Lumbini (Lumbini Province), and MOSD (Sudurpaschim Province)	Before 1 st grant disbursement (grant disbursement condition)
	Briefings/trainings to PMU and PIUs on project details and ADB's financial management and disbursement requirements.	Federal MOWCSC and ADB	By project inception mission
	Reporting of project status to the Project Steering Committee on quarterly basis.	Federal MOWCSC	Quarterly
Budget and fund flow	Creation of separate budget head and allocation and release of budget to MOWCSC and IAs. Budget of IAs shall be through conditional grants.	MOF	Before 1 st grant disbursement (grant disbursement condition)
	Federal MOWCSC shall prepare the annual budget and related documents and submit in a timely manner to MOF, FCGO and DTCO.	Federal MOWCSC	Annually, consistent with government budget period

Risk Area	Agreed Action	Responsible Person	Agreed Completion Date
	Monitoring, review and reporting of budget and actual expenditures will be on monthly basis.	Federal MOWCSC and DUDBC at federal level, MOWCYS (Province 2), MOWCSC-Lumbini (Lumbini Province), and MOSD (Sudurpaschim Province)	Monthly
	The government with support from UNOPS shall establish a clear policy and guidance on operating and maintenance requirements for the long-term rehabilitation centers and the WCSCSCs.	Federal MOWCSC, DUDBC and MOHA at federal level, MOWCYS (Madhesh province), MOWCSC-Lumbini (Lumbini Province), and MOSD (Sudurpaschim Province)	For WCSCSC: By May 2024 For long term rehabilitation centers: By May 2025
Staffing	Appointment/assignment of PMU and PIUs project accountant.	Federal MOWCSC at federal level, MOWCYS (Madhesh province), MOWCSC-Lumbini (Lumbini Province), and MOSD (Sudurpaschim Province)	Before 1 st grant disbursement (grant disbursement condition)
	Recruitment of the Financial Management Specialist to support PMU and Finance and Administration Officers to support PIUs in system set up, accounting, financial management and financial reporting.	Federal MOWCSC at federal level, MOWCYS (Madhesh province), MOWCSC-Lumbini (Lumbini Province), and MOSD (Sudurpaschim Province)	Before 1 st grant disbursement (grant disbursement condition)
	Training on Project accounting and ADB's FM and disbursement requirements.	Federal MOWCSC and ADB	By December 2022
Accounting policies and procedures	PAMS will be used for the project. Assets will be recorded immediately upon purchase. PMU and PIUs to maintain separate Fixed Asset Register for assets procured under the Project. Asset identification number and location will be indicated in PAMS.	PMU and PIUs	Throughout the project implementation
	A periodic physical verification report including reconciliations must be prepared at least once in a year	PMU and PIUs	By November of each fiscal year
	Internal controls and procedures over fixed assets will be covered as part of the internal audit plan for the project	DTCO/PTCO	Annually

Risk Area	Agreed Action	Responsible Person	Agreed Completion Date
Internal audit	Include the project in the internal audit plan of DTCO at central level and the respective internal audit function of each provincial PTCO.	DTCO (internal audit division) and PTCO (internal audit division) of each province	Annually
	Conduct internal audit of the project in accordance with the Financial Procedure and Fiscal Accountability Act, 2019 and with the Internal Audit Handbook.	DTCO (internal audit division) and PTCO (internal audit division) of each province	Annually
	Track and implement all significant audit observations related to the project.	PMU and PIUs	Throughout the project implementation period
	Reporting of internal audit findings to PSC and in the QPR. QPR shall be submitted to ADB within 45 days from end of each quarter.	Federal MOWCSC	45 days from end of each quarter
	Internal audit findings and status of implementation of audit recommendations shall be covered in review missions.	Federal MOWCSC and ADB	Bi-annual review mission
External audit	Ensure the project is included in OAG's annual audit plan.	Federal MOWCSC and OAG	Annually
	Conduct of project audit in including activities/components at federal and provincial level.	OAG	Annually within 9 months from end of each fiscal year for the first two years of project implementation; 6 months from end of each fiscal year thereafter
	Submission of APFS to ADB.	Federal MOWCSC	Annually within 9 months from end of each fiscal year for the first two years of project implementation; 6 months from end of each fiscal year thereafter
Financial reporting and monitoring	PIU to prepare monthly financial reports for submission to PMU.	PIUs	15 days from end of each month
	Undertake quarterly reconciliations with ADB's disbursement data.	PMU and PIUs	Quarterly, within 45 days after the end of the reporting period
	Project the financial information to be included in the quarterly progress reports and submit to ADB.	PMU	Within 45 days after the end of the reporting period
	Progress of project implementation, issues, physical and financial progress, and comparison of budget vs. actual spending will be monitored and reported	Federal MOWCSC-PMU and PIUs	Within 45 days from end of each quarter

Risk Area	Agreed Action	Responsible Person	Agreed Completion Date
	on quarterly basis as part of the QPR. The QPR will be submitted to PSC and ADB within 45 days from the end of each quarter.		
	Prepare annual project financial statements for submission to OAG for annual audit.	PMU	Within two months after the fiscal year.
	PMU and PIUs to meet, discuss and monitor the project progress and alignment with the implementation schedule.	Federal MOWCSC and DUDBC at federal level, MOWCYS (Madhesh province), MOWCSC-Lumbini (Lumbini Province), and MOSD (Sudurpaschim Province)	Monthly
	Assess and identify constraints in timely financial reporting and audit and make recommendations to build capacity and/or revisit capacity to reduce the timeframe for submission of APFS based on the findings of the assessment.	ADB, Federal MOWSCC, OAG	Q3 2024
Information systems	Use of CGAS, PAMS, LMBIS and PLMBIS.	MOF, FCGO, PMU and PIUs	Throughout the project implementation period

ADB = Asian Development Bank; APFS = audited project financial statements; CGAS = Computerized Government Accounting System; DUDBC = Department of Urban Development and Building Construction, DTCO = District Treasury Controller Office; EA = executing agency; FAO = Finance and Administrative Officer; FCGO = Financial Comptroller General Office; FM = financial management, IA = implementing agency; LMBIS = Line Ministry Budget Information System, MOF = Ministry of Finance; MOHA = Ministry of Home Affairs; MOSD = Ministry of Social Development; MOWCYS = Ministry of Women, Children, Youth and Sport; MOWCSC = Ministry of Women, Children, Senior Citizens; OAG = Office of the Auditor General; PAMS = Public Assets Management System; PLMBIS = Provincial Line Ministry Budget Information System; PMU = project management unit; PIU = project implementation unit, PSC = project steering committee, PTCO = Provincial Treasury Controller Office, QPR = quarterly progress report, UNOPS = United Nations Office for Project Services, WCSCSC = Women, Children and Senior Citizen Service Centers.

Source: Asian Development Bank.

B. Disbursement

1. Disbursement Arrangements for ADB Funds

18. The grant proceeds will be disbursed in accordance with ADB's Loan Disbursement Handbook (2017, as amended from time to time)³, and detailed arrangements agreed upon between the government and ADB.

19. The Federal MOWCSC through its PMU will be responsible for (i) preparing disbursement projections, (ii) requesting budgetary allocations for ADB and counterpart funds, (iii) collecting and retaining supporting documents, (iv) preparing all withdrawal applications, and (v) submission of all withdrawal applications and other relevant documents to ADB.

³ ADB. 2017. [Loan Disbursement Handbook](#). Manila. The handbook is available electronically from the ADB website.

20. **Direct payment.** Direct payment procedures may be used for large foreign currency contracts under the project. Suppliers/contractors/consultants are required to submit approved invoices and other supporting documentation to PMU or PIUs. The PMU will in turn submit a withdrawal attached with those documents to ADB in accordance with the ADB's Loan Disbursement Handbook (2017, as amended from time to time).

21. **Reimbursement procedure.** Reimbursement procedure will be used where ADB pays from the grant account to the Government's account, for expenditures eligible for ADB financing which have been incurred and prefinanced by the government out of its budget allocation or its own resources.

22. **Advance fund procedure.** After the grant effectiveness date, a dedicated advance account in United States dollar will be opened for the project by federal MOWCSC. The advance account is to be used exclusively for ADB's share of eligible expenditures. Federal MOWCSC who administers the advance account is accountable and responsible for the proper use of the advances to the advance account.

23. The total outstanding advance to the advance account should not exceed the estimate of ADB's share of expenditures to be paid through the advance account for the forthcoming 6 months or \$120,000, whichever is lower. The MOWCSC may request for initial and additional advances to the advance account based on an Estimate of Expenditure Sheet⁴ setting out the estimated expenditures to be financed through the account for the forthcoming 6 months. Supporting documents should be submitted to ADB or retained by the MOWCSC in accordance with ADB's Loan Disbursement Handbook (2017, as amended from time to time) when liquidating or replenishing the advance account.

24. **Statement of expenditure procedures.** The statement of expenditure (SOE) procedures may be used for reimbursement of eligible expenditures. The ceiling of the SOE procedure is the equivalent of \$50,000 per individual payment. Supporting documents and records for expenditures claimed under the SOE should be maintained and made readily available for review by ADB's disbursement and review missions, upon ADB's request for submission of supporting documents on a sampling basis, and for independent audit. Reimbursement of individual payments in excess of the SOE ceiling should be supported by full documentation when submitting the withdrawal application to ADB.

25. Before the submission of the first withdrawal application, the Government should submit to ADB sufficient evidence of the authority of the person(s) who will sign the withdrawal applications on behalf of the government, together with the authenticated specimen signatures of each authorized person. The minimum value per withdrawal application is stipulated in the *Loan Disbursement Handbook* (2017, as amended from time to time). Individual payments below such amount should be paid (i) by the Federal MOWCSC or the implementing agencies and subsequently claimed to ADB through reimbursement, unless otherwise accepted by ADB. The government should ensure sufficient category and contract balances before requesting disbursements. Use of ADB's Client Portal for Disbursements⁵ system is mandatory for submission of withdrawal applications to ADB.

⁴ Estimate of Expenditure sheet is available in Appendix 8A of ADB's Loan Disbursement Handbook (2017, as amended from time to time)

⁵ The CPD facilitates online submission of WA to ADB, resulting in faster disbursement. The forms to be completed by the Government are available online at <https://www.adb.org/documents/client-portal-disbursements-guide>.

2. Disbursement Arrangements for Counterpart Funds

26. Disbursement for counterpart funds, if any, will be carried out according to the government's guidelines and practices. The government counterpart funds will be sufficiently allocated in the budget annually. The Federal MOWCSC through its PMU will be responsible for (i) preparing disbursement projections, and (ii) requesting budgetary allocations for counterpart funds. The Federal MOWCSC through its PMU will submit to ADB annual project contract awards and disbursement projections at least a month before the start of each calendar year, if applicable.

C. Accounting

27. The Federal MOWCSC through its PMU and each implementing agency through its PIU will maintain, or cause to be maintained, separate books and records by funding source for all expenditures incurred on the project following Nepal Public Sector Accounting Standard (NPSAS) which is aligned with International Public Sector Accounting Standards - cash-based. The Federal MOWCSC will prepare annual project financial statements including all its components in accordance with NPSAS and government regulations.

28. **Financial reporting.** The implementing agencies through its respective PIU will prepare monthly financial reports and annual financial statements in accordance with NPSAS for the respective project components implemented by the implementing agencies. Each implementing agency will submit its separate component financial statements to Federal MOWCSC. The Federal MOWCSC through its PMU shall prepare quarterly progress report (QPR) with financial information as illustrated in Appendix 4 and annual project financial statements in accordance with NPSAS and government regulations. The project financial statements will include the following:

- (i) Statement of cash receipts and payments
- (ii) Statement of Budget vs. Actual expenditures; any significant deviation must be sufficiently explained in the notes
- (iii) Detailed notes to the financial statements including summary of significant accounting policies. Furthermore, the notes to the project financial statements must provide detailed breakdown of withdrawal application submitted to and the amounts paid by ADB as follows: (a) WA number; (b) the amount claimed and currency, (c) date submitted, (d) disbursement method, (e) the amount disbursed by ADB, and (f) the applicable exchange rate.

29. The expenditure categories and outputs used in the financial reports will be aligned with the structure outlined in the project administration manual (PAM). Moreover, to allow for timely and efficient monitoring, Federal MOWCSC will ensure that comprehensive financial information is included in the QPR to be submitted to ADB within 45 days after the end of each quarter. The financial report/information to be included in the QPR is illustrated in Appendix 4 of this PAM. The following are the interim and yearend financial reporting arrangements for the project:

- (i) **Monthly reporting.** The PMU shall prepare monthly project financial report. Each implementing agency through its PIU will prepare and submit individual financial reports to PMU within 15 days from end of each month.
- (ii) **Quarterly reporting.** The executing agency through its PMU shall prepare the project QPR which include the financial reports. The QPR shall be submitted to ADB within 45 days from end of each quarter.

- (iii) **Annual reporting.** After end of each fiscal year.
- a. each implementing agency through its PIU will prepare and submit to the executing agency its separate financial statement in accordance with NPSAS. Submission shall be made within 30 days from end of each fiscal year.
 - b. the PMU shall prepare the project financial statements and submit to Office of Auditor General within 60 days from end of fiscal year.
 - c. the executing agency shall submit the APFS to ADB within 9 months from end of fiscal year for the first two years of project implementation and within 6 months from end of fiscal year thereafter.

30. **Periodic reconciliations.** To ensure accuracy and completeness of project books of accounts and financial reports, Federal MOWCSC through its PMU shall conduct quarterly reconciliation of project accounting records, and ADB's disbursement data available in Loan Financial Information System (LFIS).

D. Auditing and Public Disclosure

31. **Internal audit.** The project will be covered by a regular internal audit. Federal MOWCSC and the respective implementing agencies will actively liaise with the internal audit function to ensure that the recommendations related to the project (if any) are addressed in a timely manner. The status of the internal audit recommendations will be regularly monitored by Federal MOWCSC and reported as part of the QPR.

32. **Financial audit.** The Federal MOWCSC will cause the project financial statements to be audited in accordance with Audit Act 2019, Government Auditing Standard which is consistent with the principles and guidelines by International Organization of Supreme Audit Institution. The audit will be carried out by the Office of the Auditor General. The APFS together with the auditor's opinion will be presented in the English language to ADB within 9 months from the end of the fiscal year by the executing agency for the first two years of project implementation, and within 6 months from the end of the fiscal year thereafter.

33. The audit report for the project financial statements will include a management letter and auditor's opinions, which cover (i) whether the project financial statements present a true and fair view or are presented fairly, in all material respects, in accordance with the applicable financial reporting standards; (ii) whether the proceeds of the grant were used only for the purpose(s) of the project; and (iii) whether the government or executing agency was in compliance with the financial covenants contained in the legal agreements (where applicable). The management letter will include from the second year onwards, a follow-up on previous years audit observations. In case the auditor does not issue a management letter, the auditor must issue a written confirmation that no internal control issues were identified as part of the audit.

34. Compliance with financial reporting and auditing requirements will be monitored by review missions and during normal program supervision, and followed up regularly with all concerned, including the external auditor.

35. The government, Federal MOWCSC and implementing agencies have been made aware of ADB's approach to delayed submission, and the requirements for satisfactory and acceptable

quality of the APFS.⁶ ADB reserves the right to require a change in the auditor (in a manner consistent with the constitution of the Government), or for additional support to be provided to the auditor, if the audits required are not conducted in a manner satisfactory to ADB, or if the audits are substantially delayed. ADB reserves the right to verify the project's financial accounts to confirm that the share of ADB's financing is used in accordance with ADB's policies and procedures.

36. Public disclosure of the APFS, including the auditor's opinion on the project financial statements, will be guided by ADB's Access to Information Policy 2018.⁷ After the review, ADB will disclose the APFS and the opinion of the auditors on the project financial statements no later than 14 days of ADB's confirmation of their acceptability by posting them on ADB's website. The management letter and additional auditor's opinions will not be disclosed.⁸

VI. PROCUREMENT AND CONSULTING SERVICES

37. The Project will include procurement of goods, works, and consulting services. The civil works will include 4 rehabilitation centers and 15 WCSCSC buildings. The goods will include purchase of vehicles, computers, and furniture. United Nations Office for Project Services (UNOPS) will be engaged to supervise implementation of civil works and provide procurement support under a separate Technical Assistance (TA). The project procurement risk is assessed as Moderate. The procurement plan is in Appendix 2 and describes all procurement of goods, works, and consulting services to be undertaken for the project.

A. Advance Contracting and Retroactive Financing

38. All advance contracting and retroactive financing will be undertaken in conformity with ADB Procurement Policy (2017, as amended from time to time) and *Procurement Regulations for ADB Borrowers* (2017, as amended from time to time). The issuance of invitations to bid under advance contracting and retroactive financing will be subject to ADB approval. The government, Federal MOWCSC, MOUD and provincial ministries have been advised that approval of advance contracting and retroactive financing does not commit ADB to finance the project.

39. **Advance contracting.** The government has requested ADB's approval of advance contracting for the procurement of civil works packages of 1 rehabilitation center and 10 WCSCSC buildings.

⁶ ADB's approach and procedures regarding delayed submission of audited project financial statements:

- (i) When audited project financial statements are not received by the due date, ADB will write to the executing agency advising that (a) the audit documents are overdue; and (b) if they are not received within the next 6 months, requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters will not be processed.
- (ii) When audited project financial statements are not received within 6 months after the due date, ADB will: (a) withhold processing of requests for new contract awards and disbursement such as new replenishment of advance accounts, processing of new reimbursement, and issuance of new commitment letters; (b) withhold the extension of the grant closing date; and (c) inform the executing agency of ADB's actions; and (c) defer negotiation or Board presentation of new loan proposals. ADB will inform the executing agency of ADB's actions and advise that the grant may be suspended if the audited project financial statements are not received within the next 6 months.
- (iii) When audited project financial statements are not received within 12 months after the due date, ADB may suspend or cancel the grant.

⁷ ADB. 2018. [Access to Information Policy](#). Manila.

⁸ This type of information would generally fall under access to information policy exceptions to disclosure. ADB. 2018. [Access to Information Policy](#). Manila. para. 17 (viii) and (ix).

40. **Retroactive financing.** Retroactive financing is allowed for reimbursement of eligible expenses up to a maximum amount equivalent of 20% of the total ADB grant, incurred before grant effectiveness, but not more than 12 months before the signing of the grant agreement.

B. Procurement of Goods, Works, and Consulting Services

41. All procurement of goods and works will be undertaken in accordance with ADB's *Procurement Policy* (2017 as amended from time to time) and *Procurement Regulations for ADB Borrowers* (2017, as amended from time to time).

42. Open Competitive Bidding method with national advertisement will be used for civil works contracts estimated to \$5 million or below, and goods contract. RFQ will be used for any civil works or goods contract estimated to cost estimate around/below \$100,000.

43. Before the start of any procurement, ADB and the government may review the public procurement laws of the central and provincial governments to ensure consistency with ADB's *Procurement Policy* (2017, as amended from time to time) and *Procurement Regulations for ADB Borrowers* (2017, as amended from time to time).

44. All consultants will be recruited according to ADB's *Procurement Policy* 2017, as amended from time to time) and *Procurement Regulations for ADB Borrowers* (2017, as amended from time to time).⁹ The terms of reference for all consulting services are detailed in Section D and Appendix 3.

45. An estimated 536 person-months (national) of consulting services are required to (i) facilitate project management and implementation, and (ii) strengthen the institutional and operational capacity of the executing and implementing agencies. Individual consultants will be recruited using ICS method.

C. Procurement Plan

46. The project procurement risk is assessed as Moderate. The procurement plan is in Appendix 2 and describes all procurement of goods, works, and consulting services to be undertaken for the project.

D. Consultant's Terms of Reference

47. The following types of consultants are planned to be recruited under the project grant.

- (i) **Consultants at PMU:** Six individual consultants will be engaged to support the PMU in project implementation, coordination, monitoring and reporting, capacity building of executing agency and implementing agencies, to support the PIUs, and to ensure that implementation and reporting of all project activities are in compliance with the financing agreement to be signed between the Government of Nepal and ADB. The individual consultants include the following:
 - a. Project management specialist/team leader will provide overall support to the project manager and will ensure timely inputs by all other PMU consultants.

⁹ Checklists for actions required to contract consultants by method available in e-Handbook on Project Implementation at <https://www.adb.org/documents/adb-procurement-policy>.

- b. GESI specialist (police training) will plan, coordinate and implement all capacity building activities related to Nepal Police; s/he will split time between the PMU office and the WCSCSC Directorate, serving as a liaison between the WCSCSC Directorate and PMU.
 - c. Procurement and contract management specialist will assist the executing agency and implementing agencies in preparation and review of procurement documents and assist in procurement capacity building; the specialist will also support the PIUs in procurement of civil works for the rehabilitation centers.
 - d. Environmental safeguards specialist will support the PMU in overall environmental safeguards management, quality assurance and reporting and support PIUs in ensuring compliance with the environmental management plan (EMP) requirements.
 - e. Social safeguards specialist will support PMU and PIUs on overall social safeguard due diligence study, reporting, and clearances. The specialist will also support executing and implementing agency for monitoring and safeguard compliances.
 - f. Financial management specialist will assist the PMU in coordinating and managing the financial management functions of PMU and PIUs to ensure proper execution of all project funds and compliance with ADB's financial management and disbursement requirements and the financial covenants of the grant agreement.
- (ii) Consultants at PIU: In each province-level PIU, four sets of individual consultants will be hired to support project implementation and reporting of activities implemented by the province PIUs. These include the following:
- a. Three GBV specialists will support implementation of rehabilitation services and capacity building training activities.
 - b. Three GBV awareness field coordinators will support PIUs in planning and implementing community awareness activities.
 - c. Three finance and administration officers will ensure proper planning and execution of project funds per their intended use and assist in financial reporting and compliance with ADB's financial management and disbursement requirements and the financial covenants of the grant agreement.
 - d. Three monitoring and evaluation consultants will support tracking of project activities, conducting monitoring surveys, and preparing progress reports for submission to PMU.
- (iii) The following six additional consultants shall be engaged in DUDBC to prepare detailed engineering designs of subprojects that will be identified and approved during project implementation.
- a. Structural engineer will lead the design preparation of the subprojects in close coordination and consultation with the Nepal Police Engineering Department (in the case of WCSCSCs) and with the respective province-level implementing agency (in the case of province-level rehabilitation centers).
 - b. Architect will work with the structural engineer to prepare the design and master plan of each subproject.

- c. Geo-technical engineer will assess feasibility of the identified subproject sites, make appropriate recommendations and ensure they are incorporated in the design.
- d. Electrical engineer will be responsible for the electrical works and specifications of the subprojects.
- e. Sanitary engineer will be responsible for ensuring all subprojects have adequate water and sanitation facilities.

48. Outline of terms of references for all consultants are presented in Appendix 3.

49. In addition to these consultants, a GBV Response Specialist and Monitoring and Evaluation Specialist will be engaged in the PMU under the attached ADB-funded TA. The GBV Response Specialist will oversee development and support the PMU in implementation of capacity building and training activities, rehabilitation services, and community awareness activities under the project. The GBV Response Specialist will also develop a sustainability plan for the Federal MOWCSC and province-level implementing agencies for operation of rehabilitation services. The Monitoring and Evaluation specialist will guide the PMU and the monitoring and evaluation consultants in the PIUs to track progress of all project activities against the implementation schedule and design and monitoring framework (DMF) indicators.

50. Supervision of all civil works implementation will be supported via the attached TA administered by ADB.¹⁰ Under the TA, UNOPS will be engaged to supervise implementation of all civil works under the project and support the PMU and PIUs in reviewing designs of the WCSCSCs and rehabilitation centers to ensure they are designed to serve their intended purposes, and climate and disaster resilience features are incorporated. Moreover, UNOPS will also provide technical backstopping to the PMU and PIUs for procurement and safeguards activities, ensure climate and disaster resilient measures are implemented and support capacity building.

VII. SAFEGUARDS

51. **Prohibited investment activities.** Pursuant to ADB's Safeguard Policy Statement (SPS) (2009), ADB funds may not be applied to the activities described on the ADB Prohibited Investment Activities List set forth at Appendix 5 of the SPS 2009.

52. **Social safeguards.** The PMU and PIUs with social safeguard consultant support will be responsible in ensuring the implementation of safeguards requirements for this project. The Grievance Redress Mechanism (GRM) proposed under Environmental Assessment and Review Framework (EARF) would be adopted for social safeguards issues, if any identified during implementation. The GRM will hear the issue, concern, and grievance raised by the project beneficiaries with pre-defined procedure and regular reporting. The GRM will be maintained throughout the project implementation. The PIU will disseminate safeguard related information in consultation meetings and awareness programs.

53. **Involuntary resettlement (category C).** The project is categorized as category C for involuntary resettlement. Activities under output 1 and 2 require land for construction of WCSCSC facilities and long-term rehabilitation centers. A total of approximately 12,000 sqm of land is required to construct four rehabilitation centers. A due diligence study conducted during appraisal

¹⁰ Attached Technical Assistance (accessible from the list of linked documents in Appendix 2 of the report and recommendation of the President).

confirms that the land required for each WCSCSC is approximately 300 sqm under ownership of the police offices within existing premises and no additional land is required. The agency concerned has decided to provide land to police offices. The due diligence study also confirms that all the assessed 12 sites are vacant and not being used or claimed by an individual or community. The PMU will follow the same criteria in assessing sites for the subprojects that will be identified and approved during project implementation and will ensure that components involving involuntary land acquisition or involuntary resettlement impacts are not taken up under the project. The social safeguard specialist in the PMU will support in confirming the eligibility criteria for project financing and prepare social safeguard due diligence report. In addition, UNOPS will recruit a social safeguard specialist to support the PMU and PIUs in ensuring compliance with the subproject site selection criteria. Outputs 3 and 4 are related to community awareness and strengthening institutional capacity, which will not have any impact on land and other means of livelihood.

54. **Indigenous peoples (category C).** The proposed project aims to strengthen services for protection against GBV and for rehabilitation of GBV survivors. The beneficiaries of the project are the GBV survivors from the selected provinces. The social safeguard due diligence confirms no adverse impacts resulting from the proposed project activities on indigenous peoples. The project may have beneficial impacts on survivors from indigenous groups given that the project will include measures to ensure inclusion of survivors from diverse backgrounds regardless of age, disability status, ethnicity or indigenous peoples group. However, the potential positive impacts on indigenous groups are not likely to be significant enough to trigger indigenous peoples safeguards as per ADB's Safeguard Policy Statement (2009) and Operations Manual Section F1 (2013).¹¹ Nevertheless, the project design ensures that beneficiaries from indigenous households receive benefits in a culturally appropriate manner. Participation of and consultation with indigenous peoples will be ensured under the GESI Action Plan and stakeholder communication strategy. The social safeguard specialist in the PMU will ensure that all activities are delivered keeping in mind the cultural context and sensitivities of IP households as and where needed.

55. **Environmental Safeguards (category B).** The project is categorized as "B" as per the requirements of ADB's SPS 2009, since implementation of the small size building infrastructure is expected unlikely to have significant adverse environmental impacts. Impacts, if any, are generally expected to be short-term, local, reversible and of low significance. In accordance with ADB's SPS (2009), an EARF was prepared to provide guidance for environmental screening, impact assessment, safeguard planning and implementation (accessible from the list of linked documents in Appendix 2). The EARF has been endorsed by the government. The PMU of the MOWCSC will coordinate and keep oversight of overall safeguards performance in the project. The PMU and PIUs will assign safeguards focals. PMU and PIUs shall be responsible for implementing EMP provisions and follow EARF to prepare the EMP plan for WCSCSC and rehabilitation center sites that will be identified during project implementation. An environment safeguards specialist shall support the PMU in overall safeguards management, quality assurance and reporting; and support PIUs in implementing and monitoring compliance with EMP requirements. UNOPS will also include an environment monitor for supporting the PIUs in screening and drafting of the environmental assessment document with EMP and share with the Environmental safeguards specialist in the PMU for finalization. The monitor will carry out continued EMP monitoring & reporting EMP compliance by the contractors.

56. Environmental Management Plan Implementation. The EMP and initial environment examination (IEE) and/or due diligence report (DDR) for all subprojects shall be attached to

¹¹ ADB. 2013. Safeguard Policy Statement. [Operations Manual](#). OM F1/BP. Manila.

respective bidding and contract documents. The contractor shall include in their bid adequate budget for implementation of all EMP requirements as Bill of Quantity item or provisional sum, as appropriate. The safeguard focal person with support of Environment Specialist and environment monitors shall conduct compliance monitoring and report environmental compliance performance of contractors and report PIU/PMU for any corrective action to be instructed to the contractor. They will ensure implementation of GRM. Key implementation activities for each stage of subproject implementation shall be as follows:

- (i) *Pre-construction:* The contractor will complete the following activities no later than 30 days from the issuance of the notice to proceed: (1) submit resume of the contractor's environment and safety supervisor in each project district (ESS) to PIU for approval prior to appointment; (2) the ESS will participate in meetings with safeguard focal points and environment monitors to discuss in detail the EMP compliance related issues; (3) the PIU will provide a template of monthly monitoring report; (4) ESS will submit for approval an action plan to secure all permits and approvals needed during construction stage which may include but not limited to (i) operation of crusher or source to procure aggregates, (ii) transport and storage of hazardous materials (fuel, lubricants, paints), (iii) spoil management and waste disposal sites, (iv) temporary storage location, (v) tree plantation plan, (vi) safety plan, and (vii) workers camp arrangements.
- (ii) *Construction:* PMU and PIU with the support of the environmental safeguards consultant shall monitor contractor's compliance to EMP requirements and evaluate overall safeguard performance of the project. In case of non-conformances, the Environment Specialist and environment monitors will report PIU/PMU to instruct contractors to take corrective measures and follow-up to ensure they are implemented.
- (iii) *Post-construction:* PMU/PIU will certify works completed only if they are in accordance with EMP requirements including cleaning, landscaping and proper disposal of all construction spoils and bring the area to its original condition to the satisfaction of the employer.

57. **Grievance redress mechanism.** All grievances and concerns, particularly related to the implementation of EMP will be addressed by the PMU/PIU following the GRM as envisaged by the EARF. All grievances will be documented, and reports will be made accessible to the public upon request. Aside from the GRM, an aggrieved person shall have access to the country's legal system at any stage and accessing the country's legal system can run parallel to accessing the GRM and is not dependent on the negative outcome of the GRM. The outcome of the grievance redressal shall be reported through the semi-annual monitoring report to ADB.

58. **Environmental assessment and monitoring report.** The executing agency shall report the environmental safeguards performance of the project by dedicating a chapter in the periodic reports (quarterly and annual progress reports). The executing agency shall submit the overall environmental performance of the project through semi-annual environmental safeguards compliance monitoring report in the prescribed format and submit to ADB for review and disclosure.

VIII. GENDER AND SOCIAL DIMENSIONS

59. **Gender equality and social inclusion.** The project is categorized *gender equity theme*, since it aims to empower women and girls who are survivors of GBV and support their reintegration into society. Survey reports and data on GBV suggest that women with lower

education, and those facing multiple forms of discrimination based on disability, social group, sexual orientation and gender identity are more likely to have experienced GBV and less likely to benefit from available services. Furthermore, available services for GBV survivors are inadequate in terms of both quality and coverage. Although various government agencies and CSOs play central roles in responding to GBV, several gaps remain. Services need to be more survivor centric.¹² Nepal Police operates a total of 233 WCSCSCs as units within police offices for reporting and investigating GBV cases.¹³ However, most WCSCSCs lack the gender-sensitive infrastructure needed to ensure a safe, confidential, and respectful environment for reporting. WCSCSCs also lack sufficient female police personnel with whom survivors are more likely to feel comfortable. Another key gap is scarcity of proper long-term rehabilitation services for survivors who may need further support to reintegrate into society and lead a self-determined life.¹⁴

60. The project plans to support the government in providing improved services to the survivors focusing on three provinces that have high incidences of GBV. Data from the National Demographic and Health Survey 2016 reveal that the percentage of women and girls who had ever experienced physical violence was highest in Madhesh province (34.2%) followed by Lumbini province (22.6%), Bagmati province (19.6%), Province 1 (18.9%), Sudurpaschim province (17.4%), Karnali province (15.0%) and Gandaki province (12.0%).¹⁵ In addition, a total of 7,581 GBV cases were reported to the police in these provinces in 2021, accounting for nearly half of the total cases reported that year.¹⁶ The three provinces also have higher shares of poor and disadvantaged groups.¹⁷ Sudurpaschim province has the highest share of population living below the poverty line at 42%. The percentage of the population living in poverty in Madhesh province and Lumbini province are 27.7% and 25.8%, respectively, which are above the national average of 25.2%.¹⁸ These provinces also lack long-term rehabilitation services.¹⁹ The project activities are designed towards improving coordinated survivor-centric services in case reporting and long-term rehabilitation services for the survivors. Capacity development includes community awareness activities and campaigns to combat, reduce and prevent GBV and strengthening capacity of service providers at national and subnational levels. The project aims to enable GBV survivors to access long-term rehabilitation services to improve their well-being and to develop skills to be financially independent. The project will also pilot the concept of a second stage home for survivors who are on the path towards independence and reintegration into society but need some support.

61. The project's GESI Action Plan (Table 15) is prepared with clear targets and responsibilities to ensure implementation of project specific outputs with greater sensitivity to

¹² Survivor-centric service refers to an approach that seeks to empower the survivor by prioritizing their rights, needs, and wishes by ensuring access to appropriate, accessible, and quality services.

¹³ Consultation with the Women, Children and Senior Citizen Service Directorate.

¹⁴ Long-term rehabilitation services refer to shelter, counseling, therapy, life-skills training, livelihood training and other services provided for up to 2 years.

¹⁵ Government of Nepal, Ministry of Health. 2017. [Nepal Demographic and Health Survey 2016](#). Kathmandu.

¹⁶ Government of Nepal, Nepal Police. [Women, Children and Senior Citizen Service Directorate](#). Kathmandu.

¹⁷ Disadvantaged groups refer to those who historically have been unable to fully access and/or benefit from social, economic, and political rights, opportunities, and resources, due to their identities (systemic disadvantage) and/or because of their vulnerability (situational disadvantage).

¹⁸ [Nepal in Data](#).

¹⁹ A long-term rehabilitation center is operational in Province 1 (with support from the United States Agency for International Development) and is nearing completion in Gandaki province.

survivor's needs. The GESI action plan includes 10 activities and 13 targets aligned with the DMF. These include i) supporting construction of WCSCSC buildings with gender-friendly and disabled-friendly facilities; ii) strengthening survivor's referral data system in WCSCSCs; iii) construction of long-term rehabilitation centers with disabled-friendly, safety and security features and second stage home facilities for survivors; iv) preparation of rehabilitation centers' Standard Operating Guidelines; v) developing capacity of WCSCSC and other police personnel, and rehabilitation center staff in survivor-centric and inclusive communication skills, and investigation and case handling skills; vi) providing life skills, livelihood capacity building and psychosocial counseling services to survivors through trained staff; vii) conducting community awareness activities for GBV prevention and services using various modes and media, engaging male and key influential people from the communities; and viii) forming GBV-RCC at the federal level and in project provinces comprising government and CSOs in order to utilize available services for better coordination. The activities and targets in the GESI action plan are developed around the core activities of the project. Hence the required budget for implementation will be allocated by respective federal and provincial ministries. GBV prevention and awareness, and training experts will be based in the PMU and PIUs to support preparation of materials and implementation of activities in coordination with the executing agency and implementing agencies' GESI and Chief Women Development Officers.

Table 15: Gender Equality and Social Inclusion Action Plan

Activities	Indicators and Targets	Responsibility	Timeframe
Outcome: Access to and quality of GBV services in project areas improved.	By 2027: a. Number of GBV cases reported to WCSCSCs in project areas increased by 30%. b. At least 70% of GBV survivors enrolled in the rehabilitation centers reported receiving satisfactory services. ^a c. At least 50% of survey respondents in project areas reported confidence in WCSCSCs. ^b	WCSCSD/Nepal Police, PMU/Federal MOWCSC Province level PIUs, PMU PMU, PIU, WCSCSC	Year 1–4
Output 1: WCSCSC services strengthened.			
1. Construct and operate WCSCSC buildings with necessary facilities for GBV survivors and women police.	1.1 By 2024, 15 WCSCSC buildings (at least 12 in area police offices) constructed with adequate facilities for women and girl survivors, and female police staff, and are operational. ^c	PMU/Federal MOWCSC WCSCSD/Nepal Police	Year 1–2
	1.2 100% of WCSCSCs in project areas maintain an improved survivors' referral data system. ^d	WCSCSD/Nepal Police	Year 1–4
Output 2: Rehabilitation services for GBV survivors strengthened.			
2.1 Construct rehabilitation centers for GBV survivors with facilities for accommodation and other necessary rehabilitation services.	2.1 Four long-term rehabilitation center buildings with necessary facilities for GBV survivors constructed and operational in three provinces; Lumbini, Sudurpaschim, and Madhesh and one in Kathmandu. ^e	PMU, PIUs PMU, PIUs	Year 1–4

Activities	Indicators and Targets	Responsibility	Timeframe
	2.2 Second stage home facilities for GBV survivors established in at least 2 out of 4 rehabilitation centers.		
2.2 Prepare and approve Standard Operating Guidelines for rehabilitation centers in the provinces.	2.2 By 2024, Standard Operating Guidelines for rehabilitation centers prepared, and approved, by each province.	PIUs	Year 1–3
2.3 Ensure life skills and/or livelihood skills training and psycho-social counselling program for GBV survivors enrolled in rehabilitation centers.	2.3 At least 80% of GBV survivors enrolled in long-term rehabilitation centers demonstrate increased knowledge on life skills and/or livelihood skills and report receiving psycho-social counselling. ^f	PMU/PIUs	Year 2–4
Output 3: Community awareness of GBV prevention and services increased.			
3. Design and implement GBV awareness raising activities to prevent and reduce GBV cases.	3.1 At least 27,000 individuals, including at 40% men and boys, reached by GBV campaigns, out of which 40% with increased awareness on GBV prevention and services.	PMU, PIUs	Year 1–4
	3.2 Awareness videos on GBV prepared and posted on social media platforms reaching at least 500,000 individuals	PMU	
Output 4: Institutional capacity for providing effective GBV services developed.			
4.1 Form GBV response coordination committees and develop its terms of references.	4.1 By 2024, GBV-RCC formed and operational in Lumbini, Sudurpaschim, and Madhesh provinces comprising government and civil society organizations as per agreed guidelines.	PIUs	Year 1–4
4.2 Roll out survivor-centric investigation and GBV case handling training to WCSCSC staff in project areas.	4.2 By 2026, at least 70% of the 870 police personnel trained reported increased knowledge on survivor-centric investigation and GBV case handling. ⁹	WCSCSD	Year 2–4
4.3 Conduct trainings on safety protocols, referral data system and its usage and survivor-centric service for key personnel in the rehabilitation centers.	4.3 At least 24 staff of rehabilitation centers report increased knowledge on safety protocol, referral data system and its usage, and survivor centric services to GBV survivors. ⁹	PIUs	Year 2–4
4.4 Support delivery of psychosocial counselling training to create a pool of certified counselors.	4.4 At least 50 trainees received grants psychosocial counselling certification . ^h	PMU, PIU	Year 2–4
4.5 Orient gender focal and women officials in line ministries on legal provisions related to GBV.	4.5 At least 70% of the 200 gender focal and women officials in line ministries oriented on legal provisions on GBV (such as the Sexual Harassment at Workplace Act 2017) report increased knowledge on the provisions.	PMU	Year 2–4

GBV = gender-based violence, GBV-RCC = gender-based violence response coordination committee, MOWCSC = Ministry of Women, Children and Senior Citizen, PIU = project implementation unit, PMU = project management unit, WCSCSC = Women, Children, and Senior Citizen Service Center, WCSCSD = Women, Children, Senior Citizen Service Directorate.

- a The outcome will be measured based on survivors' rating of their experience in the rehabilitation centers in terms of services such as timeliness of health checkups as and when needed, access to counseling, quality of therapeutic activities, attitudes of rehabilitation center staff. Survivors will be asked to rate their experience using a Likert scale; the data will be collected via short periodic surveys during project implementation.
- b Survey respondents will include individuals from different demographics and social backgrounds from project areas, adolescent girls and boys, youth groups, members of CSOs, individuals working in shelter homes and other GBV response services, and GBV survivors. Confidence in WCSCSCs/police will be measured via a composite score based on responses to a set of questions related to perceptions of police attitudes, likelihood of police supporting survivors to get justice, refer them to adequate services, likelihood of police maintaining survivors' confidentiality and investigating cases in an unbiased manner.
- c Adequate facilities for GBV survivors include a private counseling room, a separate bedroom with a proper door to ensure privacy, a private bathroom and a childcare room. All WCSCSCs will comply with the Nepal National Building Code 2020 to make them earthquake resilient. Disaster-resilient features may include mitigating measures for site-specific hazards such as flood walls and retaining walls to mitigate flood and landslide risk. Disability-friendly features will include ramps and bathrooms suited for use by disabled persons.
- d Referral data system should include record of each individual case with detailed information, such as form of GBV, whether the survivor was referred to another service provider or not, the service provider the survivor was referred to, whether the survivor was sent back home or to another place (in case of mediated cases), and the survivor's marital status, age, any form of disability, ethnic group or caste, indigenous peoples group, and gender identity (if revealed).
- e Rehabilitation centers include the national rehabilitation center in Bhaktapur and the three province level rehabilitation centers. Facilities in the rehabilitation center will include disabled friendly access, privacy, safety and security features, second stage home facilities, staff with GBV survivor centric skills, and investigation and case handling tools and other skills development and counselling support.
- f Life-skills training includes, but is not limited to, counseling, training on safety, and managing personal health and wellbeing.
- g Survivor-centric service refers to an approach that seeks to empower the survivor by prioritizing their rights, needs, and wishes by ensuring access to appropriate, accessible, and quality services. This entails applying principles of confidentiality, safety, respect and non-discrimination and ensuring sensitivity to survivor's background and culture including those of indigenous peoples as applicable.
- h Selection criteria will be prepared during the early stage of project. Prospective trainee can be staff from safe house, shelter house, or from municipalities working as GBV counselors.

Source: Asian Development Bank.

IX. PERFORMANCE MONITORING, EVALUATION, REPORTING, AND COMMUNICATION

A. Project Design and Monitoring Framework

62. The design and monitoring framework of the project is as follows.

Table 16: Design and Monitoring Framework

Impact the Project is Aligned with			
GBV incidence reduced and GBV survivors reintegrated in society (Government of Nepal's Fifteenth Five Year Plan 2019/2020–2023/2024) ^a			
Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
Outcome Access to and quality of GBV services in project areas improved	By 2027: a. Number of GBV cases reported to WCSCSCs in project areas increased by 30%. (2022 Baseline: 8,212 cases reported)	a. Data on annual number of GBV cases reported to WCSCSCs in police offices in project areas and WCSCSCs in police offices that are not in project areas	A: Trained staff are retained in their positions R: There may not be sufficient pool of

Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
	<p>b. At least 70% of GBV survivors enrolled in the rehabilitation centers reported receiving satisfactory services^b (2021 Baseline: n.a.) (OP 6.2)</p> <p>c. At least 50% of survey respondents in project areas reported confidence in WCSCSCs^c (2021 Baseline: 27% report confidence in WCSCSCs in project areas) (OP 6.2)</p>	<p>but are within the three selected provinces and/or data on GBV cases reported to shelter homes and CSOs. (Data on GBV cases will be triangulated from these sources to ascertain that the indicator reflects increased reporting and not merely an increase in GBV incidence.)</p> <p>b. Project monitoring report, midline and endline surveys</p> <p>c. Baseline, midline and endline surveys</p>	<p>female police personnel willing to be deployed in WCSCSCs in selected district and area police offices.</p>
<p>Outputs</p> <p>1. Women, children, and senior citizen service center services strengthened</p> <p>2. Rehabilitation services for gender-based violence survivors strengthened.</p>	<p>By 2026:^d</p> <p>1a. 15 WCSCSC buildings (at least 12 in area police offices) with adequate facilities^e for GBV survivors and WCSCSC staff, and disaster-resilient^f and disability-friendly^g features, constructed and operational. (2021 Baseline: 0) (OP 2.5.2, OP 3.2.5)</p> <p>1b. Survivor's referral data system strengthened and maintained in each WCSCSC in project areas.^h (2021 Baseline: WCSCSCs do not maintain detailed referral data for individual cases)</p> <p>2a. Four climate- and disaster-resilient and disability-friendly rehabilitation center</p>	<p>1a. WCSCSC data, project monitoring report</p> <p>1b. WCSCSC data, project monitoring reports</p> <p>2a. MOSD/MOWCYS/MOWCSC-Lumbini/Federal MOWCSC, quarterly progress reports</p>	<p>A: Collaboration among provincial government, police and civil society organizations is sustained</p> <p>R: Political instability may affect implementation</p>

Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
<p>3. Community awareness of gender-based violence prevention and services increased.</p> <p>4. Institutional capacity for providing effective gender-based violence services developed</p>	<p>buildings constructed and operational in project areasⁱ (2021 Baseline: No government-run rehabilitation centers with adequate facilities) (OP 2.5.2; OP 3.2.5)</p> <p>2b. At least 80% of GBV survivors in long-term rehabilitation centers with increased knowledge on life skills^j and/or livelihood skills (2021 Baseline: Survivors have limited life skills) (OP 1.1.1)</p> <p>2c. Sustainability and partnership building plan for the rehabilitation centers developed and submitted to federal MOWCSC for approval (2021 Baseline: n.a.)</p> <p>3a. At least 27,000 individuals, including at least 40% men and boys, reached by GBV campaigns, out of which 40% with increased awareness on GBV prevention and services. (2021 Baseline: 0)</p> <p>3b. At least 500,000 views reached by awareness videos on GBV posted on social media platforms. (2021 Baseline: 0)</p> <p>4a. By 2024, GBV response coordination committees formed and operational in Lumbini Province, Sudurpaschim Province, and Madhesh Province comprising service providers, government and civil society organizations as per agreed guidelines^k (2021 Baseline: 0) (OP 2.2.3; OP 6.2.4)</p>	<p>2b. MOSD/MOWCYS/ MOWCSC-Lumbini, project monitoring reports, post-training surveys</p> <p>2c. Federal MOWCSC, project monitoring reports</p> <p>3a. Project monitoring report, post-campaign surveys based on a representative sampleⁿ</p> <p>3b. Viewership data</p> <p>4a. MOSD/ MOWCYS/ MOWCSC-Lumbini, federal MOWCSC, quarterly progress reports</p>	

Results Chain	Performance Indicators	Data Sources and Reporting Mechanisms	Risks and Critical Assumptions
	<p>4b. By 2025, at least 70% of WCSCSC staff and police personnel in project areas reported increased knowledge on survivor-centric^l investigation and GBV case handling. (2021 Baseline: Limited knowledge among WCSCSC staff and police personnel) (OP 6.1.1)</p> <p>4c. 75% of key personnel in rehabilitation centers in project areas reported increased knowledge on safety protocols and survivor-centric service^l (2021 Baseline: 0) (OP 6.1.1)</p> <p>4d. At least 140 gender focals and female officials in line ministries report increased knowledge on legal provisions on GBV (such as the Sexual Harassment at Workplace Act 2017)^m (OP 6.1.1)</p>	<p>4b. WCSCSC data; post-training surveys</p> <p>4c. MOSD, MOWCYS, MOWCSC-Lumbini; post-training surveys</p> <p>4d. Federal MOWCSC; post-training surveys</p>	
<p>Key Activities with Milestones</p> <p>1. Women, children and senior citizen service center services strengthened</p> <p>1.1 Complete detailed design of 10 WCSCSC buildings (batch 1 WCSCSCs) by Q3 2022</p> <p>1.2 Prepare bid documents, publish IFB and contract awards of batch 1 WCSCSCs by Q1 2023</p> <p>1.3 Complete construction and furnishing of batch 1 WCSCSCs by Q4 2024</p> <p>1.4 Prepare design of remaining 5 WCSCSC buildings by Q1 2023</p> <p>1.5 Prepare bid documents, publish IFB and contract awards of remaining 5 WCSCSC buildings by Q2 2023</p> <p>1.6 Complete construction and furnishing of remaining 5 WCSCSC buildings by Q1 2025</p> <p>1.7 Ensure WCSCSCs are fully staffed and services are operational in new buildings by Q3 2024 onwards</p> <p>2. Rehabilitation services for gender-based violence survivors strengthened</p> <p>2.1 Approve revised rehabilitation center operation and maintenance guidelines by Q4 2022</p> <p>2.2 Complete detailed design of Lumbini rehabilitation center by Q4 2022</p> <p>2.3 Complete detailed design of national rehabilitation center by Q4 2022</p> <p>2.4 Prepare bid documents, publish IFB and contract awards of Lumbini rehabilitation center by Q1 2023</p> <p>2.5 Prepare bid documents, publish IFB and contract awards of national rehabilitation center by Q1 2023</p> <p>2.6 Complete construction and furnishing of Lumbini and national rehabilitation center (batch 1) by Q4 2024</p> <p>2.7 Complete detailed design of Sudurpaschim and Madhesh province rehabilitation centers (batch 2) by Q1 2023</p>			

- 2.8 Prepare bid documents, publish IFB and contract awards of batch 2 rehabilitation centers by Q2 2023
- 2.9 Complete construction and furnishing of Sudurpaschim and Lumbini rehabilitation centers by Q2 2025
- 2.10 Ensure services are operational in batch 1 rehabilitation centers by Q1 2025 onwards
- 2.11 Ensure services are operational in batch 2 rehabilitation centers by Q3 2025 onwards
- 2.12 Prepare sustainability plan for each long-term rehabilitation center by Q2 2025
- 3. Community awareness of gender-based violence prevention and services increased.**
- 3.1 Develop community awareness plan and approaches by Q2 2023
- 3.2 Develop necessary information, education, and communication materials by Q3 2024
- 3.3 MOUs signed with radio stations to broadcast awareness programs/messages by Q3 2026
- 3.4 Organize awareness-raising activities and campaigns in project areas by Q3 2026
- 3.5 Design and implement a TV program on GBV issues, prevention, and services, and broadcast in a national TV channel by Q2 2025
- 3.6 Produce and disseminate short films by Q3 2026
- 4. Institutional capacity for providing effective gender-based violence services developed.**
- 4.1 Commence dialogue among stakeholders for strengthening the GBV services coordination mechanism by Q1 2023
- 4.2 Form GBV response coordination committees by Q1 2023
- 4.3 Prepare the action plan of the GBV RCCs by Q2 2023
- 4.4 Conduct a 1-day workshop to orient GBV RCC members on the purpose of the Committee/s, roles and responsibilities by Q2 2023
- 4.5 Conduct periodic meetings of GBV RCCs at least four times annually by Q2 2023 onwards
- 4.6 Conduct master training of trainers for senior WCSCSC personnel by Q1 2024
- 4.7 Conduct GRICS training for junior WCSCSC and other police personnel by Q2 2024
- 4.8 Develop and approve 16+days Psychosocial Counseling training manual by Q4 2023
- 4.9 Roll out 16+ days Psychosocial counseling training by Q3 2025
- 4.10 Implement refresher training on GRICS (for 90 participants) by Q4 2025
- 4.11 Develop training manuals for rehabilitation center staff (2 training manuals) by Q1 2024
- 4.12 Implement capacity and team-building training for rehabilitation center staff (training no. 1 - 1.5 days) by Q2 2026
- 4.13 Implement understanding GBV and violence against women & girls, and responses training for rehabilitation center staff (training no. 2–3 days) by Q4 2024 onwards
- 4.14 Conduct refresher training: Capacity building training for rehabilitation center staff (training no. 1) by Q3 2025 onwards
- 4.15 Conduct refresher training: Understanding GBV and violence against women & girls, and responses training for rehabilitation center staff (training no. 2) by Q3 2025 onwards
- 4.16 Conduct training for GBV RCC members on GBV issues, purpose of rehabilitation centers, referral mechanisms by Q3 2023
- 4.17 Conduct workshop and orientation for GBV control Network of Nepal Police on purpose of rehabilitation centers, referral mechanisms by Q4 2024
- 4.18 Conduct training for gender focals of line ministries every Q3 2023 to 2026
- 4.19 Conduct training for female under-secretary, joint-secretary and Secretary level personnel by Q4 2023 onwards
- 4.20 Conduct training to PMU and PIU staff on project management, procurement and safeguards by Q2 2025
- Project Management Activities**
- Establish PMU in MOWCSC and PIUs in three provinces with required staff by Q4 2022.
- Recruit individual consultants in PMU and PIUs by Q4 2022.
- Form project steering committee and hold at least one meeting by Q1 2023.
- Hold steering committee meetings.
- Recruit UNOPS and complete onboarding by Q4 2022; technical backstopping support provided by UNOPS.
- Hold PMU and PIUs coordination meeting by Q4 2022 onwards.
- Complete baseline survey of project by Q3 2022.
- Undertake project mid-term review by Q4 2024

Hold project review meetings with ADB every Q2 and Q4 2023 onwards.
 Implement mid-line and end-line surveys by Q1 2025 and Q4 2026
 Prepare and submit quarterly progress reports and financial reports.

Inputs

ADB: \$12 million (Asian Development Fund-13 Thematic Pool grant)
 Government: \$6 million

ADB= Asian Development Bank, EA = executing agency, EOI = expression of interest, GBV = gender-based violence, IA = implementing agency, IFB = Invitation For Bid, MOSD = Ministry of Social Development, MOWCSC = Ministry of Women, Children and Senior Citizens, MOWCYS = Ministry of Women, Children, Youth and Sports, PCU = project coordination unit, PIU = project implementation unit, NA= not applicable, UNOPS = United Nations Office for Project Services, WCSC = Women, Children and Senior Citizen Service Center.

Note: Indicators 1a, 2a, 2c, 3a, 4c, and 4d will be supported by an attached technical assistance financed by ADB's Technical Assistance Special Fund (TASF-7).

- ^a Government of Nepal, National Planning Commission. 2020. *Fifteenth Five-Year Plan 2019/2020-2023/2024*. Kathmandu.
- ^b The outcome will be measured based on survivors' rating of their experience in the rehabilitation centers in terms of services such as timeliness of health checkups as and when needed, access to counseling, quality of therapeutic activities, attitudes of rehabilitation center staff. Survivors will be asked to rate their experience using a Likert scale; the data will be collected via short periodic surveys during project implementation.
- ^c Survey respondents will include individuals from different demographics and social backgrounds from project areas, adolescent girls and boys, youth groups, members of CSOs, individuals working in shelter homes and other GBV response services, and GBV survivors. Confidence in WCSCSCs/police will be measured via a composite score based on responses to a set of questions related to perceptions of police attitudes, likelihood of police supporting survivors to get justice, refer them to adequate services, likelihood of police maintaining survivors' confidentiality and investigating cases in an unbiased manner.
- ^d Adequate facilities for GBV survivors include a private counseling room, a separate bedroom with a proper door to ensure privacy, a private bathroom and a childcare room.
- ^e All WCSCSCs will comply with the Nepal National Building Code 2020 to make them earthquake resilient. Disaster-resilient features may include mitigating measures for site-specific hazards such as flood walls and retaining walls to mitigate flood and landslide risk.
- ^f Disability-friendly features will include ramps and bathrooms suited for use by disabled persons.
- ^g Referral data system should include record of each individual case with detailed information, such as form of GBV, whether the survivor was referred to another service provider or not, the service provider the survivor was referred to, whether the survivor was sent back home or to another place (in case of mediated cases), and the survivor's marital status, age, any form of disability, ethnic group or caste, indigenous peoples group and gender identity (if revealed).
- ^h Rehabilitation centers include the national rehabilitation center in Bhaktapur and the three province level rehabilitation centers. Rehabilitation centers will be deemed operational once core staff are deployed and services such as shelter, health services, counseling, life skills training and therapeutic activities are provided. Disability-friendly features will include ramps and bathrooms suited for use by disabled persons. All buildings will comply with the Nepal National Building Code 2020 to make them earthquake resilient. Disaster-resilient features may include mitigating measures for site-specific hazards such as flood walls and retaining walls to mitigate flood and landslide risk.
- ⁱ Life-skills training includes, but is not limited to, counseling, training on safety, and managing personal health and wellbeing.
- ^j Each GBV response coordination committee should meet at least 4 times annually to be deemed operational. The guidelines refer the terms of reference that will be formed for each GBV response coordination committee.
- ^k Survivor-centric service refers to an approach that seeks to empower the survivor by prioritizing their rights, needs, and wishes by ensuring access to appropriate, accessible, and quality services. This entails applying principles of confidentiality, safety, respect and non-discrimination and ensuring sensitivity to survivor's background and culture including those of indigenous peoples as applicable.
- ^l A total of 200 gender focals and female officials in line ministries will be oriented on legal provisions on GBV.
- ^m The sample will be representative of disadvantaged groups.

Contribution to Strategy 2030 Operational Priorities:

In the report and recommendation of the President, the expected values and methodological details for all operational priority indicators to which this operation will contribute results will be detailed in the Contribution to Strategy 2030 Operational Priorities linked document.

Source: Asian Development Bank.

B. Monitoring

63. **Project performance monitoring.** Federal MOWCSC will have the responsibility of coordinating with all implementing agencies for tracking progress of all project activities and performance targets against those stipulated in the DMF and implementation schedule. The PMU at Federal MOWCSC will prepare quarterly and annual progress reports by capturing details related to inputs and processes, and data related to output and outcome indicators. The PIUs in the concerned province line ministries will submit quarterly reports to the PMU for consolidation of progress reports and submission to ADB. A format of the QPR is presented in Appendix 4. The PMU will develop a uniform reporting format for all PIUs with the support of the monitoring and evaluation (M&E) Specialist. The monitoring reports will enable the PMU to identify implementation gaps and take remedial action. The PMU will conduct mid-line and end-line surveys to measure progress on the output and outcome indicators. Furthermore, data related to WCSCSCs shall be taken from the administrative data maintained by WCSCSC units and the WCSCSC Directorate. Results will feed into ADB's project performance monitoring system in eOps (reported during quarterly validation exercise).

64. **Compliance monitoring.** PMU will monitor compliance and ensure compliance with grant covenants and assurances. All non-compliance issues, if any, will be updated in QPRs together with corrective actions. ADB review missions will also monitor the status of compliance with grant covenants and raise the non-compliance issues with the Ministry of Finance and Federal MOWCSC and agree on corrective actions.

65. **Safeguards monitoring.** Environmental monitoring will commence from project effectivity. The PMU and PIUs will monitor the compliance of contractors with the EMP. The PMU will prepare semi-annual environmental monitoring reports following the prescribed format during the construction phase. The semi-annual monitoring report shall be submitted by the executing agency to ADB within 30 days from the end of each monitoring period. ADB will review the semi-annual monitoring report and secure the executing agency's endorsement prior to disclosure on ADB website. Reporting on environment safeguards performance of the project shall also be done via a dedicated chapter on environmental safeguards in quarterly progress reports and annual reports. An environment specialist shall support the PMU in overall safeguards management, quality assurance and reporting. The specialist shall also support province-level PIUs in implementing and monitoring EMP compliance. Furthermore, an environment monitor within UNOPS will carry out continued EMP monitoring and reporting on EMP compliance by the contractors. During operations phase, annual monitoring reports will be submitted to ADB for review and disclosure until a project completion report is issued.

66. The PMU will also prepare and submit semi-annual monitoring reports on social safeguards activities or as stipulated in the safeguards due diligence reports. The PMU will recruit a social safeguards specialist; the specialist will set up an internal monitoring system with a set of process, outcome, and impact indicators. The specialist will carry out social safeguards monitoring through field work, data verification and consultations, and prepare the semi-annual monitoring reports. The PMU will also disclose information on social monitoring report to concerned affected persons through disclosure meeting and/or posting the report on the executing agency website.

67. **Gender and social dimensions monitoring.** The project's GESI action plan includes similar activities and performance indicators as those in the DMF. Therefore, the project monitoring mechanism ensures sex, caste, ethnicity disaggregated data collection of the beneficiaries and qualitative information to substantiate reporting of results. Available data on

GBV including GBV prevalence by subgroups mentioned above will be compiled in the early stage of the project to serve as baselines to support the project monitoring mechanism. A GBV response specialist will be hired by the PMU to support implementation of the project activities. Another expert with GESI monitoring experience will also be hired by the PMU. In addition, the province-level PIUs will include GBV response and M&E specialists to ensure monitoring of the GESI action plan. The M&E specialist in the PMU will develop data entry format and train M&E specialists in the PIUs on the monitoring and reporting format. The PMU will conduct mid-line and end-line surveys to assess the progress made in key areas of project intervention and take corrective measures as necessary. Progress on the project's DMF and GESI action plan will also be reviewed during each ADB review mission.

C. Evaluation

68. ADB will field two review missions every year. The review missions will assess and discuss project performance based on the quarterly or annual reports submitted by MOWCSC. The midterm review mission will occur within 20 months from grant effectiveness. During the midterm review, progress in terms of overall results, project implementation, and contract awards and disbursement will be assessed. Within 6 months after the physical completion of the project, the project director will submit to ADB a project completion report analyzing project implementation, project performance and achievements against the targets, and expected project impact. A baseline survey supported by an ongoing ADB TA is being undertaken to measure baseline dataset for key performance indicators listed in the DMF, as applicable. Periodic surveys undertaken by the PMU during the project period will further inform the review process on progress against DMF targets. The data from the surveys will be used to analyze the impact of the project's interventions.

D. Reporting

69. The PMU will provide ADB with (i) quarterly progress reports in a format consistent with ADB's project performance reporting system; (ii) semi-annual safeguards monitoring reports; (iii) annual reports including (a) progress achieved by output as measured through the indicator's performance targets, (b) key implementation issues and solutions, (c) updated procurement plan, and (d) updated implementation plan for the next 12 months; and (iv) a project completion report within 6 months of physical completion of the project. The project audited financial statement together with the associated auditor's report, should be adequately reviewed. Detailed financial reporting requirements are described in Section V.

E. Stakeholder Communication Strategy

70. The project will comply with the transparency and accountability policy of the Access to Information Policy (ADB. 2018. *Access to Information Policy*. Manila). To do so, it will establish a communications strategy that will ensure an efficient two-way communication about ADB projects with stakeholders and ensure information dissemination to expected project beneficiaries on the services supported by the project. Table 17 summarizes the stakeholder communication strategy.

Table 17: Stakeholder Communication Strategy

Objectives	Audience/Stakeholders	Means of Communication	Responsibility
Orientation on the purpose and objective of the long-term rehabilitation centers and WCSCSCs	GBV Response Coordination Committee members, GBV Control Network members, members of CSOs	Workshop and trainings on emerging GBV issues, purpose of rehabilitation centers, screening guidelines for rehabilitation centers and elements of survivor-centric services; SOP on operation of rehabilitation centers.	Federal MOWCSC, PMU, province-level PIUs
Orient personnel in rehabilitation centers on purpose of rehabilitation center and code of conduct	Rehabilitation center personnel	Two types of trainings on code of conduct and core understanding of GBV issues, including emerging trends, inclusive approach that considers survivors' background and cultural practices including those of specific IP groups and how the long-term rehabilitation centers should provide survivor-centric services; creation of a detailed code of conduct and ethical guidelines for rehabilitation centers.	PMU, province-level PIUs
Outreach to potential beneficiaries and community members on availability of long-term services through the rehabilitation centers	Community members in project areas, CSOs, safe houses, police and local governments	Mass awareness activities under Output 3 including in-person activities and information dissemination through media; communication with other service providers and development partners working on GBV; strengthening and dissemination of referral mechanisms. The awareness activities will be delivered in a culturally sensitive manner keeping in view the cultural practices of different social groups including specific IP groups.	Federal MOWCSC, MOSD, MOWCSC-Lumbini, MOWCYS, PMU, PIUs, GBV-RCCs, Nepal Police
Outreach to community members on availability of enhanced services through WCSCSCs	Community members in project areas, CSOs, and safe houses	Awareness activities with mobilization of police personnel; development and dissemination of IEC materials including via digital and social media platforms. The awareness activities will be delivered in a culturally sensitive manner keeping in view the cultural practices of different social groups including specific IP groups.	PMU, province-level PIUs, Nepal Police, GBV-RCCs
Information on availability of grants for psychosocial counseling training	Individuals interested in GBV response; personnel/volunteers working in shelters and safe houses	Communication with and by CSOs, with rehabilitation center personnel, safe houses and local governments on availability of the grants; information on project website; communication with other development partners working on GBV.	PMU, province-level PIUs, CSOs
Other project-related information	All stakeholders	Up-to-date project information on scope, tenders, contracts, ongoing civil works with contacts of EA and IAs maintained in project website; link on project website to ADB's Integrity Unit website at http://www.adb.org/Integrity/complaint.asp for reporting grievances or allegations of corrupt practices arising out of the project and/or project activities. Consultations with community members including those from IP groups, as applicable, will be conducted in assessing subproject sites for approval for financing under the project.	PMU, PIUs

ADB = Asian Development Bank, CSO = civil society organization, GBV = gender-based violence, GBV-RCC = gender-based violence response coordination committee, IEC = Information, Education and Communication, IP = Indigenous Peoples, MOSD = Ministry of Social Development, MOWCSC = Ministry of Women, Children and Senior Citizens, MOWCYS = Ministry of Women, Children, Youth and Sports, PIU = project implementation unit, PMU = project monitoring unit, SOP = standard operating procedure, WCSCSC = Women, Children, and Senior Citizen Service Center.

Source: Asian Development Bank.

X. ANTICORRUPTION POLICY

71. ADB reserves the right to investigate, directly or through its agents, any violations of the Anticorruption Policy relating to the project.²⁰ All contracts financed by ADB shall include provisions specifying the right of ADB to audit and examine the records and accounts of the executing agency and all project contractors, suppliers, consultants, and other service providers. Individuals and/or entities on ADB's anticorruption debarment list are ineligible to participate in ADB-financed activity and may not be awarded any contracts under the project.²¹

72. To support these efforts, relevant provisions are included in the grant agreement/regulations and the bidding documents for the project. As the constitutional anticorruption agency, the Commission for the Investigation of Abuse of Authority may investigate any irregularities in the project. This includes financial irregularities, as well as corruption of government officials and officers and employees of autonomous bodies. Project-specific measures to prevent corruption include (i) orienting the executing agency, implementing agencies, PMU, PIUs, contractors, and consultants on ADB's Anticorruption Policy and ADB's Integrity Principles and Guidelines; (ii) prohibiting informal subcontracting and excessive subcontracting as laid out in bidding documents; (iii) establishment of project website with information on procurement and other project activities to promote transparency; (iv) monitoring and supervision by UNOPS engaged under ADB's technical assistance; and (v) close monitoring of procurement and financial management during ADB project review missions. Specifically, the PMU and PIUs should gain access to ADB's Complete Sanctions List to confirm that no bidder, contractor, supplier, individual consultant, consulting firm, and its team members are currently subject to ADB sanctions during bid/proposals evaluation, prior to shortlisting, contract award, and contract variations, extensions or modifications, and that they are aware about where, how and what to report if there is an integrity concern or allegation of integrity violation on ADB-related activity.²²

XI. ACCOUNTABILITY MECHANISM

73. People who are, or may in the future be, adversely affected by the project may submit complaints to ADB's Accountability Mechanism. The Accountability Mechanism provides an independent forum and process whereby people adversely affected by ADB-assisted projects can voice, and seek a resolution of their problems, as well as report alleged violations of ADB's operational policies and procedures. Before submitting a complaint to the Accountability Mechanism, affected people should make an effort in good faith to solve their problems by working with the concerned ADB operations department. Only after doing that, and if they are still dissatisfied, should they approach the Accountability Mechanism.²³

XII. RECORD OF CHANGES TO THE PROJECT ADMINISTRATION MANUAL

74. All revisions and/or updates during the course of implementation should be retained in this section to provide a chronological history of changes to implemented arrangements recorded in the PAM, including revision to contract awards and disbursement s-curves.

²⁰ ADB. 1998. [Anticorruption Policy](#). Manila.

²¹ ADB. [Report Integrity Violations](#). Manila.

²² ADB. [Anticorruption and Integrity website](#). Manila.

²³ ADB. [Accountability Mechanism](#). Manila.

GENDER-BASED VIOLENCE RESPONSE COORDINATION COMMITTEE

- I. **Name:** The coordination mechanism for addressing gender-based violence will be named Gender-based Violence Response Coordination Committee (GBV-RCC).
- II. **Purpose:** The purpose of the coordination mechanism is to identify and implement concrete action to protect survivors and other groups at risk and promote survivors' access to multi-sectoral services and support mechanisms to mitigate and prevent GBV.¹
- III. **Objective:** The objective of GBV-RCC at the federal and province levels is to create a common coordination platform among government, existing services and service providers and other stakeholders to identify and meet priority needs, address gaps and reduce duplication of services for GBV survivors.
- IV. **Roles:** The roles of the GBV-RCC at the federal and province levels are to:
 - a. **Federal level GBV-RCC**
 - support service delivery
 - identify what services are needed; where; for whom; and how service delivery should be prioritized to deliver the best services to GBV survivors
 - inform strategic decision making for appropriate interventions for GBV survivors
 - review and assess existing primary and secondary data, analyze the situation and inform government decision makers about needs and priorities of GBV survivors
 - plan and implement strategies developed by the Government
 - propose formulation or amendment of laws on GBV
 - contribute to development of plans, policies and guidelines to prevent and respond to GBV cases and incidences through prevention (awareness, coordination), protection (rescue, rehabilitation, referral and reintegration of the affected person) and prosecution (justice to survivors and punishment to perpetrators)
 - coordinate for multi-sectoral services for GBV response
 - strengthen national capacity on prevention of GBV and referral for GBV services
 - establish and strengthen partnerships
 - ensure monitoring and evaluation
 - advocate for GBV prevention and response to GBV survivors

GBV-RCC meetings will be held quarterly

- b. **Province level GBV-RCC**
 - support service delivery and develop mechanisms to eliminate duplication of service delivery through e.g.
 - roster of services and service providers with mandates, responsibilities and priorities
 - systems for communication to all partners about existing situation and services
 - strategies to maximize use of resources without duplication
 - joint meetings to discuss overarching issues and review common information

¹ Minimum Standard on GBV Coordination. [GBViE.MinSt .TT ToR.Endorsed.Rollout.2020.pdf \(gbvaor.net\)](#).

- develop provincial level plans, objectives and indicators, aligned with national guidelines to combat and respond to GBV
- inform strategic decision making, identify priorities for addressing service gaps based on needs assessments
- establish and strengthen effective referral mechanisms for GBV survivors
- monitor and evaluate performance by monitoring and reporting on activities and needs, measuring progress against agreed results and recommending corrective action
- advocate for GBV prevention and response to GBV survivors at province level

GBV-RCC meetings will be held quarterly

I. GBV – RCC Membership:

a. Federal level GBV-CCC Chair and Members

- Secretary, Federal Ministry of Women, Children and Senior Citizens (MOWCSC): Chair
- Joint Secretary, Office of the Prime Minister and Council of Ministers: Member
- Joint Secretary, Women Empowerment Division (MOWCSC): Member
- Joint Secretary, Ministry of Health and Population (MOHP): Member
- Joint Secretary, Ministry of Home Affairs: Member
- Chief, Women, Children, and Senior Citizen Service Directorate (WCSCSC-D), Nepal Police: Member
- Secretary, National Women Commission (NWC): Member
- Secretary, Ministry of Social Development (Province 1, Bagmati, Karnali, Sudurpaschim provinces); Ministry of Women, Children, Youth and Sports (Madhesh Province); Ministry of Education, Culture, Science and Technology and Social Development (Gandaki Province) and Ministry of Women, Children and Senior Citizens (Lumbini Province): Members
- Chief, GBV Section, Federal MOWCSC: Member Secretary
- Special invitees by invitation (Special invitees shall include but not be limited to representatives from Civil Society Organizations with a core mandate to work on GBV)

b. Province level GBV-RCC Chair and Members

- Secretary, Ministry of Women, Children, Youth and Sports (Madhesh Province); Ministry of Women, Children and Senior Citizens (Lumbini Province); Ministry of Social Development (Sudurpaschim Province): Chair
- GESI Focal Person (Under Secretary), Office of the Chief Minister and Council of Ministers of Provincial Government: Member
- Under Secretary, Provincial Ministry Responsible for Internal Affairs: Member
- Division Chief (Under Secretary), Provincial ministry responsible for health affairs: Member
- Under Secretary, Ministry for Law in provinces: Member
- In-charge, Women, Children and Senior Citizen Service Center, Province Police (): Member
- Chief, WDO, concerned ministry for each province Ministry of Women, Children, Youth and Sports (Madhesh Province); Ministry of Women, Children and Senior

Citizen (Lumbini Province); Ministry of Social Development (Sudurpaschim Province): Member

- Special invitees by invitation (Special invitees shall include but not be limited to representatives from Civil Society Organizations with a core mandate to work on GBV)

II. Deliverables of GBV RCC

- Service Mapping
- Reporting matrix (who, what, where, when and to whom)
- Standard Operating Procedures and/or referral pathways
- Communication materials to facilitate access
- Training/Capacity Building Matrix
- Advocacy Strategy
- Others as relevant

PROCUREMENT PLAN

Basic Data	
Project Name: Strengthening System to Protect and Uplift Women Project (SSPUWP)	
Project Number: 55092-001	Approval Number:
Country: Nepal	Executing Agency: Ministry of Women, Children and Senior Citizens (MOWCSC)
Procurement Risk: Moderate	Implementing Agency: <ul style="list-style-type: none"> • Ministry of Women, Children, Youth and Sports; Madhesh Province (PIU-1), • Ministry of Women, Children and Senior Citizens; Lumbini Province (PIU-2), • Ministry of Social Development; Sudurpaschim Province (PIU-3), • Regional Urban Development Project (RUDP), Department of Urban Development and Building Construction (DUDBC) (PIU-4)
Project Financing Amount: ADB Financing: \$12 million Cofinancing (ADB Administered): \$ 0.00 Non-ADB Financing: \$6 million (GoN)	Project Closing Date: December 2026
Date of First Procurement Plan: 22 September 2022	Date of this Procurement Plan: 22 September 2022
Procurement Plan Duration: 18 months	Related to COVID-19 response efforts: No
Advance contracting: yes	Use of e-procurement (e-GP): yes www.bolpatra.gov.np

A. Methods, Review and Procurement Plan

Except as the Asian Development Bank (ADB) may otherwise agree, the following methods shall apply to procurement of goods, works, nonconsulting services, and consulting services.

Procurement of Goods, Works and Nonconsulting Services	
Method	Comments
Open Competitive Bidding (OCB) for Goods	International advertising for goods greater than \$2 million. National advertising for goods less than \$2 million; adequate number of domestic suppliers available below \$2 million.
Request For Quotation for Goods	For goods less than \$100,000
Open Competitive Bidding (OCB) for Works	International advertising for works greater than \$5 million; local contractors have insufficient capacity to bid for works above \$5 million, international bidders or joint ventures would participate. National advertising for works less than \$5 million; local contractors are competitive below \$5 million.
Request for Quotation for Works	For works less than \$100,000

Consulting Services	
Method	Comments
Competitive for Individual Consultant	International and national

B. List of Active Procurement Packages (Contracts)

The following table lists goods, works, non-consulting, and consulting services contracts for which the procurement activity is either ongoing or expected to commence within the procurement plan's duration.

Goods, Works, and Nonconsulting Services							
Package Number	General Description	Estimated Value (\$)	Procurement Method	Review	Bidding Procedure	Advertisement Date	Comments
CW-01	Construction of Rehabilitation Center at Central level	1.60	OCB	Prior	1S2E	Q4/2022	Responsibility: PIU-4 Advertisement: National Prequalification: No Bidding Document: SBD Small works Advance Contracting: No e-GP: yes
CW-02	Construction of Rehabilitation Center in Madhesh Province	1.01	OCB	Prior	1S2E	Q4/2022	Responsibility: PIU-1 Advertisement: National Prequalification: No Bidding Document: SBD Small works Advance Contracting: No e-GP: yes
CW-03	Construction of Rehabilitation Center in Lumbini Province	0.88	OCB	Prior	1S2E	Q4/2022	Responsibility: PIU-2 Advertisement: National Prequalification: No Bidding Document: SBD Small works Advance Contracting: Yes e-GP: yes
CW-04	Construction of Rehabilitation Center in Sudurpaschim Province	1.01	OCB	Prior	1S2E	Q4/2022	Responsibility: PIU-3 Advertisement: National Prequalification: No Bidding Document: SBD Small works Advance Contracting: No e-GP: yes
CW-05	Construction of Women, Children, and Senior Citizen Service Center in 4 districts of Madhesh Province	1.30	OCB	Prior	1S2E	Q4/2022	Responsibility: PIU-4 Advertisement: National Prequalification: No Bidding Document: SBD Small works Advance Contracting: yes e-GP: yes
CW-06	Construction of Women, Children, and Senior Citizen Service Center in 1 district of Madhesh Province	0.40	OCB	Post	1S2E	Q4/2022	Responsibility: PIU-4 Advertisement: National Prequalification: No Bidding Document: SBD Small works Advance Contracting: No

							e-GP: yes
CW-07	Construction of Women, Children, and Senior Citizen Service Center in 3 districts of Lumbini Province.	0.97	OCB	Prior	1S2E	Q4/2022	Responsibility: PIU-4 Advertisement: National Prequalification: No Bidding Document: SBD Small works Advance Contracting: Yes e-GP: yes
CW-08	Construction of Women, Children, and Senior Citizen Service Center in 2 districts of Lumbini Province.	0.80	OCB	Post	1S2E	Q4/2022	Responsibility: PIU-4 Advertisement: National Prequalification: No Bidding Document: SBD Small works Advance Contracting: No e-GP: yes
CW-09	Construction of Women, Children, and Senior Citizen Service Center in 3 districts of Sudurpaschim province	0.97	OCB	Prior	1S2E	Q4/2022	Responsibility: PIU-4 Advertisement: National Prequalification: No Bidding Document: SBD Small works Advance Contracting: Yes e-GP: yes
CW-10	Construction of Women, Children, and Senior Citizen Service Center in 2 districts of Sudurpaschim province	0.80	OCB	Post	1S2E	Q4/2022	Responsibility: PIU-4 Advertisement: National Prequalification: No Bidding Document: SBD Small works Advance Contracting: No e-GP: yes
OS-01	Procurement of Computers and other Equipment	0.02	RFQ	Post (Sampling)		Q4/2022	Responsibility: PMU Bidding Document: RFQ Document Advance contracting: No
OS-02	Procurement of Computers and other Equipment	0.03	RFQ	Post (Sampling)		Q3/2023	Responsibility: PIU-1 Bidding Document: RFQ Document Advance contracting: No
OS-03	Procurement of Computers and other Equipment	0.03	RFQ	Post (Sampling)		Q3/2023	Responsibility: PIU-2 Bidding Document: RFQ Document Advance contracting: No
OS-04	Procurement of Computers and other Equipment	0.03	RFQ	Post (Sampling)		Q3/2023	Responsibility: PIU-3 Bidding Document: RFQ Document Advance contracting: No

OS-05	Procurement of Computers and other Equipment	0.26	OCB	Prior	1S1E	Q3/2023	Responsibility: PIU-4 Bidding Document: SBD Goods Advance contracting: No
OS-06	Procurement of Furniture	0.01	RFQ	Post (Sampling)		Q4/2022	Responsibility: PMU Bidding Document: RFQ Document Advance contracting: No
OS-07	Procurement of Furniture	0.08	RFQ	Post (Sampling)		Q3/2023	Responsibility: PIU-1 Bidding Document: RFQ Document Advance contracting: No
OS-08	Procurement of Furniture	0.08	RFQ	Post (Sampling)		Q3/2023	Responsibility: PIU-2 Bidding Document: RFQ Document Advance contracting: No
OS-09	Procurement of Furniture	0.08	RFQ	Post (Sampling)		Q3/2023	Responsibility: PIU-3 Bidding Document: RFQ Document Advance contracting: No
OS-10	Procurement of Furniture	0.47	OCB	Prior	1S1E	Q3/2023	Responsibility: PIU-4 Bidding Document: SBD Goods Advance contracting: No
VS-01	Supply of Vehicles (4WD, Motorbike)	0.06	RFQ	Post		Q4/2022	Responsibility: PMU Advertisement: National Bidding Document: RFQ Document Advance Contracting: No
VS-02	Supply of Vehicles (Motorbike)	0.04	RFQ	Post		Q4/2022	Responsibility: PIU-4 Advertisement: National Bidding Document: RFQ Document Advance Contracting: No

Consulting Services							
Package Number	General Description	Estimated Value (\$)	Selection Method	Review	Type of Proposal	Advertisement Date	Comments
CS-01	Individual Consultants For Federal MOWCSC: <ul style="list-style-type: none"> • Project Management Specialist • GESI Training Specialist • FM Specialist 	0.74	ICS	Prior	EOI (CV)	Q4/2022	Responsibility: PMU Advertisement: CSRN Advance Contracting: Yes Comments: Multiple

	<ul style="list-style-type: none"> • Procurement Specialist • Environmental Safeguards Specialist • Social Safeguards Specialist <p>For PIU-1,2 and 3 (One in Each PIU):</p> <ul style="list-style-type: none"> • GBV Response Specialist • GBV Awareness Field Coordinator • M&E Specialist • FM Specialist <p>For PIU-4:</p> <ul style="list-style-type: none"> • Structural Engineer • Architect • Geotechnical Engineer • Electrical Engineer • Sanitary Engineer • Cost/Quantity Surveyor <p>Additional Key and Non-key Experts as and when required.</p>						

C. List of Indicative Packages (Contracts) Required under the Project

The following table lists goods, works, non-consulting, and consulting services contracts for which the procurement activity is expected to commence beyond the procurement plan duration and over the life of the project (i.e. those expected beyond the current procurement plan's duration).

Goods, Works and Nonconsulting Services						
Package Number	General Description	Estimated Value (\$)	Procurement Method	Review	Bidding Procedure	Comments

Consulting Services						
Package Number	General Description	Estimated Value (\$)	Selection Method	Review	Type of Proposal	Comments

List of Awarded and Completed Contracts

The following table lists the awarded contracts and completed contracts for goods, works, nonconsulting, and consulting services.

Goods, Works and Nonconsulting Services					
Package Number	General Description	Contract Value	Date of ADB Approval of Contract Award	Date of Completion	Comments

Consulting Services					
Package Number	General Description	Contract Value	Date of ADB Approval of Contract Award	Date of Completion	Comments

D. Non-ADB Financing

The following table lists goods, works, nonconsulting, and consulting services contracts over the life of the project, financed by non-ADB sources.

Goods, Works and Nonconsulting Services				
General Description	Estimated Value (cumulative, \$)	Estimated Number of Contracts	Procurement Method	Comments

Consulting Services				
General Description	Estimated Value (cumulative, \$)	Estimated Number of Contracts	Recruitment Method	Comments

CONSULTANTS TERMS OF REFERENCE

A. PMU Consultants

1. **Project management specialist/team leader (36 person-months, national)** will provide overall support to the project managers. Should have a master's degree in social sciences or related field. Should have over 15 years of professional experience, with at least 7 years of experience in project management. Experience in international organizations' projects preferred. With demonstrated experience in gender projects. Has extensive experience with GBV issues, and challenges faced by diverse economic and social groups in Nepal. Has excellent written communication skills in Nepali and English. Has strong interpersonal skills. He/she will:

- (i) Support preparation of annual implementation plans by PMU and all PIUs.
- (ii) Ensure activities are within schedule and budget and minimize any kind of risks.
- (iii) Ensure effective operation of Project Steering Committee and support PMU in convening PSC meetings, update PSC on project progress, relay issues and document advice for further action.
- (iv) Support PMU in tracking and monitoring activities.
- (v) Supervise inputs of M&E specialist.
- (vi) Undertake primary role in day-to-day management of the office; supervise administrative and other staff; ensure all financial accounts are dealt with appropriately as per ADB and government's regulations.
- (vii) Ensure proper implementation of end line survey of the project including different assessments and studies and their report preparation.
- (viii) Liaise with CSOs and other stakeholders for effective implementation of project activities.
- (ix) Supervise maintenance of project website to ensure accurate and up-to-date information.
- (x) Supervise all individual consultants in the PMU.

3. **GESI training specialist (20 person-months, national)** will plan, coordinate, and implement all capacity building activities related to the police. The consultant will have a minimum of a Master's degree in social sciences or related field, at least 10 years of professional experience and at least 3 years of experience working with police on training on gender/GBV issues. The consultant shall also have in-depth understanding of multiple forms of GBV, and experience working with diverse socio-economic groups and across different provinces in Nepal. S/he will also have solid written communication skills in Nepali and English, and strong interpersonal skills. The consultant shall maintain office space in the PMU and the WCSCSC Directorate and undertake the following tasks.

- (i) Review and add to training manuals for all police trainings delivered under the project as appropriate.
- (ii) Work with the Women, Children and Senior Citizen Service Directorate of the Nepal Police and the Police Training Academy to ensure the quality of training modules to be delivered by the project to WCSC, APO and DPO staff. Work toward integration of training modules in regular training program of Nepal Police.
- (iii) Coordinate with WCSCSD to prepare annual training plan to police and its implementation.

- (iv) Select resource persons/trainers for capacity building activities of Nepal Police.
- (v) Facilitate workshop among Nepal Police to review upgrading of the current 10-day psychosocial counseling course to a 16-day course.
- (vi) Devise format for referral data documentation to be maintained by WCSCSCs for GBV cases; the format should include information on follow-up action and detailed background of survivor including but not limited to ethnicity, marital status, and gender identity.
- (vii) Serve as a liaison between WCSCSC Directorate and the PMU.

4. Procurement and contract management specialist (8 person-months, national, intermittent) will (i) assist the EA and IAs in developing their procurement capacity for procurement of consultants, civil works, and goods; (ii) assist in preparing bidding documents and bid evaluation reports; (iii) assist in capacity building following ADB's Procurement Policy and Procurement Regulations (2017, as amended from time to time); (iv) critically review procurement of contract packages; (v) assist PMU and PIU in administration of works, assist in technical specifications and the contract document, dispute resolution, if necessary and finalization of variation orders which have financial implications; (vi) support PMU, PIU, and ADB mission leader in overall project management activities for successfully achieving the project targets; and (vii) assist ADB's project missions; and (viii) assist in other tasks relevant to the assigned project. Should have at least a master's degree in civil engineering or related. With 15 years of professional working experience and at least 10 years of relevant experience managing procurement related to goods, civil works, and consulting packages in development partner financed project in Nepal. Experience in standard procedures and documents for procurement and selection of consultants, e-GP systems, government's PPA and PPR will be required. Familiarity with ADB procurement procedures and contract management is highly preferred. Has sound knowledge of ADB policies and procedures and leadership experience, in particular on ADB projects is desirable. He/she will:

- (i) Assist in the assessment of procurement capacity and procurement system of PMU/PIU and identify risks and capacity development requirements and mitigation measures.
- (ii) Support in preparation of procurement documents such as bidding documents for goods, works and services, pre-bid meeting minutes, bid evaluation reports.
- (iii) Assist in preparing and updating the project administration manual.
- (iv) Assist in preparing documents for recruitment of consultants.
- (v) Assist PMU/PIU in use of e-GP, in collaboration with PPMO.
- (vi) Support mission leader in preparing ePAF.
- (vii) Participate, as needed, in the meetings and review missions.
- (viii) Assist in timely endorsement and signing of key documents related to procurement.
- (ix) Assist PMU/PIU in drafting various correspondence letters to the bidder/contractor related to contract administration.
- (x) Carry out field verification, if needed, and assist PMU and PIU in finalizing variation orders.
- (xi) Assist PMU/PIU in coordinating with contractors and supervision consultants to hold meetings with them to resolve critical issues, if any.
- (xii) Assist PMU/PIU in finalizing extension of expected completion date, if necessary.
- (xiii) Assist PMU/PIU in finalizing price adjustment matters, if any.
- (xiv) Assist PMU/PIU in preparing and demonstrating the required documents on behalf of the PMU/PIU in dispute resolution.

- (xv) Assist PMU/PIU in the interpretation of the technical specifications and contract agreements.
- (xvi) Review periodic construction progress reports submitted by UNOPS.

5. **Environmental safeguards specialist (16 person-months, national, intermittent)** will support the PMU in overall environmental safeguards management, quality assurance and reporting and support PIUs in ensuring compliance with the environmental management plan (EMP) requirements. He/she will be responsible to undertake activities, as described hereunder, following the Environment Protection Act (EPA), 2019 and Environment Protection Rule (EPR), 2020 of the Government of Nepal (as amended from time to time) and in accordance with the Safeguard Policy Statement (SPS), 2009 of ADB. The specialist should have a master's degree in environment-related science with 5 years general and 3 years relevant experience in environmental impact assessment and monitoring of infrastructure projects. Should have at least 1-year specific experience in environmental assessment or monitoring of building construction work and should have experience working as an environmental specialist for at least one project with at least 3 months duration funded by ADB or World Bank. He/she will:

- (i) Review environment and disaster risk management related current acts, regulations and institutional arrangement of the government and environmental safeguards policy of ADB.
- (ii) Review national building codes and standards.
- (iii) Thoroughly review the existing IEE, EMP and EARF, and safeguards assurance mechanism of the project.
- (iv) Orient EA and IA's staff, contractor and consultants/UNOPS' environmental safeguards consultants on environmental safeguard procedure, principles and project requirements including environmental screening by rapid environmental assessment (REA) and categorization of the Project.
- (v) Support in establishing and operationalizing efficient institutional mechanism on safeguards.
- (vi) Support IAs to collect site-specific baseline data on the physical, biological, socioeconomic and cultural environment of the area through primary and secondary sources. Use checklist, questionnaire and participatory tools for collection of baseline data.
- (vii) Guide UNOPS' environmental safeguards consultants to draft IEE or DDR following the EARF and support PMU to submit for ADB clearance.
- (viii) Establish safeguard monitoring and reporting mechanism and templates.
- (ix) Conduct field monitoring on intermittent basis through support of UNOPS' environmental safeguards consultants.
- (x) Review environmental monitoring reports with key environmental concerns, risks and challenges, as prepared by UNOPS' environmental safeguards consultants and finalize.
- (xi) Organize public consultation and information disclosure programs with local and related stakeholders to understand the concerns of the local community and organizations on the environmental implications from the Project implementation.
- (xii) Consider direct, indirect, and cumulative impacts; and develop mitigatory and compensatory measures.
- (xiii) Use the collected information in finalizing IEE, EMP and environmental and safety monitoring plan with sample monitoring checklist.
- (xiv) Prepare grievance redress mechanism (GRM), and communication and consultation plan.

- (xv) Assess institutional capacity to implement EMP, EARF requirements, and GRM at central and local levels, and conduct necessary capacity strengthening orientation and training to the relevant stakeholders.
- (xvi) Prepare project completion report on environment.

6. **Social safeguard specialist (5 person-months, national, intermittent)** will ensure compliance with safeguards requirements. The social safeguard expert will provide any technical and handholding support to PMU and PIUs in relation to social safeguard requirements. The Social Safeguards Expert will provide support to PMU/PIUs in implementation, monitoring, and reporting of social safeguard activities during project implementation. The consultant will have a minimum of a Master's degree in sociology, anthropology, social sciences, or related field, and preferable 7 years of relevant experience working on social due diligence and providing training and capacity building, indigenous peoples issues, land acquisition, preparing safeguard planning document, and monitoring reports. Work experience in similar assignments, social impact assessment of investment projects is expected. Knowledge on country legal frameworks and policies, ADB safeguard requirements is preferred. The consultant should have demonstrated evidence of writing reports meeting the required standard. The consultant will be stationed at PMU with frequent field visits and report to Project Manager. The consultant will undertake the following tasks:

- (i) Support PMU/PIUs in undertaking social safeguards for the project and preparing due diligence reports for additional WCSCSCs and rehabilitation center identified during implementation.
- (ii) Coordinate with PMU and other team member to design capacity development activities and facilitate training to PIU staff, contractor, and other stakeholders.
- (iii) Support community awareness raising team and provide necessary input to design learning material and consultation activities to ensure indigenous peoples needs are met.
- (iv) Conduct consultation meetings and focus group discussions with project beneficiaries and stakeholders and document consultation for preparing safeguard documents.
- (v) Monitor social safeguard related activities and prepare social safeguard semi-annual monitoring report.
- (vi) Contribute to social safeguard section of quarterly progress report and project completion report.
- (vii) Update as required, the relevant sections of the project administration manual (PAM) on social safeguards.
- (viii) Provide necessary support to GRCs in addressing social safeguard related issues, concern, and grievances.
- (ix) Conduct social safeguard screening and impact assessment and prepare required document for approval of subproject and monitor compliance during implementation.
- (x) Supervise, monitor, and assess safeguards compliance according to the project document and ADB SPS 2009 and develop corrective actions if needed.

7. **Financial management specialist (36 person-months, national)** will assist the PMU in coordinating and managing the financial management functions of PMU and PIUs to ensure all project funds are used for the intended purpose and with due attention to considerations of all economy and efficiency; and ensure full compliance with ADB's financial management and disbursement requirements as well as with the financial covenants of the grant agreement. He/she will help on all the project related financial management matters for producing and consolidating

all the reports relating to financial matters of PMU/PIUs as required by the Government of Nepal and ADB. He/she will coordinate and provide guidance to the Finance and Administration Officers of the Project and will work in close collaboration with government and ADB to ensure the overall improvement of the project financial management, particularly through following up with the agreed Financial Management Action Plans (FMAPs), matters as outlined in the Project Administration Manual (PAM) of the ADB as well as the recommendations of external auditors and internal auditors. The specialist should have a master's degree in commerce/business administration/business studies; preference will be given to candidates with professional accounting qualifications such as CA, ACCA, or CPA. Has an overall 10 years of working experience in financial management functions for the implementation of the project in partnership with government entities, public, or private sector. Has experience in similar capacity and sound knowledge of preparation of withdrawal application, project account of donor funded project and knowledge in the areas of and grant management, computerized accounting system including LMBIS/PLMBIS system of the Government of Nepal and ADB procedures/policies shall have added advantage. He/she will:

- (i) Provide support in setting up and operationalizing the agreed FM arrangements including the roles and responsibilities between the PMU and the PIUs to ensure the effective project implementation and flow of financial information.
- (ii) Provide capacity building/on the job coaching and skills transfer related support to the project's Finance and Administration Officers in the PIUs to ensure they are aware of their duties and the relevant sections of project documents including the (a) grant and project agreements, (b) PAM, (c) ADB's *Loan Disbursement Handbook* (2017, as amended from time to time), as well the (d) national and ADB's anti-corruption policy and whistleblowing mechanisms.
- (iii) Train and coach the project's finance and administration officers in the PIUs in accounting and financial management as per the Government's systems and procedures.
- (iv) Assist the PMU/PIUs in preparing annual budget estimates and in maintaining proper budget controls as well as in monitoring budget execution.
- (v) Support in administering the advance account and prepare monthly reconciliation of the advance account.
- (vi) Support the project in ensuring compliance with the financial covenants outlined in the ADB grant agreement.
- (vii) Support the PMU/PIUs in implementing the Financial Management Action Plans (FMAPs) as agreed with ADB and outlined in the PAM.
- (viii) Review the adequacy and effectiveness of internal controls and make recommendations for improving systems and tools including the areas of accounting software; segregation of duties, level of authorization; written financial management procedures as well as monitoring and reporting.
- (ix) Support the PMU and the PIUs in ensuring that (a) all payments are duly prepared, reviewed, authorized, and recorded in the accounting system correctly and in a timely manner, and (b) all expenditure items meet the eligibility criteria as defined in the ADB grant agreement, and are supported by adequate documentation (invoice, contracts, evidence of payments etc.) as outlined in the ADB disbursement handbook.
- (x) Conduct quarterly analysis of PMU and the PIU's account balances in the General Ledger and verification of trial balance and make necessary corrections and adjusting entries as required.
- (xi) Conduct periodic analysis of and follow-up on outstanding advances under the project (if any).

- (xii) Conduct an analysis of the financial execution of the approved budget (budget-to-actual by activity) as well as financial vs physical progress. Analyze and document for any significant variations.
- (xiii) Support the PMU and the PIUs in conducting and preparing quarterly reconciliation of the project disbursement records and ADB's disbursement data to ensure the correctness and completeness of the project records. Follow up on any discrepancies to ensure these are resolved in a prompt manner.
- (xiv) Support the PMU and the PIUs in conducting monthly reconciliations of all project bank accounts. Analyze and follow-up on all reconciliation items.
- (xv) Support the PMU and the PIUs in maintaining an up-to-date fixed asset register covering all assets constructed and purchased under the project.
- (xvi) Support the PMU in secretarial functions related with the (a) drafting of the minutes, (b) send draft minutes to Chairperson for review, (c) distribute minutes to members including a reminder calendar invite detailing time and location of the meeting, (d) preparation of the presentations, and briefing/background notes as required.
- (xvii) Manage all correspondence related to administration and finance.
- (xviii) Conduct frequent field visits for monitoring and supervision.
- (xix) Assist the PMU and the PIUs in preparing withdrawal applications and in collection and filing of all supporting documentation in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time).
- (xx) Assist the PMU and the PIUs in (a) preparing and submitting the quarterly financial reports and annual audited project financial statements in the agreed format and in a timely fashion, as well as (b) reconciling the project accounts with the ADB disbursement data to ensure all funds disbursed by ADB are correctly reflected in the periodic financial reports and the project financial statements.
- (xxi) Support the PMU and the PIUs in ensuring that all financial records are orderly filed and stored physically in a safe location (flood and fireproof) and a daily/weekly electronic back up is maintained on an external server or hard drive and updated regularly.
- (xxii) Support the PMU and the PIUs in the follow-up of internal and external audit recommendations to further improve the internal controls of the project.
- (xxiii) Assist the PMU and the PIUs in implementing financial recommendations as agreed between the project and ADB during review mission.
- (xxiv) Conduct an assessment of the challenges in preparing and submitting audited financial reports in a timely manner based on desk reviews and key informant interviews; recommend measures that will help reduce the timeframe for submission of audited financial reports.
- (xxv) Preparation and submission of the (a) disbursement reports, (b) SOE/withdrawal application to ADB, (c) audit reports, and (d) project completion report.

B. PIU Consultants

9. **GBV response specialist (3 positions, 36 person-months each, national)** will be responsible for providing policy, strategy, and implementation inputs on anti GBV approaches to PIU Project Manager at provinces; and work closely with project team in delivery of project outputs 2, 3, and 4. He/she will report to the project manager. Should have a master's degree in social sciences or related field. With at least 10 years of professional experience and at least 7 years of experience in GBV issues. Has an in-depth understanding of multiple forms of GBV and experience working with diverse socioeconomic groups and across different provinces in Nepal.

Has excellent written communication skills in Nepali and English, and strong interpersonal skills. He/she will:

- (i) Provide technical inputs on GBV to PIU team to ensure effective implementation of project activities as per prescribed approach and quality in process.
- (ii) Develop terms of reference and standard operating guidelines for the Gender-based Violence Response Coordination Committee (GBV-RCC) at the province level outlining roles and responsibilities, annual activities, and sustainability mechanism in consultation with GBV-RCC members.
- (iii) Coordinate GBV-RCC operations and implementation of annual activities at province levels working closely with PIU of concerned ministries.
- (iv) Develop appropriate training and orientation manuals on GBV-RCC functions.
- (v) Coordinate and provide training and orientation to the GBV-RCC members at provinces.
- (vi) Develop training manuals and guidance notes on application of standard approaches in the work of the rehabilitation centers under the guidance of the GBV Response Specialist in the PMU and as per project design and train staff of rehabilitation centers annually.
- (vii) Support PIUs to strengthen province-level referral mechanism in participation of stakeholders, with guidelines and directives to facilitate effective referral of GBV survivors.
- (viii) Identify CSOs to support provision of services and form partnerships.
- (ix) Develop life skills training modules for survivors in rehabilitation centers and identify other livelihood skills training as applicable for the survivors and provide support to implement.
- (x) Provide technical inputs to PIU to prepare various types of annual community awareness activities and campaigns, and in design of relevant materials.
- (xi) Ensure that PIU prepare activities for outputs 3 and 4 with allocation of adequate budget annually and timely implement.
- (xii) Consolidate and prepare quarterly progress reports of provincial training, community awareness, coordination and other capacity strengthening activities with sex disaggregated beneficiaries' data to include in quarterly reports of the project which will be submitted by PMU to ADB.
- (xiii) Select resource persons/trainers as required and guided by the PMU.

10. **GBV awareness field coordinator (3 positions, 36 person-months each, national)** will be responsible to coordinate all field activities under project outputs 2, 3, and 4. Should have a master's degree in social sciences or related field. With at least 10 years of professional experience and at least 5 years of experience working on gender/GBV issues. Has an in-depth understanding of multiple forms of GBV and experience working with diverse socioeconomic groups and across different provinces in Nepal. Has excellent written communication skills in Nepali and English, and strong interpersonal skills. He/she will:

- (i) Provide inputs to carry out different types of awareness activities prepared under the project scope.
- (ii) Assist PIU in preparation, planning and implementation of different awareness programs (such as street drama, forming listeners' groups, public dialogues, etc.).
- (iii) Assist PIU on how to manage and co-ordinate the implementation of GBV awareness programs.
- (iv) Support PIU in development and dissemination of Information, Education and Communication (IEC) materials for awareness campaigns.

- (v) Provide any other technical inputs required to PIU to prepare various types of annual community awareness activities and campaigns, and in design of relevant materials.
- (vi) Consolidate and prepare data of all types of community awareness activities with sex disaggregated beneficiaries' data to include in quarterly reports of the project which will be submitted by PMU to ADB.

11. Monitoring and evaluation specialist (3 positions, 20 person-months each, national, intermittent) will be responsible for project outcome and outputs monitoring system development, data compilation and maintenance, and reporting. Works closely with project Director and manager including PIU chief in provinces. He/she will report to the project manager. Should have a master's degree in statistics, social science, economics, development studies, or related field. With at least 10 years of experience in M&E in development programs and 5 years of experience in gender projects with government or international organizations. He/she will:

- (i) Establish and maintain computer-based project M&E system which captures project progress against set indicators and targets of DMF (with disaggregation by sex, social identity, age and other variables as necessary), financial and physical progress of each project output.
- (ii) Update and maintain project database against DMF indicators and targets for regular quarterly reporting, and as and when required, including detailed data of activities under each project output.
- (iii) Orient PIU on M&E system to collect, compile and document project data (activities under all outputs and DMF indicators/targets), and on the importance and utilization of data for tracking project progress and decision making.
- (iv) Orient project implementing agencies and units such as WCSCSCs, rehabilitation centers, and provincial ministries in data keeping, compiling, and reporting system and to report data to PIU.
- (v) Provide regular technical backstopping to the PIU in provinces to maintain project database and timely reporting.
- (vi) Prepare and share with PIUs format for collecting detailed trainee/participant information including ethnicity, gender identity and other socioeconomic characteristics for each training and outreach event.
- (vii) Support to conduct/organize baseline, mid-term and end line surveys of the project including different assessments and studies at province level. Produce reports of all.
- (viii) Prepare high quality quarterly and annual reports, as well as other ad-hoc reporting as required with disaggregated data and evidence based analytical information.
- (ix) Participate in project review missions and support to present project status and prepare mission reports.
- (x) Coordinate with PIUs in preparation of project completion report of government to submit to ADB.

12. Financial and administration officer (3 positions, 36 person-months each, national). The consultant will have at least Bachelor's Degree in commerce/Business Administration/Business Studies; preference will be given to candidates with a master's degree in commerce/Business Administration/Business Studies. The consultant will have an overall 7 years of working experience in financial management functions for the implementation of the project in partnership with the government entities, public or private sector; and experience in the donor funded project and knowledge in the area of and grant management, computerized accounting system including LMBIS/PLMBIS system of GoN and ADB procedures/policies shall

have added advantage. The position will report to the Project Manager in the PIU. The main objective of hiring the consultant is to assist the Provincial Project Director and Provincial Deputy Project Director of the Project Implementation Unit (PIU) to coordinate and manage the financial management functions of the PIU to ensure: (i) all project funds are used for the intended purpose and with due attention to considerations of economy and efficiency; and (ii) full compliance with ADB's financial management and disbursement requirements as well the financial covenants of the grant and project agreement. He/she will work under the supervision of the Provincial Project Director and guidance of the Financial Management Expert to perform all the project related financial management functions as required by the Government of Nepal and the Asian Development Bank. The main tasks related to the position shall include but not limited to:

- (i) Carry out the functions of the PIU to ensure the effective project implementation and flow of financial information.
- (ii) Adhere to the functions and duties of the relevant sections of project documents including the (a) grant and project agreements, (b) project administration manual, (c) ADB's *Loan Disbursement Handbook* (2017, as amended from time to time), as well as the (d) national and ADB's anti-corruption policy and whistleblowing mechanisms.
- (iii) Gain an understanding in the areas of the accounting and financial management as per the Government's systems and procedures.
- (iv) Prepare the annual budget estimates, maintain proper budget controls as well as monitor the budget execution.
- (v) Support the project in ensuring compliance with the financial covenants outlined in the ADB grant agreement.
- (vi) Support the respective PIU in implementing the Financial Management Action Plan (FMAP) as agreed with ADB and outlined in the Project Administration Manual.
- (vii) Adhere to the outlined internal control system and flag the inconsistencies if noted in the areas of accounting software; segregation of duties, level of authorization; written financial management procedures as well as monitoring and reporting.
- (viii) Report to the PMU in ensuring that (a) all payments are duly prepared, reviewed, authorized, and recorded in the accounting system correctly and in a timely manner; and (b) all expenditure items meet the eligibility criteria as defined in the ADB grant agreement, and are supported by adequate documentation (invoice, contracts, evidence of payments etc.) as outlined in the ADB disbursement handbook.
- (ix) Prepare the quarterly analysis report of the PIU's account balances in the General Ledger and verification of trial balance and make necessary corrections and adjusting entries as suggested by the PMU.
- (x) Track the status of the outstanding advances under the project.
- (xi) Prepare an analysis of the financial execution of the approved budget (budget-to-actual by activity) as well as financial vs physical progress. Analyze and document any significant variations at the PIU level.
- (xii) Conduct the quarterly reconciliation of the project disbursement records and ADB's disbursement data to ensure the correctness and completeness of the project records.
- (xiii) Prepare the monthly reconciliations of all project bank accounts. Analyze and follow-up on all reconciliation items.
- (xiv) Maintain an up-to-date fixed asset register covering all assets constructed and purchased under the project.
- (xv) Support the PIU in secretarial functions related with the (a) drafting of the minutes, (b) send draft minutes to Chairperson for review, (c) distribute minutes to members

- including a reminder calendar invite detailing time and location of the meeting, and (d) preparation of the presentations and briefing/background notes as required.
- (xvi) Will supplement support to the PMU in the preparation of withdrawal applications and in collection and filing of all supporting documentation in accordance with ADB's *Loan Disbursement Handbook* (2017, as amended from time to time).
 - (xvii) Support in (a) preparing quarterly financial reports and annual audited project financial statements (project component implemented by the implementing agency) in the agreed format and in a timely fashion, as well as (b) reconciling the project accounts with the ADB disbursement data to ensure all funds disbursed by ADB are correctly reflected in the periodic financial reports and the project financial statements.
 - (xviii) Ensure that all financial records are orderly filed and stored physically in a safe location (flood and fireproof) and a daily/weekly electronic back up is maintained on an external server or hard drive and updated regularly.
 - (xix) Follow-up of internal and external audit recommendations to further improve the internal controls of the project; and as agreed between the project and ADB during review mission.
 - (xx) Maintain updated documentation, filing, folders and administrative data management in both hard copy and soft copy version.
 - (xxi) Support in local procurement process as per procurement guideline including supporting the preparation of consultants/partners contracts and liaising with consultants on specific administrative requirements.
 - (xxii) Providing project logistical support as required – booking travel, hotel reservations and other facilities for field mission, conferences, training, and workshops.

13. **Structural Engineer (10 person months, national).** Structural Engineer shall hold a master's degree in Structural Engineering, Earthquake Engineering, or equivalent. He /she will have preferably 10 years of professional experiences in designing of buildings using structure design software. The structural engineer will serve as team leader for the engineering design team and supervise the inputs of the architect, cost and quantity surveyor, geotechnical engineer, electrical engineer and sanitary engineer. He/she will report to the SSPUW project focal within the RUDP PCO at DUDBC.

The detailed tasks shall include, but not be limited to, the following:

- (i) Prepare detailed engineering design for 5 WCSCSCs and 2 rehabilitation centers; designs should meet the specific requirements to meet the purpose of the rehabilitation centers and WCSCSCs and should integrate climate and disaster resilient features and be disability friendly.
- (ii) Plan, organize, monitor and guide the work of the field teams responsible for conducting the surveys and investigations (general topographical surveys, general geotechnical investigations, and environmental assessments) necessary for the design.
- (iii) Ensure that Geotechnical investigation, where required, is carried out in accordance with current Nepal National Building Code (NBC). Collect and refer to the available seismic data/ records of the area, soil bearing capacity reports of the sites, etc., for development of site-specific designs.
- (iv) Advise and develop checklists/procedure for structural inspections and recommend remedial measures and refurbishment whenever required for buildings to earthquake resistance and multi hazard resilient standard.

- (v) Secure approval of the WCSCSC designs from Nepal Police Engineering Department.
- (vi) Present design details to relevant government authorities and coordinate process for approval of building designs.
- (vii) Facilitate UNOPS' review of the structural designs of rehab centers and WCSCSCs.
- (viii) In collaboration with the field teams, develop designs/proposals for adjustments in the designs if required based on the site conditions in a timely manner.
- (ix) Liaise with the Chief Resident Engineer from UNOPS to facilitate supervision of all construction works.

Manage and ensure timely inputs from the architect, cost/quantity surveyor, geotechnical engineer, electrical engineer and sanitary engineer to ensure timely and proper completion of detailed engineering designs

14. Cost / Quantity surveyor / engineer (6 person months, national). The Cost/Quantity Surveyor shall hold a civil engineering degree and possess wide experience in the contract and procurement management, checking of quantities, and certifying interim payment certificates, recommend extensions of time and variation orders. S/he will have preferably 10 years overall and 5 years as Cost/Quantity Engineer in the building construction sector, preferably on projects funded by International Development Agencies. The consultant will report to the structural engineer.

The detailed tasks shall include, but not be limited to, the following:

- (i) Assist in preparing Bills of Quantities for the 5 WCSCSCs and 2 rehabilitation centers that are yet to be designed.
- (ii) Prepare an elemental format for all construction activities and to monitor the costs regularly.
- (iii) Establish realistic costs for escalation, contingency, site allowances, etc. and include these cost plans in compiling a total project cost estimate for budget purposes.
- (iv) Liaise with the cost and quantity surveyor from UNOPS to ensure procedures are adopted to maintain an efficient Project Cost Control System during implementation of construction.

15. Architect (6 person months, national). The Architect shall hold a Graduate' degree in architecture with 8 years of professional experience in building design and facility management or master's degree in Architecture with 6 years professional experience in building design and facility management. The consultant will report to the structural engineer.

The detailed tasks shall include, but not be limited to, the following:

- (i) Assist the structural engineer with the elaboration and drawing of the designs for 5 WCSCSCs and 2 rehabilitation centers.
- (ii) Ensure that the designs of all the selected projects meet the requirements for rehabilitation centers and WCSCSCs in that they are GESI-friendly and survivor-friendly and meet the construction norms Nepal.
- (iii) Prepare or select appropriate design of WCSCSCs according to the site condition and requirement and submit timely inputs to the structural engineer.
- (iv) Prepare master plan of each of the sites and review as built drawings submitted by the contractor.

- (v) Assist the structural engineer in presenting design details to relevant government authorities for finalization.

16. **Geo-technical engineer (3 person months, national).** Geo-technical Engineer shall hold a master's degree in Geo-tech engineering and possess wide experience in the geo-tech investigation of construction sites. S/he shall have 7 years overall and 5 years as Geo-tech Engineer in the building construction sector. The consultant will report to the structural engineer.

The detailed tasks shall include, but not be limited to, the following:

- (i) Visit all construction sites for subprojects for which designs are yet to be prepared and make visual inspection of the soil to ascertain Safe Bearing Capacity (SBC) in accordance with Nepal National Building Code (NBC) load test (DCPT/SPT).
- (ii) If deemed necessary, recommend for drilling of bore holes test.
- (iii) Review all geo-technical investigation reports and recommend for foundation type design.
- (iv) Review geo-tech model analysis.
- (v) Provide timely inputs to the structural engineer to complete designs of the remaining 7 subprojects.
- (vi) During construction phase of selected subprojects identified for advanced contracting, visit construction sites and assist Resident engineers from UNOPS and structural engineer wherever needed.
- (vii) Review the as built drawings submitted by the contractor.

17. **Electrical Engineer (3 person months, national).** The Electrical Engineer shall have a bachelor's degree in Civil engineering or Electrical Engineering or equivalent, with 5 years of experience designing electrical installations in office and commercial buildings. The consultant will report to the structural engineer.

The detailed tasks shall include, but not be limited to, the following:

- (i) prepare design, estimate, BOQ and specification of electrical works of remaining sites.
- (ii) conduct review and make necessary adjustment of the sites for which the designs are already completed, if and as needed in coordination with resident engineers from UNOPS.
- (iii) assist the Architect and Structural Engineer when designing the electrical installation and verifying that such installation meets the Nepal norms for public facilities and assist Resident Engineers from UNOPS in the implementation of electrical works.
- (iv) Provide timely inputs to the Structural Engineer to complete designs of the remaining 7 subprojects.
- (v) review the as built drawings submitted by the contractor.

18. **Sanitary engineer (3 person months, national).** The Water and Sanitation Engineer shall have a bachelor's degree in Civil engineering or water supply and sanitation or equivalent, with 5 years of experience designing water supply and sanitation systems in rural areas. The consultant will report to the structural engineer.

The detailed tasks shall include, but not be limited to, the following:

- (i) Ensuring that all the sites under the project will have adequate water and sanitation facilities;
- (ii) Ensuring in coordination with the Architect that the toilets meet the social action plan requirements and are properly aerated and connected to water distribution and sanitation. Provide timely inputs to the structural engineer to complete designs of the remaining 7 subprojects.

OUTLINE QUARTERLY PROGRESS REPORT FORMAT

General Instructions

The quarterly progress reports (QPRs) should follow the format outlined below and are to be submitted to ADB within 45 days after each quarter. In case of delays or incomplete information, ADB will submit a reminder to the EA/IA. Repeated delays or incomplete information may have a negative impact on the project performance ratings and may be discussed during review missions and TPRMs.

Section A. Introduction and Basic Data

- i. ADB grant number, project title, Government, executing agency, implementing agencies
- ii. total estimated project cost and financing plan;
- iii. status of project financing including availability of counterpart funds;
- iv. dates of approval, signing, and effectiveness of ADB grant;
- v. original and revised (if applicable) ADB grant closing date and elapsed grant period based on original and revised (if applicable) grant closing dates; and
- vi. date of last ADB review mission.

Section B. Utilization of Funds (ADB Grant and Counterpart Funds)

- i. cumulative contract awards financed by the ADB grant and counterpart funds (commitment of funds to date), and comparison with time-bound projections (targets – for ADB financing, compare with the actual contract awards with the contract award curve included in the PAM). Include an analysis of significant variances between planned and actual contract awards;
- ii. cumulative disbursements from the ADB grant and counterpart funds (expenditure to date), and comparison with time-bound projections (targets – for the ADB financing, compare the actual disbursement with the disbursement projections as per the S curve included in the PAM), Include an analysis of significant variances between planned and actual disbursements; and
- iii. re-estimated costs to complete the project, whether there is a need for reallocation and an indication of project cost overrun.
- iv. Reconciliation of project records and ADB disbursement records (GFIS) for the reporting period and cumulative from project inception to end of the reporting period. Explain reasons for discrepancies and outline follow-up actions required (if any). Attach a detailed reconciliation by WA as per [Appendix 4](#).

Section C. Project Purpose

- i. status of project scope/implementation arrangements compared with those in the Report and Recommendation of the President (RRP), and whether major changes have occurred or will need to be made;
- ii. an assessment of the likelihood that the immediate development objectives (project purpose) will be met in part or in full, and whether remedial measures are required based on the current project scope and implementation arrangements; and
- iii. an assessment of changes to the key assumptions and risks that may affect the attainment of the development objectives.

Section D. Implementation Progress

- i. provide a brief summary assessment of progress or achievements in implementation since the last progress report;

- ii. assessment of the progress of each project component, such as (a) recruitment of consultants and their performance, (b) procurement of goods and works (from preparation of detailed design and bidding documents to contract awards); and (c) the performance of suppliers, manufacturers, and contractors for goods and works contracts;
- iii. assessment of progress in implementing the overall project to date in comparison with the original implementation schedule—quantifiable and monitorable target, (include simple charts such as bar or milestone to illustrate progress, a chart showing actual versus planned expenditure, S-curve graph showing the relationship between physical and financial performance, and actual progress in comparison with the original schedules. Include an analysis of significant variances between physical and financial progress; and,
- iv. an assessment of outcome/output achievements versus targets – based on project performance monitoring system (PPMS) developed from design and monitoring framework of the project.

Section E. Major Project Issues and Problems

Summarize major problems and issues affecting or likely to affect implementation progress, compliance with covenants, and achievement of immediate development objectives. Recommend actions to overcome these problems and issues (e.g., changes in scope, changes in implementation arrangements, and reallocation of grant proceeds).

Section F. Financial Management

- i. Summarize the status of Financial management in the project including: a) any problems in the existing FM arrangements and /or flow of funds and b) any significant changes occurred during the reporting period (e.g. FM staff turnover, implementation of new financial systems, emerging FM related risks etc.);
- ii. Summarize the status of: a) the FM action plan outlined in the PAM, b) recommendations and actions raised by ADB as part of the APFS review (if any) and c) FM related recommendations agreed during ADB review missions (if any); and
- iii. Summarize the status of Status of past audit observations (resolved/ pending).

Appendixes

Attach the following appendixes to the QPR when submitting it to ADB:

1. Summary Legal Covenant Review
2. Summary Gender Action Plan Progress (separate format available)
3. Statement of Cash Receipts and Payments by Category
4. Detailed reconciliation (by Withdrawal application) of project records and ADB disbursement records (LFIS/GILFIS) for the fiscal year to date and cumulative
5. List of signed contracts
6. Status of past external audit observations (resolved/ pending)
7. Status of past internal audit observations (resolved/ pending)
8. Status of FM action plan (complied/ongoing)

QPR APPENDIXES

Appendix 1: Statement of Cash Receipts and Payments by Category

	Reporting Period (Quarterly/Semi-annually)	Year to date	Cumulative	Hard commitments (contracts signed not paid)
In the currency of the financial statements				
Cash receipts				
ADB Advance/Replenishments	Q	Q*	Q [^]	
ADB Direct Payments	P	P*	P [^]	
ADB Reimbursement/Retroactive Financing	U	U*	U [^]	
Government	S	S*	S [^]	
Total	T=Q+P+S+U	T*=Q*+P*+S*+U*	T[^]=Q[^]+P[^]+S[^]+U[^]	
Payments				
Civil Works	A	A*	A [^]	A**
Consultancy services	B	B*	B [^]	B**
Project administration	C	C*	C [^]	C**
Other related costs	D	D*	D [^]	D**
Total expenditures	E=A+B+C+D	E*=A*+B*+C*+D*	E[^]=A[^]+B[^]+C[^]+D[^]	E**=A**+B**+C**+D**
Opening cash balance	H	H*	H[^]	
Closing cash balance	K=H+T-E	K*=H*+T*-E*	K[^]=H[^]+T[^]-E[^]	

Appendix 4: Status of External Audit Observations – Cumulative from Inception to End of Reporting Period

Recommendation/Audit Observation	External Audit Recommendation	Date of the Recommendation	Planned Actions to Address the Recommendation	Responsibility	Current Status of the Planned Action (pending/resolved)	Remarks

Appendix 5: Status of Internal Audit Observations – Cumulative from Inception to End of Reporting Period

Recommendation/Audit Observation	External Audit Recommendation	Date of the Recommendation	Planned Actions to Address the Recommendation	Responsibility	Current Status of the Planned Action (pending /resolved)	Remarks

Appendix 6: Status of Financial Management Action Plan

Key Risk	Risk Mitigating Activity	Timeline	Responsible Entity	Current status (implemented/Pending)	Remarks (including an action plan in case of noncompliance)

Appendix 7: Status of Environmental Safeguards Compliance

Key Question	Yes/No/Not Applicable	Remarks
I. Contracts. For any project outputs/component categorized as A or B for environment:		
1. Are there any works contracts that have been awarded by the borrower?		
2. Are the EMP(s)* cleared by ADB and any conditions of any national EIA/IEE clearance incorporated into the bid and contract documents? *EMP(s) cleared by ADB for inclusion in the contract documents should be final, based on the detailed design, except for turnkey/DBO projects where detailed design is still to be completed by the contractor		
II. Project Execution. For any project outputs/component categorized as A or B for environment:		
Have the requisite national environment, health and safety clearances* and ADB environment safeguard clearances** been obtained before commencement of applicable works? * Including permits (e.g. forest permit), consents (e.g. consent to operate), licenses etc.		

Key Question	Yes/No/Not Applicable	Remarks
<p><i>** updated EIA/IEE reflecting design changes; for site access final, detailed design EMPs for turnkey/DBO contracts; ESMS before first disbursement etc.</i></p> <p><i>*** national EIA/IEE clearance, including consent to establish [construction] and consent to operate [operation] in DMCs where this is a requirement</i></p>		
III. Project Execution: Grievances		
1. Does the project have a functioning GRM?		
2. Are there any Accountability Mechanism (CRP)-eligible complaint(s) on file?		
3. If there is an AM complaint, is there a time-bound corrective action plan?		
4. Is the implementation of CAP on track?		
Project Execution: Project Safeguards Non-Compliance		
<p>1. Does the project have any outstanding non-compliances?*</p> <p>*aside from any non-compliance to items above</p>		
2. If yes, is there a time-bound CAP agreed between ADB and Borrower?		
3. Is the implementation of corrective actions on track?		
Project Execution: Monitoring		
1. Are the environmental monitoring reports submitted as per agreed schedule, commencing from project effectiveness?		
2. If no, for how long has it been overdue?		

ESTIMATION OF CLIMATE CHANGE MITIGATION AND ADAPTATION COSTS

1. The Strengthening Systems to Protect and Uplift Women project will support establishment of 15 climate and disaster resilient Women, Children, and Senior Citizen Service Centers (WCSCSCs) and four long-term rehabilitation centers. The design of the subprojects will incorporate mitigation measures such as use of solar panels, energy efficient lighting and features that consider provision of shade, and adequate ventilation and air circulation. The design will also include adaptation measures tailored to site-specific hazards such as floods, landslides, and increased risks of lightning.

2. Total cost related to climate change under the project is estimated at \$803,385, with adaptation measures estimated to cost \$550,440 and mitigation measures estimated at \$252,945 million. ADB will finance 100% of adaptation and mitigation costs. Details of activities contributing to climate change mitigation and adaptation and estimated cost for each item are presented in Table 1 below.

Table 1: Activities Contributing to Climate Change Adaptation and Mitigation

SN	Activities that Contribute to Climate Change Adaptation and Mitigation	Cost of Activity			Total Cost (\$)
		Project	Attached TA	TA 6557	
Adaptation					
1	Construction of site-specific adaptation measures such as retaining walls, flood walls, and lightening arresters.	383,647			383,647
2	Design of site-specific climate adaptation measures to be incorporated into the WCSCSCs and rehabilitation centers. ^a	26,100		52,198	78,298
3	Climate and disaster risk screening. ^b			14,624	14,624
4	Supervision of civil works to ensure adaptation measures are implemented. ^c		73,871		73,871
	<i>Total Adaptation Finance</i>	<i>409,747</i>	<i>73,871</i>	<i>66,822</i>	<i>550,440</i>
Mitigation					
1	Design of mitigation measures to be incorporated into the WCSCSCs and rehabilitation centers. ^a	26,100		52,198	78,298
2	Energy efficient lighting and solar panels, projected slab fascia (sun shading device).	162,335			162,335
3	Supervision of civil works to ensure mitigation measures are implemented. ^d		12,312		12,312
	<i>Total Mitigation Finance</i>	<i>188,435</i>	<i>12,312</i>	<i>52,198</i>	<i>252,945</i>
	Total Climate Finance	598,182	86,183	119,020	803,385

^a Costs of engineers, architects and site survey tests undertaken to identify and incorporate climate resilient features in the design. The total cost of this item is USD156,596, out of which 50% has been counted as adaptation cost and 50% as mitigation cost. These expenses are funded by separate ADB-funded TA (TA 6557) and the proposed attached ADB-funded TA.

^b Funded by TA 6557.

^c Calculated by assuming 6% of the total civil works supervision costs. This is based on the share of costs for the site-specific adaptation measures out of the total civil works costs.

^d Calculated by assuming 1% of the total civil works supervision costs. This is based on the share of costs for the mitigation measures such as use of solar panels and energy efficient lighting out of the total civil works costs.

Source: Asian Development Bank.